

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
November 19, 2020
Learning Commons Louis Stokes Wing
12:00 Noon

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

Absent: None

Ms. Rodriguez called the meeting to order at 12:09 p.m.

Approval of the Minutes

Ms. Rodriguez moved approval of the Regular Board Meeting of 10/15/20 and Joint Finance & Human Resources Committee Meeting of 10/13/20. Mr. Hairston 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

Before presenting the Finance Committee Report, Mr. Seifullah stated that the following items were discussed in detail at the Joint Finance & Human Resources Committee Meeting.

Resolution to Accept Gifts for the Month of October

(See pages 1414-1415)

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

MINUTES OF
REGULAR BOARD
MEETING OF
10/15/20; and JOINT
FINANCE & HUMAN
RESOURCES
COMMITTEE
MEETING OF
10/13/20
Approved

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF OCTOBER 2020
Approved

miscellaneous non-monetary gifts from generous citizens from time to time; and

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of October of 2020; now therefore be it

RESOLVED, That the gifts described in the Gift Report for October of 2020 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Resolution to Accept Gift Passed Through from the Cleveland Public Library Foundation from KeyBank to Use Towards Writers & Readers Program

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

WHEREAS, Cleveland Public Library Foundation solicited corporate sponsorships during 2020 under the theme Democracy 2020 that speaks to our role as a public library to encourage thoughtful and informed civic dialogue and engagement; and

WHEREAS, Key Bank agreed to support the Democracy 2020 efforts with a \$15,000 sponsorship; and

WHEREAS, Cleveland Public Library Foundation is passing this sponsorship through to the Library to supplement the Writers & Readers author series and its goals to educate the public to participate in an active and inclusive democratic system; and

WHEREAS, On April 16, 2020, this Board authorized the Executive Director, CEO, or his designee to enter into an agreement with the Equal Justice Initiative in the amount of \$45,000, plus an estimated \$5,000 in travel, lodging, and meal expenses, to engage Bryan Stevenson to speak at the Library event on December 5, 2020; now therefore be it

RESOLVED, That Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a gift in the amount of \$15,000 from the Cleveland Public Library Foundation for deposit into the Founders Fund Account 203046-46100

RESOLUTION
TO ACCEPT
GIFT PASSES
THROUGH
FROM THE
CLEVELAND
PUBLIC
LIBRARY
FOUNDATION
FROM
KEYBANK TO
USE
TOWARDS
WRITERS &
READERS
PROGRAM
Approved

(Restricted Gifts) to be used to help offset the costs for speaker Bryan Stevenson charged to the Founders Fund Account under purchase order number 201002; and be it further

RESOLVED, That the Executive Director 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, which agreements and instruments shall be subject to the approval of the Library's Director of Legal Affairs.

Resolution to Accept Grant from the Clubhouse Network for the Rockport Branch Best Buy Teen Tech Center

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

WHEREAS, Best Buy Teen Tech Centers beyond their first year of operation are invited to request up to \$10,000 through the Refresh and Retool grant for hardware and software upgrades, to enrich the overall technology infrastructure of the Teen Tech Center, or to support the Teen Tech Center's physical infrastructure needs during the COVID-19 pandemic; and

WHEREAS, Grant funds are provided by Best Buy and administered through The Clubhouse Network; and

WHEREAS, Cleveland Public Library applied for and received a \$10,000 grant for hardware and software upgrades for the Teen Tech Center at Rockport Branch; now therefore be it

RESOLVED, That Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant in the amount of \$10,000 from The Clubhouse Network for deposit into the Tech Centers Fund Account 257046-46100-11779 (Restricted Gifts); and be it further

RESOLVED, That the Executive Director, CEO or his designee is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and instruments shall

RESOLUTION
TO ACCEPT
GRANT FROM
THE
CLUBHOUSE
NETWORK
FOR THE
ROCKPORT
BRANCH BEST
BUY TEEN
TECH CENTER
Approved

be subject to the approval of the Library's Director of Legal Affairs.

RESOLUTION
TO ACCEPT
GRANT FROM
PUBLIC
LIBRARY
ASSOCIATION
AND
MICROSOFT
FOR DIGITAL
SKILLS AND
WORKFORCE
DEVELOPMENT
Approved

Resolution to Accept Grant from Public Library
Association and Microsoft for Digital Skills and
Workforce Development

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

WHEREAS, The Public Library Association (PLA) and Microsoft invited the Cleveland Public Library to apply for a grant to increase access to low cost devices for community members (including job seekers and students), and to promote digital skilling programs and certifications as a strategy to find or improve employment; and

WHEREAS, Cleveland Public Library was awarded a grant of \$20,000 plus 100 refurbished tablet computers to be provided to the Library by PLA and Microsoft to give to community members in the library service area, using a strategy that prioritizes families who are low-income and have been negatively impacted by the COVID-19 crisis, to learn skills for in-demand roles; now therefore be it

RESOLVED, That Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from PLA and Microsoft in the amount of \$20,000 for deposit into the Founders Fund Account 203046-46100-21801 (Restricted Gifts); and be it further

RESOLVED, That the Executive Director, CEO or his designee is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Director of Legal Affairs.

Ninth Amendment to the Year 2020 Appropriation

(See pages 1416-1422)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2020 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated November 12, 2020; 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 2020 Appropriation Schedule be approved.

Resolution Requesting Tax Advance

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

WHEREAS, **Ohio Revised Code** Section 321.34 authorizes the Board of Library Trustees to request that the Cuyahoga County Fiscal Officer advance tax funds to the Cleveland Public Library prior to regular settlement dates in order for the Library to meet current expenses; now therefore be it

RESOLVED, That the Board of Library Trustees requests that the Cuyahoga County Fiscal Officer advance any tax funds that may be made available to the Library prior to the regular settlement dates during fiscal 2021.

NINTH
AMENDMENT TO
THE YEAR 2020
APPROPRIATION
Approved

RESOLUTION
REQUESTING
TAX ADVANCE
Approved

RESOLUTION
AUTHORIZING
AGREEMENT
FOR
WELLNESS
COACH
SERVICES
Approved

Resolution Authorizing Agreement for Wellness Coach Services

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

WHEREAS, Since 2012, the Cleveland Public Library has utilized the services of a third party wellness services provider in connection with the Library's point-based incentive program for determining employee health insurance costs; and

WHEREAS, Beginning in 2020, the Library began a new point-based incentive program where employees may earn up to three points each for: 1) certifying as tobacco-free or participating in a smoking cessation program; 2) seeing their primary care physician for a wellness visit; and 3) participating in two wellness coaching sessions per year; and

WHEREAS, Fitness Integration, LLC d/b/a Spark360 has proposed to provide wellness coach services for Cleveland Public Library employees for an annual fee of \$59,400, which is equivalent to \$11 per employee per month; and

WHEREAS, Taylor Oswald LLC, the firm from which the Library obtains its benefit consulting services, has agreed to contribute up to \$70,000 from overrides to apply to the Library's contract for wellness coach services, which would be paid to Fitness Integration, LLC by Taylor Oswald LLC's partner organization, the James B. Oswald Company; and

WHEREAS, The Library will be responsible to pay Fitness Integration, LLC's charges in excess of Taylor's contribution, if any; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to enter into an agreement with Fitness Integration, LLC and the James B. Oswald Company, subject to the approval of the Director of Legal Affairs, for wellness coaching services for a period of January 1, 2021 through December 31, 2021, with the cost of such services paid by the James B. Oswald Company on behalf of the Cleveland Public Library and to expend funds from General Fund No. 11510053-53710

(Professional Services) to cover the Library's portion, if any, of the cost of the contract with Wellness Coaches USA, LLC after Taylor Oswald's contribution.

Resolution Authorizing Purchase of Phazzers for Safety and Protective Services Department

RESOLUTION
AUTHORIZING
PURCHASE OF
PHAZZERS
FOR SAFETY
AND
PROTECTIVE
SERVICES
DEPARTMENT
Approved

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

WHEREAS, The Cleveland Public Library is dedicated to providing a healthy, safe, and secure environment for its staff and patrons alike and maintains Safety & Protective Service Officers (SPS Officers) at Library locations in case of emergency; and

WHEREAS, Article 34, Section 14, of the Collective Bargaining Agreement between the Library and Laborers' International Union of North America, Local 860 requires that the Library issue one phazzer or similar form of non-lethal weapon to all SPS Officers who have passed mandatory training and updated background checks; and

WHEREAS, The Library sought and received the following two quotes for new phazzer units: PHAZZER (\$26,823.21); and Blue Line Training and Consulting, LLC/Phazzer Training Group (\$26,075.85); and

WHEREAS, The Library Administration recommends purchasing the phazzers from Blue Line Training and Consulting, LLC/Phazzer Training Group as they offer the most competitive price; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to enter into an agreement with Blue Line Training and Consulting, LLC/Phazzer Training Group for the purchase of phazzers at a total cost of \$26,075.85, with such expenditure to be charged to the General Fund Account 12930055-55520 (Equipment), and which agreement shall be subject to the approval of the Director of Legal Affairs.

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

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

Mr. Seifullah moved approval of the following resolution. Mr. Hairston 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, On June 18, 2020, the Board extended Mr. MacEwan's contract through July 31, 2020 to maintain the continuity of the capital projects during the search for a new COO, for an additional \$11,500.00; and

WHEREAS, On August 6, 2020, the Board extended Mr. MacEwan's contract through December 31, 2020 to maintain the continuity of the capital projects during the search for a new COO, for an additional \$32,500; and

WHEREAS, The Library now hired a new COO and while the COO continues to transition into his new role, the Library Administration recognizes the importance of effective project oversight and continuity of the capital projects, in particular the Martin Luther King, Jr. branch project, and desires to extend Mr. MacEwan's engagement through March 31, 2021; and

WHEREAS, The increase to Mr. MacEwan's agreement for additional services at the rate of \$125 per hour for approximately 10-15 hours per week through March 31, 2021 would not exceed \$27,000 (including reimbursables) for a total contract amount of \$136,000; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO, or his designee, to enter into an amendment to the agreement with Peter D. MacEwan, LLC, to extend through March 31, 2021 to provide capital projects consulting services, in particular for the Martin Luther King, Jr. branch, at the rate of \$125 per hour for an additional amount of \$27,000 (including reimbursables) bringing the total contract to an amount not-to-exceed \$136,000 to be charged to General Fund Account 11400053-53710 (Professional Services), and which agreement shall be subject to the approval of the Director of Legal Affairs.

Resolution to Authorize Expenditures for a Proper Public Purpose

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

WHEREAS, Ohio Revised Code 3375.40 states that a Library Board of Trustees has authority to "[e]xpend for library purposes, and in the exercise of the power enumerated in this section, all moneys, whether derived from the county public library fund or otherwise, credited to the free public library under its jurisdiction and generally do all things it considers necessary for the establishment, maintenance, and improvement of the free public library under its jurisdiction;" and

WHEREAS, On April 18, 2019 the Board of Trustees approved the adoption of a formal policy on diversity, equity and inclusion which provided for the Library to adopt plans and actions to further its goal of positioning the Library as the center of learning in the communities it serves; and

WHEREAS, As part of its plan to support and embrace diversity in the workforce and the community and to create a safe workplace environment in which employees' voices can be included, heard, valued, and treated with respect, the Library has created the following Employee Resource Groups (ERGs) for staff: Women's, LGBTQAI+, Multi-Cultural, African American, People with Disabilities, and Hispanic/Latinx; and

WHEREAS, The Library would like to expend public funds to support the ERGs in this goal by providing funds to the ERGs for speaker fees, conferences, technology, and supplies; and

WHEREAS, The use of Library funds to promote this plan requires that the expenditures that the Library makes be for a "proper public purpose"; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees declares the expenditure of funds for speaker fees, conferences, technology, and supplies for the Library's Employee Resource Groups to be a proper public

RESOLUTION
TO
AUTHORIZE
EXPENDITURE
S FOR A
PROPER
PUBLIC
PURPOSE
Approved

purpose and authorizes the Library's Fiscal Officer to expend moneys on occasion for these purposes.

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

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 1423-1424)

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 \$363,310.00 for the design of the renovation of the Woodland Branch and \$586,700.00 for the design of the Woodland distribution facility, and the agreement was executed on November 4, 2019; and

WHEREAS, On February 20, 2020, the Board of Trustees authorized amending the agreement and increasing the architect fee due to the changes in design which included adding a book storage facility and enlargement of the branch, thereby increasing the total fee by \$493,750.00 for a total contract price not-to-exceed \$1,443,760.00; and

WHEREAS, Due to a second revision to the design, which will remove the book storage facility from the plan and increase the size of the new Woodland branch, the architect fees will be \$544,479 for the Woodland branch and \$716,360 for the Woodland distribution facility, which will decrease the total contract amount by \$182,921, resulting in an overall contract amount of \$1,260,839; and

WHEREAS, This Board finds that the decrease 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 Design Partnership Inc. upon such terms and conditions

Approved

as are approved by the Library's Director of Legal Affairs, decreasing the architect fee by \$182,921 for a total contract amount not-to-exceed \$1,260,839, being charged to the Construction - Tax-Exempt fund account 40241105/40279905-55300 (Construction/Improvements); and further authorizes entering into such other documents or instruments as are necessary or appropriate to effectuate the amendment in accordance with this Resolution.

Mr. Corrigan asked that the record reflect the estimated total project cost for the Woodland Branch and Central Distribution Facility.

In response, Carrie Krenicky, Chief Financial Officer, stated that the estimated cost for the new Woodland Branch is \$5.9 million and the Central Distribution Facility is estimated at \$6.3 million.

John Lang, Chief Operating Officer, stated that \$12.2 million would be the estimated total cost for both projects.

Mr. Corrigan stated that in terms of the size of the project, we are still within the 7-10% range for the Bostwick contract.

Mr. Lang added that we are tracking fees for every project budget within the Facilities Master Plan which can be presented to the Board. Mr. Lang noted that the Bostwick basic fee is 9% which has been standard for all of the Group 1A design partners that we are working with, with add services included on a project by project basis for a total fee of approximately 10%

In response to Ms. Butts' inquiry regarding book storage, Director Thomas explained that it was discussed with the Board that many of those book storage items would be brought to Main Library and stored on the 7th and 8th floors.

Mr. Hairston stated that he supports this resolution and asked for clarification on the decision making to expand these facilities.

Mr. Lang stated that the Facilities Master Plan indicated that the Woodland Branch to be established as a 10,000 square feet community hub. Since the design

fees are tied to project scope and construction budget, this will ensure that we get the full 10,000 square feet community hub at the Woodland Branch.

Director Thomas stated that because this is one of our hub libraries, it needs to be 10,000 square feet.

Resolution Authorizing Agreement with VOCON Partners, LLC for Architectural Design Services for the Brooklyn and Sterling Branches of the Cleveland Public Library

(See pages 1425-1508)

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, the Board of Trustees of the Cleveland Public Library approved the selection of Vocon Partners, LLC as the top-ranked, most qualified firm to provide professional architectural/engineering services for the new Brooklyn and Sterling branches as part of Phase 1B of the Facilities Master Plan; and

WHEREAS, The Library estimates that the cost of construction for the Brooklyn branch, including the cost of the construction manager, to be \$1,509,668, plus furniture, fixtures, and equipment, which are anticipated to cost approximately \$116,000, plus owner construction contingency estimated at \$66,564 and owner direct costs, which are anticipated to cost approximately \$60,455. Vocon has submitted a proposal for the architect fees for the Brooklyn branch in the amount of \$186,951, which consists of \$173,451 for basic services and \$13,500 for owner's design contingency and reimbursables; and

WHEREAS, The Library estimates that the cost of construction for the Sterling branch, including the cost of the construction manager, to be \$2,232,547, plus furniture, fixtures, and equipment, which are anticipated to cost approximately \$140,000, plus owner construction contingency estimated at \$98,437 and owner direct costs, which are anticipated to cost approximately \$84,615. Vocon has submitted a proposal for the architect fees for the Brooklyn branch in the amount of \$272,842, which consists of \$259,342 for basic

RESOLUTION
AUTHORIZING
AGREEMENT
WITH VOCON
PARTNERS, LLC
FOR
ARCHITECTURAL
DESIGN
SERVICES FOR
THE BROOKLYN
AND STERLING
BRANCHES OF
THE CLEVELAND
PUBLIC LIBRARY
Approved

services and \$13,500 for owner's design contingency and reimbursables; and

WHEREAS, This Board finds that the fees for both the Brooklyn and Sterling branches are fair and reasonable; now therefore be it

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees, to execute an agreement with Vocon Partners, LLC, in an amount not-to-exceed \$186,951 for the Brooklyn branch upon such terms and conditions as are approved by the Library's Director of Legal Affairs, and such other documents as are necessary or appropriate to effectuate the Agreement in accordance with this Resolution, with the expenditure of \$186,951 being charged to the Construction - Tax-Exempt fund account 40272505-55300 (Construction/Improvements); be it further resolved

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees, to execute an agreement with Vocon Partners, LLC, in an amount not-to-exceed \$272,842 for the Sterling branch upon such terms and conditions as are approved by the Library's Director of Legal Affairs, and such other documents as are necessary or appropriate to effectuate the Agreement in accordance with this Resolution, with the expenditure of \$272,842 being charged to the Construction - Tax-Exempt fund account 40279005-55300 (Construction/Improvements).

Resolution Authorizing Agreement for Roof Repairs to Main Library

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

WHEREAS, On July 27, 2020, the Cleveland Public Library entered into a consulting agreement with Taylor Consulting Group to assess the integrity and sustainability of the Main Library roof system; and

WHEREAS, Taylor Consulting Group determined that the current state of portions of the roof of the Main Library roof pose a potential threat to the Cleveland Public Library property and that repairs to the roof and masonry are required in order to prevent further damage and deterioration; and

RESOLUTION
AUTHORIZING
AGREEMENT
FOR ROOF
REPAIRS TO
MAIN LIBRARY
Approved

WHEREAS, Taylor Consulting Group determined that the probable cost to repair two sections of the Main Library's roof and masonry would cost approximately \$44,000; and

WHEREAS, Cleveland Public Library has sought and received the following two quotes or repair of one section (Section A) of the Main Library roof and masonry: Industrial First, Inc. (\$75,500.00) and Warren Roofing & Insulating Co. (\$48,000); and

WHEREAS, The Library Administration determined that the quote from Warren Roofing & Insulating Co. is fair and reasonable; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to enter into an agreement between the Cleveland Public Library and Warren Roofing & Insulating Co. to perform necessary repairs to prevent further damage and deterioration to the Main Branch roof at a cost not-to-exceed \$48,000.00 which will be charged to the General Fund Account: 12100053-53310 (Building Repair), and which agreement shall be subject to review and approval of the Director of Legal Affairs.

Resolution to Authorize Director to Negotiate and Enter into Electricity Contract to Take Effect after Expiration of Current Contract

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 Library Trustees ratified the agreement entered into by the Library on July 5, 2019 with Dynege Energy Services, LLC for electricity at the rate of \$3.860 per kWh for a 12 month term from August 2020 through August 2021, and

WHEREAS, Due to uncertainty and volatility of capacity charges in the current electricity market, North Shore Energy Consulting, LLC, the Library's energy broker, recommends that the Library begin contract negotiations for its electricity service now in order to obtain a favorable price upon expiration of the current agreement on August 31, 2021; and

RESOLUTION
TO AUTHORIZE
DIRECTOR TO
NEGOTIATE
AND ENTER
INTO
ELECTRICITY
CONTRACT TO
TAKE EFFECT
AFTER
EXPIRATION OF
CURRENT
CONTRACT
Approved

WHEREAS, North Shore Energy Consulting, LLC recommends that the Library pursue two different pricing strategies: either a 24 or 36 month agreement with a capacity pass-through price (capacity is billed separately) not-to-exceed \$3.35 cents per kWh or a 24 or 36 month fixed all-in price (including capacity charge) not to exceed \$4.4 cents per kWh; and

WHEREAS, The Library Administration is requesting authority to negotiate a new electricity rate to commence at the expiration of the Library's current electricity contract after August 2021 in accordance with North Shore Energy's pricing; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or his designee, to negotiate and enter into a new agreement commencing August 2021 with an electricity supplier that has the best rate for a 24 or 36-month term provided that the rate does not exceed \$3.35 cents per kWh for a capacity pass-through agreement or \$4.4 cents per kWh for a fixed all-in one price agreement, which agreement shall be subject to review and approval of the Library's Director of Legal Affairs; and be it further

RESOLVED, That the contract entered into will be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting.

Resolution of Intent to Accept Gift and to Authorize the Cleveland Public Library to Enter into a License Agreement with JumpStart Inc. to Enter Library Property in Connection with Construction of the Gift

(See pages 1509-1529)

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

WHEREAS, JumpStart Inc. ("Donor") has proposed to construct and donate a Community Innovation Learning Center ("Learning Center") at the Library's Fulton branch and to work with the Library following completion of construction to provide technology-centered programming focused on four key areas: Digital Literacy, Workforce Readiness, STEM Principles, and Entrepreneurship, including educational pathways to

RESOLUTION
OF INTENT TO
ACCEPT GIFT
AND TO
AUTHORIZE
THE
CLEVELAND
PUBLIC
LIBRARY TO
ENTER INTO A
LICENSE
AGREEMENT
WITH
JUMPSTART
INC. TO ENTER
LIBRARY
PROPERTY IN
CONNECTION
WITH
CONSTRUCTION
OF THE GIFT
Approved

certifications which are intended to benefit Cleveland's underserved community residents by increasing their competitiveness and uncovering new employment opportunities; and

WHEREAS, The Donor and the Library will work together to determine the location, design, and construction of the Learning Center within the Fulton branch, and the Donor will provide all furniture, fixtures, and equipment needed to operate the Learning Center; and

WHEREAS, Following the opening of the Learning Center at the Fulton branch, the Donor will assist the Library in providing programming and support for the Learning Center and will continue to work with its funders to provide the Library with access to new and emerging technologies, tablets and computers, and LTE connectivity through December 31, 2024; and

WHEREAS, The proposed Learning Center fits within the Cleveland Public Library's mission of being the center of learning for a diverse and inclusive community; and

WHEREAS, O.R.C. Section 3375.40(K) grants the Board of Trustees authority to accept gifts to the Cleveland Public Library; and

WHEREAS, The Executive Director recommends that the Board indicate its intent to accept, once the work is complete to the satisfaction of the Library, the gift proposed by JumpStart Inc. to install and provide programming for the Community Innovation Learning Center at the Fulton branch, and also recommends granting a license to JumpStart Inc. and its contractor(s) to permit entry on Library property to perform the work; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees acknowledges that the Donor, JumpStart Inc., proposes to construct the Community Innovation Learning Center at the Fulton branch, to equip the Learning Center with the necessary furniture, fixtures, and equipment, and to provide programming and other support for the Learning Center through December 31, 2024; be it further

RESOLVED, That the Board hereby declares its intent to accept the gift from the Donor, upon completion of the

project in a manner satisfactory to the Library's Chief Operating Officer, and contingent upon compliance with the conditions by the Donor and its contractor(s) in the construction of the Project contained in a separate License Agreement; and be it further

RESOLVED, That the Executive Director, CEO or his designees, is authorized to negotiate and enter into such instruments and agreements as are necessary to effectuate the project and the gift, including a License Agreement between the Library and the Donor granting the Donor and its agents the right to enter on Library property to construct the Learning Center, which license shall include terms and conditions concerning compliance with applicable code, permitting, and safety requirements, providing appropriate insurance to cover the construction and related activities involved with the construction of the project, ensuring that construction will not interfere with on-going Library activities, and ensuring that the Library will not be liable for any costs associated with the gift; be it further

RESOLVED, That all incidents of absolute ownership of the Project shall be vested in the Library from the time of acceptance of the gift forward.

In response to Ms. Butts' inquiry, Shenise Johnson Thomas, Chief of External Relations and Development, stated that we look to stated construction in the spring of 2021 and be able to open the physical site in early summer.

Mr. Hairston stated that when this item was discussed at Finance Committee Meeting, we were delighted to see that this partnership has become a reality. Mr. Hairston stated that hard has gone into this and that JumpStart is an active partner with the Library.

In conclusion, Mr. Hairston extended congratulation to Ms. Johnson Thomas and all staff involved in wonderful opportunity for Library and the residents of the City of Cleveland at the Fulton Branch.

RESOLUTION TO
AMEND
AGREEMENT
WITH BENESCH,
FRIEDLANDER,
COPLAN &
ARONOFF, LLP
FOR LEGAL
SERVICES
Approved

Resolution to Amend Agreement with Benesch, Friedlander,
Coplan & Aronoff, LLP for Legal Services

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

WHEREAS, On January 10, 2020, the Chief Legal Officer of the Cleveland Public Library entered into an agreement with Benesch, Friedlander, Copeland & Aronoff, LLP ("Benesch"), for a flat fee of \$25,000, to provide real estate legal services in connection with the drafting and negotiation of an Option Agreement with the Detroit Shoreway Community Development Organization ("DSCDO") for the mixed use development of the Walz Branch, and legal services for the development of a comprehensive Master Construction Manager Agreement covering all six projects of Phase 1A of the Facilities Master Plan; and

WHEREAS, On February 20, 2020, this Board authorized an amendment to the agreement with Benesch to increase their fee by an additional \$20,000 to assist with issues regarding the implementation of the Master Construction Management Agreement and the Option Agreement; and

WHEREAS, DSCDO is again seeking Low Income Housing Tax Credits for the mixed use development of the Walz Branch, and the Library and DSCDO will need to enter into a revised option agreement and a purchase agreement. If DSCDO is awarded the Low Income Housing Tax Credits, the Library and DSCDO will also need to negotiate a Construction, Operation, and Restrictive Easement Agreement ("COREA"); and

WHEREAS, Benesch has proposed flat fee arrangements of \$15,000 for the revised option agreement and the purchase agreement and \$18,000 for the COREA should DSCDO be awarded the tax credits; and

WHEREAS, The Director of Legal Affairs is, therefore, requesting authority to increase the Benesch Agreement by an additional \$15,000, bringing the total amount of the contract to \$60,000, and if DSCDO is awarded the tax credits, to further increase the Benesch Agreement by \$18,000, bringing the total amount of the contract to \$78,000; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or the Director of Legal Affairs to enter into an amendment to the agreement with Benesch to prepare an updated option agreement and a purchase agreement for a fee of \$15,000 and increasing the contract to an amount not-to-exceed \$60,000, which expenditure shall be charged to Construction-Tax Exempt fund account 40279405-55300 (Construction/Improvements); and be it further

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or the Director of Legal Affairs to enter into a separate amendment to the agreement with Benesch to prepare the COREA if DSCDO is awarded the Low Income Housing Tax credits for a fee of \$18,000, further increasing the contract to an amount not-to-exceed \$78,000, which expenditure shall be charged to Construction-Tax Exempt fund account 40279405-55300 (Construction/Improvements).

Resolution Authorizing Contract with Medical Mutual of Ohio for Employee Healthcare Benefits

(See pages 1530-1539)

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

WHEREAS, The Cleveland Public Library has purchased employee health insurance from Medical Mutual of Ohio Since October 2012; and

WHEREAS, The Library's current contract with Medical Mutual provides for employee healthcare coverage from January 1, 2020 through December 31, 2020 under the National and CleCare plans; and

WHEREAS, Medical Mutual's renewal premium effective January 1, 2021 through December 31, 2021 is the same as the premium paid by the Library for the 2020 calendar year; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or his designee to enter into an agreement with Medical Mutual of Ohio for employee health insurance benefits for a 12 month term from January 1, 2021 through December 31, 2021 at

RESOLUTION
AUTHORIZING
CONTRACT
WITH MEDICAL
MUTUAL OF
OHIO FOR
EMPLOYEE
HEALTHCARE
BENEFITS
Approved

the rates reflected in the attached proposal, which agreement shall be subject to the review and approval of the Director of Legal Affairs.

RESOLUTION
AUTHORIZING
AMENDMENT
TO
AGREEMENT
FOR PEST
MANAGEMENT
SERVICES
Approved

Resolution Authorizing Amendment to Agreement for Pest Management Services

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

WHEREAS, On September 1, 2019, the Library entered into an agreement with the General Pest Control Company for pest management services for the period from September 1, 2019 through August 31, 2020, and upon expiration of the agreement, the Library continued to purchase and receive services from General Pest Control Company on a month-to-month basis; and

WHEREAS, Under the terms of the Library's agreement with the General Pest Control Company, the Library pays a set monthly fee of \$1,910 for service to all of the branches and Main library plus budgets an annual amount of \$840 to cover the cost of the unanticipated pest issues that may not be covered under the regular service program for a total annual amount of \$23,760 annually; and

WHEREAS, The Library is in the process of obtaining price proposals from vendors for pest management services to begin in 2021; and

WHEREAS, The Library requests that this Board authorize an amendment to the agreement for pest management services to increase General Pest Control Company's total compensation by \$3,820 for an additional two months of service, since the Library did not receive service when the Library closed during the months of April and May, for a revised total of \$27,580, to allow for a continuation of services at the Library's current rates through December 31, 2020; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, or his designee, to execute and negotiate an amendment to the agreement for pest management services with General Pest Control Company effective retroactively to September 1, 2020 to increase General Pest Control Company's compensation to a total

amount not-to-exceed \$27,580, subject to the approval of the Director of Legal Services, with such expenditures to be charged to the General Fund Account 1xxx0053-53340 (Building Maintenance), where xxx = the department/branch).

Fiscal Officer's Report

(See pages 1540-1551)

Report on Investments

(See pages 1552-1553)

Report on Conference and Travel Expenditures

(See page 1554)

Report on Expenditures Made from the Owner's Contingency Fund for South Branch Renovation Project-Final Report

(See page 1555)

Mr. Hairston stated that Kathryn Hall, who holds the Certified Diversity Professional (CDP) credential, established the Diversity Department at Case Western Reserve University and served at various businesses and institutions in similar capacities. Mr. Hairston noted that Sadie Winlock, Chief Equity, Education & Engagement Officer, also holds the CDP credential.

Director Thomas stated that as Ms. Winlock recently did a presentation for the OhioMeansJobs|Cleveland-Cuyahoga County Board (OMJ|CC). That presentation led to Ms. Winlock being invited to present at the United Way of Greater Cleveland, the City of Cleveland and others.

Director Thomas stated that because this form of training that Ms. Winlock is working on, other agencies in the future will come to the Library and request this training at a cost.

Ms. Winlock explained that as a Certified Diversity Professional, she is certified to develop strategy, train and to help organizations develop processes and practices around diversity, equity and inclusion.

FISCAL OFFICER'S
REPORT

Submitted

REPORT ON
INVESTMENTS

Submitted

REPORT ON
CONFERENCE &
TRAVEL
EXPENDITURES

Submitted

REPORT ON
EXPENDITURES
MADE FROM THE
OWNER'S
CONTINGENCY
FUND FOR SOUTH
BRANCH
RENOVATION
PROJECT - FINAL
REPORT

Submitted

Ms. Winlock stated that she and Director Thomas discussed the idea of the Library providing this training and development throughout our community. Although details have not yet been worked out, we believe that revenue can be generated for the Library or our Foundation providing this type of development, training and education especially for leaders through our community.

After stating thanking the Library for the opportunity to take these classes to obtain this certification, she stated that she is hoping that this can be applied internally and externally to make a difference in this community.

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 1556-1558)

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

Report on Paid Sick Time Used by the Month

(See page 1559)

Ms. Butts asked for an update for COVID cases among Library staff.

In response, Director Thomas stated during the initial nine months of the pandemic, a total of seven Library staff have tested positive for COVID. In the past three weeks we have had eight cases. Currently, we are seeing 15 cases. The COVID surge that has hit the community as a whole has also hit our staff.

Director Thomas stated that this same type of surge can be found among other library institutions across the state and the city. We have not found that any case has been directly related to something happening at the Library as the Governor has said that most of these cases are a result of outside contacts where there are

REGULAR
EMPLOYMENT
REPORT
Approved

REPORT ON
PAID SICK
TIME
Submitted

gatherings of small groups. This is where 80% of the cases have been tied to.

In response to Ms. Butts' inquiry, Director Thomas stated that many staff who have once tested positive have now tested negative and returned back to work. Those who have recently tested negative are in quarantine as they should be.

Mr. Hairston stated that he has received multiple robo calls from the Mayor's Office urging citizens to adhere to strict guidelines during this pandemic.

Employee Demographics (EEO-4) Report

(See page 1560)

Insurance Summary Report

(See page 1561)

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

INSURANCE
SUMMARY
REPORT
Submitted

COMMUNITY SERVICES

Mr. Corrigan presented the following report.

Monthly Activity Report

(See pages 1562-1567)

MONTHLY
ACTIVITY REPORT
Submitted

Mr. Corrigan stated that the COVID impact on circulation still exists relative to hard books. However, eBook and electronic media circulation is 25% more than last year. The Year-to-Date loss on what would be considered ordinary materials circulation and non-electronic media, is only down 43%. It is obvious that despite two months of being down altogether people are still depending very much on the Library. Computer usage at the Library is down very much because of COVID.

Mr. Corrigan asked for an explanation of the decline in hotspot checkouts.

Director Thomas stated that during COVID, all of our hotspots were checked out. We told patrons to hold on to them. Although many of them were returned, some were broken and others were never returned. 286 reflects the number of hotspots are still usable and are currently

in circulation. Some hotspots are in need are repair and others still need to be returned. We are making efforts to collecting those hotspots that have yet to be returned.

In response to Ms. Rodriguez' inquiry, Director Thomas stated that hotspots that have not been returned have been shut off and cannot be used.

Suzi Perez, TechCentral Manager, also noted that once returned, all hotspots go through a 4-day quarantine period which delays the process in circulation.

Finally, Mr. Corrigan commended staff for their hard work in keeping the Library serving the public during this time. It is important the staff continue to exhibit exemplary service to the City of Cleveland and its citizens.

**BUILDING
STATUS
UPDATE**
Presented

Building Status Update

John Lang, Chief Operations Officer, stated that other than the resolution of roof repairs that the Board consider earlier and routine maintenance repairs, there is nothing significant to report at this time.

**ADVOCACY
TASKFORCE
UPDATE**
Presented

Advocacy Taskforce Update

Mr. Corrigan asked for an update on the CARES Act funding.

Carrie Krenicky, Chief Financial Officer, stated that to date the Library has received \$700,000 in CARES Act funds. We have a deadline of December 30, 2020 to incur those funds.

Shenise Johnson Thomas, Chief of External Relations and Development, reported that the seven State House seats that are in the Library's footprint all remain the same along with the Senate seats. The Federal level was consistent. Letters of congratulations from the Director have been sent out and personal phone calls from the Foundation have been made to all those who have been re-elected.

Director Thomas stated that yesterday the House passed HB 404 which will extend the ability for boards to their work for the next six months virtually. Initially, it

had been extended until the end of the year. However, this extension will allow us to continue our work through COVID

Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, thanked Library Trustees who contributed to the Foundation's Tile Campaign. Exploration continues about doing this at branch libraries. As the Facility Master Plan unveils new branches, we will look to connect those opportunities to the new branches.

Ms. Johnson Thomas stated that in addition to the resolutions considered today and previous work done, the Foundation has raised well over \$100,000 for digital access which makes the Library a major player in that space.

Jaros and LAND Studio continues with their discovery work. They have met with each architect from Hough and MLK. As that work continues to unfold, the Board will be apprised.

In response to Ms. Butts' inquiry, Ms. Johnson confirmed that the \$100,000 raised for digital access was from different funders and separate from the Tile Campaign. The Tile Campaign has currently raised between \$8,000-\$10,000.

Diversity, Equity & Inclusion Update

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that work continues around procurement with the Supplier Diversity Council. The internal team continues to work to ensure that we have a solid procurement process that will be inclusive of minority vendors. We want to have this in place by January 1, 2021.

In conclusion, Ms. Winlock stated that the leaders and sponsors of the Library's Employee Resource Groups have received training and they are in the process of organizing for kick offs of their first meetings during the first quarter of 2021.

**FOUNDATION
UPDATE**
Presented

**DIVERSITY,
EQUITY &
INCLUSION
UPDATE**
Presented

OLD BUSINESS

Ms. Rodriguez stated that there were no items of Old Business to discuss.

NEW BUSINESS

Ms. Rodriguez presented the following item of New Business.

Resolution to Modify Days and Hours the Cleveland Public Library is Open to the Public

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

WHEREAS, In an effort to protect staff and patrons and to reduce the spread of COVID-19, the Library administration recommends that the hours that the Library is open to the public be modified temporarily; and

WHEREAS, The Main Library and all branches are currently open to the public from 10:00 AM until 6:00 PM Monday through Saturday. The Cuyahoga County Board of Health Issued a stay-at-home advisory on November 18, 2020, and all Library locations are currently experiencing fewer visits from patrons as a result of the COVID-19 pandemic; and

WHEREAS, Beginning on Saturday, November 21, 2020, the Library will be open for curbside and walk-up services only; and

WHEREAS, The Executive Director, CEO further recommends that the days and hours that the Library is open to the public be modified so that the Library will serve patrons from 10:00 AM until 6:00 PM Monday through Friday and suspend services to the public on Saturdays beginning on Saturday, November 28, 2020, and continuing until March 31, 2021; and

WHEREAS, The Executive Director, CEO, requests authority to extend the modified hours on a temporary basis beyond March 31, 2021 or to return to normal operating hours sooner if the Executive Director, CEO, determines that

RESOLUTION
TO MODIFY
DAYS AND
HOURS THE
CLEVELAND
PUBLIC
LIBRARY IS
OPEN TO THE
PUBLIC
Approved

doing so is in the best interests of the Library, its patrons, and employees; and

WHEREAS, The Library administration's proposed temporary modification of services and hours that the Library is open to serve the public would not affect the working hours or schedules of Library staff. The Library would also maintain virtual services via the "Ask CPL" feature on www.cpl.org from 10:00 AM to 6:00 PM Monday through Saturday, and service at the Louis Stokes Wing drive-up window would continue at the current operating hours of 7:00 AM to 7:00 PM Monday through Friday and 10:00 AM to 6:00 PM on Saturdays; and

WHEREAS, Due to the rapidly changing nature of the COVID-19 pandemic, the Executive Director, CEO, further requests authority to proclaim an Administrative Close pursuant to Section 392 of the Human Resources Manual as approved by this Board on April 16, 2020 for a duration of time to be determined by the Executive Director, CEO, if he determines that doing so is in the best interests of the Library, its patrons, and employees; now therefore be it

RESOLVED, That the Board of Library Trustees hereby approves temporarily modifying the hours that the Library is open to the public to 10:00 AM until 6:00 PM Monday through Friday effective beginning on November 28, 2020 and continuing until March 31, 2021 unless the Executive Director, CEO, determines that it is in the best interest of the Library, its patrons, and employees to temporarily continue the modified hours beyond March 31, 2021 or to return to normal operating hours sooner; be it further

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO, to proclaim an Administrative Close pursuant to Section 392 of the Human Resources Manual for a duration of time to be determined by the Executive Director, CEO, if he determines that doing so is in the best interests of the Library, its patrons, and employees.

Mr. Corrigan asked that the record reflect the definition of Administrative Close.

Director Thomas stated that an Administrative Close would allow us to work through the closing of the

Library for an extended period if, for instance, things would get so bad that a mandate was sent from the Governor's Office requiring everyone to stay home. In that instance, that would allow me to declare an Administrative Close. This would not be Special Close.

In closing, Director Thomas stated that by moving to curbside services, space would be expanded for our staff as patrons would not be permitted in the buildings. It also allows us to keep staff who are able to work remotely at home. Soon we will be able to send internal communications via text reminding staff to be safe and adhere to strict guidelines to protect against the spread of COVID-19.

DIRECTOR'S REPORT

DIRECTOR'S
REPORT
Presented

Before presenting his report, Director Thomas stated that work on the strategic plan continues. We have been having community conversations with leaders from a variety of organizations so that our staff have a better understanding of some of the challenges that our community is facing. The following individuals have spoken to our leadership and staff:

- Frank Brickner Interim Executive Director/CEO, and Ida Ford, Administrator, OhioMeans Jobs
- Mary McNamara, City of Cleveland, Department on Aging

In the future, we will have other scheduled speakers including Eric Gordon, CEO, Cleveland Metropolitan School District (CMSD).

Director Thomas stated that we have decided to focus on three groups: (1) scholars; (2) strivers - those who are working to get out of poverty; and (3) seniors. Therefore, speakers will focus on those groups. A list of speakers and invitations will be forwarded to the Board should they choose to view those presentations.

Mr. Hairston stated that there were several organizations in Cleveland that had efforts on helping people get out of poverty such as The United Way, Cuyahoga County, Bridges Over Poverty. However, we are still the number one city in the United States with the highest poverty level.

Director Thomas stated that although he was not sure if there was a coordinator of the many efforts among these organization, he would like for Library staff to focus on issues that we can be helpful with in the City of Cleveland.

Finally, Director Thomas shared with the Board a copy of the Branch Naming Policy that was approved by the Library Board of Trustees in 2007. The Director stated that during this time that the Library is constructing new buildings or renovating buildings, there have been several community leaders who have expressed an interest in naming those buildings after various individuals. The policy states that the priority would be to not do that. However, the policy indicates "That Cleveland Public Library continue its prevailing practice for naming its branches, while reserving the right for the Board of Library Trustees to consider making an exception to this practice when appropriate."

Director Thomas stated that he has a phone call with a City Councilperson regarding this matter. The Director stated that although he informed the Councilperson about this longstanding policy, the Councilperson will likely want to attend an upcoming Board Meeting to formally present his request for the Board to consider naming a branch after an individual.

Director Thomas stated that he has mentioned this to some members of the Board who seem to have no desire to change this policy at this time.

Ms. Butts shared her experience about a similar building naming issue while she served on the Cuyahoga Community College District Board of Trustees.

In response to Ms. Thomas' inquiry, Mr. Corrigan stated that the Langston Hughes branch naming was the last one that the Board made an exception for. The wonderful poet and playwright was an important literary figure who used the Cleveland Public Library as a student and later worked closely with our staff on various projects as he advanced in his career. The exception to the policy was made because this was an exceptional relationship.

Mr. Corrigan stated that the history of the resolution was to basically formalize what had been our tradition that we named branches for the neighborhoods of the

people we were serving rather than in honor of anyone in the community. This tradition was in sharp contrast to what was becoming a political issue at the School Board about naming schools. At that time, the naming of particularly elementary and junior high schools became a serious complication about who got honored. This became a diversion of purpose to the School Board and the focus of their work. Cleveland Public Library's tradition of not naming branches after an individual was in large part a reaction to that.

Mr. Corrigan noted that the MLK Branch was named after Dr. Martin Luther King, Jr. because it was a unique symbol at that time. The naming of the MLK and Langston Hughes Branches were distinct. In addition, while working on the Main Library, the Board carefully considered and named the newer part of the Main Library the Louis Stokes Wing because of his contributions to the Library, but it did not rename the Main Library.

Mr. Corrigan stated that although Tri-C has not named any campuses after a person, they have accepted contributions and named buildings. If someone wants to give a donation and have some portion of the Library named for them, he would certainly give this consideration. Mr. Corrigan concluded and stated that we should not be naming branches after individuals but respect the tradition and purpose of the resolution previously formalized.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

PUBLIC SERVICES

PROGRAMS, SERVICES & EXHIBITS

Literature department staff members Senior Librarian Nick Durda, Librarians Evone Jeffries and Timothy Phillips, Library Assistant Michael Haverman, and Manager Don Boozer handled 22 sessions on Cleveland Public Library's *Ask CPL* online chat reference service.

ClevDPL continues to archive local non-profit's work on the Census. As we have been able, we are adding metadata to the 20/20 exhibit in ContentDM. We successfully prototyped, tested, delivered, and evaluated a hybrid video/chat bookbinding course that taught patrons how to make a mini-book.

Map Collection Librarian Thomas Edwards gave an overview of the Map Collection to students from Cleveland State University's Natural History of Cleveland led by Greg Soltis on October 3rd. The class also visited the Photograph Collection where Library Assistant Adam Jaenke had examples on display for the students and also gave an overview of the Collection.

Library Assistant Lisa Sanchez chose five Throwback Thursday images that were featured on the library's social media platforms. Some of the photos included the Woman's General Hospital, the Savings and Trust building, East 79th St., and East Tech High School.

OUTREACH

CLGH Manager Olivia Hoge attended a virtual event for St. Martin de Porres Corporate Work Study Program on October 8th. The event allowed students to meet different professionals who gave a short "elevator speech" about their careers followed by a short question and answer session.

In October, Homebound Services - primarily coordinated by Literature/OCFTB Librarian Timothy Phillips with processing of outgoing and incoming materials being carried out by Library Assistant Michael Haverman and Senior Clerk Debbie Nunez - sent out 191 packages to fulfill 179 requests from patrons.

During the month of October, Lending staff worked diligently in getting over 600-students, grades K-5th, of Campus International School with new library cards. Students were unable to come into the library due to social distancing measures related to the COVID pandemic, however, Stephen Wohl, Lending Manager, worked directly with Allison Snyder, Media Specialist at Campus International, to compile a spreadsheet with the names and addresses of Campus International students. Lending staff then used the spreadsheet to remotely register over 600-students for new cards, and renewing roughly 50-existing accounts for students who already had cards. Ms. Snyder stated that she and the students were so grateful for the remote assistance and were very eager to start utilizing the cards to access all of the incredible resources available to CPL cardholders.

We increased work with community partners during October and have continued working to maintain existing engagement with Cleveland Grays (glass plate scanning), Karamu House (we advised on collection assessment and description this month), Old Brooklyn Historical Society (newspaper digitization), The Ukrainian Museum and Archives (collection links and new projects), Cleveland Orchestra (scrapbook project), Moreland Courts (scanning project for anniversary and display), Cleveland Architecture Foundation (interviews), and many others. Partners have been invited into the library to make use of reopened services.

Collection Development

The Main Manager team attended a collection development meeting on October 21st led by special projects coordinator Michael Ruffing.

Ms. Hoge continued to work with Senior Subject Department Librarian Sandy Witmer on the LSW 8 stack folio project.

Mr. Jaenke met Cuyahoga County Board of Elections, Community Outreach Manager Mike West at the Board of Elections on October 29th to photograph early voting for the November 3rd General Election.

Mr. Edwards added additional metadata to the G.M. Hopkins Plat Book of Cleveland, Ohio, Volume 1, 1921 & Volume 3, 1914 ContentDM records. This allows for

better searching and discoverability for patrons. Records were sent to Cleveland Digital Public Library to be uploaded.

Photograph Collection Librarian Brian Meggitt continued working on the item-level inventory of the second section of the Cleveland City Hall Collection, a group of approximately 18,000 8" x 10" photographs created by various City Hall departments. During October, Mr. Meggitt added unique identifying numbers, re-housed items, and created initial metadata for 1,268 items (bringing the current total to 9,386 items out of approximately 18,000 items).

In preparation for his November program, Mr. Meggitt selected about 200 City Hall Collection photographs for digitization.

Mr. Meggitt scanned approximately 230 photographs in the month of October; the scans were made in support of patron requests and for Mr. Meggitt's upcoming program featuring items from the Cleveland City Hall Collection.

Mx. Sanchez continued to add item descriptions to the Cleveland City Hall Collection and has described about 11,900 items.

Mx. Sanchez continued scanning images from the City Hall Collection and organizing them in digital neighborhood folders, totally 600 new images scanned from the collection.

Mr. Jaenke photographed and processed 68 images for the Neighborhood Photographic Survey. He covered Brookmere Cemetery, Old Brooklyn, and Brooklyn Centre.

Mr. Jaenke digitized 50 photographs from the Cleveland Picture Collection.

Fine Arts librarian Andy Kaplan shifted 105 music books from 3rd floor shelves to STACK on the 5th floor and Bruce Biddle shifted art books in the circulating area.

Fine Arts & Special Collections Manager Pam Eyerdam researched two drawings by Ziah H. Jammé. She contacted the Carnegie Library and they provided census information that stated he was a casket designer in Pittsburgh.

An 1899 Rubaiyat was transferred from Lake Shore to Special Collections.

The London based art advisory company, Pall Mall requested a scan from the Jasper Johns catalogue raisonne of his artwork entitled *Savarin Can*.

Special Collections librarian Ray Rozman added the names of six chess player photographs to the EAD of the *Chess Portraits Collection*.

Cataloger Erin Valentine worked on the following during her monthly visit: create a Cataloging/ DACS template; create a catalog record for artwork by Ziah H. Jammé, created a bib record for a 1710 publication Special Collections found based on the *Tryal of Dr. Henry Sacheverell* who spoke out against the English government. This was a hand-written transcription of what happened during the trial.

There were 23 items scanned and uploaded from the Eyman Collection to the Digital Gallery. A copy of the 1628 text of *Chasse Ennuy, ou l'Honneste entretien des bonnes companies* was digitized.

Chess historian and author Juan Sebastian Morgado donated a three volume set of his book, *El Impresionate Torneo de Ajedrez de las Naciones 1939*.

Thanks to an LSTA grant from the State Library of Ohio, Literature/OCFTB Librarian Evone Jeffries worked on a project throughout October to increase the holdings of the Ohio Center for the Book Ohio collection. Ms. Jeffries, in coordination with Mr. Boozer and the staff of the Acquisitions Department, expanded the collection of *Choose To Read Ohio* honored titles and a slate of authors reflecting the diversity of creators from the Buckeye State. The LSTA funds are also allowing Ms. Jeffries and Mr. Boozer to collaborate with Sandy Jelar-Elwell and Overdrive to also create an e-media special collection highlighting a diverse selection of *Ohio Authors*.

This month, Literature/OCFTB Librarian Timothy Phillips continued to work through multiple boxes of the voluminous collections of Ward Marsh and Leo Weidenthal archival materials in Literature, collating and organizing for future creation of Finding Aids and

potential digitization. Just one item of note was a collection of letters and photographs of Clara Morris, whose house stood on the current site of the Eastman Reading Garden.

Preservation received 54 items and returned 56. The team produced 6 labels. The team did 65 complex and 14 simple book repairs and completed 12 simple and 11 complex flat paper repairs, including washing, encapsulation, and mending.

1183 images were scanned, 2193 were post-processed and QA'd, and 1347 images were uploaded, some of which were included in 143 multiple-image .pdfs. We uploaded media to Youtube and linked to it from ContentDM records. ClevDPL supported projects documenting local non-profit's Census efforts, did more interviews for the #VoicesofCle art project on the George Floyd protests. The web archives have material in 44 unique archives documenting Cleveland and NE Ohio. We closed out our efforts on the Census this month. Scanning highlights include continuing scanning the Brooklyn News and restarting the Cleveland Orchestra scrapbook project after a meeting with their archivist.

Daunte Bolden, Popular Library Clerk, April Lancaster, Popular Library Assistant, and Doug Westerbeke, Popular Library Assistant worked on the reference periodical section.

Ricardo Jackson, Popular Library Assistant, worked to update and weed the TV show section of the DVD collection.

Sarah Flinn, Popular Library Manager, weeded and refreshed the satellite collection at Tri-C.

RESEARCH THAT IS ONLY POSSIBLE AT MAIN LIBRARY

- A small sampling of items requested by Cleveland Public Library patrons from the Literature collection this summer included:
 - CPL was the ONLY public library in Ohio to own:
 - *Beads of Tasmer* (1891) by A.E. Barr
 - *Isopel Berners* (1904) by George Borrow

- *The Hands of Compulsion* (1909) by Amelia Barr
- *The Journal of Leo Tolstoi* (1917) translated by Rose Strunsky
- *To the Best of My Memory* (1930) by Albert Payson Terhune
- *Diary and Letters of Madame D'Arblay* (1931), edited by Muriel Masefield
- Several volumes in the Dr. Thorndyke series by R. Austin Freeman including *As a Thief in the Night* (1928), *Dr. Thorndyke's Discovery* (1932), and *Dr. Thorndyke Intervenes* (1933)
- *Six Sides to a Man: New Sonnets* (1935) and *Sonnets from New Directions* (1938), both by Merrill Moore
- *Jane Austen and Her Art* (1939) by Mary Lascelles
- *The Lives and Times of Archy and Mehitabel* (1940) by Don Marquis and illustrated by George Herriman
- *Under My Elm* (1942) by David Grayson
- *The Fleas Come with the Dog* (1954) by Ralph McGill
- *Anguish Languish* (1956) by H.L. Chace
- *Life of Robert Burns* (1959 ed.) by J.G. Lockhard
- *War Poems* (1968) edited by Diane di Prima
- *Sesame Street "Revisited"* (1975) by Thomas Cook

The Thanksgiving Treasure Book (1928) by Noel Faurier (pseudonym of Lenore Hazel Hetrick) and published in Dayton, Ohio, was requested by a patron. However, only seven libraries own the book including Buffalo State (The State University of New York), University of Wisconsin - Madison, Brown University, and The Library of Congress. Copyright renewals and Ohio connections are being researched to determine if this is a candidate for digitization.

Scanned and emailed 1919 "*American Red Cross March*" music score to patron in Philadelphia.

Patron reference assistance requests for Fine Arts include: art appreciation and art education for children, books on African art, lyrics for 1921 western song "*Goodbye Old Paint*", info on artist Wilfredo Lam, improvisational models of music therapy, books about Charles Schweinfurth, contact information for PIXAR, Vivaldi opus history, research on Monteverdi's *Vespers*, Sheet music score requests for: tenor sax, song *The Spiritual and the Blues*, songs by Regina Belle, Luther Vandross score for *If only for One Night*, Soprano solos for voice.

Patron requests for *Chi dice donna: 3587 proverbi sull'amore, il matrimonio, il tradimento, la gelosia* (a book on Italian proverbs); *Innahu la-Qur'ān karīm fī kitābin maknūnin* (a Koran in Arabic).

Patron request for scans from the Howell & Thomas architectural collection of a home located in Chillicothe OH.

Chess research request of chess columns from the *Chicago Tribune* and the *Philadelphia Inquirer*.
 Chess research request for articles on a 19th century Romanian chess player.

Chess research assistance about a correspondence collection between two Jewish chess collectors in the 1930s and 40s.
 Chess research request about German born, American chess collector Albrecht Buschke.

The librarian from the Rowfant Club inquired about displaying and processing miniature books.

Patron request to see 2 boxes from the [*Clarence Mack collection: photographs of residences, with miscellaneous documents*]. Mack was a Cleveland architect who designed many residences along Lake Ave. in Cleveland in the early 20th century.

Researcher called from Denver Colorado inquiring about the book, *Hawaiian Idyll* and requested scans of the exhibition checklist. Only a few libraries in the country have it.

Patron inquired about family history of John G. White and was directed to several resources including what has been digitized in the Digital Gallery.

A professor of French Literature at the Sorbonne in Paris inquired about the CPL copy of Louis Garon's *Chasse Ennuy, ou l'Honneste entretien des bonnes companies* (1628) and requested scans of various chapters. The book is a collection of five centuries of funny stories and chess anecdotes.

Researcher asked about the Judaica collection and was given historical background about Leo Weidenthal (Cleveland editor and reporter and founder of the Cleveland Cultural Garden Federation) who donated some of the collection and left an endowment to the Library in the 1960s.

Mr. Meggitt assisted a patron with finding and obtaining a collection of images of Karamu House (2355 E 89th St in the Fairfax Neighborhood) in support of renovations and additions to the site.

Mr. Meggitt assisted a patron with locating and obtaining images of his grandfather, a Cleveland police officer, with Eliot Ness during Ness' tenure as Cleveland's Safety Director. Mr. Meggitt also found and emailed two other photographs of the patron's grandfather in the Collection's unprocessed items.

Mr. Metter used the *Call & Post* and *Plain Dealer Historical* databases to assist a researcher and an author working on a book about the Wings Over Jordan Gospel Choir

Mr. Metter used Ancestry Library edition to identify a photograph a patron acquired at a local estate sale. The patron believed that the photograph might be an image of one of their ancestors. Mr. Metter was able to determine that the photograph was taken in Milwaukee around 1890.

Mx. Sanchez found photos and conducted property research for a patron who wanted to find images of his historic West 41st St. home and learn more about the history of the property. Using the Plain Dealer Historical database, the Cleveland City Hall Collection, and the Cleveland City Directories, Mx. Sanchez found the name of the Funeral Home that operated out of the house in the late 19th century. Mx. Sanchez also found news articles about the owner at that time, Fred Dress, and his mortuary business. The patron said that there is

lots of new construction in his neighborhood and he wanted to get a sense of meaning behind his home.

Mx. Sanchez found photos of Herman "Scatter" Stephens and his restaurant for a patron. Mr. Stephens owned a famous barbecue restaurant, Scatter's Barbecue, at 931 East 105th St. Unfortunately, Mr. Stephens was killed in 1967 in a suspected mob hit.

Mx. Sanchez conducted research on C.E. Gowen for a patron C.E. Gowen (also spelled Gowan) was a Cleveland capitalist in the early 20th century and the president of Kelley Island Lime & Transport Company. The patron wanted to find photos of Mr. Gowen if possible. Although Mx. Sanchez didn't find any photos; they did find entries in "Cleveland: The Making of a City" and the Plain Dealer Historical database. Mx. Sanchez also looked in "Cleveland club men in caricature: Union, University, Country, Tavern, Colonial, Hermits, Euclid, Rowfant, Roadside, Clifton and Cleveland Athletic" and found a caricature of Albert Gowen, C.E. Gowen's son and business successor.

Staff Development

Subject Department Librarian Terry Metter listened to a recording of the webinar "Vocational Awe: Examining the Cost of Your Service with Fobazi Ettarh" presented by the State Library of Ohio and a recording of the webinar "Engage the Community with Your NewsBank Resources" presented by NewsBank.

Fine Arts librarian Andy Kaplan attended the NEO-RLS virtual presentation on Oct 27th called "*The Show Must Go Online: Virtual Performances at Your Library*" on October 27 regarding ways to move your programs to zoom.

Fine Arts & Special Collections Manager Pam Eyerdam watched an SAA (Society of American Archivists) presentation on Oct. 8th on how public libraries are handling virtual exhibitions, digitization projects, and public programming during COVID. She was also a presenter on zoom for the Cleveland Archivist Roundtable (CAR) discussing how COVID had an impact on our collections on Oct. 15th.

On October 26, Literature/OCFTB Manager Don Boozer took part in the meeting of the Choose to Read Ohio Advisory Council in discussing nominations for the annual Floyd's Pick award.

Stephen Wohl, Lending Manager, continued serving as a member of the CPL Re-Opening Task Force. The task force held various virtual meetings to brainstorm and discuss ideas about CPL staff can safely and effectively assist our patrons.

October 2, Michael Early, Subject Department Clerk (Lending), participated in recording a reading of a story for the Dial A Story program. Dial A Story provides children and adults the opportunity to enjoy a remote story time while maintaining social distancing measures amidst the current COVID pandemic.

October 29, Mr. Wohl and Mr. Rudolph attend a virtual BookEnds trainers meeting to discuss curriculum changes to future BookEnds training classes. Mr. Wohl and Mr. Rudolph are working towards updating and "blending" the existing SIRSI and Circulation training modules into a revised training class that will be built into future New Hire Orientations.

Senior Librarian Lan Gao, serving on CPL Workforce Development Program Committee, attended committee meetings on 10/1 and 10/12. This committee has been partnering with Ohio Means Jobs (OMJ) to provide employment resources and support for people who are seeking employment. Team members are working together to identify CPL external and internal resources that would be beneficial for OMJ to assist jobseekers.

TechCentral

Inside Programs-via zoom

Name of Program	Date of Program	Total # of Attendees	# of Adults	# of YA	# of Juveniles
Excel I	10/5	4			
Excel II	10/12	3			
Excel II	10/19	3			
Excel IV	10/26	2			
CodeCentral part I	10/6	4			
CodeCentral part II	10/13	3			
CodeCentral part III	10/20	3			
CodeCentral part IV	10/27	3			
Resume Workshop	10/7	2			
Resume Workshop	10/21	1			
Job Searching	10/08	1			
Job Searching	10/22	2			
Word I	10/2	2			
Word II	10/9	3			
Word III	10/23	2			
Word IV	10/23	2			
eMedia	10/1	0			
eMedia	10/29	?			
IConnect: Zoom bookclub-CPL Resources	10/27	3			
1-on-1	October	25			

Computer Usage

There were 1,843 computer sessions(TechCentral, 15-minute, MakerSpace)

PST - Sep 29 to Oct 30 - 2020 Report**Service Calls and Tickets Summary**

Service Calls and Tickets Received: 61

CPL Help Desk Tickets: 49

CPL TechCentral Tickets: 14

Service Calls and Tickets Resolved: 53

Tickets in Progress: 21

Service Ticket and Project Detail

Workstation: 44 iPad Management: 1 Hotspot
Resets: 5 Maker Equipment: 4
Form 001's: 6

OLBPD

For October 2020, OLBPD circulated 34,536 books and magazines directly to patrons. OLBPD registered 108 new readers to the service. OLBPD also circulated an additional 11,576 Dimensions Newsletters to readers. Approximately 744 BARD patrons among 1,476 active users downloaded 21,529 items.

OLBPD submitted to the National Library Service (NLS) its full Federal Year 2020 readership and circulation statistics. Following a comprehensive review of inactive readers with active accounts, readership was 10,715 for the year. 1,080 new readers were added to the service. OLBPD directly circulated nearly 373,000 library items to patrons. An additional 214,000 items were downloaded through BARD.

OLBPD and CPL Financial Services submitted the State Fiscal Year 2021 First Quarter Budget Report to the State Library of Ohio.

The Ohio Braille and Talking Book Program Consumer Advisory Committee (CAC) meeting was held via conference call on October 22nd. Consumers were provided updates about the service, including COVID-19 advisories and procedures, and information regarding NLS inviting OLBPD to participate in phase two of the braille e-reader pilot.

Karen Keninger, NLS director since March 2012, announced she would retire in 2021, with a tentative date of March 31st.

The Library will conduct a nationwide search for her replacement.

OLBPD staff provided information and talks about the service to the Akron Low Vision Group via phone presentation on October 28th.

BRANCHES

The five districts, which encompasses our 27 branch locations continues to provide effective services while

meeting the community outreach needs of our patrons. This month, our Best Buy Teen Tech Center (BBTTC) received three grants - \$1,000 for the Youth Leadership Council restart, \$20,000 for starting a SCOL (Safe Center for Online Learning), and a \$10,000 retool and refresh grant to update and add to our existing facilities. The SCOL is open for 2 sessions Mon- Friday (10-12 and 1-3) and one on Saturday (10 - 12). The facility is available to students in grades 6-12.

Additional branch highlights are as follows:

District One

Eastman - Decorating continued this month and our branch has been transformed into a Harvest/Halloween themed space by branch staff. Branch staff enjoyed getting into the Fall spirit and suggested that we have a Patron Appreciate Day, which ended up being a two-day event. Branch staff handed out cookies, apple cider, CPL trinkets, and patrons could enter a drawing for a Fall themed gift basket. Eighty-eight patrons visited our table. We received very positive feedback from patrons - thanking us for being open again and for providing the treats! Children's Librarian, Cassandra Feliciano, reconnected with the Family Life Pre-K class and was able to virtually resume story-time. The UB Tech Coding Program is going smoothly after a bit of a rough start. Four of our Beginner coding students were far too advanced, so we asked to have them moved to the Intermediate Program. Patron attendance has been light, but consistent. We are seeing many of the same people each week and they are respecting the time limits. Branch Manager, Jamie Lauver, continues to assist with LibChat.

Lorain - During the month of October the Lorain Branch hosted virtual tutoring on Wednesdays and Thursdays. The Cleveland Sews Virtual with Cosmic Bobbins series was presented by Sharie Renee and hosted by Lorain staff on October 10th, 17th, and 24th with an average of twelve participants per session. Branch Manager Crystal Tancak and Children's Librarian Adela Santana provided LibChat virtual reference services throughout the month. The new Library Assistant Computer Emphasis Larisse Mondok attended Cuyahoga Job and Family Service's Virtual Community Partner Conversations Meeting. Ms. Mondok was named the co-chair of the newly formed Multi-Cultural

Employee Resource Group. Library Assistant Computer Emphasis Marlie Hooper attended Northeast Ohio Regional Library System's How to Teach Students to Fact-Check Like a Pro Webinar.

Rockport - We had 25 youth attend our Pre-K Storytime on Zoom for three Head Start classes. We held various other programs including Toddler Storytime on Zoom, Halloween Grab and Go craft kits, decorating mini pumpkins, yoga program, trivia on Zoom, and a Zoom Halloween party. Staff weeded Fiction, DVDs and Comic Books and created several book displays: Voting, Hispanic Heritage Month and Halloween. The BBTTC continues to add new members, with 6 new members added to the rosters. Even with two weeks without programming, we had 34 in person visits, and 43 virtual visits. Programs this month have included a virtual paint and sip, EFTW meetings, and multiple Club Meetings (Origami and D&D - no sewing due to vacation close). Our UKIT advanced robotics program has 21 students from John Marshall IT High School. Our Youth Leadership Council restarted this month after receiving a grant of \$1000 to support the YLC service projects and programming projects. The YLC has identified 2 service projects - a story walk featuring a book by Cleveland Author Margaret Bernstein called Father's Walk, and a Thanksgiving food drive - and has started researching and budgeting. Another program that will run through the month of October is The Neighborhood through My Lens. This is a photography walk in partnership with New Bridge Academy. The program uses photography to express and explore SEL principles. In this time period, the BBTTC has received three grants - \$1,000 for the YLC restart, \$20,000 for starting a SCOL (safe center for online learning), and a \$10,000 retool and refresh grant to update and add to our existing facilities. The SCOL is open for 2 sessions Mon- Friday (10-12 and 1-3) and one on Saturday (10 - 12). The facility is available to students in grades 6-12. Finally, Merle and Jill continue to work on professional development. Merle attended webinars on Mental Health for Youth during COVID, and a bullying prevention webinar and strategies to address loneliness and social isolation in teens. Jill participated in webinars on Makey Makey, Sphero Bolt, and 3 EFTW webinars.

Walz - October has seen even more of Walz' patrons returning to use the computers or check out materials. The monthly Senior Movie/Book club continues to be a

success; participants enjoyed the lively ZOOM discussion of the movie and book, "The Color Purple" by Alice Walker. Ms. Gielty is looking to the future towards more engagement with seniors through programming. Last week also included a PreK Zoom story time and the giveaway of 10 kits of Take and Make Monsters! craft, including book recommendations and an invite to a ZOOM school age story time. Our STEM-centered programming for 3-8th grade with OSU-Extension concludes this month. We continue to promote after-school tutoring and Kids' Cafe meals via the library and our local community organizations.

West Park - Branch circulation continues to grow as more people return to library use, keeping West Park (and District 1 neighbor, Rockport) at the top of the monthly numbers. We offered 2 take home crafts this month including a pumpkin made from buttons and a pop-up Halloween card. Many patrons with children specifically come in for these crafts and Children's Librarian Libby McCuan and LACE Katie Power have gotten very creative with these offerings. Manager Dalby continues to attend regular PS Leadership, Reopening Committee, and Editorial Team meetings. He also held district meetings with D1 and D2. West Park continues to serve as a pickup location for PCs for People and many patrons have come in over the last month to retrieve their PCs, laptops, and hotspots.

District Two

Brooklyn - October 2020 was highlighted by branch attempts to re-engage patrons in socially distanced activities including take home crafts prepared by library assistant Catherine Hankins. Ms Hankins also assisted with online tutoring on Mondays. Librarian Laura McShane continued online interaction with area schools including a virtual presentation on Community Helpers. Branch manager Ron Roberts participated in NEO-RLS virtual workshops which included, The Show Must Go Online: Virtual Performances at Your Library and Raising the Bar! Tools for Continuous Improvement with Your Customer Service Team.

Carnegie West - Manager Angela Guinther met with CPL Foundation staff to discuss the concept and sources of funding for a StoryWalk®. She also attended the webinar One Step at a Time: How Libraries Can Promote Healthy,

Thriving, and Livable Communities. Children's librarian Helen Zaluckyj, library assistant Angelina Rosario and L.A.C.E., Lily Korte, created and distributed 125 Halloween take-n-make craft kits for neighborhood families and child centered organizations this month. Some of the kits went to the Journey Center for Safety and Healing (formally the Domestic Violence and Child Advocacy Center) with which Carnegie West has recently formed a partnership. Zaluckyj also recorded a story for CPL's new Dial a Story initiative.

Fulton - October at the Fulton Branch was spent cleaning up and rearranging shelving and desks at the branch. Children's Librarian Beverly Austin conducted 23 story times throughout the month using Zoom, Microsoft teams and our webcam. On October 12th Mrs. Leslie Barrett attended a Jumpstart/CPL meeting regarding the Learning Lab at Fulton via Microsoft Teams. She also attended a District 2 meeting on Thursday, October 15th. Mrs. Barrett hosted a walk-through meeting with the External Relations and Development department on Thursday October 15th. On Monday, October 19th, Mrs. Barrett had a meeting with Shenise Johnson-Thomas regarding the learning lab space and layout. Beverly Austin hosted an outdoor craft (while still social distancing) making masks and playing hangman with children. Mrs. Austin and Mrs. Barrett assisted with the Fall Tutoring by being moderator on Thursdays in conjunction with Jefferson branch. Fulton branch continues to prepare for November 3rd election by planning how to remove all the furniture from the meeting room.

Jefferson - The Jefferson Branch continues to engage the community with in-person services as well as virtual programming. Youth offerings include the Stem @ Home robotics coding course, Wee Read story time, Make-and-take Halloween crafts, and a special Halloween story time and party were provided. For adults, the Tremont Think & Drink book club discussed Breathe: A Letter to My Sons by Imani Perry. The branch also hosted a presentation entitled "Off the Ruling Class: Notes from a Cold Case at the Cleveland Museum of Art" by local author Randal Doane. Staff also created two virtual escape rooms. "Escaping Tremont" aimed at adults is based on local history and trivia. "Making a Break for It" was aimed at the 'tweens and focused on age appropriate knowledge and skills. Outreach efforts included meetings with Merrick House staff, Tremont

MyCom, and the Cleveland Police Second District Community Relations Committee. Branch staff met with the architectural team to review designs for upcoming renovations.

South - The South Branch continued celebrating Hispanic Heritage Month, which ended on October 15. The South Branch Children's Staff created DIY piñatas and maracas as part of the craft to go for the holiday. The South Branch hosted 4 virtual tutoring programs this month. A total of 6-7 students logged on each session. Family Circle Time and La Hora De Cuentos were held weekly via Zoom. Virtual Storytime was held for Horizon Market Square via Zoom with 64 kids in attendance. The South Branch was also a part of "Fall into Literacy," a program hosted by Luis Munoz Marin Dual Language Academy and was held on 10/28/2020. Throughout this month 689 people have interacted with the South Branch posts on the Facebook Page.

South Brooklyn - Continuing with the momentum of reopening to the public, staff continued to offer various new services as well as assist with CSU America Reads Virtual Tutoring program. LAYE Raymond Cruz processed ecards, conducted ZOOM story time and a Virtual Field Trip, and created a Welcome PowerPoint for future ZOOM tours. Children Librarian Ronald Palka-Roman conducted ZOOM story times and attended the following workshops/meetings: Literacy Development: How to avoid COVID slide & Digital Divide Pitfalls, and YS meeting. Assistant Manager Tammy Houghton attended the following meetings: United Way/Community Shares, Public Services managers, D2 Check-in, Book Ends, and Second District Community Relations.

District Three

Garden Valley - The Garden Valley Branch team is continuously following the new work protocols, attending training, working on special projects, and looking forward to re-engaging with the Central-Kinsman community. The Youth Services team continues to present virtual story times for daycares. Mr. Leonard Burks facilitates the weekly virtual tutoring program for the Garden Valley Branch, and Ms. Andrea Csia conducts the STEM Robotics Zoom program. In the absence of Dyad Public Services Manager, Maria Estrella, Assistant Branch Manager, Donald Smith, has provided the Garden

Valley Branch team with guidance throughout the library's new initiatives. Mr. Smith also, worked on both the Garden Valley Branch and Woodland Branch schedules for the months of October and November. During the months of September and October, Mr. Smith facilitated the Garden Valley Branch Virtual Adult Chess program via Zoom.

Hough - There has been an overall increase in patron attendance during the month of October! The staff has continued to go above and beyond to meet the needs of our community during this time of social distancing. Voter registration forms and absentee ballot applications have been made available and easily accessible.

Kid'sCafé has been going really well with an average of 15 children served per day. Virtual preschool story times have also been well received with one of our area day cares regularly attending via zoom. The Youth staff has worked hard to help make online tutoring and Art Therapy a success by assisting with hosting and providing children with iPads to use in the branch to attend the sessions. On October 19th, Library Assistant-Youth Emphasis Romael Young planned and distributed a grab-n-go pumpkin craft activity. The Youth staff has also provided a variety of impromptu story times, coloring sheets and craft activities throughout the month. Michael Barkacs completed Public Service Academy.

Martin Luther King - The MLK team was excited and grateful to have been selected to participate in CPL Play. Tristan Wheeler has been working with MLK team members Prince Foster and Eric Eubanks to improve our technology infrastructure, equipment and skills to provide MLK youth with engaging activities. MLK's manager, Tonya Briggs, participated in a NEO-RLS Technology Committee meeting where she suggested leasing computers (similar to what higher education institutions do) to more easily update technology and using Diana Silveira's *Library Technology Planning for Today and*

Tomorrow: A LITA Guide to assist in the creation of a NEO-RLS Technology Strategic Plan.

Sterling -Sterling continues to support Central Neighborhood families. The Food Bank's weekly backpack program is a success with 100% distribution. Our most requested adult services continue to be fax, email, copy, print, and computer use/instruction. Youth Services team, Sonja McCord and Charles Bailey, designed and distributed craft kits for the weekly Grab and Go program. Branch manager, Monica Rudzinski, promoted virtual tutoring and art therapy programs at the Marion-Sterling Partnership and MyCom Community Partners meetings. Thom Olmstead, Director of External Affairs and Designated Institutional Official-St. Vincent Charity Medical Center, met with Ms. Rudzinski at Sterling to continue conversations about the hospital's Community Advisory Board. Ms. Rudzinski attended the Greater Cleveland Food Bank annual meeting.

Woodland - The Woodland Branch team is continuously following the new work protocols, attending training, working on special projects, and looking forward to re-engaging with the Central neighborhood community. The Youth Services team continue to gather information for developing virtual story times and programs at the Woodland Branch. Ms. Ayesha Drake EL took the initiative to research a variety of interactive, engaging, and educational programs aligned with school curriculums. Ms. Kelli Newsom contacted local daycares to discuss potential programs in the future. In the absence of Dyad Public Services Manager, Maria Estrella, Assistant Branch Manager, Donald Smith, has provided the Woodland Branch team with guidance throughout the library's new initiatives. Mr. Smith also, worked on both the Garden Valley Branch and Woodland Branch schedules for the months of October and November. During the months of September and October, Mr. Smith assisted in the facilitation of the Woodland Branch Virtual Yoga program via Zoom.

District Four

East 131st - The East 131 Branch kicked off the month of October as a recipient of the Sierra Club's plant grant. With this grant the Corlett Volunteens will

participate in the Ohio Sierra Club Pollinator Plant Project. Branch Manager Marina Marquez participated in community engagement efforts that included the First Street Coalition's landscape design meeting for a pocket-park on the corner of Glendale and East 131st Street. Ms. Marquez also attended the MyCom Community Meeting. In partnership with MyCom and First Street Coalition Ms. Marquez continued to facilitate the Corlett Volunteens garden club who dug out and potted the plants in the planters along the East 131st Street corridor. Along with community partners, Ms. Marquez co-hosted the Facebook Live program Books & Ballots: Vote-By-Mail Ballot & Board of Elections Job Opportunities. Ms. Marquez participated in the Design Thinking Committee meeting. Kelli Minter and Ms. Marquez completed the Case Western Reserve University Weatherhead School of Management's CCYWI Virtual Workshop Youth Work Methods Series. The series included Reframing Conflict; Cooperative Learning; Planning and Reflection and Ask-Listen-Learn. Ms. Marquez and Ms. Minter partnered with CMSD Teacher Ms. Sharp to set up and test the OveDrive app Sora to assist her to teach her students. Ms. Minter, Pat McCoy and Carla Carraway hosted and presented the Extra Yarn Facebook Live program which included 25 knitting kits that patrons picked up. The East 131 Branch closed the month by welcoming Branch Clerk Pat McCoy to the East 131 family.

Fleet - In October there was a noted increased interest from area daycares for ZOOM story times. CPL is trying to find alternate avenues for those community partners without access to technology. Branch Manager, Magnolia Peters made introductions of what can be found at the Fleet branch and services available at the new area Oak Street Seniors Health Clinic and virtually at the University Settlement. She also participated in a ZOOM Connecting the Dots Collaboration Meeting that focused on programming and services for adults and seniors. In preparation for cooler temperatures Property Management serviced Fleets boiler which consisted of replacing belts and filters.

Harvard-Lee - In October 2020, Branch Manager Kristen Schmidt attended the Neighborhood Collaborative Meeting via Zoom by Harvard Community Services Center. A representative from Reach Success met with Ms. Schmidt to engage library patrons for help pursuing employment and education. Shenise Johnson-Thomas and Tracy Martin

of CPL's External Relations & Development team visited Harvard-Lee to meet with Ms. Schmidt about future ideas for the Branch. Youth Librarian Olivia Morales created new book displays and decorated for fall and Halloween. Ms. Schmidt attended a NEO-RLS virtual workshop titled, It's a Manager/Supervisor's Job to Motivate Staff. Indoor lighting repairs were continued by Property Management.

Mount Pleasant - The Mt. Pleasant continued to focus on community engagement in October. Mark Tidrick, Children's Librarian was able to engage classes from two of the neighborhood daycares, Greater Achievement I and Greater Achievement II, in weekly story times on Zoom. Mt. Pleasant staff members participated in the Murtis Taylor Education Outreach to promote library programs and services.

Rice - During the month of October, Rice provided patrons of all ages with a multitude of Fall Themed Programs. Youth patrons and families have enjoyed various take and make themed activities from elections buttons to mini clay pumpkins that coincided with our virtual pumpkin patch Story times. Over 50 take home activities have been claimed! The Rice branch hosted "pumpkin patch" Story times that included stories for the season and a live demonstration to create a clay pumpkin. Fall and voting themed books have been added to the activity table to encourage families to read at home and support the "Fall time is Storytime" promotional advertising from the marketing department. Youth Librarian Whitney Johnson attended the Cuyahoga County Youth Work Institute Virtual Workshop: Planning & Reflection. Branch/District Manager Amiya Hutson assisted Human Resources with Safety and Protective Service and sub interviews.

Union - For the month of October, many of our regular patrons are still discovering that we are open to the public again. Teachers and students are beginning to come in looking for a space do school work. Youth staff are having a grand time with the students during the UBTech Stem program sessions. The students that are participating in the program are very creative. We continue to offer Kids café, Kahoots Wednesdays and Virtual Story Time programs to our youth. Shenise Johnson Thomas and Tracy Martin from External Relations

and Development visited the Branch for a tour and information gathering.

District Five

Addison - The LAYE and Branch Manager had a meeting with Joel Israel for a Black and Brown History Presentation in February of 2022. Addison branch clerks have completed one hour of professional development this includes the Ohio Reference Excellence module on reference services and conducting a reference interview. Branch Clerk Ms. Carter went to Health happens in the Library on Web Junction. Juvenile displays were switched to fall and Halloween themes. Mrs. Malinoski did LibChat training for future scheduling and watched a Webjunction webinar called "Extreme Customer Service every time". LAYE, Ron Clark, attended Penguin Random Houses "Youth Book Buzz" and continues to participate with NEORLS's Teen/Youth Services Virtual Networking Meetings. Manager Tamara Means participated in NEORLS's webinar called "It's your job to motivate".

Collinwood - Relying on established partnerships has helped the Collinwood Branch provide services to our community via Facebook and in person outreach opportunities. Manager Peak along with collaboration and program planning with Educational Pods in the area attended the Kenneth Clements Boys Academy open house. Adam Tully has an ongoing program, Urban Ecology with one of our classroom teachers at East Clark School. LACES report that much time has been spent helping patrons register to vote, apply for mail-in ballot, and update their IRS information to receive COVID-19 relief stipends from Ohio Unemployment. Staff continues to take advantage of professional growth opportunities via Zoom, online webinars and print literature. Patron visits to the branch have picked up as more and more people realize that the library is open. We continue to strive and plan for success in providing the best customer service and service to the Collinwood community.

Glenville - At the Glenville branch in October youth Staff, Peter Roth and Difranco Barnes, both have hosted weekly zoom story times. Every week they also have created a curbside craft project for the young patrons to pick up the kit and put it together at home. Mr. Roth planned a chalk festival in front of the building and

Page, Andrew Langford created an autumn mural of favorite children's book characters. Mr. Barnes has

planned a Pumpkin Paint Party for pick-up to include the pumpkin and paint. Books and window displays have been created to cover these themed topics, democracy, Native Americans, and Halloween.

Langston Hughes - Branch Manager, Mr. Bradford, took part in a ZOOM meeting for the Friends Council of the Oberlin College Library. He also attended the following webinars, Refresh Your Reference Interview Skills with Stephanie Rollins, Ethics of Library Customer Service, Dealing with Hostile and Potentially Dangerous Library Users and Digital Bytes, Communication Tips. A partnership with Patrick Henry elementary through Charles Byrd, CPL Director of Education, has been established which will allow up to ten students to take part in a virtual violin class. Using ZOOM technology, the program, Leaves in the Wind was offered to our patrons. Oberlin College has reached out to CPL/Langston Hughes, to be a community partner with their IMLS CARES Act grant with the theme of "Perseverance". Tracy and Giovanni from the External Relations and Development Office visited the branch to discuss how their department could offer further support to the branch.

Memorial Nottingham - For the Month of October the Memorial-Nottingham Branch celebrated Breast Cancer Awareness Month. Memorial-Nottingham Branch partnered with Susan G. Komen Foundation to prepare breast cancer awareness bags for patrons. The bags contained a pamphlet about breast cancer, a pink face mask, pen, and bracelet for patrons to show their support of breast cancer. Memorial-Nottingham Branch continues to lead District 5 in circulation and attendance during the pandemic. Children's Librarian. Joanna Rivera conducted a Popsicle Scarecrow program. Make and Take bags were made for families to pick up before the virtual program. For Hispanic Heritage Month and Halloween different books and decorations were displayed for families.

OUTREACH & PROGRAMMING SERVICES**SUMMARY**

In October, the OPS/3E department focused on fine-tuning its online academic support and student engagement programming, launch digital experiences that engage new audiences, and restructuring its delivery model to align with the Library's strategic priorities.

PARTNERS AND PROGRAMS

On October 10, the Library began a free series of workshops designed to empower creative artists to monetize their work. In this 10-week series, professionals in the fashion, fine arts, and music fields will share their experience and provide information about three creative disciplines' legal and business aspects. The library staff provided information about patents and trademarks to help artists protect their intellectual property.

After-school tutoring continued at five virtual locations. While the program has struggled to engage the number of students that utilized the in-person service, an increasing number of families and children have become consistent users and have provided overwhelmingly positive feedback.

The Cleveland 20/20 photography exhibit was successfully redesigned to be offered online via the cpl.org website. The Cleveland 20/20 exhibit's digitization is a part of OPS/3E's overall plan to reach new audiences with user-generated content.

The STEM@HOME Program continued in October at eight library branches with the registration of approximately seventy-five students. Over the month, 50 students learned the basics of building and programming miniature robots.

Violin for Boys began on October 6 in partnership with the Cleveland Metropolitan School District's Patrick Henry School. The program targets 3-4 grade students and teaches beginner violin using the John Schaum Note Speller Book.

The Young Scholars Academy Program continued through October. At the end of October 21 students had registered for this four day a week online program, and 12 children consistently attended the program.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- **Goal:** *Increase Elected Officials and Key Stakeholders' Awareness and Understanding of CPL's Community Impact*
 - *Engage*
 - Virtual Storytime & Dial-A-Story program support
 - Engaged legislators in CPL's virtual storytime (VST) program and Dial-A-Story program including:
 - Councilman Charles Slife, City Council
 - Engaged additional stakeholders in CPL's virtual storytime (VST) program including:
 - Nancy Bostwick, CPL Foundation Board

CPL DEVELOPMENT UPDATES:

- **Goal:** *Secure Funding to Buttress CPL Organizational Goals*
 - Submitted request to Ohio EPA for Electric Vehicle Charging Stations at Hough and Woodland
 - Submitted request to the Governor's Office for Faith-Based and Community Initiatives for workforce development programming
 - Submitted request to the Public Library Association for a partnership with Microsoft to improve digital literacy and access
 - Secured funding from The Clubhouse Network and Best Buy for a Refresh and Retool grant for

the Best Buy Teen Tech Center at Rockport
Branch

CPL FOUNDATION UPDATES:

- **Goal:** *Reach Annual Financial Targets*
 - *Fundraising*
 - End of Year Appeal scheduled to be mailed
 - Continued efforts with Cleveland Public Library Eastman Reading Garden Tile Campaign
 - Democracy 2020
 - Secured Corporate Sponsorships:
 - Sisters of Charity Foundation
 - Margaret W. Wong & Associates LLC
 - Dominion Energy
 - The Albert M. Higley Co.
 - United Black Fund of Greater Cleveland
 - Panzica Construction Co.
 - Osborn Engineering
 - Cuyahoga Community College
 - 2021 Secured Corporate Sponsorships:
 - Cuyahoga Community College

ADDITIONAL DEPARTMENT EFFORTS:

- Staff attended virtual conferences/webinars including: Cleveland Foundation Fund Forum: Virtual Presentation Series Embracing Equity, Inclusion and Anti-Racism; Key Bank - How Non Profits can thrive; Ohio Library Council's Road Ahead Tour 2020; Carl Bloom's Library Giving Day 2021 webinar

COLLECTION & TECHNICAL SERVICES

Interim Director of Collection and Technical Services Sandy Jelar Elwell met again with Family Engagement Specialist Sandy Nosse and Martin Luther King, Jr. Branch Youth Services Librarian Angela Pope Margerum and Library Assistant Eric Eubanks to continue the

discussion about the implementation of categories to organize and shelf picture books at the Martin Luther King, Jr. Branch. Ms. Jelar Elwell also met with Youth Services Manager Annisha Jeffries to discuss the categories and labels currently being used in the Youth Services Department for picture books.

Ms. Jelar Elwell met with Special Assistant to the Director Timothy Diamond, Directors of Public Services John Skrtic and Harriette Parks, and Collection Services Director / Interim Coordinator for Facilities Master Plan Jean Duncan McFarren to discuss the organization of the collection as part of the Facilities Master Plan (FMP).

Ms. Jelar Elwell, Fine Arts & Special Collections Manager Pam Eyerdam, and Subject Department Librarian Andrew Kaplan participated in a demonstration of MUSICat, which is software that provides a platform for libraries to develop a collection of local music artists.

Ms. Jelar Elwell, Catalog Manager Andrea Johnson, Collection Manager Pam Matthews, and Materials Handling Supervisor James Clardy attended a meeting led by Ms. McFarren and Capital Projects Manager Kathleen Sonnhalter to review the office space design and workspaces for managers and other staff at the Central Distribution Facility (CDF) with the architects assigned to this project.

Ms. Jelar Elwell attended virtual meetings of the Ohio Technical Services Directors and the Urban Libraries Council (ULC) Collection Leaders and continued to participate in meetings of the Capital Improvement Plan Core Team. Collection and Technical Services staff attended the first Town Hall Community Conversation and the Sick Leave Conversion TEAMS meeting.

Acquisitions: The Acquisitions Department ordered 8,105 titles and 9,624 items (including periodical subscriptions and serial standing orders); received 15,295 items, 1,585 periodicals, and 170 serials; added 326 periodical items, 79 serial items, 453 paperbacks, and 657 comics; and processed 2,349 invoices and 279 gift items.

Acquisitions Coordinator Alicia Naab provided Collection Manager Pam Matthews and the Main Library Subject Department selectors with updated fund balances in preparation for the year end ordering deadlines.

Acquisitions Librarian Leslie Pultorak and Technical Services Senior Clerk Paula Stout continued to assist with the unpacking, verifying, and receiving of new materials in the Lake Shore Shelf/Shipping Department when needed.

Catalog: Staff cataloged 4,138 titles and added 7,369 items for Cleveland Public Library. The Department also added 1,835 titles, merged 26 records, and made 46 corrections for CLEVNET member libraries.

Catalog Manager Andrea Johnson ran reports to identify on-order copies with class scheme LCPER. When the call number included a date, the copies had a date analytic such as |z 2020, which was causing problems with holds in some cases. Technical Services Librarian Barbara Satow learned to run the report also. Technical Services Librarian Michael Gabe, Ms. Satow and Ms. Johnson fixed the copies on over 400 titles.

Ms. Satow cataloged the facsimile "redlining" map from the 1930s that was featured in Emily Campbell's community conversation on poverty, presented October 30. Technical Services Librarian Erin Valentine created a draft bibliographic record template that incorporates latest archival (DACS) and catalog (RDA) content standards with input from Special Collections Librarian Raymond Rozman. Ms. Valentine also met with Fine Arts & Special Collections Manager Pam Eyerdam and Library Assistant Mark Fox-Morgan about the special cases for a juvenile book project.

Ms. Johnson and Ms. Satow met with Information Technology & CLEVNET staff Brian Leszcz and Jim Benson regarding the new web-based version of the bibliographic input workform. Ms. Johnson assisted Mr. Leszcz with wording for an agreement page to accompany the new form, and suggested calling it "original record template." Mr. Gabe provided input on the name and wording.

Ms. Johnson attended a CLEVNET Technical Services SIG breakout session. Ms. Valentine attended a Northern Ohio Technical Services Librarians Board meeting.

Collection Management: Collection Management continued to select in both the physical and electronic formats in October, with 990 titles and 8,209 copies selected and over \$167,000 spent on physical items alone.

Collection Manager Pam Matthews attended two meetings of the Editorial Team and two meetings of the Workforce Development Program Committee meeting. Ms. Matthews also attended the webinar "What's Next for Library E-books and Digital Content?"

Collection Management Librarian Laura Mommers attended three webinars on new books for children and young adults this month: "Graphic Jam!"; "Genre Bending Young Adult Titles That Can't Be Missed"; and "Mad about Middle Grade."

High Demand: The High Demand Department ordered 1,013 titles and 8,242 items; received and added 10,869 items; processed 627 invoices, and added 411 records for the CLEVNET libraries.

High Demand Librarian Dale Dickerson cataloged and processed 114 circulating maps for the Map Collection.

Materials Processing: The Materials Processing Technicians processed 18,761 items for the month.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 7 items to the Main Library for requests and 58 items to fill holds. Main Library received 147 telescopes, the Branches received 292 telescopes, CLEVNET received 96 telescopes, and CWRU received 1 telescope. A total of 536 telescopes were shipped out. The Technicians sent out 1,389 items of foreign material and in total 16,664 new items were sent to the Acquisitions and High Demand Departments.

MARKETING & COMMUNICATIONS

EXECUTIVE SUMMARY

Democracy 2020

Objective: Drive awareness and participation in the 2020 census and election.

BE COUNTED: October marketing efforts continued to encourage census completion and participation in library programming and events through:

- Printed materials: table-top tents, flyers, and posters
- Fall Program Guide for Adults and Seniors: features
- Digital and Social: cpl.org, *Off the Shelf* monthly e-newsletter
- Media relations: media release (click here for [coverage](#)); Listings in local community calendars and on cleveland.com

BE HEARD: October marketing efforts continued to encourage voter registration, early voting, and to cast their ballot on Election Day.

- Promoted Programs/Events: FB discussion on October 12

Vote-by-Mail: What You Need to Know Also, Election Job Opportunities

Guest: Tony Perlatti, Director of Cuyahoga County Board of Elections & Mike West, Community Outreach Manager, Cuyahoga County Board of Elections.

- Printed materials: table-top tents, flyers, posters
- Fall Program Guide for Adults and Seniors: features
- Digital and social: cpl.org, *Off the Shelf* monthly e-newsletter
- Media relations: Listings in local community calendars, cleveland.com; a media release. Click here for [coverage](#).

SAVE THE DATE! AUTHORS ON DEMOCRACY Culminating Event

BRYAN STEVENSON (SAT, DEC 5 @ 12 pm, ZOOM): The author of the award winning, New York Times bestseller, and recently adapted film *Just Mercy*, Bryan Stevenson will share insights and lessons from more than 30 years fighting injustice and inequality.

Marketing Efforts: Media release; advertisements (radio, digital, print, news), printed materials (post cards, table tents, posters, Fall Program Guide of Adults and

Seniors); social and digital (cpl.org, Off the Shelf, community calendars, social media toolkit, [Eventbrite](#))

Library Services

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

STUDENT SUCCESS @ CPL: Demonstrate how the Library is here to help kids be successful throughout the school year with small group tutoring, kindergarten readiness, take-and-make activities, online and outdoor programs, and more.

Marketing Efforts: :15 second TV ads continue to run on WKYC and Fox8, printed materials (brochure, featured in the Fall Program Guide for Kids, Teens and Families); digital and social (cpl.org, Off the Shelf, community calendars, cleveland.com); and media release. Click here for [coverage](#).

8th ANNUAL CLEVELAND MAKER FAIRE (SAT, NOV 7): This family-friendly day of invention, ingenuity, creativity and resourcefulness showcases "makers" from engineers to artists to scientists to crafters, demonstrating the hobbies, experiments, and projects that they love to do.

Marketing Efforts: media release; social and digital (cpl.org, Off the Shelf, local community calendars); features in Fall Program Guide Kids, Teens and Families and Fall Guide for Adults and Seniors.

SAVE THE DATE! CLE READS YOUNG ADULT BOOK FESTIVAL (FRI, DEC 4 @ 2 PM, HOPIN): CLE Reads Young Adult Book Festival returns with a day of panel discussions covering antiracism, injustice and diversity from amazing authors including Dr. Ibram X. Kendi (*Stamped*), one of the "Exonerated Five" Dr. Yusef Salaam (*Punching the Air*), and many more! CLE Reads is made in partnership with Cleveland Public Library, College Now, Rock & Roll Hall of Fame, and Cleveland author Justin Reynolds. Sponsored by Center for Arts-Inspired Learning.

Marketing Efforts: Media release (Click here for [coverage](#)), ads (radio, digital, print, news), printed materials (post cards, table tents, posters, Fall Program Guide for Kids, Teens and Families); social and

digital (cpl.org, Off the Shelf, local community calendars, social media toolkit, [Eventbrite](#))

Other Features

WELCOME NEW COO, JOHN LANG: Cleveland Public Library announced our new Chief Operating Officer.

Marketing Efforts: media release (click here for [coverage](#))

CLEVELAND PUBLIC LIBRARY, OUR FUTURE IS BUILDING: As the Library moves into its next phase of the [capital development project](#), marketing continued to promote the series of design and construction meetings, create printed materials and graphics for promotional items.

Marketing Efforts: media release (click here for [coverage](#)); social and digital (cpl.org, Off the Shelf, community calendars), printed materials (bookmarks and signage); graphics for promotional items (winter hats, buttons, window clings, pencils, stress relief balls, key chains)

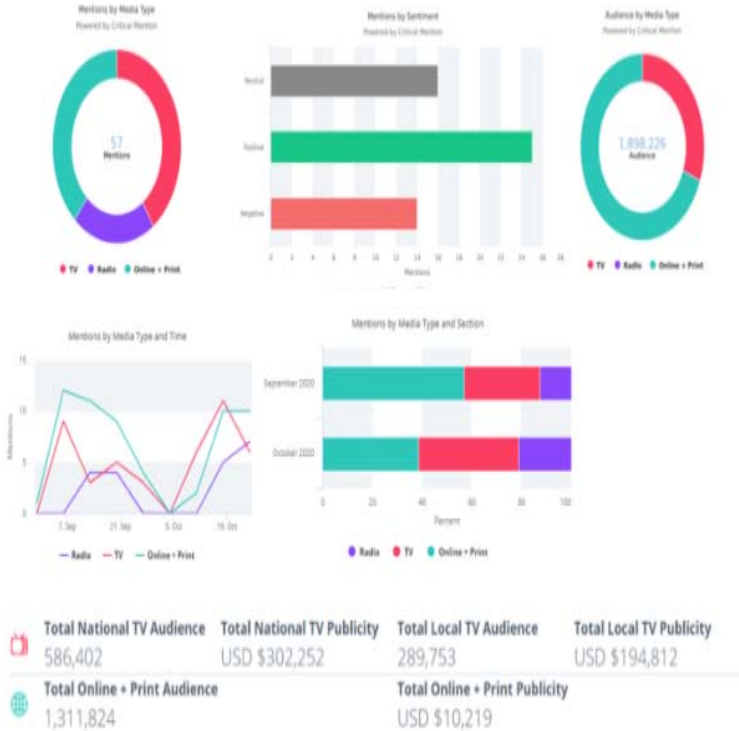
NEXT 400: The Library is providing resources to support WOIO Channel 19's in-depth series surrounding the African American experience. In addition to covering the partnership itself (click here for [coverage](#)), marketing created signage to distribute to branches and select departments to display materials that support the series.

PUBLIC RELATIONS OVERVIEW

Cleveland Public Library garnered over 55 mentions this month, reaching more than 1.9 million people in national and local TV news, and online and print. Coverage included:


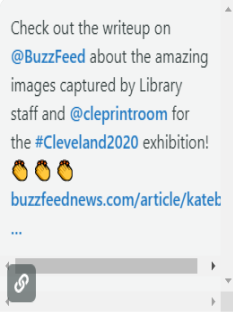
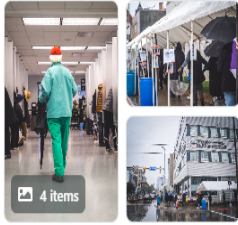
- The Library's partnership with [LegalWorks](#) to offer patrons assistance with removing legal obstructions and impediments that can disrupt an individual's pursuit towards employment and community engagement.
- Cleveland Public Library Foundation's Eastman Reading Garden [paver](#) campaign
- Best Buy Teen Tech Center [virtual classes](#) at the Rockport Branch


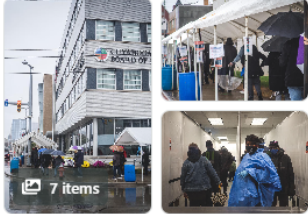

- [COVID safety measures](#)
[Click here to view additional media coverage.](#)



SOCIAL MEDIA SUMMARY

October focused on Library-related news, Democracy 2020, and partnership initiatives with other organizations. Cross network total metrics for Instagram, Twitter, Facebook and LinkedIn experienced a slight increase of impressions (+0.1%) and decrease in engagements (-12.5%) due to a decrease in the number of posts, but saw increase in engagement rate, which is up 4.8% over the previous month. Post-click links saw a 48.8% increase compared the prior month as a result of post centering the Facilities Master Plan, the announcement of new COO, John Lang, and virtual classes offered at the Rockport Branch.

<p> Cleveland_PL Thu 10/29/2020 3:00 pm UTC</p> <p>Wade Park Ave., 1966. Cleveland City Hall Collection No. 33357. Cleveland Public Library Photograph collection. Source: Board of</p>  <table border="1"> <tr><td>Total Engagements</td><td>176</td></tr> <tr><td>Likes</td><td>16</td></tr> <tr><td>@Replies</td><td>0</td></tr> <tr><td>Retweets</td><td>3</td></tr> <tr><td>Post Link Clicks</td><td>-</td></tr> <tr><td>Other Post Clicks</td><td>157</td></tr> <tr><td>Other Engagements</td><td>0</td></tr> </table>	Total Engagements	176	Likes	16	@Replies	0	Retweets	3	Post Link Clicks	-	Other Post Clicks	157	Other Engagements	0	<p> Cleveland_PL Fri 10/30/2020 4:05 pm UTC</p> <p>Check out the writeup on @BuzzFeed about the amazing images captured by Library staff and @cleprintroom for the #Cleveland2020 exhibition! 🍌🍌🍌 buzzfeednews.com/article/kateb</p>  <table border="1"> <tr><td>Total Engagements</td><td>149</td></tr> <tr><td>Likes</td><td>29</td></tr> <tr><td>@Replies</td><td>1</td></tr> <tr><td>Retweets</td><td>11</td></tr> <tr><td>Post Link Clicks</td><td>50</td></tr> <tr><td>Other Post Clicks</td><td>58</td></tr> <tr><td>Other Engagements</td><td>0</td></tr> </table>	Total Engagements	149	Likes	29	@Replies	1	Retweets	11	Post Link Clicks	50	Other Post Clicks	58	Other Engagements	0	<p> Cleveland_PL Sat 10/31/2020 3:57 pm UTC</p> <p>Cuyahoga County is showing up to vote in record numbers. @cuyahogaboe is making sure every vote counts! Have you dropped</p>  <table border="1"> <tr><td>Total Engagements</td><td>124</td></tr> <tr><td>Likes</td><td>16</td></tr> <tr><td>@Replies</td><td>1</td></tr> <tr><td>Retweets</td><td>5</td></tr> <tr><td>Post Link Clicks</td><td>-</td></tr> <tr><td>Other Post Clicks</td><td>102</td></tr> <tr><td>Other Engagements</td><td>0</td></tr> </table>	Total Engagements	124	Likes	16	@Replies	1	Retweets	5	Post Link Clicks	-	Other Post Clicks	102	Other Engagements	0
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<p> clevelandpubliclibrary Thu 10/1/2020 8:00 am PDT</p> <p>#TBT The doctor will see you now. This 1884 photo shows nurses standing in front of the Woman's General Hospital, originally found</p>  <table border="1"> <tr><td>Total Engagements</td><td>145</td></tr> <tr><td>Likes</td><td>135</td></tr> <tr><td>Comments</td><td>3</td></tr> <tr><td>Saves</td><td>7</td></tr> </table>	Total Engagements	145	Likes	135	Comments	3	Saves	7	<p> clevelandpubliclibrary Sat 10/31/2020 8:48 am PDT</p> <p>Have you dropped off your ballot at the Board of Elections @cuyahogaboe? There's still time! Don't be left out, make your voice</p>  <table border="1"> <tr><td>Total Engagements</td><td>144</td></tr> <tr><td>Likes</td><td>144</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Saves</td><td>0</td></tr> </table>	Total Engagements	144	Likes	144	Comments	0	Saves	0	<p> clevelandpubliclibrary Thu 10/15/2020 8:00 am PDT</p> <p>Can you tell where this photo was taken? This 1899 snap shows the Stone building and the Savings and Trust Company on the south s</p>  <table border="1"> <tr><td>Total Engagements</td><td>89</td></tr> <tr><td>Likes</td><td>86</td></tr> <tr><td>Comments</td><td>1</td></tr> <tr><td>Saves</td><td>2</td></tr> </table>	Total Engagements	89	Likes	86	Comments	1	Saves	2
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PROPERTY MANAGEMENT

Carpenters

- Installed security lockdown pins in all west side CPL branches.

- LSW- Installed art exhibit in Venable room.
- Rice- Installed outside furniture.
- Jefferson- Painted parking lot lines.
- Carnegie-West- Replaced damaged ceiling tiles in meeting room also painted ceiling.
- Mobile Services- Painted vestibule.
- Fleet- Changed out molded ceiling tiles

Maintenance Mechanics

- Addressing programming/hardware issues with Siemens on the Desigo building automation system upgrade project.
- Working with Wright Engineering on mechanical prints, purchasing and installation of Ionization systems.
- Completed repairs on E.131 and Union HVAC systems.
- Completed quarterly sprinkler system inspection for LSW/Main, Lakeshore and select branches.
- Installed supplemental lighting for Fulton branch parking lot.
- Continuing work with the Covid-19 Task force on a safe and comprehensive operating strategy and CPL's response to isolated positive cases within the system. Working closely with the custodial supervisors and assistant facilities manager on ensuring that the new cleaning standards are implemented and maintained.
- Continuing work/meetings with FMP Core Group, CMR, project engineers and architects and the Capital projects team on FMP design and building standards.
- Continually working with Warren Roofing, All Seasons Roofing and Taylor Consulting on roof leaks at the main campus and branches
- Working with KONE Elevator on repair, compliance and capital projects for LSW/Main and branches.
- Continuing preventative maintenance on rooftop gas fired heating equipment, hydronic systems (boilers, pumps, etc.) for the upcoming heating season.
- 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).

SAFETY & PROTECTIVE SERVICES

Safety Services

- Safety & Protective Services branch patrol officers reviewed fire alarm meeting locations with new branch managers.
- SPS participated in an online meeting with a CCTV camera vendor with CPL Property Management.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Oct 2020	2303	69	22	43	94	34
Sept 2020	2550	42	29	30	82	87
Aug 2020	2226	27	12	9	20	37
July 2020	1148	12	5	2	10	23
June 2020	802	13	8	1	30	30
May 2020	200	11	2	0	5	14
April 2020	909	29	0	0	0	4
March 2020	896	13	18	15	90	103
Feb 2020	1446	12	77	44	255	46
Jan 2020	1934	19	53	57	161	63
Dec 2019	2180	14	54	48	227	31
Nov 2019	1842	25	54	52	295	59
Oct 2019	2039	20	64	53	345	42

Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: MFD pickups, filled overtime for branches identified as polling locations, and one officer to meet the three car minimum.
- Video requests fulfilled for Public Services and the Cleveland Police Department.

- SPS officers are posted at Carnegie West, East 131, Harvard Lee, Hough, Rice, Rockport, and South Brooklyn branches.
- Calfee Halter and Griswold is unable to accommodate CPL staff in their lobby during an inclement weather fire alarm. I have reached out to a nearby property manager for use of their first floor meeting room during an inclement weather fire alarm.

Protective and Fire Systems

- SPS branch patrol was dispatched to Woodland branch to troubleshoot an alarm keypad issue. The issue was corrected.
- Branch camera times were not synchronized. SPS worked with IPS to resolve this issue.
- Quotes received for upgrading CPL's staff identification card production equipment (camera and printer).

Contract Security

- Royce Security removed the Addison branch guard because of information discovered during a background check.
- Royce guards were scheduled to work some branches participating in the November 3rd elections.

Administration

- Requested online reports were forwarded to Human Resources.
- ALICE refresher training was provided to new SPS officers by Officer Tisdale and Lindsey Duncan III.
- SPS budget submitted to Public Services administrators.
- Meeting with Homeland Security to review their CPL Security Assessment is scheduled for November 10th.
- Field Officer Training has begun for new SPS officers.
- Three SPS officers are out on extended leave.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors held their annual meeting on October 30, 2020, using Microsoft Teams. The first part of the meeting focused on how CLEVNET staff are serving

the member libraries during this challenging time. Hilary Prisbylla, Director of CLEVNET and Larry Finnegan, Director of IT, structured their reports as follows:

- Helping member libraries reopen gracefully
- Adopting new and innovative solutions to serve patrons in the time of COVID-19
- Finding solutions to help staff throughout CLEVNET work more effectively and efficiently
- Staying the course with 2020 priorities and goals
- Fulfilling regular duties and obligations with greater efficiency and accountability

The second part of the meeting focused on the CLEVNET contract costs for 2021. Timothy Diamond, Special Assistant to the Director and CPL's liaison to CLEVNET, explained how the CLEVNET Executive Panel reviewed each line of the 2021 budget at their meeting on September 30, 2020, as required by the CLEVNET Operating Procedures. The Panel also examined the issue of how two of the four pricing measurements used to determine the allocation to each member library have been affected by library closures and curtailed services in 2020. While total inventory and square footage were not affected by the unprecedented closures, total circulation and the number of active users certainly were. (Simply put, the measurements are used to rank the member libraries by size so the smaller libraries pay less and the larger libraries pay more of the shared costs.) Not having good circulation and user data from this unusual year, the Panel voted to use the data from last year for all four measurements. The other major budgetary issue, discussed by the Panel, involved the unencumbered balance in the CLEVNET Special Revenue Fund. The Panel members decided to set aside a third of the balance for unforeseen future expenses; a third for the network; and a third to be applied to the 2021 contract costs.

Carrie Krenicky, CPL's Chief Financial Officer, shared a detailed presentation on the 2021 contract costs and the good news that each member library can budget 4.5% less than they did in 2020. This savings comes at a time when all member libraries are facing loss of revenue because of the pandemic. Ms. Krenicky ended her presentation with the surprise announcement that the directors can

expect a further reduction when their monthly invoices begin arriving in January. This is based on the Panel's decision regarding the unencumbered fund balance. The exact amount will not be known until December 2020 is closed, but based on the unencumbered balance from December 2019, the member libraries may see a total reduction of close to 12% compared to 2020. This is a remarkable achievement, due to the careful and strategic management of CLEVNET's finances, operations, and resources over the last six years by the dedicated staff led by Ms. Prisbylla and Mr. Finnegan.

The last part of the meeting focused on changes to e-rate funding, previously unavailable to consortia such as CLEVNET. The sticking point is that, in order to receive the funding, all the member libraries would have to be CIPA (Child Internet Protection Act) compliant and filter the internet. Currently, 20 member libraries do not filter the internet, including Cleveland Public Library. The robust discussion made it clear that a decision to pursue e-rate funding would not be made that day. It was suggested that smaller, regional meetings be held to discuss the matter further.

Elections will be held for two positions on the CLEVNET Executive Panel that have terms ending in December. The CLEVNET directors will hold their next quarterly meeting, using Microsoft Teams, on Friday, January 29, 2021.

Ms. Rodriguez moved to adjourn into Executive Session to consider compensation of public employees. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:34 p.m.

Mr. Hairston moved to return to the Regular Board Meeting. Mr. Parker seconded the motion which passed unanimously by roll call vote.

The Regular Board Meeting resumed at 2:02 p.m.

Ms. Rodriguez adjourned the Regular Board Meeting at
2:03 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR OCTOBER 2020

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	102	2,194
Periodicals	4	23
Publishers Gifts	0	10
Non-Print Materials	5	197
Total Library Service Materials	111	2,424

TECHNOLOGY RESOURCES

Tech Gifts*	2	6
Total Technology Resources	2	6

MISCELLANEOUS NON-MONETARY GIFTS

Miscellaneous Gifts*	10	10
Total Miscellaneous Non-Monetary Gifts	10	10

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 45	\$ 510
Library Fund	Restricted	315	3,757
Young Fund	Restricted	0	38,402
Founders Fund	Restricted	28,000	125,431
Ohio Center for the Book	Restricted	0	2,225
Judd Fund	Restricted	0	188,260
Lockwood Thompson Fund	Restricted	0	98,136
Paulson Fund	Restricted	0	148,784
Tech Centers	Restricted	20,000	98,000
Total Money Gifts		\$ 48,360	\$ 703,505

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	3	54	111	2,424
Technology Resources	1	3	2	6
Miscellaneous Non-Monetary Gifts	1	1	10	10
Money Gifts	12	65	13	71
TOTAL GIFTS	17	123	136	2,511

*See attached report for current month's donations

**Technology Resources
and
Miscellaneous Non-Monetary Gifts**

Received for October 2020

QTY	Name	DESCRIPTION
1	LOGITECH RALLY CAMERA	CAMERA
1	CANAKIT; RASPBERRY PI 4 ULTIMATE MAKER KIT	COMPUTER BUILDING KIT
1	Karl Hofner	VIOLIN
1	Teller Germany	VIOLIN
1	Auberi A Mirecourt	VIOLIN
4	Becker	VIOLIN
1	Angel	VIOLIN
1	Lisle	VIOLIN
1	Johannes	VIOLIN
12		

Cleveland Public Library
2020

November 11, 2020

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-20	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 25,470,007.10	\$ 35,178,839.00 21,737,326.23	\$ 35,178,839.00 21,737,326.23	\$ 1,648,219.44	\$ 1,648,219.44	\$ -
Special Revenue Funds							
201	Anderson	\$ 387,801.04			\$ 28,000.00	\$ 28,000.00	\$ -
202	Endowment for the Blind	\$ 2,966,435.07			\$ 210,000.00	\$ 210,000.00	\$ -
203	Founders	\$ 6,100,171.34			\$ 580,429.80	\$ 615,429.80	\$ 35,000.00
204	Kaiser	\$ 82,631.57			\$ 6,000.00	\$ 6,000.00	\$ -
205	Kraley	\$ 225,178.19			\$ 14,000.00	\$ 14,000.00	\$ -
206	Library	\$ 198,673.24			\$ 19,000.00	\$ 19,000.00	\$ -
207	Pepke	\$ 176,596.14			\$ 12,000.00	\$ 12,000.00	\$ -
208	Wickwire	\$ 1,832,259.49			\$ 120,000.00	\$ 120,000.00	\$ -
209	Wittke	\$ 112,324.15			\$ 8,000.00	\$ 8,000.00	\$ -
210	Young	\$ 5,653,196.59			\$ 450,000.00	\$ 450,000.00	\$ -
225	Friends	\$ -			\$ -	\$ -	\$ -
226	Judd	\$ 125,755.08			\$ 250,486.00	\$ 250,486.00	\$ -
228	Lockwood Thompson	\$ 123,921.33			\$ 196,272.00	\$ 196,272.00	\$ -
229	Ohio Center for the Book	\$ 372.42			\$ 4,525.00	\$ 4,525.00	\$ -
230	Schweinfurth	\$ 174,430.52			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 1,189,111.21			\$ 5,544,169.34	\$ 5,544,169.34	\$ -
251	OLBPD	\$ 100,795.48			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (51,048.15)			\$ 199,324.67	\$ 199,324.67	\$ -
256	Learning Centers	\$ 18,774.07			\$ -	\$ -	\$ -
257	Tech Centers	\$ -			\$ 108,000.00	\$ 118,000.00	\$ 10,000.00
258	Early Literacy	\$ -			\$ -	\$ -	\$ -
259	Rice Solar Panel System	\$ 181.23			\$ -	\$ -	\$ -
260	Coronavirus Relief Fund	\$ -			\$ 700,000.00	\$ 700,000.00	\$ -
		\$ 19,417,560.01			\$ 10,008,400.81	\$ 10,053,400.81	\$ 45,000.00
Debt Service							
301	Debt Service	\$ 2,893,175.95	\$ -	\$ -	\$ 1,090,385.20	\$ 1,090,385.20	\$ -
Capital Projects Funds							
401	Building and Repair	\$ 2,019,144.18			\$ -	\$ -	\$ -
402	Construction - Tax-Exempt	\$ 49,957,265.10			\$ -	\$ -	\$ -
401	Construction - Taxable	\$ 9,010,253.88			\$ -	\$ -	\$ -
		\$ 60,986,663.16			\$ -	\$ -	\$ -
Permanent Funds							
501	Abel	\$ 294,642.27			\$ 20,000.00	\$ 20,000.00	\$ -
502	Ambler	\$ 2,898.23			\$ 200.00	\$ 200.00	\$ -
503	Beard	\$ 61,191.47			\$ 8,000.00	\$ 8,000.00	\$ -
504	Klein	\$ 6,825.62			\$ 500.00	\$ 500.00	\$ -
505	Malon/Schroeder	\$ 248,043.47			\$ 24,000.00	\$ 24,000.00	\$ -
506	McDonald	\$ 239,236.61			\$ 18,000.00	\$ 18,000.00	\$ -
507	Ratner	\$ 119,528.50			\$ 9,000.00	\$ 9,000.00	\$ -
508	Root	\$ 47,700.74			\$ 3,000.00	\$ 3,000.00	\$ -
509	Sugarman	\$ 93,878.45			\$ 15,000.00	\$ 15,000.00	\$ -
510	Thompson	\$ 131,090.49			\$ 13,000.00	\$ 13,000.00	\$ -
511	Weidenthal	\$ 8,571.67			\$ 600.00	\$ 600.00	\$ -
512	White	\$ 2,401,414.42			\$ 200,000.00	\$ 200,000.00	\$ -
513	Beard Anna Young	\$ 39,171.24			\$ 6,000.00	\$ 6,000.00	\$ -
514	Paulson	\$ -			\$ 148,784.42	\$ 148,784.42	\$ -
		\$ 3,894,103.18			\$ 466,084.42	\$ 466,084.42	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 7,585.80			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 5,617.12			\$ -	\$ -	\$ -
		\$ 13,202.92			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-Special Revenue by \$45,000 relating to a \$35,000 increase in the Founders fund - \$15,000 for the KeyBank pass through restricted donation from the CPL Foundation; \$20,000 grant from PLA/Microsoft; and \$10,000 in the Tech Centers fund for the BBTC refresh and retool grant.

Thank You,
Carrie Krenicky
Treasurer/CFO
Cleveland Public Library

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Based on 90.99% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

November 12, 2020

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, 2020**, 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	\$25,470,007.10	\$35,178,839.00	\$21,737,326.23	\$1,648,219.44	\$84,034,391.77
Special Revenue	\$19,417,560.01			\$10,053,400.81	\$29,470,960.82
Debt Service	\$2,893,175.95			\$1,090,385.20	\$3,983,561.15
Capital	\$60,986,663.16			\$0.00	\$60,986,663.16
Permanent	\$3,694,193.18			\$466,084.42	\$4,160,277.60
Agency	\$13,202.92			\$0.00	\$13,202.92
Totals/Subtotals	\$112,474,802.32	\$35,178,839.00	\$21,737,326.23	\$13,258,089.87	\$182,649,057.42

 <hr/>	<p>Budget</p> <hr/> <p>Commission</p>	 <hr/>
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**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: NINTH AMENDMENT
NOVEMBER 19, 2020**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	25,470,007.10	-	25,470,007.10
Taxes - General Property	32,778,839.00	-	32,778,839.00
Public Library Fund (PLF)	21,737,326.23	-	21,737,326.23
State Rollbacks/CAT	2,400,000.00	-	2,400,000.00
Fines and Fees	114,040.00	-	114,040.00
Earned Interest	638,998.00	-	638,998.00
Unrestricted Gifts	400.00	-	400.00
Miscellaneous	979,790.00	-	979,790.00
Return of Advances/(Advances Out)	(85,008.56)	-	(85,008.56)
TOTAL RESOURCES	84,034,391.77	-	84,034,391.77 (3)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	36,944,713.00	-	36,944,713.00
Supplies	1,013,867.00	-	1,013,867.00
Purchased/Contracted Services	9,680,575.00	-	9,680,575.00
Library Materials/ Information	6,280,000.00	-	6,280,000.00
Capital Outlay	1,336,870.00	-	1,336,870.00
Other Objects	215,307.00	-	215,307.00
SUBTOTAL OPERATING	55,471,332.00	-	55,471,332.00
Transfers	1,090,385.20	-	1,090,385.20
TOTAL APPROPRIATION	56,561,717.20	-	56,561,717.20

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: NINTH AMENDMENT
NOVEMBER 19, 2020**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	29,425,960.82	45,000.00	29,470,960.82 (4)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Anderson	14,150.00	-	14,150.00
Endowment for the Blind	10,000.00	-	10,000.00
Founders	951,805.56	35,000.00	986,805.56
Kaiser	-	-	-
Kraley	30,000.00	-	30,000.00
Library	35,000.00	-	35,000.00
Pepke	-	-	-
Wickwire	35,000.00	-	35,000.00
Wittke	-	-	-
Young	10,000.00	-	10,000.00
Friends	-	-	-
Judd	376,241.08	-	376,241.08
Lockwood Thompson	320,193.33	-	320,193.33
Ohio Center for the Book	4,897.42	-	4,897.42
Schweinfurth	224,430.52	-	224,430.52
CLEVNET	6,733,280.55	-	6,733,280.55
LSTA-OLBPD	1,608,989.48	-	1,608,989.48
MyCom	73,267.96	-	73,267.96
Learning Centers	18,774.07	-	18,774.07
Tech Centers	108,000.00	10,000.00	118,000.00
Early Literacy	-	-	-
Rice Solar Panel System	-	-	-
Coronavirus Relief Fund	700,000.00	-	700,000.00
TOTAL APPROPRIATION	11,254,029.97	45,000.00	11,299,029.97

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: NINTH AMENDMENT
NOVEMBER 19, 2020**

DEBT SERVICE FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,983,561.15	-	3,983,561.15
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
DEBT SERVICE	3,292,635.20	-	3,292,635.20

CAPITAL PROJECT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	60,986,663.16	-	60,986,663.16 (5)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Building & Repair	2,019,144.18	-	2,019,144.18
Construction - Tax-Exempt	9,309,350.65	226,265.52	9,535,616.17
Construction - Taxable	5,550.00	-	5,550.00
TOTAL APPROPRIATION	11,334,044.83	226,265.52	11,560,310.35

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: NINTH AMENDMENT
NOVEMBER 19, 2020**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	4,160,277.60	-	4,160,277.60 (6)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Abel	5,000.00	-	5,000.00
Ambler	-	-	-
Beard	8,201.00	-	8,201.00
Klein	-	-	-
Malon/Schroeder	10,000.00	-	10,000.00
McDonald	4,000.00	-	4,000.00
Ratner	-	-	-
Root	-	-	-
Sugarman	15,000.00	-	15,000.00
Thompson	10,000.00	-	10,000.00
Weidenthal	-	-	-
White	50,000.00	-	50,000.00
Beard Anna Young	-	-	-
TOTAL APPROPRIATION	102,201.00	-	102,201.00

AGENCY FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	13,202.92	-	13,202.92

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Fund Balance/
Unclaimed Funds	7,585.80	-	7,585.80
CLEVNET Fines & Fees	5,617.12	-	5,617.12
TOTAL APPROPRIATION	13,202.92	-	13,202.92

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: NINTH AMENDMENT
NOVEMBER 19, 2020**

(1) Certificate dated October 7, 2020

(2) Certificate dated November 12, 2020

(3) \$25,395,007.10 unencumbered cash carried forward plus the repayment of advance to be made from MyCom of \$75,000 less advances out to MyCom of \$75,008.56 and Tech Centers of \$10,000 plus \$58,649,393.23 certified operating revenue produces the balance available for appropriation in 2020 (plus \$5,183,818.88 12/31/19 encumbered cash).

$$(\$25,395,007.10 + \$75,000 - \$75,008.56 - \$10,000 + \$58,649,393.23 = \$84,034,391.77)$$

(4) \$19,492,560.01 unencumbered cash carried forward less the repayment of advance to be made from MyCom of \$75,000 plus \$10,053,400.81 additional revenue to receive in 2020 produces the certified revenue of \$29,470,960.82.

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.

$$(\$29,470,960.82 - \$2,492,057.50 = \$26,978,903.32 \text{ available for appropriation (plus } \$1,287,167.78 \text{ 12/31/19 encumbered cash).}$$

(5) \$60,986,663.16 unencumbered cash carried forward produces the balance available for appropriation in 2020 (plus \$2,804,715.75 12/31/19 encumbered cash).

(6) \$4,478,509.54 unencumbered cash carried forward less non-expendable principal amounts of \$784,316.36 plus \$317,300 additional revenue to receive in 2020 produces the balance available for appropriation in 2020 (plus \$40,224.31 12/31/19 encumbered cash).

$$(\$4,478,509.54 - \$784,316.36 + \$317,300 = \$4,011,493.18)$$

Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts. The non-expendable principal amount of \$148,784.42 from the Paulson Trust will be recorded as a restricted donation for 2019 to get it on the books.

$$(\$4,011,493.18 + 148,784.42 = \$4,160,277.60)$$



9 November 2020

John Lang, PE
Chief Operating Officer
Cleveland Public Library
325 Superior Avenue
Cleveland OH 44114

RE: Woodland Branch and Central Distribution Facility November 2020 Fee Amendment
Bostwick Design Partnership Project No: 19047

Dear John:

Please accept this letter as formal request to amend our design services fees for the above project, to align with the current approved scope of work associated with the Woodland Branch Library and Central Distribution Facility (CDF) projects.

Woodland Branch Library: After the Schematic Design Phase, the estimated cost for the Woodland Branch exceeded the approved budget. The design team worked with CPL and the Construction Manager at Risk (CMR) Gilbane to reduce scope, including shrinking the branch from 10,000 SF to 8,000 SF. CPL subsequently determined the branch would remain 10,000 SF as a Community Hub, with a corresponding increase in budget to accommodate this commitment.

CDF: The budget for this project has been reduced to match the original Master Plan budget. This aligns with the removal of the Book Storage Facility added in February 2020, and a slight increase to the scope of renovation in the existing facilities to accommodate the CDF.

Our revised Design Services Fees and Project Cost – Attachment A is attached, which replaces the previous fee schedule in our Agreement. Please don't hesitate to call with any questions.

Sincerely,

BOSTWICK DESIGN PARTNERSHIP

AGREED and ACCEPTED

Rick Ortmeyer AIA, LEED AP
Principal

John Lang, PE
Cleveland Public Library

Date

- cc: Carrie Krenicky, CPL
- Kath Sonnhalter, CPL
- Peter Mac Ewan, CPL
- Dan Bickerstaff, UD
- Dan Polak, Bostwick
- Jessi Rable, Bostwick

Cleveland
2729 Prospect Ave.
Cleveland, OH 44115
216.621.7900

Erie
4000 Lovell Place
Erie, PA 16503
814.838.7525

Miami
5201 Blue Lagoon Dr.
8th Floor
Miami, FL 33126
786.220.8843

Pittsburgh
6015 Stevenson Place
Pittsburgh, PA 15206
412.998.9003

Design Services Fees and Project Cost - Attachment A

A/E Bostwick Design Partnership + Ubiquitous Design Date 11/09/2020
 Owner Cleveland Public Library Owner Project #
 Project Woodland Branch + CDF + Collections Storage BOP Project # 19047
 Address 5806 Woodland Ave, Cleveland OH 44104

Proposed SF 10,000 SF Branch, +/- 25,000 SF CDF (includes shell basement space)
 * SF as modified to provide new branch and renovated CDF

		REVISED TOTAL	REVISED Project Budgets	
		Budget + Fees	CDF no BSF	New Branch
Woodland Branch + CDF Construction Budget	Total combined budget	\$ 9,049,513.00	4,432,047.00	4,617,466.00
Woodland Branch + CDF FFE Budget	Nov 5, 2020 CPL Budget (incl AMH allowance)	\$ 950,000.00	700,000.00	250,000.00
Total Estimated Construction Budget		\$ 9,999,513.00	5,132,047.00	4,867,466.00
A. Pre-Design Services and Fees				
	Notes			
1. Community Engagement at project initiation		\$ 17,000.00	8,000.00	9,000.00
2. Site visits to peer facilities	Accounted for in reimbursables	\$ 0.00	0.00	0.00
3. Programming	CDF concept and programming NTE	\$ 42,250.00	42,250.00	0.00
4. AMH + Collection Management consultation	The Galecia Group + June Garcia NTE	\$ 25,000.00	25,000.00	0.00
5.		\$		
	Subtotal A	\$ 84,250.00	75,250.00	9,000.00
B. Basic Services @ 9% of construction cost				
	Notes			
1. Schematic Design		\$ 289,403.50	179,869.50	109,534.00
2. Design Development		\$ 232,830.00	118,170.00	114,660.00
3. Construction Documents		\$ 214,920.00	109,080.00	105,840.00
4. Bidding / GMP Reconciliation		\$ 17,910.00	9,090.00	8,820.00
5. Construction		\$ 214,920.00	109,080.00	105,840.00
6. Closeout		\$ 8,955.00	4,545.00	4,410.00
7.		\$		
	Subtotal B	\$ 978,938.50	529,834.50	449,104.00
C. Additional Services				
	Notes			
1. Assistance with CM Selection	AIA B133 4.1.1 - not required per CPL	\$ 0.00	0.00	0.00
2. Programming - Maintenance Garage	AIA B133 4.1.2	\$ 9,800.00	9,800.00	0.00
3. Multiple Preliminary Designs	AIA B133 4.1.3 - up to 3 in Basic Svcs	\$ 0.00	0.00	0.00
4. Measured Drawings - Point Cloud Scan	AIA B133 4.1.4	\$ 6,200.00	6,200.00	0.00
5. Existing Facilities Survey	AIA B133 4.1.5 - by CPL, see below	\$ 0.00	0.00	0.00
6. Site Evaluation and Planning	AIA B133 4.1.6 - only for extensive site planning	\$ 0.00	0.00	0.00
7. Building Information Modeling	AIA B133 4.1.7 - included in Basic Svcs	\$ 0.00	0.00	0.00
8. Civil Engineering	AIA B133 4.1.8 - included in Basic Svcs	\$ 0.00	0.00	0.00
9. Landscape design	AIA B133 4.1.9 - included in Basic Svcs	\$ 0.00	0.00	0.00
10. Architectural Interior Design	AIA B133 4.1.10 - included in Basic Svcs	\$ 0.00	0.00	0.00
11. Value Analysis	AIA B133 4.1.11	\$ 0.00	0.00	0.00
12. Detailed Cost Estimating	AIA B133 4.1.12 - included in Basic Svcs	\$ 0.00	0.00	0.00
13. On Site Project Representation	AIA B133 4.1.13	\$ 0.00	0.00	0.00
14. Conformed Construction Documents	AIA B133 4.1.14 - only if multiple bid packages	\$ 0.00	0.00	0.00
15. As-Designed Record Drawings	AIA B133 4.1.15 - included in Basic Svcs	\$ 0.00	0.00	0.00
16. As-Constructed Record Drawings	AIA B133 4.1.16 - not required per CPL	\$ 0.00	0.00	0.00
17. Post-Occupancy Evaluation	AIA B133 4.1.17 - post occ visit in Basic Svcs	\$ 0.00	0.00	0.00
18. Facility Support Services	AIA B133 4.1.18 - NA	\$ 0.00	0.00	0.00
19. Tenant-related Services	AIA B133 4.1.19 - NA	\$ 0.00	0.00	0.00
20. Coordination of Owner's Consultants	AIA B133 4.1.20 - not expected per CPL	\$ 0.00	0.00	0.00
21. Telecommunications / IT Design	AIA B133 4.1.21 - included in Basic Svcs	\$ 0.00	0.00	0.00
22. Security Evaluation and Planning	AIA B133 4.1.22 - provided by CPL	\$ 0.00	0.00	0.00
23. Commissioning	AIA B133 4.1.23 - by CPL, see below	\$ 0.00	0.00	0.00
24. Extensive Environmentally Responsible Design	AIA B133 4.1.24 - NA for branch	\$ 0.00	0.00	0.00
25. LEED Certification	AIA B133 4.1.25 - for new branch	\$ 51,250.00	0.00	51,250.00
26. Historic Preservation	AIA B133 4.1.26 - NA	\$ 0.00	0.00	0.00
27. Furniture, Fixtures and Equipment Design	AIA B133 4.1.27 - included in Basic Services	\$ 0.00	0.00	0.00
28. Hazardous Materials Investigation	see below	\$ 0.00	0.00	0.00
29. Ongoing Community and Staff Engagement	CPL to lead, minimal effort	\$ 0.00	0.00	0.00
30. CDF + Collections Mgmt Design	allowance for misc consulting for CDF	\$ 75,000.00	75,000.00	0.00
31. Architectural / Engineering Fee Contingency	Allowance, any use requires CPL approval	\$ 40,000.00	15,000.00	25,000.00
32.		\$		
	Subtotal C	\$ 182,250.00	106,000.00	76,250.00
Total Design Services Fees (A + B + C)		\$ 1,245,438.50	711,084.50	534,354.00
D. Reimbursable Expenses - Budget				
	Notes			
1. Reimbursables and Contingency	5.0 % of fee per CPL	\$ 10,275.50	5,275.50	5,000.00
2. Advertising Expense	in above	\$ 0.00	0.00	0.00
3. Travel / Parking / Mileage / Lodging Misc	in above	\$ 0.00	0.00	0.00
4. LEED Registration/Administration Fees	Estimate for LEED online registration + review	\$ 5,125.00	0.00	5,125.00
5. Project Printing / Copy	0.05% of CC per CPL MP Budget - in above	\$ 0.00	0.00	0.00
6. Misc Reimbursables	Dayton / Cincinnati trip *REMOVED	\$ 0.00	0.00	0.00
7.		\$		
	Subtotal D	\$ 15,400.50	5,275.50	10,125.00
Total Design Services Fees + Reimbursables (A + B + C + D)		\$ 1,260,839.00	716,360.00	544,479.00
E. Construction, Contingencies, Other Costs				
	Notes			
1. Estimated Construction Costs	From above	\$ 9,999,513.00	5,132,047.00	4,867,466.00
2. Owner Construction Contingency	per CPL 11/5/2020 budget	\$ 393,994.00	191,078.00	202,916.00
3. CMR Preconstruction	per CPL 11/5/2020 budget	\$ 90,625.00	52,282.00	38,343.00
4. Legal	per CPL 11/5/2020 budget	\$ 30,000.00	6,000.00	24,000.00
5. Property Acquisition	per CPL 11/5/2020 budget	\$ 25,800.00	12,900.00	12,900.00
6. Environmental Site Assessment	per CPL 11/5/2020 budget	\$ 14,000.00	3,000.00	11,000.00
7. Site Survey	per CPL 11/5/2020 budget	\$ 6,000.00	3,000.00	3,000.00
8. Geotechnical + Subsurface Investigations	per CPL 11/5/2020 budget	\$ 7,800.00	2,000.00	5,800.00
9. Hazardous Materials Investigation	per CPL 11/5/2020 budget	\$ 6,500.00	6,500.00	0.00
10. Utility Costs / Relocations	per CPL 11/5/2020 budget	\$ 10,000.00	5,000.00	5,000.00
11. Agency Approval Fees	per CPL 11/5/2020 budget	\$ 6,000.00	3,000.00	3,000.00
12. Building Permit	per CPL 11/5/2020 budget	\$ 90,000.00	55,000.00	35,000.00
13. Builder's Risk Insurance	per CPL 11/5/2020 budget	\$ 10,500.00	6,500.00	4,000.00
14. AV/Technology Equipment	per CPL 11/5/2020 budget	\$ 15,000.00	5,000.00	10,000.00
15. Computers / Telecom	per CPL 11/5/2020 budget	\$ 37,000.00	15,000.00	22,000.00
16. Artwork / Graphics / Displays	per CPL 11/5/2020 budget	\$ 10,000.00	0.00	10,000.00
17. Construction Testing	per CPL 11/5/2020 budget	\$ 27,000.00	10,000.00	17,000.00
18. Commissioning	per CPL 11/5/2020 budget	\$ 35,000.00	12,000.00	23,000.00
19. Roof Inspection	per CPL 11/5/2020 budget	\$ 7,000.00	4,000.00	3,000.00
20. Printing Reimbursable	per CPL 11/5/2020 budget	\$ 4,000.00	2,000.00	2,000.00
21. Moving Costs	per CPL 11/5/2020 budget	\$ 32,000.00	20,000.00	12,000.00
22. Furniture Standards	per CPL 11/5/2020 budget	\$ 10,000.00	5,000.00	5,000.00
23. Community Engagement	per CPL 11/5/2020 budget	\$ 2,000.00	1,000.00	1,000.00
24. Miscellaneous	per CPL 11/5/2020 budget	\$ 40,000.00	20,000.00	20,000.00
25.		\$		
	Subtotal E	\$ 10,909,732.00	5,572,307.00	5,337,425.00
Project Cost Budget		\$ 12,170,571.00	6,288,667.00	5,881,904.00



Cleveland | New York | Los Angeles

Cleveland
3142 Prospect Ave E
Cleveland, OH 44115
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November 11, 2020

Bryan K. Szalewski, Esq.
Senior Legal Officer
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
CLEVELAND PUBLIC LIBRARY – BROOKLYN BRANCH – RENOVATION
VOCON PROJECT #: 200286.00**

Dear Bryan:

Based on your request for Vocon to complete Design and Implementation Services for the Cleveland Public Library (CPL) – Brooklyn Branch Project, please find herein our Proposal for Professional services. We have organized this Proposal into (04) parts; Part I identifies Project Overview, Part II describes Professional Services, Part III defines the anticipated Project Schedule and Part IV addresses Compensation.

PART I - PROJECT OVERVIEW

Vocon is excited to begin working with CPL as they begin to implement their Master Plan. We understand that there are Design Principles that CPL will want to use as touchstones throughout the renovation process. These principles include the following: Reorganize, Rebalance, Reconfigure, Remove, Reveal and Retain. Vocon will work with CPL to revisit these touchstones regularly. The following points are provided to summarize some of the data we have been discussing.

- a) The Brooklyn Branch of the CPL is located at 3706 Pearl Road, Cleveland, OH 44109.
- b) The original Brooklyn Branch was opened in 1919; the building was remodeled in 1985. The building is not on the historic register.
- c) The existing building has approximately 5,800 square feet of renovation and 6,700 square feet total.
- d) Construction Costs: \$1,509,668
- e) Furniture, Fixtures and Equipment Budget: \$116,000
- f) Deferred Maintenance items as identified by CPL are estimated at \$358,244
- g) The Vocon Core Team of consultants and key personnel are identified in the attached Project Team Organization diagram
- h) Opportunities for expanded parking will be explored as part of the project site studies.
- i) The Library will require all new library shelving, furniture and millwork.
- j) There is a preference that the Library remain open throughout the construction process.
- k) Deferred Maintenance items as identified by CPL will be part of this renovation project.
- l) CPL wants to include necessary changes to the "Desigo" building controls system.
- m) This project will include the use of BIM Documentation
- n) Owner Responsibilities will include, but will not be limited to:
 1. Construction Manager engagement
 2. Geotechnical Engineer/Testing engagement
 3. Land Surveyor engagement
 4. Provide existing drawings in electronic format.
 5. Provide a space program, that Vocon will review/verify with the CPL team.
 6. Provide the standards that CPL has developed and that will apply to this project.
 7. Provide an equipment list (Computers, IT/AV/Telecom) that CPL has developed and that will be included in the design and construction documentation



PART II – PROFESSIONAL SERVICES

A. PROFESSIONAL ARCHITECTURAL/INTERIOR DESIGN AND ENGINEERING SERVICES

1. PROGRAM VALIDATION/COMMUNITY ENGAGEMENT/CONCEPT DESIGN

- a) Vocon will schedule a Project Kick-Off Meeting with CPL Representatives to discuss Project goals and objectives, Team member roles and responsibilities, Project decision-making process, Project Budget and Schedule Review, and Review Project information completed to date.
- b) Vocon will attend one Kick-off meeting with CPL to discuss community engagement that has been performed to date and to plan what the Staff/Community Engagement will look like.
- c) Vocon will lead a total of (03) Community engagement sessions through the Design Phase by preparing various presentations with appropriate discovery questions and design content. We will use digital technology to engage the community in real-time polling and present CPL with the immediate results of the Community preferences and opinions. Our teams will offer an opportunity for the local residents to react and respond to a series of questions in each meeting that will help us to define the design priorities that exist in the Community. The questions will allow them to identify the types of experiences that they like or dislike in the current facility. They will be able to respond to questions regarding the experiences inside the building and outside the building in terms of the operational and functional use of space. We will talk about accessibility and features that allow the community to access the Library in an open way. We will be able to share the information with the CPL team and work with them to make information accessible to people that cannot attend the actual session. We used this process successfully on the West Park Branch and we believe we will be able to apply similar tools to the Brooklyn Branch.
- d) Vocon will lead up to (02) Programming Validation Meetings with Project Team and/or Staff Leaders to validate CPL provided program requirements.
- e) Vocon will attend one Staff Kick-off Meeting early in the Concept Design Phase.
- f) Vocon anticipates (02) design meetings with the CPL and CM team during Concept Design.
- g) Vocon will research Zoning/Planning regulations applicable to the site and prepare a written report summarizing restrictions related to setbacks, parking, landscaping, signs, building design and development/design review processes.
- h) Vocon will field verify the existing facility based on the CPL provided existing drawings. We will review the suggested deferred maintenance items and existing conditions as compared to the proposed program. Vocon will report to CPL any insufficient information within the provided documents which may trigger the need for Field Verification as an additional service.
- i) Based on your Programming/Visioning requirements for initial/ future growth and Zoning/Planning regulations, Vocon will complete up to (02) Concept Design Alternatives that address the interior and any minor exterior improvements required as part of the deferred maintenance.
- j) Construction Phasing Plans (if required) will be considered during the Concept Phase.
- k) Vocon will provide cost estimating services that parallel the CM cost estimates during the Concept Phase.
- l) Vocon will conduct bi-weekly Design Review Meetings throughout the design phase with minutes and pause meetings during Estimating Phases and as otherwise directed by CPL.
- m) Vocon will assist CPL in maintaining the CoUrbanize webpage by providing CPL with current design documentation.

2. SCHEMATIC DESIGN

- a) Based on the approved Program and the selected Concept Design, Vocon will develop a site plan, exterior elevations, and interior space plans. Preliminary selection of major interior and exterior building materials will be made during this phase.
- b) The Design Team shall engage CPL, the designated CM and Engineers to begin a dialogue regarding the site development, structural building components and mechanical/electrical/technology systems.
- c) Vocon anticipates (02) design meetings with the CPL and CM team.
- d) Vocon will attend one Staff Review Meeting in the latter part of the Schematic Design Phase.
- e) Vocon will attend one Community Review meeting at the completion of the Schematic Design Phase.
- f) Based on Schematic Design comments, Vocon will prepare up to (01) modification of the Schematic Design Package to obtain final CPL approval.
- g) Construction Phasing Plans will continue to be developed during the Schematic Design Phase.



- h) Vocon will coordinate a preliminary meeting with designated municipality to formally introduce the Project and obtain initial feedback related to the landscape and minor exterior improvements
- i) Vocon will provide cost estimating services that parallel the CM cost estimates during the Schematic Design Phase.
- j) At the end of the phase, the Design Team will work with the Construction Manager to update the Project Budget and explore value engineering initiatives to support the Project Budget.
- k) Entitlements/Public Approvals
 1. Vocon will work with the Project Consultants to prepare a City Entitlement package for approval.
 2. Package will include site plans, floor plans, elevations, building sections (if required) renderings, materials boards, and site lighting concepts. We will assemble the information and applications and submit to secure a position on the entitlement agenda.
 3. Vocon will attend the public meetings to attain the required public approvals for the Project. Vocon assumes that approvals will be obtained with not more than (2) submissions.

3. DESIGN DEVELOPMENT

- a) Based on Schematic Design Documents approval, CPL's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, Vocon shall prepare a comprehensive Design Development package for CPL review and approval. This package will include site plans, building floor plans, building sections, interior elevations, perspectives, material boards, floor plans, furniture plans, partition layouts, door locations, finish plans and ceiling plans/lighting solutions.
- b) Construction Phasing Plans will continue to be refined in the Design Development Phase.
- c) The Design Development Documents will also include outline specifications that identify major materials, systems and establish, in general, their quality levels.
- d) Vocon anticipates (02) design meetings with the CPL and CM team.
- e) Vocon will attend one Staff Review Meeting at the latter part of the Design Development Phase. Revisions required after this meeting will be an add-service.
- f) Vocon will attend one Community Review meeting at the completion of the Design Development Phase.
- g) Based on Design Development comments, Vocon will prepare up to (01) modification of the Design Development Package to obtain final CPL approval.
- h) Vocon will meet with Building Department Officials in a preliminary meeting to discuss compliance with local building codes, fire codes and other regulations applicable to the Project.
- i) Vocon will provide cost estimating services that parallel the CM cost estimates during the DD phase.
- j) Vocon will continue to identify alternates (Add and Deduct) to help maintain the project budget.
- k) At the end of the phase, the Design Team will work with the Construction Manager to update the Project Budget and explore value engineering initiatives to support the Project Budget.
- l) During Design Development Phase, we will work closely with CPL to determine the scope of the new furniture to be purchased.
 1. Vocon will work with CPL to establish the overall look and feel of the proposed furniture package by using precedent images to guide the specifications.
 2. Vocon will provide one site visit and prepare a brief recommendation for reuse of existing furniture. Full furniture inventory will be considered an additional service.
 3. Vocon will develop a comprehensive furniture plan that identifies new furniture to be incorporated into the design solution. Furniture plans will include all furniture locations tagged to the specifications, will indicate critical dimensions and will coordinate electrical requirements.
 4. Vocon will select, specify and prepare bid documents for all new furnishings associated with the project. Vocon will establish a Basis of Design and one alternate of equal products as part of the bid documents.
 5. Vocon anticipates (02) design/review meetings with the CPL and CM team.
 6. During the bidding process, Vocon will assist CPL with the bid solicitation from a maximum of (03) furniture vendors. We will tabulate the bids and evaluate the specified alternates only.
 7. Vocon will review the final furniture quote provided by the furniture dealer on behalf of CPL and provide comments prior to order.
 8. Vocon will review the furniture installation in field and will send a list of any issues or concerns to the furniture dealer and CPL for further review and coordination.



4. ARCHITECTURAL CONSTRUCTION DOCUMENTATION

- a) Prepare Architectural Construction Documents for permitting and construction to include construction plans, construction phasing plans (if applicable), ceiling/lighting plans, door/frame/hardware schedules, finish plans and schedules, millwork plans and details, elevations, sections and architectural details.
- b) Coordinate architecture/interior design efforts with HVAC, electrical, plumbing, technology, structural and civil engineering documents prepared by Project Engineers.
- c) Project Alternates will be confirmed and identified in the construction documents.
- d) Vocon anticipates (02) document submissions and review meetings with the CPL and CM team. These will be at the 50%, and 100% completion of the Construction Documents (prior to submission to the Designated Building Department).
- e) If required, Vocon will prepare one early release permit package for Demolition and/or Hazardous Materials Abatement. The Hazardous Materials Abatement Package would be provided by CPL for incorporation into the early release permit package.
- f) Vocon will attend bi-weekly team meetings with CPL during the Construction Document Phase.
- g) Vocon will meet with Building Department Officials to establish compliance with local building codes, fire codes and other regulations applicable to the Project.

5. GMP PHASE SERVICES

- a) A single GMP set will be issued at 75% completion of CD's and a Prose Statement will be issued as a part of the GMP documents.
- b) Vocon will attend one pre-bid meeting if applicable
- c) Vocon will respond to contractor questions
- d) Vocon will attend (01) scope review meeting for each bid package that is reviewed by the CM during the GMP process. The number of scope review meetings will not exceed (4) meetings.

6. ARCHITECTURAL CONSTRUCTION ADMINISTRATION

- a) At the beginning of the Construction Phase, Vocon will issue a conformed "For Construction" set of documents. This set will incorporate the responses to bidding RFI's.
- b) Vocon will attend weekly Construction Site Meetings only as needed, but not less than (02) per month for what is anticipated to be a maximum of a 10-month construction duration to confirm that work is proceeding in accordance with the Construction Documents.
- c) Vocon will review and approve the CM Applications for payment
- d) Vocon will review Change Order Requests
- e) Vocon will provide interpretation and clarification to the Construction Documents and respond to issues arising throughout construction.
- f) Vocon will review Contractor submittals including shop drawings, product data sheets and material/finish samples for conformance with Construction Documents.
- g) Prepare required project bulletins and make recommendations on possible revisions to the project budget and schedule
- h) Once substantial completion has been established, we will schedule an on-site meeting to develop and publish (01) Project punch list
- i) Vocon will coordinate with the CM to review the completion of punch list items and secure a Certificate of Occupancy.
- j) Vocon will provide "As Designed Record Drawings" at the completion of construction. The set of documents will include the drawing information generated during the construction phase.

7. MECHANICAL, ELECTRICAL, PLUMBING, FIRE PROTECTION & CIVIL ENGINEERING

Karpinski Engineering and. will provide MEPFP and Civil Engineering services as outlined in Attachment A.

8. LANDSCAPE ARCHITECTURE

DERU Landscape Architecture will provide Landscape Architecture services as outlined in Attachment B.

9. STRUCTURAL ENGINEERING

Barber & Hoffman, Inc. will provide Structural Engineering services as outlined in Attachment C.



PART IV - COMPENSATION

Please find below our compensation by Consultant. We have provided an Allowance for Field Verification and an Owner Design Contingency at the request of CPL. The Allowance for Field Verification will be used if the project requires extensive field measurement and/or measured drawings beyond what is anticipated in the Basic Services fees. The Owner Design Contingency will be used based on agreement between CPL and Vocon for design services that were not anticipated due to unforeseen conditions or other unanticipated project events.

A. PROFESSIONAL ARCHITECTURE/INTERIOR DESIGN/ENGINEERING SERVICES		FEES
1. VOCON – Architecture/Interior Design		\$79,840.00
2. Karpinski – MEP/FP & Civil Engineering		\$40,740.00
3. Deru – Landscape Architecture		\$8,050.00
4. Barber & Hoffman – Structural Engineering		\$12,075.00
5. Crescent Digital – Audio Visual and Technology Design		\$21,546.00
6. McGuinness Unlimited – Cost Estimating		\$11,200.00
TOTAL PROFESSIONAL ARCHITECTURE/INTERIOR DESIGN/ENGINEERING SERVICES		\$173,451.00
1. Owner Design Contingency (As Requested by CPL)		\$10,000.00
2. Estimated Reimbursables (NTE)		\$3,500.00
TOTAL PROFESSIONAL SERVICES / DESIGN CONTINGENCY / REIMBURSABLES		\$186,951.00
B. PROFESSIONAL SERVICE FEES BY PHASE		FEES
1. Program Validation/Community Engagement/Concept Design - 8%		\$13,876.00
2. Schematic Design – 20%		\$34,690.00
3. Design Development – 24%		\$41,628.00
4. Construction Documentation – 25%		\$43,363.00
5. GMP Phase Services – 5%		\$8,673.00
6. Construction Administration – 18%		\$31,221.00
TOTAL PROFESSIONAL SERVICE FEES		\$173,451.00
C. PROFESSIONAL SERVICE FEES BY MBE/WBE		FEES
1. VOCON – Architecture/Interior Design - WBE		\$93,340.00
2. Deru – Landscape Architecture - WBE		\$8,050.00
3. McGuinness Unlimited – Cost Estimating - WBE		\$11,200.00
TOTAL SERVICE FEES BY MBE/WBE – 60%		\$112,590.00

Reimbursable Expenses

Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows and as enumerated in the Agreement between Owner and Architect: transportation and authorized out of state travel and subsistence; reproductions, postage, shipping, handling and delivery. All expenses shall be billed to Cleveland Public Library based on 1.0 times actual cost. Any expenses beyond those listed above will require prior approval by Cleveland Public Library. Fees paid for securing approval of authorities having jurisdiction over the Project are not included and will be paid for by Cleveland Public Library.



10. AUDIO VISUAL & TECHNOLOGY DESIGN

Crescent Digital will be responsible for Audio Visual and Technology design services as outlined in Attachment D.

11. COST ESTIMATING

McGuiness Unlimited will be responsible for Cost Estimating services as outlined in Attachment E.

B. OPTIONAL/ADDITIONAL SERVICES

The following Optional/Additional Services are not included in the above-mentioned services but are available through Vocon and our Alliance Partners at an agreed upon lump sum proposal or hourly rate, as agreed to by CPL. This list includes but is not limited to:

1. Phase I & II environmental site assessments
2. Geotechnical Testing
3. Land Survey Services
4. As Constructed Record Drawings
5. Traffic studies/impact reports/surveys
6. Extensive existing furniture inventory (including tagging, measuring and documenting quantities, etc.)
7. Historic Preservation
8. LEED Administration and Coordination, including Energy Modeling and associated USGBC fees
9. Artwork/Accessory Coordination
10. Renderings, physical and virtual models, animated/video simulations, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project except as required to obtain Entitlements/Public Approvals. Each rendering will be billed at a flat rate of \$1,200 per view.
11. Branding and Graphic Design Services
12. Acoustician/Sound Engineering Service
13. Multiple Bid Packages or Early Release Bid Packages.
14. Lighting Design Services beyond those considered as "Basic Services"
15. Additional meetings beyond those specified in this proposal
16. Structural Engineering Services beyond the provided proposal
17. Attendance at Public Engagement Meetings by Engineering Consultants
18. Design considerations or solutions to preserve, display and identify Library History
19. Roofing Consultants Services

PART III – PROJECT SCHEDULE

The proposed Project Schedule is outlined below. This schedule is preliminary and is based on information provided by CPL. Vocon anticipates that we will work with the CPL team and the Construction Manager to refine this schedule based on actual Project events.

Schedule Understanding

1. Construction Document completion is estimated for July 2021 followed by (2) months for GMP/Bid/Award
2. Construction will likely begin in September 2021 and is expected to last for 10 months
3. Construction will likely be complete by July 2022

Phase Durations

- | | |
|---|-----------|
| 1. Programming and Concept Design | 3 Weeks |
| 2. Owner Review | 1 Week |
| 3. Schematic Design | 4 Weeks |
| 4. Estimate and Estimate Reconciliation | 4 Weeks |
| 5. Design Development | 4 Weeks |
| 6. Estimate and Estimate Reconciliation | 4 Weeks |
| 7. Construction Documents | 5 Weeks |
| 8. GMP Phase | 2 Months |
| 9. Construction Administration | 10 Months |



B. Optional/Additional Services

Compensation for any Optional/Additional Services will be based on either a lump sum proposal or upon the following hourly rate schedule for Vocon Services. Rate Schedules for Engineering Services are provided in separate schedules:

Principal	\$345.00	Project Architect	\$140.00
Director	\$225.00	Sr. Tech. Proj Designer 1	\$135.00
Design Director	\$200.00	Tech. Proj. Designer	\$130.00
Assoc. Design Director	\$180.00	Sr. Proj. Designer 1	\$120.00
Project Director	\$180.00	Project Manager	\$120.00
Sr. Proj. Manager	\$180.00	Architect	\$115.00
Sr. Proj. Architect	\$165.00	Proj. Designer	\$115.00
BIM Specialist	\$155.00	Workplace Strategist	\$115.00
Sr. Tech. Proj. Designer	\$150.00	Designer	\$ 85.00
Sr. Proj. Designer	\$140.00	Intern - Co-op	\$ 75.00

We appreciate the opportunity to work with you and look forward to your review of our Proposal. We understand that the approved proposal and the Owner Architect Agreement will have to be approved by the CPL Board of Trustees. If you should have any questions regarding this Proposal, please do not hesitate to contact Laura Rees or Lisa Dye directly.

VOCON PARTNERS, LLC:

Signature

November 11, 2020

Date

Debbie Donley, Principal

Printed Name and Title

PROJECT TEAM ORGANIZATION



vocon.

ATTACHMENT A



CPL – Brooklyn and Sterling Branches Scope vs Budget Review

Project Number: M2020-0171

Project: CPL – Brooklyn & Sterling Branches

Subject: Scope vs Budget Review

Date: 08-24-2020

To: Dean Spong

From: Dave Woytek, Matt Murphy & Chris Bednar

On August 17, 2020, Karpinski Engineering met the CPL Team on site to review the existing conditions. We compared our observations with the scope of work indicated in the 2019-2029 Facilities Master Plan. We then compared the February 7, 2019 cost estimate with what we believe is the scope of work.

This report is not intended to be a comprehensive list and may not include all items needed in the actual scope of work, but we believe are major discrepancies and should be noted.

The following items shall be addressed:

Brooklyn Branch

Plumbing

1. The scope of plumbing renovations is appropriate, and includes repairs and addition of roof drainage. We will need to determine whether CPL will accept reuse of the gas-fired water heater. (Electric point of use is their preference – based on facilities standards.)
2. The plumbing budget of \$7.50 / s.f. is probably appropriate, based on “Major Reno”.

HVAC

1. The scope of HVAC work described in the masterplan is appropriate. The masterplan calls for all new HVAC equipment: air handling, cooling, heating boilers, and pumps. Some ductwork may be reusable, depending on how closely the renovated floor plan matches the existing floor plan – and the extent to which spaces are left open or enclosed.
2. The budget for HVAC is carried as “Marjo Reno” but should be considered as closer to “New” at \$30/sf. KE suggests a budget of \$25/sf. This is based on the extent of equipment and systems being replaced.

Fire Protection

1. The basement has a limited area sprinkler system. It is assumed this will remain, and no fire protection work is required.

Electrical

1. The scope of new power distribution system, new lighting and a new fire alarm system is appropriate.
2. The \$14.75 s.f. cost for electrical is inadequate. The electrical cost per s.f. should be approximately \$26.00.

Sterling Branch

Plumbing

1. The type and condition of plumbing systems and the scope of work is identical to that of Brooklyn.
2. The plumbing budget of \$7.50 / s.f. is probably appropriate, based on “Major Reno”.

HVAC

1. The type and condition of plumbing systems and the scope of work is identical to that of Brooklyn.
2. As with Brooklyn, the budget for HVAC should be treated as closer to “New” at \$25/sf.

Fire Protection

1. The basement has a limited area sprinkler system. It is assumed this will remain, and no fire protection work is required.

Electrical

1. The scope of new lighting and a new fire alarm system is appropriate.
2. The scope of maintaining the existing electrical system is incorrect. The existing main distribution system is aged and beyond its useful life. A new main distribution system is required for future expansion.
3. The \$22.00 s.f. cost for electrical in new construction is inadequate. The electrical cost per s.f. should be approximately \$29.00.
4. The \$14.75 s.f. cost for electrical in major renovated spaces is inadequate. The electrical cost per s.f. should be approximately \$26.00.



August 21, 2020

Ms. Laura Rees
VOCON
3142 Prospect Avenue
Cleveland, Ohio 44115

Subject: Cleveland Public Library (CPL) Brooklyn Branch – Civil Proposal

Ms. Rees,

Thank you for the opportunity to provide our proposal for professional engineering services for this project.

SCOPE OF PROJECT

It is our understanding that the project consists of performing professional engineering services for the renovation of the Brooklyn Branch building at 3706 Pearl Road, Cleveland, Ohio.

The professional engineering services included in this proposal are:

1. Civil Engineering services

This proposal is based upon the following:

1. CPL's RFQ and Addenda.
2. CPL's master plan summary.
3. Renovated construction area is 5,800 square feet.
4. Estimated total construction cost is \$1,509,668.
5. Investigate and provide plans for improvements to the existing front entry steps.
6. ADA accessibility to the front and rear doors.
7. New patio on the north side of the building.
8. Investigate and provide plans for improvements to the existing sidewalks.
9. Obtaining all governmental and utility approvals.
10. Refer to the Additional Services, Services Not Included and Reimbursable Expenses sections for scope that is not included as part of Basic Services.
11. The scope and services summarized within this proposal, as well as the summary of services not included.
12. Timely receipt of information required as summarized in this proposal.
13. The architect/owner will provide the site topographic survey and base map in Autocad including tin and survey data points.
14. The project team's structural engineer will design all site retaining walls over 3 feet tall.
15. Refer to the Additional Services, Services Not Included and Reimbursable Expenses sections for scope that is not included as part of Basic Services.

BASIC SERVICES

The following is included as part of our basic services for the proposed project:

1. Expenses necessary for the normal exchange of information, including standard electronic media and standard delivery methods.
2. A fixed number of meetings, site visits and construction observation visits, as defined herein.
3. Coordination with your office to support timely project delivery which may include design requirements, approvals, intermediate reviews and quality checks as necessary to complete our scope of work per the project schedule.
4. Field verification of ADA site accessibility for parking and accessible path to the front entry.
5. Field evaluation of existing sidewalk and parking lot pavement.
6. Civil/Site Engineering Construction Plans and Details.
7. Coordination of the required permit applications and permits with the local, state, and public or private utilities regarding site development related items.
8. Assistance with local zoning submittals, site specifications, site submittals to appropriate agencies for review and approval, site approvals from the City Engineer, etc.
9. A separate fee is provided for LEED® related engineering and design services. We will assist in the LEED® certification process as it pertains to the Civil/Site systems. We will perform the following LEED® services:
 - a. We will develop Civil/Site systems LEED® submission data in a format prescribed by the USGBC.
 - b. We will upload data to the project LEED® online web page. The data will be uploaded for a design phase review and a construction phase review should two uploads be required.
 - c. We will develop a Basis of Design document per the LEED® requirements.
 - d. Should an independent Commissioning Agent be retained, we will respond to their review comments.
 - e. We will respond to USGBC review comments related to our portion of the work.
 - f. It must be recognized that we have no control over the following: the Owner's use and operation of the Civil/Site systems, services provided by the Architect and other Consultants, work performed by the Contractors, or the interpretation of credit requirements by the certifying authority. Accordingly, we do not warrant or represent that the project will achieve the Sustainable Objective solely with respect to our scope of services.
10. Probable Costs of Construction - We assume a Construction Manager will be retained by the Owner and will be responsible for cost estimating of the Civil/Site related work scope. For review of budgets or probable costs of construction prepared by others, our developed costs will represent our professional judgment based on current market conditions and our knowledge of the project as outlined by your office. It must be recognized that we have no control over the following: the cost of labor, materials or equipment; the contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, we do not warrant or represent that bids or negotiated prices for this project will not vary from our estimates.

11. Refer to the Additional Services, Services Not Included and Reimbursable Expenses sections for scope that is not included as part of Basic Services.

ADDITIONAL SERVICES

We will provide additional engineering services for this project, when authorized in writing, in addition to those services set forth in Basic Services. The following items are not included in Basic Services and will be performed as additional services at our current hourly rates.

1. Services related to Building Information Modeling (BIM).
2. Services related to the re-zoning process, including attendance at local municipality meetings and the compilation and submission of materials required for planning reviews.
3. Evaluation of contractor proposed substitutions.
4. Additional meetings and site visits in excess of those defined herein.
5. Requested field visits performed between the hours of 7PM and 7AM.
6. Field visits to verify completion of final punch list items.
7. Additional studies or design work requested by your office or design services not customarily provided in accordance with generally accepted engineering practice.
8. Additional design work required for the preparation of alternates when the alternates require separate design documentation.
9. Services related to the compilation and submission of materials required for the application of tax credit or other incentive based programs on behalf of the Owner or other beneficiary.
10. Our basic scope of services applies to the preparation of construction documents for one construction bid package. The provision of multiple sets of documents for multiple construction bid packages is considered additional services.
11. Our basic scope of services applies to one continuous Construction Administration phase. Additional engineering services and related documents or field visits required to support multiple construction phases are considered additional services.
12. Our basic scope of services applies to the standard Design/Bid/Construction project delivery method. Additional Engineering Services and related documents or field visits required to support fast track project delivery methods are considered additional services. The use of other delivery methods, such as Design/Build, Design Assist, or Integrated Project Delivery (IPD), will require a re-evaluation of the engineering design fee included herein.
13. We believe "value engineering" is a part of good engineering practice throughout the design phases of the project, and we will work with the entire design team in this effort. However, meetings, negotiations and redesign work required to reduce costs after the CD phase begins will be considered additional services.

SERVICES NOT INCLUDED

The following items are not included in our basic scope of services:

1. Offsite Improvements (i.e. deceleration lanes, lane widening, signalization, etc.).
2. Traffic and Signalization.
3. Parking Gate system design.
4. Environmental Services.
5. Retaining wall design (except landscape walls < 3ft. in height).
6. Surveying and Base Mapping services
7. Geotechnical services.
8. Underground utility locating services (public right of way or private locations), including mapping, physical markings, and/or determining the integrity of existing underground or under slab systems.
9. Stream or Wetland (delineation, permits and/or mitigation).
10. The responsibility for the discovery, presence, handling, removal or disposal, or the exposure of persons to, hazardous materials and/or toxic materials at the project site.
11. The retention of the services of a contractor to assist in the verification of field conditions. Since we are not certified or approved to perform certain services, such as confined space entry (entering manholes, etc.), it may be necessary to utilize the services of outside contractors.
12. The responsibility for the discovery of hidden existing conditions, any resulting damages to persons or properties, or any additional construction costs. Hidden conditions are defined as concealed underground or in existing construction or incapable of investigation by reasonable and safe visual observation.
13. Testing of contractor installed systems. We will review and comment on service manuals submitted by contractors.
14. Documentation and application for code variances, appeals, or similar efforts including attendance at related meetings or hearings, unless specifically included in Basic Services.
15. Obtaining permits (i.e. driveway, curb cuts, building, local jurisdictional permits, etc.).
16. Pump station design and/or EPA water and sewer main extension applications or permits.
17. Providing coordination drawings related to the construction trades.
18. Chemical Hazard Analysis related to chemical hazards.

19. Soil Gas Mitigation analysis and Engineering of mitigation systems.
20. Design of Site Dewatering systems to enable construction.
21. Any other engineering and design related services not specifically included under Basic Services and Basic Services Phasing.

INFORMATION WE REQUIRE

For the purposes of this project, the following information must be supplied by your office. Karpinski Engineering will attempt to verify the information provided to the extent reasonably possible, but has the right to expect and rely upon the information provided to be correct, accurate and complete. Required Information includes, but is not limited to:

1. Copy of the current construction budget, if available.
2. Copies of previous contract record, or "as-built" drawings, showing existing structures, services, and utilities in as much detail as is possible.
3. Copy of facility design standards, if available.
4. Copy of geotechnical report, if available.
5. Copy of proposed schematic layouts, preliminary site plans, building plans, etc. to be provided to Karpinski Engineering in a full-sized hard copy drawing format and an electronic drawing format.
6. ALTA Survey & Title Commitment, if available. Survey is to be provided to Karpinski Engineering in a full-sized hard copy drawing format and an electronic drawing format.
7. Electronic drawing background files, including electronic templates and submission information required for each design milestone (submission title, date, etc.).
8. Specification templates, including required information for headers and footers.
9. Latest Civil site survey indicating underground utilities (natural gas, water, storm, sanitary, electrical and telecommunications). If this information is not available, Karpinski Engineering can contract with a certified surveyor, the cost of which will be charged as a reimbursable expense.
10. Project schedule approved by Owner indicating design milestones and review timelines.
11. An electronic file of completed drawings and specifications issued for each phase of the project design for our office records.
12. An executed copy of the prime agreement between the Owner and Architect. Fees and costs stated in the agreement may be deleted.

BASIC SERVICES PHASING

We will coordinate with your office at each phase of the project as described below. We assume your office will oversee overall project coordination including, but is not limited to, exchange of project design needs of all

team members, adequate time to perform quality reviews, adequate time to respond to and incorporate Owner review comments, and adequate time to support any other design requirements needed to complete project scope per the design schedule. Note that substantial changes in project scope, including adjustments to floor plans and/or the model, that occur during the week a submission is due, may not be incorporated until the next phase.

We understand the project includes the following phases:

1. Programming
2. Schematic Design (SD)
3. Design Development (DD)
4. Construction Documents (CD)
5. Bid / Guaranteed Maximum Price (GMP) Documents
6. Construction Administration (CA)
7. Closeout

The following services will be provided in the appropriate phase:

1. We will review existing conditions and available record documents to determine conditions affecting this project.
2. We will participate in the code review process as related to Civil/Site design.
3. We will provide a written narrative for the Schematic Design phase of the Civil/Site work for the deliverable.
4. Our narrative will be suitable for the generation of a preliminary probable cost of construction by others.
5. Preliminary Site Civil plan will indicate proposed schematic site layout, grading, utilities, and storm retention/detention.
6. We will review and comment upon the Civil/Site construction budget as requested.
7. We will provide construction drawings and specifications setting forth in detail the construction requirements for the project. Specifications will be based on standard Karpinski Engineering three part master specifications, coordinated with your formatting.
8. We will provide GMP drawings and specifications at the completion of a pre-determined milestone of CD progress. As part of the GMP deliverables, we will provide a GMP narrative outlining work scope that has yet to be completed in order for such scope to be included in the GMP pricing. After submission of the GMP deliverables, we will continue with the production of final construction drawings and specifications.
9. At the completion of the CD phase we will transmit an electronic copy of the final Contract Documents (construction drawings and specifications). Karpinski Engineering only authorizes the client to use the final Contract Documents for contractors, sub-contractors and suppliers in the course of business for bidding, purchasing and constructing the work shown on the documents. Unauthorized reuse of the final Contract Documents for other purposes or other projects is prohibited without the expressed written consent of Karpinski Engineering.

10. During the Bidding phase we will provide assistance in obtaining bids or negotiated proposals, and contract award, as requested.
11. After the Bidding phase, we will provide Conformance Documents indicating accepted or declined alternates as well as any addenda or responses to RFI's issued during the Bidding phase.
12. During the CA phase we will respond to the plan review by the local authority having jurisdiction and will provide construction administration as it pertains to our portion of the work, including responding to RFI's.
13. Interpretation necessary for the proper execution of work progress will be made and recommendations will be provided concerning changes in the work. We will review shop drawings for general conformance with the intent of the Contract Documents. We will not be responsible for construction means, methods, techniques, sequences, procedures, scheduling or construction safety.
14. A written construction observation report will be provided after each field visit. Construction observation includes general monitoring for conformance with design intent and is not a guarantee that the contractor has performed the work in complete compliance with the Contract Documents or applicable codes. The last report will be considered a final punch list.
15. The terms of this agreement extend through a 12-month construction period. CA services beyond this duration will be provided as an additional service.
16. The preparation of electronic record drawings is not included. If requested, a fee will be provided near the conclusion of the project when the extent of the deviation from the Construction Documents is better realized. Since record drawings are prepared based on unverified information provided by others, we will make no guarantee of their accuracy or completeness.
17. An additional field visit to verify completion of final punch list items is not included.

MEETINGS AND SITE VISITS

DESCRIPTION	QUANTITY INCLUDED
Attendance at existing condition site visits.	As Required
Attendance at city planning meetings.	Not Included
Attendance at coordination meetings during the design phase(s) to review our design progress.	3
Attendance at pre-bid meeting and bid review meetings.	Included

Attendance at pre-construction meeting.	Included
Attendance at construction meetings and/or field observation visits.	2
Meetings and/or field visits in addition to those indicated above will be performed upon request as additional services at our current hourly rates, plus reimbursable expenses.	Additional Service

COMPENSATION FOR BASIC SERVICES

Our compensation for the provision of Basic Services is indicated below and does not include reimbursable expenses.

BASIC SERVICES PER PHASE	FEE
Program Verification / Concept Design (We assume we are not part of Community Engagement.)	\$250.00
Schematic Design	\$1,000.00
Design Development	\$1,800.00
Construction Documents	\$2,250.00
Bid / Guaranteed Maximum price	\$250.00
Construction Administration	\$1,000.00
Closeout	\$250.00
Total	\$6,800.00

COMPENSATION FOR SUPPLEMENTAL SERVICES

The following Supplemental Services are not included as part of our Basic Services. However, should these services be desired, our proposed compensation is indicated below and does not include reimbursable expenses.

SERVICES	FEE	ACCEPTED?
Design Services related to LEED® Certification – 16 hours of effort provided	\$2,250.00	Yes <input type="checkbox"/> No <input type="checkbox"/>

REIMBURSABLE EXPENSES

Certain expenses may be incurred during the course of the project and are not included in our basic scope of services. The following items will be considered Reimbursable Expenses:

1. Expenses related to obtaining permits and related approvals from local authorities having jurisdiction.
2. Expenses related to the retention of the services of contractors, surveyors, etc. if required to assist in the verification of field conditions. Should retention of contractors fall under the direct responsibility of Karpinski Engineering, a 15% administration charge will be added to the contractor's fee to cover our efforts and expenses.
3. Expenses related to the retention of the services of sub-consultants to perform work scope as described under "Services Not Included". Should retention of sub-consultants fall under the direct responsibility of Karpinski Engineering, a 15% administration charge will be added to the sub-consultant's fee to cover our effort and expenses".
4. Expenses related to obtaining a project specific professional liability insurance policy if required to supplement the coverage provided by our current professional liability insurance policy.
5. Expenses related to project specific on-line documentation management services.
6. Expenses related to specialized equipment rental.
7. Printing Expenses associated with the printing of Permit and / or Construction / Bid Documents, as well as related Addenda, Bulletins, Change Orders, etc.
8. Delivery service costs as required for the prompt exchange of information where normal methods are not practical.
9. LEED® expenses related to USGBC registration, USGBC certification and appeals fees or third party commissioning agent's fees.

Reimbursable expenses will be in addition to compensation for Basic Services and approved Additional Services, and will be invoiced at our cost.

ESTIMATED (MAXIMUM) REIMBURSABLE EXPENSES
\$125.00

HOURLY RATES

Compensation for Additional Services will be mutually developed on an hourly basis. Our current hourly rates are as follows:

STAFF	HOURLY RATE
Principal	\$190
Senior Associate	\$160
Associate	\$145
Senior Project Manager	\$140
Construction Coordinator	\$125
Senior Project Engineer	\$125
Senior Project Designer	\$110
Project Engineer	\$100
Project Designer	\$95
Engineer	\$90
Designer	\$80
Technician	\$70
Administration	\$60

INVOICING AND PAYMENTS

Karpinski Engineering will invoice our Services on a monthly basis. Payment is required within thirty (30) days from the date of the invoice statement, unless other payment terms have been agreed upon by both parties. If this agreement is terminated for any reason by either party, Karpinski Engineering shall be compensated for services provided and expenses incurred as of the date of termination.

ELECTRONIC MEDIA

Should an electronic copy of digital data and related contract documents be required by a third party after completion of design, a release form summarizing the terms of use will be provided that requires signature from the user(s). Additional compensation may be required.

INTELLECTUAL PROPERTY

All non-public data and information developed or conceived by Karpinski Engineering which pertains to its products (including all forms of digital data and related contract documents), methods, services or business, whether or not patentable under copyright, trademark or some other basis, is the sole and exclusive property of Karpinski Engineering.

INDEMNIFICATIONS

The Client/Architect agrees, to the fullest extent permitted by law, to indemnify and hold harmless Karpinski Engineering from the following, including reasonable attorney's fees and defense costs:

1. Any and all damage, liability, costs or expenses, to the extent caused by their own negligent acts, errors or omissions, including those of anyone for whom they are legally liable, arising from this project. Neither party is obligated to indemnify the other in any manner whatsoever for the other's own negligence. Karpinski Engineering shall not be responsible for the acts or omissions of the Client/Architect, Client/Architect's other consultants, contractor, sub-contractors, their agents or employees, or other persons performing any of the work.
2. Any and all damage, liability, cost or expenses, should fast track project delivery methods be utilized which result in design changes and modifications of portions of the work already completed.
3. Any and all damage, liability, cost or expenses caused by the work of any contractor that is not properly licensed, adequately insured and bonded and/or approved (if required) by the local municipality to perform work within the municipal boundaries.
4. Any and all damage, liability, costs or expenses, should the Client/Architect elect not to retain Karpinski Engineering for construction administration services during the construction phase, to the extent resulting from construction issues caused by the non-conformance with our design intent, non-conformance with code requirements, Civil/Site performance, and/or construction performance, including those of anyone for whom the Client/Architect is legally liable, arising from this project.
5. Any and all damage, liability, costs or expenses, to the extent caused by the unauthorized reuse of digital data and related contract documents, without limitation, including use on future project modifications by others.
6. The Client/Architect agrees to release, indemnify and hold harmless Karpinski Engineering from and against all claims, costs, liabilities and damages, arising in any way from decisions made by the Owner, their Representatives, other Consultants, Contractors, or any other party during the design and/or construction phases as a result of a cost reduction (value engineering) process, including, but not limited to, decisions made without our knowledge or consent that may conflict with our engineering recommendations, industry standard design recommendations and/or national, regional or local code requirements.

The Client/Architect agrees to include the above Indemnifications in their Contract with the Owner should the provisions not already be included in aforementioned Contract. In addition, Karpinski Engineering recommends the Client/Architect review such Indemnifications on their own behalf or on behalf of the entire design team.

MISCELLANEOUS PROVISIONS

Standard of Care – In providing services under this Agreement, Karpinski Engineering will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and locations. Regardless of any other term or condition of the Agreement, Karpinski Engineering makes no express or implied warranty of any sort, nor does it express or imply any fiduciary responsibility towards the Client/Architect whatsoever.

Professional Limitation – Karpinski Engineering has been retained to provide the professional engineering services summarized above and its obligations are limited to these services without any other responsibilities or obligations. Karpinski Engineering bears no responsibility for project funding and/or financial performance of the project.

Disclaimer of Consequential Damages - Notwithstanding any other provision to the contrary, and to the fullest extent permitted by law, neither party shall be liable to the other for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business or income or any other consequential damages that either party may have incurred for any cause of action whatsoever.

Dispute Resolution - Any claim, dispute or matter between the client and Karpinski Engineering arising out of or related to this agreement shall be subject to mediation as a condition precedent to litigation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. The parties shall agree to the selection of a mediator and shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. Claims, disputes and other matters that are not resolved by mediation shall be subject to and decided by a litigation process subject to local jurisdiction legal policies and practices, unless the parties mutually agree otherwise.

Limitation of Liability - In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims for expenses from any cause or causes, including attorney and/or expert witness fees and costs, so that the total aggregate liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and sub-consultants shall not exceed **(\$100,000)** (the Consultant's professional liability insurance policy limits). It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

This document represents our total agreement and supersedes any prior representations. Any amendment must be in writing and signed by both parties. This agreement shall be governed by the laws of the state in which the project is performed. In the event that any term or clause of this agreement is held to be invalid as contravening any law or governmental regulation, then such term or clause shall remain in effect only to the extent permitted by such law or governmental regulations, but the remaining provisions of this agreement shall continue in full force and effect.

Should a separate contract be utilized, such as AIA Document C401 *Standard Form of Agreement Between Architect and Consultant*, and if conflicts arise between the two, the terms and conditions of this proposal shall apply. This proposal shall remain in effect for Ninety (90) days, unless Karpinski Engineering agrees to another time period in writing.

To serve as our agreement, sign and return a copy of this proposal. If authorized to proceed prior to our receipt of a signed copy of this document, Karpinski Engineering shall consider this to be a binding agreement including all of the requirements and conditions contained herein.

Should you have any questions relating to this proposal, please do not hesitate to call. I will be pleased to personally review it with you upon your examination.

Sincerely,



Christopher Bednar, PE
Director of Civil
Karpinski Engineering

ACCEPTANCE OF VOCON

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

Project #: _____

Purchase Order #: _____

vocon.

ATTACHMENT B

August 25, 2020

**Cleveland Public Library, Brooklyn Branch: Scope and Fee Proposal
Landscape Architectural Services**

Program Verification / Community Engagement / Concept Design:

- Site Analysis: Conduct an inventory of the existing site to determine the health and viability of existing vegetation, adjacent uses, site assets and liabilities.
- Recommended site improvements from Master Plan include:
 - Functional improvements such as better pedestrian connections to surrounding housing and schools, improve visibility of entry, and enhanced wayfinding.
 - User enhancements such as outdoor reading garden, and better site furnishings.
- Design considerations to include: overall impression for patrons, security, natural viewsheds, outdoor amenities, pedestrian and vehicular circulation, maintenance, and stormwater management.

Schematic Design:

- Conceptual Site Plan: Consult with the Vocon team and ownership as we develop plans. Begin to develop a plant palette, ideas for site amenities and furniture options.
- Work with civil engineers to make sure the practical necessities and the amenities are well coordinated.
- Conceptual Visualizations: Provide renderings and/or precedent images of design concepts to help the client understand the design intent
- Present Concept Plans and Visualizations to client for review and comment. These should help them understand the differing options and feel confident in the approach with which they want to proceed.
- Incorporate comments from client into a revised plan.

Design Development:

- Provide color plans, plant palette, material and furnishing palette and updated renderings for public approval process.
- Attend meetings as necessary to review plans with the city.
- Make any necessary adjustments based on design or cost concerns.
- Work closely with the design team on development of coordinated plans.
- Meet all deadlines for coordination and submittals.

Construction Documents:

- Upon approval by the client and the architect prepare Construction Documents suitable for bidding and permitting. Documents to include landscape plans, site material plans, site furnishing plans, specifications and details.
- Grading, drainage and stormwater management to be coordinated with Civil.
- Issue 60% CDs for GMP set
- Issue 100% CDs

GMP Services

- Scope review with contractor

- Respond to questions and provide clarification during bidding or contractor review.
- Update drawings should any addendum be issued during bidding.

Construction Administration:

- Meet with contractors to review drawings and answer questions.
- Review all shop drawings and contractor submittals.
- Conduct site inspections for quality and design adherences.
- Provide punch-list prior to final completion.

The not-to-exceed fees for the work described above will be

Program Verification / Community Engagement / Concept Design:	\$ 1,550.00
Schematic Design:	\$ 1,250.00
Design Development:	\$ 1,250.00
Construction Documents:	\$ 1,200.00
GMP Services:	\$ 1,200.00
Construction Administration:	\$ 1,200.00
Total:	\$ 7,650.00

Additional activities requested by you or the owner will be billed at \$100 per hour for the principal, and \$80 per hour for associates. Expenses for reproductions of presentation drawings will be reimbursable, not to exceed \$350. Invoices will be sent at the end of the month with payment due in 30 days.

Please don't hesitate to contact me if you have any questions or require additional information.

Sincerely,



Jayme Schwartzberg
Owner, DERU Landscape Architecture

vocon.

ATTACHMENT C

August 21, 2020

Laura Rees
vocon
3142 Prospect Ave E
Cleveland, OH 44115

Re: Cleveland Public Library – Brooklyn Branch
Cleveland, OH
Proposal for Structural Engineering Design Services
BH 20095

Dear Laura,

We are pleased to submit this proposal for providing structural engineering services for the above referenced project in the Brooklyn Centre neighborhood of Cleveland, Ohio. Based on information provided by your office, the project consists of renovation of the original building constructed in 1919 (renovated in 1984).

The existing building is a single story with basement, with an area of approximately 5,800 square feet. The construction cost is \$1.5 million. Design services are scheduled to begin in early 2022.

Scope of Services

Our basic scope of services includes providing the structural engineering and detailing for the following items:

1. **Modifications to existing window openings** in the façade along Mapledale Avenue.
2. Analysis of existing roof structure for support of new mechanical units and fall protection, including reinforcing of the existing structure, if required.
3. Repair of deteriorated basement walls.

In addition to the aforementioned scope noted above, our work will also include:

1. Preparation of structural design and the required drawings for inclusion in the bidding/construction documents.
2. Preparation of technical specifications for the pertinent structural sections.
3. Offering consultation to the architect and other consultants on items of structural issues.
4. Attending design coordination and progress meetings.
5. Reviewing structural construction submittals.
6. Issuing clarifications, etc., during construction, if required.
7. Field visits at appropriate intervals during construction. A maximum of one field visit is included in our basic services fee.



BARBER & HOFFMAN, INC.
Consulting Engineers

PRINCIPALS

Ronald M. Czaplinski
Michael R. Miller

ASSOCIATE PRINCIPALS

Niru S. Dabolkar
Jon T. Leuthaenser
James D. Pospisil

ASSOCIATES

Brad A. Boomer
James M. Colella
Alexandra S. Koepf
Michael A. Mazzocco
Tyler J. McGrady

David W. Deaton
Mark D. Heinzen
Andrew J. Kovarik
John A. McElhinny

2217 East 9th Street
Suite 350
Cleveland, OH
44115-1257
216.875.0100

Proposed Basic Fees

We propose to furnish the aforementioned services for a fixed fee of **\$11,500** (including escalation) plus reimbursable expenses, at cost. Unless directed otherwise by your office, we propose to invoice as follows:

Schematic Design	-	15%
Design Development	-	30%
Construction Documents	-	30%
Bid/GMP	-	5%
Construction Administration/Closeout	-	20%

Additional Services

It is our understanding that drawings are available for the existing building, and that a survey will not be necessary. Field work to determine the existing structural member sizes is not included in our basic services fee, and will be considered additional services, if necessary.

Other than repair of the basement walls, reinforcement or replacement of existing framing due to deterioration of the existing structure is not included in our basic fee. If necessary, we can provide an additional service fee for this work when the scope is identified.

Services not covered in our basic services fee, but if required, will be invoiced on an hourly basis:

Principal	-	\$200.00
Associate Principal	-	175.00
Senior Associate	-	150.00
Associate	-	130.00
Senior Engineer	-	110.00
Engineer	-	100.00
Designer	-	90.00
Senior Drafter/Technician	-	85.00
Technician	-	70.00
Clerical	-	65.00
Intern Engineer	-	60.00

Once again, we thank you for this opportunity and we look forward to working with you and your design team.

Very truly yours,

BARBER & HOFFMAN, INC.



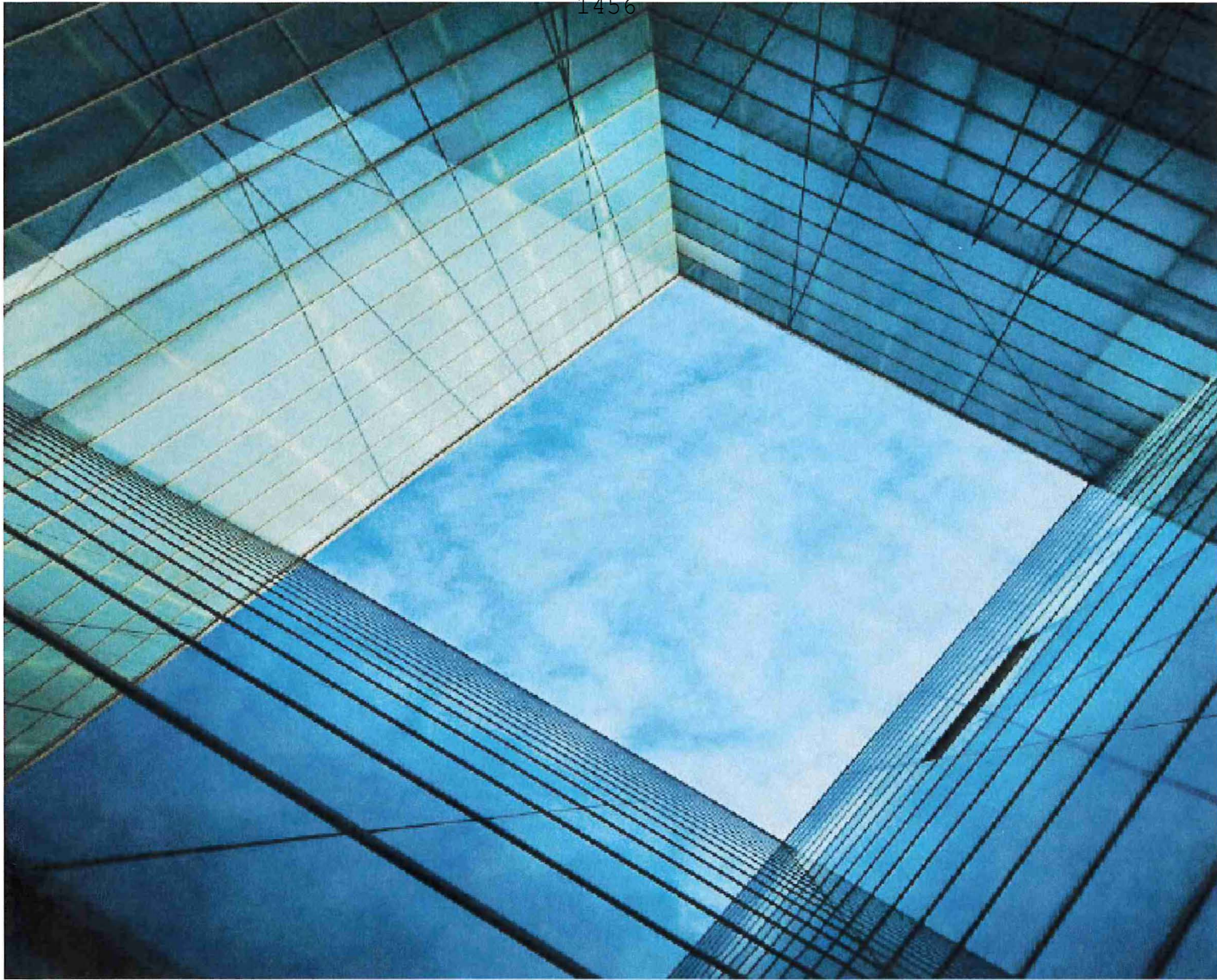
Jon Leuthaeuser, PE SE
Principal

vocon.

ATTACHMENT D

**Cleveland Public
Library
Brooklyn Branch
Technology Design
and Engineering**

*Crescent Digital Deliverable
Definition For
vocon partners, LLC*





**PROPOSAL FOR AV DESIGN AND ENGINEERING
FOR THE CLEVELAND PUBLIC LIBRARY –
BROOKLYN BRANCH
3706 PEARL ROAD, CLEVELAND, OHIO 44109**

**vocon partners, LLC
June 24, 2020**

Summary Contents

Project

Qualifications-Relevant Experience

Project Team

Base Deliverable

Timetable

Investment

Project

- **Brooklyn Branch Library of the CPL System Renovation and Addition Project**
- **AV, CCTV, Access Control, Network and Infrastructure System Design Build**
- **Development of base system functionality and control**
- **CAD Set Delivery**
- **For purpose of coordination – Crescent Digital will perform all work designed**

Qualifications – Engineering Design/Build

- **Senior level design staff**
- **Large project design capability – Rocket Mortgage Fieldhouse, Willis Towers Watson, UBS Financial Services, Key Tower Marriott, Centennial, LVMH/Moet Hennessy, Adcom Group**
- **Turn-Key Through Implementation and Support**
- **Proven Process**
- **Depth of Experience**

Project Team

- **Management** Mike Heines
- **Design Lead** Scott Sheldon
- **Design Staff** Rebecca Katricak
- **Control** Adam Christian
- **Schematics/Draw** Mark Griffin, Loomis Martin
- **Documentation** Jason Cook

Base Deliverable - Systems

- ❑ **Process, Functionality, System Capability, Schematics, Draw**
- ❑ **Definition Of CPL Technology Standards For All Locations**
- ❑ **Display Matrix – Internal, External Definition, Layout and Development**
- ❑ **Audio System Definition, Layout and Development**
- ❑ **CCTV System Definition, Layout and**
- ❑ **Access Control – Building, Spaces Definition, Layout and Development**
- ❑ **Infrastructure, Racking and Termination For Low Voltage – Definition and Pathways**
- ❑ **Network Definition, Layout and Development**
- ❑ **Lighting Control Definition, Layout and Development**
- ❑ **Soundmasking System Requirements - Definition, Layout and Development**
- ❑ **Conferencing Spaces, Meeting Spaces Definition, Layout and Development**
- ❑ **Control System Definition, Layout and Development**
- ❑ **System Functionality Matrix and Definition**
- ❑ **GMP Proposal Submission With Drawings/Schematics**
- ❑ **Contract Documents**

Timetable

- **Begin Design Project** **January 1, 2022**
- **System Design Delivery** **September 1, 2022**
- **GMP Proposal On Design** **November 1, 2022**
- **System Delivery** **October 1, 2023**

Investment

- **Concept Design** **\$4,200**
- **Design Development** **\$8,400**
- **AV Draw-Schematics** **\$5,400**
- **GMP Services** **\$2,520**
- **Crescent Digital will perform all project management and installation work for systems designed.**



ATTACHMENT E



FEE PROPOSAL
Cleveland Library System
Brooklyn Branch

6.23.2020

Attn: Ms. Laura Rees, RA, NCARB
 Practice Leader, Architecture
 Vocon

Scope Professional Cost Estimating Services as follows:

Breakdown of Fee

	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
1 Concept estimate	8	162	\$1,296.00
2 SD estimate - based on CSI format	20	162	\$3,240.00
3 DD estimate - based on CSI format + reconciliation w/ CMR	32	162	\$5,184.00
4 Review CMR Estimate at CD and provide comments	4	162	\$648.00
5 Drawing Reproduction (reimbursable)	1	300	\$300.00
			\$10,668.00

Clarifications

*Fee based on a 6700 sf renovation w/ a construction budget of \$1.8 million.
 Cost estimating to occur from January 2022 to September 2022
 FF+E Cost estimating (Furniture, tech equipment) by others*

Sincerely,

A handwritten signature in blue ink that reads 'Erin McGuinness'.

Erin McGuinness, PE
 President



Cleveland | New York | Los Angeles

Cleveland
3142 Prospect Ave E
Cleveland, OH 44115
216.588.0800
vocon.com

November 11, 2020

Bryan K. Szalewski, Esq.
Senior Legal Officer
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
CLEVELAND PUBLIC LIBRARY – STERLING BRANCH – ADDITION AND RENOVATION
VOCON PROJECT #: 200285.00**

Dear Bryan:

Based on your request for Vocon to complete Design and Implementation Services for the Cleveland Public Library (CPL) – Sterling Branch Project, please find herein our Proposal for Professional services. We have organized this Proposal into (04) parts; Part I identifies Project Overview, Part II describes Professional Services, Part III defines the anticipated Project Schedule and Part IV addresses Compensation.

PART I - PROJECT OVERVIEW

Vocon is excited to begin working with CPL as they begin to implement their Master Plan. We understand that there are Design Principles that CPL will want to use as touchstones throughout the renovation process. These principles include the following: Reorganize, Rebalance, Reconfigure, Remove, Reveal and Retain. Vocon will work with CPL to revisit these touchstones regularly. The following points are provided to summarize some of the data we have been discussing.

- a) The Sterling Branch of the CPL is located at 2200 E 30th St, Cleveland, OH 44115.
- b) The original Sterling Branch was opened in 1913; the building was updated in 1985. The building is not on the historic register.
- c) The existing building has approximately 7,000 square feet with 6,500 SF of renovation.
- d) Construction Costs: \$2,232,547.00
- e) Furniture, Fixtures and Equipment Budget: \$140,000.00
- f) The Sterling Branch will include a new 2,200 sf addition
- g) Opportunities for expanded parking will be explored as part of the project site studies.
- h) The Library will require all new library shelving, furniture and millwork.
- i) There is a preference that the Library remain open throughout the construction process.
- j) Deferred Maintenance items as identified by CPL will be part of this renovation project estimated at \$295,083.00
- k) The Vocon Core Team of consultants and key personnel are identified in the attached Project Team Organization diagram
- l) This project will include the use of BIM Documentation
- m) Vocon will include necessary changes to the "Desigo" building controls system as part of the project scope.
- n) Owner Responsibilities will include, but will not be limited to:
 1. Construction Manager engagement
 2. Geotechnical Engineer/Testing engagement
 3. Land Surveyor engagement
 4. Provide a space program, that Vocon will review/verify with the CPL team.
 5. Provide the standards that CPL has developed and that will apply to this project.
 6. Provide an equipment list (Computers, IT/AV/Telecom) that CPL has developed and that will be included in the design and construction documentation



PART II – PROFESSIONAL SERVICES

A. PROFESSIONAL ARCHITECTURAL/INTERIOR DESIGN AND ENGINEERING SERVICES

1. PROGRAM VALIDATION/COMMUNITY ENGAGEMENT/CONCEPT DESIGN

- a) Vocon will schedule a Project Kick-Off Meeting with CPL Representatives to discuss Project goals and objectives, Team member roles and responsibilities, Project decision-making process, Project Budget and Schedule Review, and Review Project information completed to date.
- b) Vocon will attend one Kick-off meeting with CPL to discuss community engagement that has been performed to date and to plan what the Staff/Community Engagement will look like.
- c) Vocon will lead a total of (03) Community engagement sessions through the Design Phase by preparing various presentations with appropriate discovery questions and design content. We will use digital technology to engage the community in real-time polling and present CPL with the immediate results of the Community preferences and opinions. Our teams will offer an opportunity for the local residents to react and respond to a series of questions in each meeting that will help us to define the design priorities that exist in the Community. The questions will allow them to identify the types of experiences that they like or dislike in the current facility. They will be able to respond to questions regarding the experiences inside the building and outside the building in terms of the operational and functional use of space. We will talk about accessibility and features that allow the community to access the Library in an open way. We will be able to share the information with the CPL team and work with them to make information accessible to people that cannot attend the actual session. We used this process successfully on the West Park Branch and we believe we will be able to apply similar tools to the Brooklyn Branch.
- d) Vocon will lead up to (02) Programming Validation Meetings with Project Team and/or Staff Leaders to validate CPL provided program requirements.
- e) Vocon will attend (01) Staff Kick-off Meeting early in the Concept Design Phase.
- f) Vocon anticipates (02) design meetings with the CPL and CM team during Concept Design.
- g) Vocon will research Zoning/Planning regulations applicable to the site and prepare a written report summarizing restrictions related to setbacks, parking, landscaping, signs, building design and development/design review processes.
- h) Vocon will field verify the existing facility based on the CPL provided existing drawings. We will review the suggested deferred maintenance items and existing conditions as compared to the proposed program. Vocon will report to CPL any insufficient information within the provided documents which may trigger the need for Field Verification as an additional service.
- i) Based on your Programming/Visioning requirements for initial/ future growth and Zoning/Planning regulations, Vocon will complete up to (02) Concept Design Alternatives that address the interior and exterior of the building, the addition and the site plan (in total).
- j) Construction Phasing Plans will be considered during the Concept Phase.
- k) Vocon will provide cost estimating services that parallel the CM cost estimates during the Concept Phase.
- l) Vocon will conduct bi-weekly Design Review Meetings throughout the design phase with minutes and pause meetings during Estimating Phases and as otherwise directed by CPL.
- m) Vocon will assist CPL in maintaining the CoUrbanize webpage by providing CPL with current design documentation.

2. SCHEMATIC DESIGN

- a) Based on the approved Program and the selected Concept Design, Vocon will develop a site plan, exterior elevations, and interior space plans. Preliminary selection of major interior and exterior building materials will be made during this phase.
- b) The Design Team shall engage CPL, the designated CM and Engineers to begin a dialogue regarding the site development, structural building components and mechanical/electrical/technology systems.
- c) Vocon anticipates (02) design meetings with the CPL and CM team.
- d) Vocon will attend one Staff Review Meeting in the latter part of the Schematic Design Phase.
- e) Vocon will attend one Community Review meeting at the completion of the Schematic Design Phase.
- f) Based on Schematic Design comments, Vocon will prepare up to (01) modifications of the Schematic Design Package to obtain final CPL approval.



- g) Construction Phasing Plans will continue to be developed during the Schematic Design Phase.
- h) Vocon will coordinate a preliminary meeting with designated municipality to formally introduce the Project and obtain initial feedback related to the site layout and architectural building character.
- i) Vocon will provide cost estimating services that parallel the CM cost estimates during the Schematic Design Phase.
- j) At the end of the phase, the Design Team will work with the Construction Manager to update the Project Budget and explore value engineering initiatives to support the Project Budget.
- k) Entitlements/Public Approvals
 - A) Vocon will work with the Project Consultants to prepare a City Entitlement package for approval.
 - B) Package will include site plans, floor plans, elevations, building sections (if required) renderings, materials boards, and site lighting concepts. We will assemble the information and applications and submit to secure a position on the entitlement agenda.
 - C) Vocon will attend the public meetings to attain the required public approvals for the Project. Vocon assumes that approvals will be obtained with not more than (02) submissions.

3. DESIGN DEVELOPMENT

- a) Based on Schematic Design Documents approval, CPL's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, Vocon shall prepare a Design Development package for CPL review and approval. This package will include site plans, building floor plans, building sections, exterior/interior elevations, perspectives, material boards, floor plans, furniture plans, partition layouts, door locations, finish plans and ceiling plans/lighting solutions.
- b) Construction Phasing Plans (if required) will continue to be refined in the Design Development Phase.
- c) The Design Development Documents will also include outline specifications that identify major materials, systems and establish, in general, their quality levels.
- d) Vocon anticipates (02) design meetings with the CPL and CM team.
- e) Vocon will attend (01) Staff Review Meeting at the latter part of the Design Development Phase. Revisions required after this meeting will be an add-service.
- f) Vocon will attend (01) Community Review meeting at the completion of the Design Development Phase.
- g) Based on Design Development comments, Vocon will prepare up to (01) modification of the Design Development Package to obtain final CPL approval.
- h) Vocon will meet with Building Department Officials in a preliminary meeting to discuss compliance with local building codes, fire codes and other regulations applicable to the Project.
- i) Vocon will provide cost estimating services that parallel the CM cost estimates during the DD phase.
- j) Vocon will continue to identify alternates (Add and Deduct) to help maintain the project budget.
- k) At the end of the phase, the Design Team will work with the Construction Manager to update the Project Budget and explore value engineering initiatives to support the Project Budget.
- l) During Design Development Phase, we will work closely with CPL to determine the scope of the new furniture to be purchased.
 - 1. Vocon will work with CPL to establish the overall look and feel of the proposed furniture package by using precedent images to guide the specifications.
 - 2. Vocon will provide one site visit and prepare a brief recommendation for reuse of existing furniture. Full furniture inventory will be considered an additional service.
 - 3. Vocon will develop a comprehensive furniture plan that identifies new furniture to be incorporated into the design solution. Furniture plans will include all furniture locations tagged to the specifications, will indicate critical dimensions and will coordinate electrical requirements.
 - 4. Vocon will select, specify and prepare bid documents for all new furnishings associated with the project. Vocon will establish a Basis of Design and (01) alternate of equal products as part of the bid documents.
 - 5. Vocon anticipates (02) furniture design/review meetings with the CPL and CM team.
 - 6. During the bidding process, Vocon will assist CPL with the bid solicitation from a maximum of (03) furniture vendors. We will tabulate the bids and evaluate the specified alternates only.
 - 7. Vocon will review the final furniture quote provided by the furniture dealer on behalf of CPL and provide comments prior to order.
 - 8. Vocon will review the furniture installation in field and will send a list of any issues or concerns to the furniture dealer and CPL for further review and coordination.



4. ARCHITECTURAL CONSTRUCTION DOCUMENTATION

- a) Prepare Architectural Construction Documents for permitting and construction to include construction plans, construction phasing plans (if applicable), ceiling/lighting plans, door/frame/hardware schedules, finish plans and schedules, millwork plans and details, elevations, sections and architectural details.
- b) Coordinate architecture/interior design efforts with HVAC, electrical, plumbing, technology, structural and civil engineering and landscape architecture documents prepared by Project Engineers.
- c) Project Alternates will be confirmed and identified in the construction documents.
- d) Vocon anticipates (02) document submissions and review meetings with the CPL and CM team. These will be at the 50%, and 100% completion of the Construction Documents (prior to submission to the Designated Building Department).
- e) If required, Vocon will prepare one early release permit package for Demolition and/or Hazardous Materials Abatement. The Hazardous Materials Abatement Package would be provided by CPL for incorporation into the early release permit package.
- f) Vocon will attend bi-weekly team meetings with CPL during the Construction Document Phase.
- g) Vocon will meet with Building Department Officials to establish compliance with local building codes, fire codes and other regulations applicable to the Project

5. GMP PHASE SERVICES

- a) A single GMP set will be issued at 75% completion of CD's and a Prose Statement will be issued as a part of the GMP documents.
- b) Vocon will attend one pre-bid meeting if applicable
- c) Vocon will respond to contractor questions
- d) Vocon will attend (01) scope review meeting for each bid package that is reviewed by the CM during the GMP process. The number of scope review meetings will not exceed (4) meetings.

6. ARCHITECTURAL CONSTRUCTION ADMINISTRATION

- a) At the beginning of the Construction Phase, Vocon will issue a conformed "For Construction" set of documents. This set will incorporate the responses to bidding RFI's.
- b) Vocon will attend weekly Construction Site Meetings only as needed, but not less than (02) per month for what is anticipated to be a maximum of a 11-month construction duration to confirm that work is proceeding in accordance with the Construction Documents.
- c) Vocon will review and approve the CM Applications for payment
- d) Vocon will review Change Order Requests
- e) Vocon will provide interpretation and clarification to the Construction Documents and respond to issues arising throughout construction.
- f) Vocon will review Contractor submittals including shop drawings, product data sheets and material/finish samples for conformance with Construction Documents.
- g) Prepare required project bulletins and make recommendations on possible revisions to the project budget and schedule
- h) Once substantial completion has been established, we will schedule an on-site meeting to develop and publish (01) Project punch list
- i) Vocon will coordinate with the CM to review the completion of punch list items and secure a Certificate of Occupancy.
- j) Vocon will provide "As Designed Record Drawings" at the completion of construction. The set of documents will include the drawing information generated during the construction phase.

7. MECHANICAL, ELECTRICAL, PLUMBING, FIRE PROTECTION & CIVIL ENGINEERING

Karpinski Engineering and. will provide MEP/FP and Civil Engineering services as outlined in Attachment A.

8. LANDSCAPE ARCHITECTURE

DERU Landscape Architecture will provide Landscape Architecture services as outlined in Attachment B.

9. STRUCTURAL ENGINEERING

Barber & Hoffman, Inc. will provide Structural Engineering services as outlined in Attachment C.

10. AUDIO VISUAL & TECHNOLOGY DESIGN



Crescent Digital will be responsible for Audio Visual and Technology design services as outlined in Attachment D.

11. COST ESTIMATING

McGuiness Unlimited will be responsible for Cost Estimating services as outlined in Attachment E.

B. OPTIONAL/ADDITIONAL SERVICES

The following Optional/Additional Services are not included in the above-mentioned services but are available through Vocon and our Alliance Partners at an agreed upon lump sum proposal or hourly rate, as agreed to by CPL. This list includes but is not limited to:

1. Phase I & II environmental site assessments
2. Geotechnical Testing
3. Land Survey Services
4. As Constructed Record Drawings
5. Traffic studies/impact reports/surveys
6. Extensive existing furniture inventory (including tagging, measuring and documenting quantities, etc.)
7. Historic Preservation
8. LEED Administration and Coordination, including Energy Modeling and associated USGBC fees
9. Artwork/Accessory Coordination
10. Renderings, physical and virtual models, animated/video simulations, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project except as required to obtain Entitlements/Public Approvals. Each rendering will be billed at a flat rate of \$1,200 per view.
11. Branding and Graphic Design Services
12. Acoustician/Sound Engineering Service
13. Multiple Bid Packages or Early Release Bid Packages.
14. Lighting Design Services beyond those considered as "Basic Services"
15. Additional meetings beyond those specified in this proposal
16. Attendance at Public Engagement Meetings by Engineering Consultants
17. Design considerations or solutions to preserve, display and identify Library History
18. Roofing Consultants Services

PART III – PROJECT SCHEDULE

The proposed Project Schedule is outlined below. This schedule is preliminary and is based on information provided by CPL. Vocon anticipates that we will work with the CPL team and the Construction Manager to refine this schedule based on actual Project events.

Schedule Understanding

1. Construction Document completion is estimated for September 2021 followed by (2) months for GMP/Bid/Award
2. Construction will likely begin in December 2021 and is expected to last for 11 months
3. Construction will likely be complete by October 2022

Phase Durations

- | | |
|---|-----------|
| 1. Programming and Concept Design | 4 Weeks |
| 2. Owner Review | 1 Week |
| 3. Schematic Design | 5 Weeks |
| 4. Estimate and Estimate Reconciliation | 4 Weeks |
| 5. Design Development | 5 Weeks |
| 6. Estimate and Estimate Reconciliation | 4 Weeks |
| 7. Construction Documents | 6 Weeks |
| 8. GMP Phase | 2 Months |
| 9. Construction Administration | 11 Months |



PART IV - COMPENSATION

Please find below our compensation by Consultant. We have provided an Allowance for Field Verification and an Owner Design Contingency at the request of CPL. The Allowance for Field Verification will be used if the project requires extensive field measurement and/or measured drawings beyond what is anticipated in the Basic Services fees. The Owner Design Contingency will be used based on agreement between CPL and Vocon for design services that were not anticipated due to unforeseen conditions or other unanticipated project events.

A. PROFESSIONAL ARCHITECTURE/INTERIOR DESIGN/ENGINEERING SERVICES	FEES
1. VOCON – Architecture/Interior Design	\$129,212.00
2. Karpinski – MEP/FP & Civil Engineering	\$57,090.00
3. Deru – Landscape Architecture	\$11,660.00
4. Barber & Hoffman – Structural Engineering	\$24,750.00
5. Crescent Digital – Audio Visual and Technology Design	\$22,572.00
6. McGuiness Unlimited – Cost Estimating	\$14,058.00
TOTAL PROFESSIONAL ARCHITECTURE/INTERIOR DESIGN/ENGINEERING SERVICES	\$259,342.00
1. Owner Design Contingency (As Directed by CPL)	\$10,000.00
2. Estimated Reimbursables (Not To Exceed)	\$3,500.00
TOTAL PROFESSIONAL FEES AND DESIGN CONTINGENCY AND REIMBURSIBLES	\$272,842.00

B. PROFESSIONAL SERVICES BY PHASE	FEES
1. Program Validation/Community Engagement/Concept Design - 8%	\$21,828.00
2. Schematic Design – 20%	\$54,568.00
3. Design Development – 24%	\$65,482.00
4. Construction Documentation – 25%	\$68,210.00
5. GMP Phase Services – 5%	\$13,642.00
6. Construction Administration – 18%	\$49,112.00
TOTAL PROFESSIONAL SERVICE FEES	\$259,342.00

C. PROFESSIONAL SERVICES BY MBE/WBE	FEES
1. VOCON – Architecture/Interior Design - WBE	\$142,712.00
2. Deru – Landscape Architecture - WBE	\$11,660.00
3. McGuiness Unlimited – Cost Estimating – WBE	\$14,058.00
TOTAL PROFESSIONAL SERVICES FEES BY MBE/WBE – 62%	\$168,430.00

Reimbursable Expenses

Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows and as enumerated in the Agreement between Owner and Architect: transportation and authorized out of state travel and subsistence; reproductions, postage, shipping, handling and delivery. All expenses shall be billed to Cleveland Public Library based on 1.0 times actual cost. Any expenses beyond those listed above will require prior approval by Cleveland Public Library. Fees paid for securing approval of authorities having jurisdiction over the Project are not included and will be paid for by Cleveland Public Library.



B. Optional/Additional Services

Compensation for any Optional/Additional Services will be based on either a lump sum proposal or upon the following hourly rate schedule for Vocon Services. Rate Schedules for Engineering Services are provided in separate schedules:

Principal	\$345.00	Project Architect	\$140.00
Director	\$225.00	Sr. Tech. Proj Designer 1	\$135.00
Design Director	\$200.00	Sr. Proj. Designer 1	\$120.00
Assoc. Design Director	\$180.00	Project Manager	\$120.00
Project Director	\$180.00	Architect	\$115.00
Sr. Proj. Manager	\$180.00	Proj. Designer	\$115.00
Sr. Proj. Architect	\$165.00	Workplace Strategist	\$115.00
BIM Specialist	\$155.00	Designer	\$ 85.00
Sr. Tech. Proj. Designer	\$150.00	Intern - Co-op	\$ 75.00
Sr. Proj. Designer	\$140.00		

We appreciate the opportunity to work with you and look forward to your review of our Proposal. We understand that the approved proposal and the Owner Architect Agreement will have to be approved by the CPL Board of Trustees. If you should have any questions regarding this Proposal, please do not hesitate to contact Laura Rees or Lisa Dye directly.

VOCON PARTNERS, LLC:

Signature

November 11, 2020

Date

Debbie Donley, Principal

Printed Name and Title

PROJECT TEAM ORGANIZATION



vocon.

ATTACHMENT A



CPL – Brooklyn and Sterling Branches Scope vs Budget Review

Project Number:	M2020-0171	Date:	08-24-2020
Project:	CPL – Brooklyn & Sterling Branches	To:	Dean Spong
Subject:	Scope vs Budget Review	From:	Dave Woytek, Matt Murphy & Chris Bednar

On August 17, 2020, Karpinski Engineering met the CPL Team on site to review the existing conditions. We compared our observations with the scope of work indicated in the 2019-2029 Facilities Master Plan. We then compared the February 7, 2019 cost estimate with what we believe is the scope of work.

This report is not intended to be a comprehensive list and may not include all items needed in the actual scope of work, but we believe are major discrepancies and should be noted.

The following items shall be addressed:

Brooklyn Branch

Plumbing

1. The scope of plumbing renovations is appropriate, and includes repairs and addition of roof drainage. We will need to determine whether CPL will accept reuse of the gas-fired water heater. (Electric point of use is their preference – based on facilities standards.)
2. The plumbing budget of \$7.50 / s.f. is probably appropriate, based on “Major Reno”.

HVAC

1. The scope of HVAC work described in the masterplan is appropriate. The masterplan calls for all new HVAC equipment: air handling, cooling, heating boilers, and pumps. Some ductwork may be reusable, depending on how closely the renovated floor plan matches the existing floor plan – and the extent to which spaces are left open or enclosed.
2. The budget for HVAC is carried as “Marjo Reno” but should be considered as closer to “New” at \$30/sf. KE suggests a budget of \$25/sf. This is based on the extent of equipment and systems being replaced.

Fire Protection

1. The basement has a limited area sprinkler system. It is assumed this will remain, and no fire protection work is required.

Electrical

1. The scope of new power distribution system, new lighting and a new fire alarm system is appropriate.
2. The \$14.75 s.f. cost for electrical is inadequate. The electrical cost per s.f. should be approximately \$26.00.

Sterling Branch

Plumbing

1. The type and condition of plumbing systems and the scope of work is identical to that of Brooklyn.
2. The plumbing budget of \$7.50 / s.f. is probably appropriate, based on “Major Reno”.

HVAC

1. The type and condition of plumbing systems and the scope of work is identical to that of Brooklyn.
2. As with Brooklyn, the budget for HVAC should be treated as closer to “New” at \$25/sf.

Fire Protection

1. The basement has a limited area sprinkler system. It is assumed this will remain, and no fire protection work is required.

Electrical

1. The scope of new lighting and a new fire alarm system is appropriate.
2. The scope of maintaining the existing electrical system is incorrect. The existing main distribution system is aged and beyond its useful life. A new main distribution system is required for future expansion.
3. The \$22.00 s.f. cost for electrical in new construction is inadequate. The electrical cost per s.f. should be approximately \$29.00.
4. The \$14.75 s.f. cost for electrical in major renovated spaces is inadequate. The electrical cost per s.f. should be approximately \$26.00.



August 21, 2020

Ms. Laura Rees
VOCON
3142 Prospect Avenue
Cleveland, Ohio 44115

Subject: Cleveland Public Library (CPL) Sterling Branch – Civil Proposal

Ms. Rees,

Thank you for the opportunity to provide our proposal for professional engineering services for this project.

SCOPE OF PROJECT

It is our understanding that the project consists of performing professional engineering services for the renovation of the Sterling Branch building at 2200 East 30th Street, Cleveland, Ohio.

The professional engineering services included in this proposal are:

1. Civil Engineering services

This proposal is based upon the following:

1. CPL's RFQ and Addenda.
2. CPL's master plan summary.
3. Renovated construction area is 7,000 square feet.
4. 2,200 square foot addition.
5. Provide ADA Accessibility to the front and rear doors.
6. Pavement rehab in the parking rear parking lot.
7. Estimated total construction cost is \$2,232,547.
8. Obtaining all governmental and utility approvals.
9. Refer to the Additional Services, Services Not Included and Reimbursable Expenses sections for scope that is not included as part of Basic Services.
10. The scope and services summarized within this proposal, as well as the summary of services not included.
11. Timely receipt of information required as summarized in this proposal.
12. The architect/owner will provide all geotechnical data including soil borings, permeability/infiltration tests, and recommendations for excavation, engineered fill, pavement design, and subdrainage for the property.
13. The architect/owner will provide the site topographic survey and base map in Autocad including tin and survey data points.
14. The project team's structural engineer will design all site retaining walls over 3 feet tall.
15. Refer to the Additional Services, Services Not Included and Reimbursable Expenses sections for scope that is not included as part of Basic Services.

BASIC SERVICES

The following is included as part of our basic services for the proposed project:

1. Expenses necessary for the normal exchange of information, including standard electronic media and standard delivery methods.
2. A fixed number of meetings, site visits and construction observation visits, as defined herein.
3. Coordination with your office to support timely project delivery which may include design requirements, approvals, intermediate reviews and quality checks as necessary to complete our scope of work per the project schedule.
4. Improve connections from the parking lot to the new entry and CMHA property next door.
5. Inspection of the existing parking lot/sidewalk and proposed pavement improvements.
6. Assessing and design of ADA accessible paths from the right of way and ADA parking spaces to the main entrance.
7. Storm Water permitting for the addition and coordination with Cleveland Water Pollution Control.
8. Civil/Site Engineering Site Plans and Details for the building addition.
9. Utility design work including demolition of utilities to the current CMHA building.
10. Coordination of the required permit applications and permits with the local, state, and public or private utilities regarding site development related items.
11. Assistance with local zoning submittals, site specifications, site submittals to appropriate agencies for review and approval, site approvals from the City Engineer, etc.
12. A separate fee is provided for **LEED**[®] related engineering and design services. We will assist in the **LEED**[®] certification process as it pertains to the Civil/Site systems. We will perform the following **LEED**[®] services:
 - a. We will develop Civil/Site systems **LEED**[®] submission data in a format prescribed by the USGBC.
 - b. We will upload data to the project **LEED**[®] online web page. The data will be uploaded for a design phase review and a construction phase review should two uploads be required.
 - c. We will develop a Basis of Design document per the **LEED**[®] requirements.
 - d. Should an independent Commissioning Agent be retained, we will respond to their review comments.
 - e. We will respond to USGBC review comments related to our portion of the work.
 - f. It must be recognized that we have no control over the following: the Owner's use and operation of the Civil/Site systems, services provided by the Architect and other Consultants, work performed by the Contractors, or the interpretation of credit requirements by the

certifying authority. Accordingly, we do not warrant or represent that the project will achieve the Sustainable Objective solely with respect to our scope of services.

13. Probable Costs of Construction - We assume a Construction Manager will be retained by the Owner and will be responsible for cost estimating of the Civil/Site related work scope. For review of budgets or probable costs of construction prepared by others, our developed costs will represent our professional judgment based on current market conditions and our knowledge of the project as outlined by your office. It must be recognized that we have no control over the following: the cost of labor, materials or equipment; the contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, we do not warrant or represent that bids or negotiated prices for this project will not vary from our estimates.
14. Refer to the Additional Services, Services Not Included and Reimbursable Expenses sections for scope that is not included as part of Basic Services.

ADDITIONAL SERVICES

We will provide additional engineering services for this project, when authorized in writing, in addition to those services set forth in Basic Services. The following items are not included in Basic Services and will be performed as additional services at our current hourly rates.

1. Services related to Building Information Modeling (BIM).
2. Services related to the re-zoning process, including attendance at local municipality meetings and the compilation and submission of materials required for planning reviews.
3. Evaluation of contractor proposed substitutions.
4. Additional meetings and site visits in excess of those defined herein.
5. Requested field visits performed between the hours of 7PM and 7AM.
6. Field visits to verify completion of final punch list items.
7. Additional studies or design work requested by your office or design services not customarily provided in accordance with generally accepted engineering practice.
8. Any redesign work required as requested by your office or the Owner.
9. Additional design work required for the preparation of alternates when the alternates require separate design documentation.
10. Services related to the compilation and submission of materials required for the application of tax credit or other incentive based programs on behalf of the Owner or other beneficiary.
11. Our basic scope of services applies to the preparation of construction documents for one construction bid package. The provision of multiple sets of documents for multiple construction bid packages is considered additional services.

12. Our basic scope of services applies to one continuous Construction Administration phase. Additional engineering services and related documents or field visits required to support multiple construction phases are considered additional services.
13. Our basic scope of services applies to the standard Design/Bid/Construction project delivery method. Additional Engineering Services and related documents or field visits required to support fast track project delivery methods are considered additional services. The use of other delivery methods, such as Design/Build, Design Assist, or Integrated Project Delivery (IPD), will require a re-evaluation of the engineering design fee included herein.
14. We believe "value engineering" is a part of good engineering practice throughout the design phases of the project, and we will work with the entire design team in this effort. However, meetings, negotiations and redesign work required to reduce costs after the CD phase has begun will be considered additional services.

SERVICES NOT INCLUDED

The following items are not included in our basic scope of services:

1. Offsite Improvements (i.e. deceleration lanes, lane widening, signalization, etc.).
2. Traffic and Signalization.
3. Parking Gate system design.
4. Environmental Services.
5. Services related to Asbestos as part of the building demolition
6. Retaining wall design (except landscape walls < 3ft. in height).
7. Surveying and Base Mapping
8. Geotechnical Services.
9. Underground utility locating services (public right of way or private locations), including mapping, physical markings, and/or determining the integrity of existing underground or under slab systems.
10. The responsibility for the discovery, presence, handling, removal or disposal, or the exposure of persons to, hazardous materials and/or toxic materials at the project site.
11. The retention of the services of a contractor to assist in the verification of field conditions. Since we are not certified or approved to perform certain services, such as confined space entry (entering manholes, etc.), it may be necessary to utilize the services of outside contractors.
12. The responsibility for the discovery of hidden existing conditions, any resulting damages to persons or properties, or any additional construction costs. Hidden conditions are defined as concealed underground or in existing construction or incapable of investigation by reasonable and safe visual observation.

13. Testing of contractor installed systems. We will review and comment on service manuals submitted by contractors.
14. Documentation and application for code variances, appeals, or similar efforts including attendance at related meetings or hearings, unless specifically included in Basic Services.
15. Obtaining permits (i.e. driveway, curb cuts, building, local jurisdictional permits, etc.).
16. Pump station design and/or EPA water and sewer main extension applications or permits.
17. Providing coordination drawings related to the construction trades.
18. Chemical Hazard Analysis related to chemical hazards.
19. Soil Gas Mitigation analysis and Engineering of mitigation systems.
20. Design of Site Dewatering systems to enable construction.
21. Any other engineering and design related services not specifically included under Basic Services and Basic Services Phasing.

INFORMATION WE REQUIRE

For the purposes of this project, the following information must be supplied by your office. Karpinski Engineering will attempt to verify the information provided to the extent reasonably possible, but has the right to expect and rely upon the information provided to be correct, accurate and complete. Required Information includes, but is not limited to:

1. Copy of the current construction budget, if available.
2. Copies of previous contract record, or "as-built" drawings, showing existing structures, services, and utilities in as much detail as is possible.
3. Copy of facility design standards, if available.
4. Copy of geotechnical report, if available.
5. Copy of proposed schematic layouts, preliminary site plans, building plans, etc. to be provided to Karpinski Engineering in a full-sized hard copy drawing format and an electronic drawing format.
6. ALTA Survey & Title Commitment, if available. Survey is to be provided to Karpinski Engineering in a full-sized hard copy drawing format and an electronic drawing format.
7. Electronic drawing background files, including electronic templates and submission information required for each design milestone (submission title, date, etc.).
8. Specification templates, including required information for headers and footers.

9. Latest Civil site survey indicating underground utilities (natural gas, water, storm, sanitary, electrical and telecommunications). If this information is not available, Karpinski Engineering can contract with a certified surveyor, the cost of which will be charged as a reimbursable expense.
10. Project schedule approved by Owner indicating design milestones and review timelines.
11. An electronic file of completed drawings and specifications issued for each phase of the project design for our office records.
12. An executed copy of the prime agreement between the Owner and Architect. Fees and costs stated in the agreement may be deleted.

BASIC SERVICES PHASING

We will coordinate with your office at each phase of the project as described below. We assume your office will oversee overall project coordination including, but is not limited to, exchange of project design needs of all team members, adequate time to perform quality reviews, adequate time to respond to and incorporate Owner review comments, and adequate time to support any other design requirements needed to complete project scope per the design schedule. Note that substantial changes in project scope, including adjustments to floor plans and/or the model, that occur during the week a submission is due, may not be incorporated until the next phase.

We understand the project includes the following phases:

1. Programming
2. Schematic Design (SD)
3. Design Development (DD)
4. Construction Documents (CD)
5. Bid / Guaranteed Maximum Price (GMP) Documents
6. Construction Administration (CA)
7. Closeout

The following services will be provided in the appropriate phase:

1. We will review existing conditions and available record documents to determine conditions affecting this project.
2. We will participate in the code review process as related to Civil/Site design.
3. We will provide a written narrative, if required, of the Civil/Site work.
4. Our narrative will be suitable for the generation of a preliminary probable cost of construction by others.
5. Preliminary Site Civil plan will indicate proposed schematic site layout, grading, utilities, and storm retention/detention.
6. We will review and comment upon the Civil/Site construction budget as requested.

7. We will provide construction drawings and specifications setting forth in detail the construction requirements for the project. Specifications will be based on standard Karpinski Engineering three part master specifications, coordinated with your formatting.
8. We will provide GMP drawings and specifications at the completion of a pre-determined milestone of CD progress. As part of the GMP deliverables, we will provide a GMP narrative outlining work scope that has yet to be completed in order for such scope to be included in the GMP pricing. After submission of the GMP deliverables, we will continue with the production of final construction drawings and specifications.
9. At the completion of the CD phase we will transmit an electronic copy of the final Contract Documents (construction drawings and specifications). Karpinski Engineering only authorizes the client to use the final Contract Documents for contractors, sub-contractors and suppliers in the course of business for bidding, purchasing and constructing the work shown on the documents. Unauthorized reuse of the final Contract Documents for other purposes or other projects is prohibited without the expressed written consent of Karpinski Engineering.
10. During the Bidding phase we will provide assistance in obtaining bids or negotiated proposals, and contract award, as requested.
11. After the Bidding phase, we will provide Conformance Documents indicating accepted or declined alternates as well as any addenda or responses to RFI's issued during the Bidding phase.
12. During the CA phase we will respond to the plan review by the local authority having jurisdiction and will provide construction administration as it pertains to our portion of the work, including responding to RFI's.
13. Interpretation necessary for the proper execution of work progress will be made and recommendations will be provided concerning changes in the work. We will review shop drawings for general conformance with the intent of the Contract Documents. We will not be responsible for construction means, methods, techniques, sequences, procedures, scheduling or construction safety.
14. A written construction observation report will be provided after each field visit. Construction observation includes general monitoring for conformance with design intent and is not a guarantee that the contractor has performed the work in complete compliance with the Contract Documents or applicable codes. The last report will be considered a final punch list.
15. The terms of this agreement extend through a 11 month construction period. CA services beyond this duration will be provided as an additional service.
16. The preparation of electronic record drawings is not included. If requested, a fee will be provided near the conclusion of the project when the extent of the deviation from the Construction Documents is better realized. Since record drawings are prepared based on unverified information provided by others, we will make no guarantee of their accuracy or completeness.
17. An additional field visit to verify completion of final punch list items is not included.

MEETINGS AND SITE VISITS

DESCRIPTION	QUANTITY INCLUDED
Attendance at existing condition site visits.	As Required
Attendance at city planning meetings.	Not Included
Attendance at coordination meetings during the design phase(s) to review our design progress.	3
Attendance at pre-bid meeting and bid review meetings.	Included
Attendance at pre-construction meeting.	Included
Attendance at construction meetings and/or field observation visits.	2
Meetings and/or field visits in addition to those indicated above will be performed upon request as additional services at our current hourly rates, plus reimbursable expenses.	Additional Service

COMPENSATION FOR BASIC SERVICES

Our compensation for the provision of Basic Services is indicated below and does not include reimbursable expenses.

BASIC SERVICES PER PHASE	FEE
Program Verification / Concept Design (We assume we are not part of Community Engagement.)	\$250.00
Schematic Design	\$1,000.00
Design Development	\$2,900.00

Construction Documents	\$3,225.00
Bid / Guaranteed Maximum price	\$525.00
Construction Administration	\$1,750.00
Closeout	\$250.00
Total	\$9,900.00

COMPENSATION FOR SUPPLEMENTAL SERVICES

The following Supplemental Services are not included as part of our Basic Services. However, should these services be desired, our proposed compensation is indicated below and does not include reimbursable expenses.

SERVICES	FEE	ACCEPTED?
Design Services related to LEED® Certification – 16 hours of effort provided	\$2,250.00	Yes <input type="checkbox"/> No <input type="checkbox"/>

REIMBURSABLE EXPENSES

Certain expenses may be incurred during the course of the project and are not included in our basic scope of services. The following items will be considered Reimbursable Expenses:

1. Expenses related to obtaining permits and related approvals from local authorities having jurisdiction.
2. Expenses related to the retention of the services of contractors, surveyors, etc. if required to assist in the verification of field conditions. Should retention of contractors fall under the direct responsibility of Karpinski Engineering, a 15% administration charge will be added to the contractor’s fee to cover our efforts and expenses.
3. Expenses related to the retention of the services of sub-consultants to perform work scope as described under “Services Not Included”. Should retention of sub-consultants fall under the direct responsibility of Karpinski Engineering, a 15% administration charge will be added to the sub-consultant’s fee to cover our effort and expenses”.
4. Expenses related to obtaining a project specific professional liability insurance policy if required to supplement the coverage provided by our current professional liability insurance policy.
5. Expenses related to project specific on-line documentation management services.

6. Expenses related to specialized equipment rental.
7. Printing Expenses associated with the printing of Permit and / or Construction / Bid Documents, as well as related Addenda, Bulletins, Change Orders, etc.
8. Delivery service costs as required for the prompt exchange of information where normal methods are not practical.
9. LEED® expenses related to USGBC registration, USGBC certification and appeals fees or third party commissioning agent's fees.

Reimbursable expenses will be in addition to compensation for Basic Services and approved Additional Services, and will be invoiced at our cost.

ESTIMATED (MAXIMUM) REIMBURSABLE EXPENSES
\$125.00

HOURLY RATES

Compensation for Additional Services will be mutually developed on an hourly basis. Our current hourly rates are as follows:

STAFF	HOURLY RATE
Principal	\$190
Senior Associate	\$160
Associate	\$145
Senior Project Manager	\$140
Construction Coordinator	\$125
Senior Project Engineer	\$125
Senior Project Designer	\$110
Project Engineer	\$100
Project Designer	\$95
Engineer	\$90
Designer	\$80
Technician	\$70
Administration	\$60

INVOICING AND PAYMENTS

Karpinski Engineering will invoice our Services on a monthly basis. Payment is required within thirty (30) days from the date of the invoice statement, unless other payment terms have been agreed upon by both parties. If this agreement is terminated for any reason by either party, Karpinski Engineering shall be compensated for services provided and expenses incurred as of the date of termination.

ELECTRONIC MEDIA

Should an electronic copy of digital data and related contract documents be required by a third party after completion of design, a release form summarizing the terms of use will be provided that requires signature from the user(s). Additional compensation may be required.

INTELLECTUAL PROPERTY

All non-public data and information developed or conceived by Karpinski Engineering which pertains to its products (including all forms of digital data and related contract documents), methods, services or business, whether or not patentable under copyright, trademark or some other basis, is the sole and exclusive property of Karpinski Engineering.

INDEMNIFICATIONS

The Client/Architect agrees, to the fullest extent permitted by law, to indemnify and hold harmless Karpinski Engineering from the following, including reasonable attorney's fees and defense costs:

1. Any and all damage, liability, costs or expenses, to the extent caused by their own negligent acts, errors or omissions, including those of anyone for whom they are legally liable, arising from this project. Neither party is obligated to indemnify the other in any manner whatsoever for the other's own negligence. Karpinski Engineering shall not be responsible for the acts or omissions of the Client/Architect, Client/Architect's other consultants, contractor, sub-contractors, their agents or employees, or other persons performing any of the work.
2. Any and all damage, liability, cost or expenses, should fast track project delivery methods be utilized which result in design changes and modifications of portions of the work already completed.
3. Any and all damage, liability, cost or expenses caused by the work of any contractor that is not properly licensed, adequately insured and bonded and/or approved (if required) by the local municipality to perform work within the municipal boundaries.
4. Any and all damage, liability, costs or expenses, should the Client/Architect elect not to retain Karpinski Engineering for construction administration services during the construction phase, to the extent resulting from construction issues caused by the non-conformance with our design intent, non-conformance with code requirements, Civil/Site performance, and/or construction performance, including those of anyone for whom the Client/Architect is legally liable, arising from this project.

5. Any and all damage, liability, costs or expenses, to the extent caused by the unauthorized reuse of digital data and related contract documents, without limitation, including use on future project modifications by others.
6. The Client/Architect agrees to release, indemnify and hold harmless Karpinski Engineering from and against all claims, costs, liabilities and damages, arising in any way from decisions made by the Owner, their Representatives, other Consultants, Contractors, or any other party during the design and/or construction phases as a result of a cost reduction (value engineering) process, including, but not limited to, decisions made without our knowledge or consent that may conflict with our engineering recommendations, industry standard design recommendations and/or national, regional or local code requirements.

The Client/Architect agrees to include the above Indemnifications in their Contract with the Owner should the provisions not already be included in aforementioned Contract. In addition, Karpinski Engineering recommends the Client/Architect review such Indemnifications on their own behalf or on behalf of the entire design team.

MISCELLANEOUS PROVISIONS

Standard of Care – In providing services under this Agreement, Karpinski Engineering will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and locations. Regardless of any other term or condition of the Agreement, Karpinski Engineering makes no express or implied warranty of any sort, nor does it express or imply any fiduciary responsibility towards the Client/Architect whatsoever.

Professional Limitation – Karpinski Engineering has been retained to provide the professional engineering services summarized above and its obligations are limited to these services without any other responsibilities or obligations. Karpinski Engineering bears no responsibility for project funding and/or financial performance of the project.

Disclaimer of Consequential Damages - Notwithstanding any other provision to the contrary, and to the fullest extent permitted by law, neither party shall be liable to the other for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business or income or any other consequential damages that either party may have incurred for any cause of action whatsoever.

Dispute Resolution - Any claim, dispute or matter between the client and Karpinski Engineering arising out of or related to this agreement shall be subject to mediation as a condition precedent to litigation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. The parties shall agree to the selection of a mediator and shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. Claims, disputes and other matters that are not resolved by mediation shall be subject to and decided by a litigation process subject to local jurisdiction legal policies and practices, unless the parties mutually agree otherwise.

Limitation of Liability - In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders,

owners and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims for expenses from any cause or causes, including attorney and/or expert witness fees and costs, so that the total aggregate liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and sub-consultants shall not exceed (\$100,000) (the Consultant's professional liability insurance policy limits). It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

This document represents our total agreement and supersedes any prior representations. Any amendment must be in writing and signed by both parties. This agreement shall be governed by the laws of the state in which the project is performed. In the event that any term or clause of this agreement is held to be invalid as contravening any law or governmental regulation, then such term or clause shall remain in effect only to the extent permitted by such law or governmental regulations, but the remaining provisions of this agreement shall continue in full force and effect.

Should a separate contract be utilized, such as AIA Document C401 *Standard Form of Agreement Between Architect and Consultant*, and if conflicts arise between the two, the terms and conditions of this proposal shall apply. This proposal shall remain in effect for Ninety (90) days, unless Karpinski Engineering agrees to another time period in writing.

To serve as our agreement, sign and return a copy of this proposal. If authorized to proceed prior to our receipt of a signed copy of this document, Karpinski Engineering shall consider this to be a binding agreement including all of the requirements and conditions contained herein.

Should you have any questions relating to this proposal, please do not hesitate to call. I will be pleased to personally review it with you upon your examination.

Sincerely,



Christopher Bednar, PE
Director of Civil
Karpinski Engineering

ACCEPTANCE OF VOCON

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

Project #: _____

Purchase Order #: _____

vocon.

ATTACHMENT B

June 22, 2020

**Cleveland Public Library, Stirling Branch: Scope and Fee Proposal
Landscape Architectural Services**

Program Verification / Community Engagement / Concept Design:

- Site Analysis: Conduct an inventory of the existing site to determine the health and viability of existing vegetation, adjacent uses, site assets and liabilities.
- Recommended site improvements from Master Plan include:
 - Functional improvements such as pedestrian connections, enhanced wayfinding, lighting improvements, and enhanced safety amenities.
 - User enhancements such as outdoor play areas, reading garden and better site furnishings.
 - Landscape around addition
- Design considerations to include: overall impression for patrons, security, natural viewsheds, outdoor amenities, pedestrian and vehicular circulation, maintenance, and stormwater management.

Schematic Design:

- Conceptual Site Plan: Consult with the Vocon team and ownership as we develop plans. Begin to develop a plant palette, ideas for site amenities and furniture options.
- Work with civil engineers to make sure the practical necessities and the amenities are well coordinated.
- Conceptual Visualizations: Provide renderings and/or precedent images of design concepts to help the client understand the design intent
- Present Concept Plans and Visualizations to client for review and comment. These should help them understand the differing options and feel confident in the approach with which they want to proceed.
- Incorporate comments from client into a revised plan.

Design Development:

- Provide color plans, plant palette, material and furnishing palette and updated renderings for public approval process.
- Attend meetings as necessary to review plans with the city.
- Make any necessary adjustments based on design or cost concerns.
- Work closely with the design team on development of coordinated plans.
- Meet all deadlines for coordination and submittals.

Construction Documents:

- Upon approval by the client and the architect prepare Construction Documents suitable for bidding and permitting. Documents to include landscape plans, site material plans, site furnishing plans, specifications and details.
- Grading, drainage and stormwater management to be coordinated with Civil.
- Issue 60% CDs for GMP set
- Issue 100% CDs

GMP Services

- Scope review with contractor
- Respond to questions and provide clarification during bidding or contractor review.
- Update drawings should any addendum be issued during bidding.

Construction Administration:

- Meet with contractors to review drawings and answer questions.
- Review all shop drawings and contractor submittals.
- Conduct site inspections for quality and design adherences.
- Provide punch-list prior to final completion.

The not-to-exceed fees for the work described above will be

Program Verification / Community Engagement / Concept Design:	\$ 2,800.00
Schematic Design:	\$ 1,800.00
Design Development:	\$ 1,800.00
Construction Documents:	\$ 1,800.00
GMP Services:	\$ 1,200.00
Construction Administration:	\$ 1,200.00
Total:	\$10,600.00

Additional activities requested by you or the owner will be billed at \$100 per hour for the principal, and \$80 per hour for associates. Expenses for reproductions of presentation drawings will be reimbursable, not to exceed \$350. Invoices will be sent at the end of the month with payment due in 30 days.

Please don't hesitate to contact me if you have any questions or require additional information.

Sincerely,



Jayme Schwartzberg
Owner, DERU Landscape Architecture

vocon.

ATTACHMENT C

August 21, 2020

Laura Rees
vocon
3142 Prospect Ave E
Cleveland, OH 44115

Re: Cleveland Public Library – Sterling Branch
Cleveland, OH
Proposal for Structural Engineering Design Services
BH 20094

Dear Laura,

We are pleased to submit this proposal for providing structural engineering services for the above referenced project in the Central neighborhood of Cleveland, Ohio. Based on information provided by your office, the project consists of renovation of, and addition to, the original building constructed in 1913 (renovated in 1985).

The existing building is a single story with mezzanine and partial basement, with an area of approximately 6,500 square feet. The planned addition will be approximately 2,200 square feet. The construction cost is \$2.2 million.

Scope of Services

Our scope of services for the new addition will include providing structural engineering services to design the slab on ground, the building foundation system, the roof deck, and the steel frame and/or bearing walls, as well as modifications to the existing structure at the building interface. The addition is expected to be a single story.

A geotechnical report for the building has not yet been made available for our review. However, we anticipate utilizing conventional shallow foundation systems for the new construction.

For the renovations, we will analyze the existing structure for the support of new mechanical equipment, including reinforcing of the existing structure, if required.

In addition to the aforementioned scope noted above, our work will also include:

1. Preparation of structural design and the required drawings for inclusion in the bidding/construction documents.
2. Preparation of technical specifications for the pertinent structural sections.
3. Offering consultation to the architect and other consultants on items of structural issues.
4. Attending design coordination and progress meetings.
5. Reviewing structural construction submittals.
6. Issuing clarifications, etc., during construction, if required.
7. Field visits at appropriate intervals during construction. A maximum of three field visits is included in our basic services fee.



BARBER & HOFFMAN, INC.
Consulting Engineers

PRINCIPALS

Ronald M. Czaplinski
Michael R. Miller

ASSOCIATE PRINCIPALS

Nitin S. Dabholkar
Jon T. Leuthaeuser
James D. Pospisil

ASSOCIATES

Brad A. Boomer
James M. Coella
Alexandra S. Koepf
Michael A. Mazzocco
Tyler J. McGrady

David W. Deaton
Mark D. Heinen
Andrew J. Kovarik
John A. McElbinny

2217 East 9th Street
Suite 350
Cleveland, OH
44115-1257
216.875.0100

Proposed Basic Fees

We propose to furnish the aforementioned services for a fixed fee of **\$22,500** plus reimbursable expenses, at cost. Unless directed otherwise by your office, we propose to invoice as follows:

Schematic Design	-	15%
Design Development	-	30%
Construction Documents	-	30%
Bid/GMP	-	5%
Construction Administration/Closeout	-	20%

Additional Services

It is our understanding that drawings are available for the existing building, and that a survey will not be necessary. Field work to determine the existing structural member sizes is not included in our basic services fee, and will be considered additional services, if necessary.

Reinforcement or replacement of existing framing due to deterioration of the existing structure is not included in our basic fee. If necessary, we can provide an additional service fee for this work when the scope is identified.

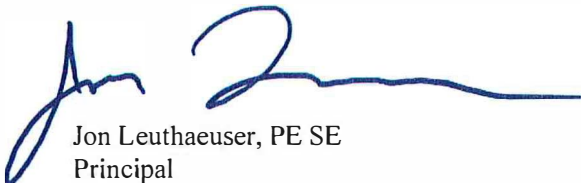
Services not covered in our basic services fee, but if required, will be invoiced on an hourly basis:

Principal	-	\$200.00
Associate Principal	-	175.00
Senior Associate	-	150.00
Associate	-	130.00
Senior Engineer	-	110.00
Engineer	-	100.00
Designer	-	90.00
Senior Drafter/Technician	-	85.00
Technician	-	70.00
Clerical	-	65.00
Intern Engineer	-	60.00

Once again, we thank you for this opportunity and we look forward to working with you and your design team.

Very truly yours,

BARBER & HOFFMAN, INC.



Jon Leuthaeuser, PE SE
Principal

VOCON.

ATTACHMENT D

**Cleveland Public
Library
Sterling Branch**

**Technology Design
and Engineering**

*Crescent Digital Deliverable
Definition For
vocon partners, LLC*





**PROPOSAL FOR AV DESIGN AND ENGINEERING
FOR THE CLEVELAND PUBLIC LIBRARY –
STERLING BRANCH
2200 E. 30TH STREET, CLEVELAND, OHIO 44115**

**vocon partners, LLC
June 24, 2020**

Summary Contents

Project

Qualifications-Relevant Experience

Project Team

Base Deliverable

Timetable

Investment

Project

- ❑ **Sterling Branch Library of the CPL System Renovation and Addition Project**
- ❑ **AV, CCTV, Access Control, Network and Infrastructure System Design Build**
- ❑ **Development of base system functionality and control**
- ❑ **CAD Set Delivery**
- ❑ **For purpose of coordination – Crescent Digital will perform all work designed**

Qualifications – Engineering Design/Build

- Senior level design staff
- Large project design capability – Rocket Mortgage Fieldhouse, Willis Towers Watson, UBS Financial Services, Key Tower Marriott, Centennial, LVMH/Moet Hennessy, Adcom Group
- Turn-Key Through Implementation and Support
- Proven Process
- Depth of Experience

Project Team

- **Management** **Mike Heines**
- **Design Lead** **Scott Sheldon**
- **Design Staff** **Rebecca Katricak**
- **Control** **Adam Christian**
- **Schematics/Draw** **Mark Griffin, Loomis Martin**
- **Documentation** **Jason Cook**

Base Deliverable - Systems

- ❑ **Process, Functionality, System Capability, Schematics, Draw**
- ❑ **Definition Of CPL Technology Standards For All Locations**
- ❑ **Display Matrix – Internal, External Definition, Layout and Development**
- ❑ **Audio System Definition, Layout and Development**
- ❑ **CCTV System Definition, Layout and**
- ❑ **Access Control – Building, Spaces Definition, Layout and Development**
- ❑ **Infrastructure, Racking and Termination For Low Voltage – Definition and Pathways**
- ❑ **Network Definition, Layout and Development**
- ❑ **Lighting Control Definition, Layout and Development**
- ❑ **Soundmasking System Requirements - Definition, Layout and Development**
- ❑ **Conferencing Spaces, Meeting Spaces Definition, Layout and Development**
- ❑ **Control System Definition, Layout and Development**
- ❑ **System Functionality Matrix and Definition**
- ❑ **GMP Proposal Submission With Drawings/Schematics**
- ❑ **Contract Documents**

Timetable

- **Begin Design Project** **November 1, 2020**
- **System Design Delivery** **October 1, 2021**
- **GMP Proposal On Design** **December 1, 2021**
- **System Delivery** **October 1, 2022**

Investment

- **Concept Design** **\$4,200**
- **Design Development** **\$8,400**
- **AV Draw-Schematics** **\$5,400**
- **GMP Services** **\$2,520**
- **Crescent Digital will perform all project management and installation work for systems designed.**

vocon.

ATTACHMENT E



FEE PROPOSAL
Cleveland Library System
Sterling Branch

6.23.2020

Attn: Ms. Laura Rees, RA, NCARB
 Practice Leader, Architecture
 Vocon

Scope Professional Cost Estimating Services as follows:

Breakdown of Fee

	Hours	Rate	Cost
1 Concept estimate	8	156	\$1,248.00
2 SD estimate - based on CSI format	28	156	\$4,368.00
3 DD estimate - based on CSI format + reconciliation w/ CMR	40	156	\$6,240.00
4 Review CMR Estimate at CD and provide comments	4	156	\$624.00
5 Drawing Reproduction (reimbursable)	1	300	\$300.00
			\$12,780.00

Clarifications

*Fee based on a 6500 sf renovation and 2200 sf addition / a construction budget of \$2.6 million.
 Cost estimating to occur from November 2020 to October 2021
 FF+E Cost estimating (Furniture, tech equipment) by others*

Sincerely,

A handwritten signature in blue ink that reads 'Erin McGuinness'.

Erin McGuinness, PE
 President

LICENSE AGREEMENT

THIS LICENSE AGREEMENT, made and entered into this ____ day of _____, ____ by and between the CLEVELAND PUBLIC LIBRARY, located at 325 Superior Avenue, Cleveland, Ohio 44114 ("Library") and JumpStart Inc., an Ohio non-profit corporation with a principal place of business located at 6701 Carnegie Avenue, Cleveland, Ohio 44103 ("Donor"):

WITNESSETH THAT:

WHEREAS, Donor desires to assist Library by constructing a Community Innovation Learning Center in the Fulton Branch of the Cleveland Public Library (the "Project"), including the program outline in the Memorandum of Understanding, (the "Program") and which will provide educational opportunities to benefit the patrons of the Library and community; and

WHEREAS, Donor desires to implement the Project within the Fulton Branch of the Cleveland Public Library, located at 3545 Fulton Road Cleveland, OH 44109 (the "Site"); and

WHEREAS, Donor desires to enter onto the Site to install and construct, at no cost to Library, the Project and to donate such improvement to Library as a gift; and

WHEREAS, Library desires to have Donor install, construct, and donate the Project to the Library. As applicable, Library agrees to abate any regulated building material issues that arise from the Project work, according to Library's Asbestos Management Plan, prior to Project install.

NOW THEREFORE, in consideration of the foregoing, the parties mutually agree as follows:

1. Donor shall provide or shall cause to be provided, plans, drawings and specifications (the "Plans") to Library for its approval, Library agrees to complete its review of the plans, drawings and specifications within 10 business days of receipt of the same. Once approved, Donor shall provide all necessary materials, tools, and equipment, and shall perform all necessary labor, to install and construct the Project at the Site. Such installation and construction shall include system design, materials, site preparation, site safety, permits, and labor in accordance with the quote prepared by the Donor's contractor ("Contractor"), which quote shall be subject to the review and approval of Library. Donor shall cause Contractor to install and construct the Project so that Project will be ready for use by Donor per the terms of the Memorandum of Understanding, which is attached hereto and incorporated herein as Exhibit A, upon the joint acceptance of Donor and Library. The total cost of the Project (including change orders that are approved by Donor) will be provided by Donor, and Donor shall provide evidence satisfactory to Library prior to installation and construction of the Project that it has funds sufficient to complete such Project. Donor shall indemnify and hold harmless Library from any liability, costs, expenses, claims, liens, or judgments arising out of Donor's obligation to pay the total costs of the Project.

- a. Donor shall cause Contractor and Contractor's subcontractors to pay prevailing wage rates to its employees as such rates are set by the Ohio Department of Commerce. Donor agrees that a representative of Library shall act as the prevailing wage coordinator, and that when requested by the prevailing wage coordinator, Donor shall withhold payments to its contractor until prevailing wage requirements have been met. Donor shall provide the prevailing wage coordinator with copies of all payment requests, certified payrolls, and all lien waivers filed by contractor with Donor within 3 business days of receipt for review and approval. Donor shall require Contractor to provide a

Final Affidavit of Compliance at Project completion prior to making final payment and provide a copy of the Affidavit to the prevailing wage coordinator.

2. Installation and construction of the Project, commissioning, wages and payments shall be governed by the terms and conditions of the Installation Agreement to be entered into between Contractor and Donor, and which shall be subject to review and approval by Library. The Project shall be completed, weather permitting and subject to material availability and site readiness, within timeframe outlined in the "*Project Scope*", which is attached hereto and incorporated herein by reference, after start of onsite installation, unless extended by written consent of Library.

3. Library hereby grants to Donor and its Contractor a non-exclusive license to enter on the Site and to cross through, into, and under real estate owned by Library to complete the Project. Donor recognizes that this Agreement does not give Donor any temporary or permanent ownership interest in the Site and agrees that throughout completion of the Project, the Site shall be owned by Library.

4. Donor agrees to submit any change orders affecting the Plans to Library for review and approval. Unless otherwise agreed to by Library and Donor, Donor shall be responsible, or will cause Contractor to be responsible, for any increase in cost resulting from a change order. Donor further agrees to submit regular reports to Library on the status of the Project and completion of the Project. Library shall be permitted to inspect all work and materials comprising the Project at any time. Donor also agrees that Library shall have the right to approve the construction personnel that Donor proposes to use for the Project, which approval will not be unreasonably withheld. Donor will submit or cause the Contractor to submit the Plans to all appropriate public authorities and obtain all permits and approvals necessary to complete the Project. Donor will be responsible, or cause Contractor to be responsible, for all costs associated with such permits, inspections, and other necessary approvals.

5. Donor will require that Contractor will at all times conduct the completion of the Project in conformance with this Agreement and will not interfere with, obstruct, or endanger Library's operations, facilities or property near the construction site. Donor and Contractor(s) will maintain a safe construction site to protect Library staff and patrons and others from injury and not interfere with on-going Library activities during the time of construction.

6. Upon completion of the Project, Library will prepare and provide a deed of gift to the Donor for approval, and upon approval (which will not be unreasonably withheld) Donor shall execute, and Library will own the Project thereafter. At the time of acceptance of the Project, Donor will arrange for the transfer of all manufacturer and material warranties applicable to the Project to Library. In addition, Donor will cause Contractor to warrant all workmanship provided in connection with the Project for a period of one (1) year commencing upon acceptance of the Project by Library in accordance with the Installation Agreement.

7. During construction of the Project and until Library accepts the Project, Donor will cause Contractor to assume the risk of and shall indemnify and hold harmless Library, and its officers, employees and agents, against any and all losses, claims, demands, causes of action, damages, liabilities, costs and expenses arising out of the Project, including, without limitation, the filing of any vendor's, mechanic's, laborer's or materialman's lien, or delay claims. Donor will cause this provision to be included in all contracts with contractors and subcontractors who perform the Project.

8. Donor will cause Contractor to maintain a policy or policies of general liability and property insurance in the amount of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Library and its Board of Trustees, officers, employees, and agents shall be listed as "additional insureds" under the policy or policies. The insurance policy shall contain endorsements or provisions waiving the insurers' rights of subrogation against Library. Before beginning the Project, Donor will provide a copy of the insurance policy in order that Library may review exclusions, and a certificate of such insurance to Library.

9. Donor and Contractor(s) engaged by Donor shall, in the performance of the Project, comply with all applicable federal, state and local laws and ordinances, all lawful orders, rules and regulations thereof, and all rules and regulations applicable to Library. Donor shall comply with the requirements of Ohio Revised Code Chapter 1311 mechanic's lien provisions applicable to private improvements, including, without limitation, issuing a notice of commencement for the Project.

10. Any Notice required or permitted by this Agreement to be given by either Donor or Library to the other shall be in writing and shall be sent by certified mail, return receipt requested, at their respective addresses as follows:

If to Library:

Cleveland Public Library
525 Superior Avenue
Cleveland, Ohio 44114

or such other addresses as the Library may give notice to Donor.

If to Donor:

Kendra Gardiner
JumpStart Inc.
6701 Carnegie Avenue, Suite 100
Cleveland, OH 44103

or such other address as Donor may give notice of to the Library.

11. If, as a result of Donor's failure to make payments, and construction of the Project, a mechanic's lien is asserted against any part of the Site including the filing of an attested account based upon the furnishing of material or labor to the Site or the Project, Donor will at its own expense cause the same to be discharged (by satisfaction, bonding off, or other adequate means as determined by Library) within 30 days after the date of filing of such lien. If Donor does not cause the same to be discharged within 30 days, Library may, but shall not be obligated to, pay the claim upon which such lien is based so as to have such lien released of record. If Library does so, Donor shall remain responsible to Library for the amount of such claim and for any and all expenses including attorney fees and court costs which Library incurs to discharge such lien.

12. This Agreement may be amended in writing by the parties hereto at any time by mutual agreement of the parties, and may be terminated or suspended without advanced notice in the event Library determines that the health or safety of its building, employees or patrons is at risk.

13. If at any time during this Agreement, Donor defaults in the performance or observance of any of the terms and conditions of this Agreement, Library may give Donor 30 day's prior written notice of the intent to terminate this Agreement. If Donor fails to cure the default, Library may terminate this agreement, and Donor shall immediately transfer to Library all funds necessary to complete the Project in accordance with the Plans, and if requested by the Library, Donor shall also assign the Installation Agreement to Library. Upon termination of this Agreement due to Donor default, title to all work performed prior to termination shall immediately vest with Library. If Library chooses not to terminate this Agreement upon learning of Donor's default and chooses to continue to perform under this Agreement, such continuation shall not be deemed as a cure for the default. If at any time during this Agreement, Donor terminates the Installation Agreement, Donor shall either select a new contractor to complete the Project or transfer to Library the funds necessary to complete the Project in accordance with the Plans. If Donor selects a new contractor to complete the Project, the new contractor shall be subject to Library's approval, which approval will not be unreasonably withheld by Library. If Donor transfers to Library the funds necessary to complete the Project in accordance with the Plans, Library will complete the Project. If Donor terminates the Installation Agreement according to the terms set forth therein or due to a concealed condition that makes constructing the Project impossible or impracticable, then upon the reasonable request of Library, Donor shall require the Contractor to return Library's Site to its original condition at Donor's cost, provided that Library did not have prior actual knowledge of the concealed condition.

14. This Agreement is entered into solely for the mutual benefit of Library and Donor. This Agreement is not entered into with the intent that it shall benefit any other person, and no other such person shall be entitled to be treated as a third-party beneficiary of this Agreement.

15. Donor agrees that in fulfilling the terms of this Agreement, it shall not discriminate against any participant or applicant for employment because of race, color, religion, national origin, ancestry, sex, or handicap.

16. This Agreement may be executed in counterparts, each of which taken together shall constitute one single agreement between the parties. Faxed signatures or signatures in PDF copies transmitted via e-mail will be deemed original signatures for all purposes.

17. This Agreement contains the entire agreement of the parties and supersedes all prior agreements.

18. In the event of any conflicts between the terms of this Agreement and any exhibits or attachments hereto, the terms of this Agreement shall prevail.

IN WITNESS WHEREOF, Library and Donor have caused this Agreement to be executed by their duly authorized signers.

CLEVELAND PUBLIC LIBRARY

DONOR:

By: _____
Felton Thomas Jr., CEO, Executive Director

By: _____
Kendra Gardiner, Chief Performance Officer

Date: _____

Date: _____

Memorandum of Understanding
between
JumpStart Inc.
and
Cleveland Public Library

Table of Contents

Summary	3
Purpose	3
Donor Overview	3
Donor Commitment	4
CPL Commitment	5
Fulton Library Branch Commitment	6
Compliance with Applicable Laws, Regulations, Policies, Bargaining Agreements	6
Contact Information	8
Appendix: Programming Overview.....	9

Summary

This Memorandum of Understanding (“Agreement”) is entered into by and between JumpStart Inc. (“Donor”) and the Cleveland Public Library (“CPL”), setting forth the understanding by which CPL will allow Donor to occupy and use the renovated Fulton Branch, gifted by Donor as per the License Agreement, a state of the art, multi-generational Community Innovation Learning Center (the “Center”), to implement the community initiative described in more detail below (the “Program”) at the host site, the Fulton Library Branch (“Branch”) through December 2024.

Purpose

The purpose of this Agreement is to provide an outline of how Donor, CPL, and Branch will work together to use the space to implement the programming element of this initiative. The objective of the programming element is to deliver technology-centered programming focused on four key areas: Digital Literacy, Workforce Readiness, STEM Principles, and Entrepreneurship, including educational pathways to certifications which are intended to benefit Cleveland’s underserved community residents by increasing their competitiveness and uncovering new employment opportunities. This Agreement outlines the required commitment from Donor and CPL to ensure a meaningful and productive experience for both organizations and the community served.

Donor Overview

Donor is a nationally recognized investing, entrepreneurial support and economic development organization dedicated to unlocking the full potential of entrepreneurship to transform entire communities. Formed in 2004 by regional civic, corporate and philanthropic leaders, Donor combines the principles of (private) venture capital and (non-profit) economic development to forge transformational economic growth in the communities we serve.

Donor’s primary work is focused on three core areas:

- **Delivering Services:** Provides advising, programs and services to help high-potential businesses solve problems, drive growth and create jobs.
- **Acting as an Intermediary:** Partners with private, public and philanthropic funders who want to turn their economic development goals, vision and resources into action and impact.
- **Making Investments:** Funds tech entrepreneurs, providing the capital they need to start and grow their companies.

For more information, visit www.jumpstartinc.org.

This initiative is an example of Donor’s work as both an Intermediary and a Service Provider. This initiative is funded by a National Foundation Corporation (“Funder”).

Donor Commitment

Donor will provide the following to CPL, subject to funding from Funder

- Donor commits to providing adequate furniture, fixtures, and equipment to be used to deliver programming. Donor allows CPL and the Branch to use the furniture, fixtures, and equipment in the Center while not in use for the delivery of the programming.
- Donor commits to work with the initiative's Funder to provide CPL access to new and emerging technologies, tablets and computers, and LTE connectivity. Additionally, Donor may, at its discretion and where available, bring 5G access and related technology to the Center over the course of the Program.
- Donor commits to enable the application of technology through workforce development, digital literacy, STEM education, and entrepreneurship learning programs for the Center at the Branch. For additional information see the Programming Overview in the Appendix.
- Donor commits to support CPL in the management of the Center through the work of a Site Manager to be funded by the Donor.
- Donor commits to provide technical assistance/guidance once construction at the Branch is complete.
- Donor commits to marketing and publicity efforts of the Center in accordance with CPL policies and procedures/guidelines, which CPL may from time to time revise.
- Donor commits to work with the Site Manager to secure media releases from participating staff, students (where applicable) and community members.
- Donor commits to provide volunteer opportunities to CPL to engage Donor's and CPL's local employees in meaningful and impactful volunteer opportunities for the Center.
- Donor commits to include CPL in the selection of program partners, as requested.
- Donor commits to share its programming calendar with CPL and Donor commits to allow CPL to use the Center space when available.
- Donor commits to providing CPL with a 72-hour notice to reschedule their programming if there is a scheduling conflict with any CPL programming in the Center.

CPL Commitment

- CPL commits to allow Donor to use the Center space to deliver technology-centered programming during CPL's operating hours.
- CPL commits to allow Donor to have priority to use the Center space through December 2024.
- CPL commits to provide points of contact who will participate in regular meetings with Donor.
- CPL commits to support the Center Site Manager in the management of the space.
- CPL commits to maintain a safe and secure space for the furniture, fixtures, equipment's, and participants of the Center at the Branch in a manner consistent with CPL's existing practices for providing safety and security to CPL employees, patrons, and property.
- CPL commits to provide the Donor a physical space assessment and inventory of condition of elements annually.
- CPL commits to acknowledge Donor and Funder in press releases, presentations, media coverage, and announcements tied to success stories resulting from participants benefiting from the asset of the space within the library and the programming provided through the Center. Public statements about Donor and Funder or its grantmaking should be cleared in advance by Donor and Funder.
- CPL commits to notifying Donor's principal staff identified in the agreement of any upcoming publicity or media coverage related to promotion of the activity in the Center.
- CPL commits to cooperating with Donor and Funder efforts to highlight the overall success of the initiative separate from Donor's promotions. This may include: setting up interviews or photo sessions with CPL staff (with the consent of staff), board, or clients; providing photographs, slides, or graphics, with signed releases where required; or providing access to background material related to the funded project.
- CPL commits to work with Donor to develop a process for internet connectivity, technical support, and maintenance of the Center.

Fulton Library Branch Commitment

Under CPL's network, the Branch commits to the following:

- Branch commits to abiding by the expectations of the Program outlined and agreed upon with the Donor and CPL, participate in required elements, and implement with fidelity for duration of the program.
- Branch commits to supporting a grand opening ceremony for the Center upon construction completion.
- Branch commits to hosting Donor and Funder's volunteers, as applicable, in space execution activities and/or community engagement activities in accordance with the Center's grand opening ceremony.
- Branch commits to supporting the implementation and execution of the programming established for the Center at the Branch.
- Branch commits to providing Site Manager with a dedicated telephone, access to printer, copier, and access to the Branch facility.

Compliance with Applicable Laws, Regulations, Policies, Bargaining Agreements

This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to its conflict-of-laws provisions. The parties hereto will comply with all applicable laws, including without limitation Federal, state, and local laws, regulations and organizational policies governing student/community member privacy. In the event that any provision of this Agreement requires CPL to violate any current or future collective bargaining agreement, such provision shall be modified to prevent such violation or shall otherwise be unenforceable.

Modification; Term of the Agreement

This Agreement may be modified by mutual consent of authorized officials from JumpStart Inc. and Cleveland Public Library via written agreement executed and approved in the same manner as this Agreement. This Agreement shall become effective upon signature by the authorized officials from JumpStart Inc. and the Cleveland Public Library and will remain in effect until **December 31, 2024** (the "Term"), unless terminated by either earlier, or extended by both of the parties as provided for herein.

Board Review and Approval of this Application

At least one officer of the Cleveland Public Library's board has reviewed this application and has the authority to bind the nonprofit organization to these terms.

Contact Information

JumpStart Inc.
Kendra Gardiner, Chief Performance Officer
Kendra.gardiner@jumpstartinc.org
P: 440.420.0088

Cleveland Public Library
Felton Thomas Jr., CEO, Executive Director
felton.thomas@cpl.org
P: 216.623.2827

Party Signatures to the Agreement

_____ Date: _____
JumpStart Inc.

_____ Date: _____
Cleveland Public Library

Appendix: Programming Overview

Presented in this document is a high-level overview of programming types to be offered in the Branch. The Center is approximately 1,280 sq. feet. Planning for the initial program is to be completed by the end of the Center's construction. In collaboration with Donor, selected program partners are anticipated to provide the following programming:

Digital Literacy Program Overview

The Center at the Branch will provide digital access and programming to enhance skills to provide the foundation for higher level learning and career advancement, through programs such as:

- **Basic Digital Literacy:** Beginner and intermediate classes for residents needing basic digital literacy skills.
- **Specialized Digital Learning:** Courses that teach specific advanced tech skills and software such as Adobe programs, web development, audio recording/editing, video recording/editing or photography. We will partner with the South branch library for the development of AV production, but can assist with editing on site as needed.
- **Drop-In Hours:** For students needing 1-on-1 support with digital learning.

STEM Program Overview

The Center will facilitate hands-on, project-based programs to teach learners skills using the engineering design process (including critical thinking, teamwork, and other 21st century skills), introduce young people and adults to new tools, technologies, and career opportunities, increase self-efficacy, and promote community engagement centered around the use of technology. We will execute programs such as:

- **Educator Continuing Education:** We will invite the school district in to advance and upskill their educators and give them new ideas of topics to bring back into the classroom.
- **Site Host for School Field Trips:** We will invite schools to use Center as a field trip location where they can extend the learning of their classroom using the lab as an access point to emerging technologies such as AR/VR and STEM kits.
- **After School Programs and Summer Camps:** Programs providing middle school programs that provide hands-on opportunities for students to learn problem solving and computational thinking skills and introduce students to 3D printing, electronics, and programming.
- **Skill Development:** Training programs that teach adults and high school students 3D modeling, electronics, and computer programming. Introduce the learners to continuing education opportunities wherein leveraging these skills can lead to career paths with great paying jobs. Introduce training on advanced interface development bridging the Center's training leveraging Arduino with the current Arduino program at Case Western's Think[box].

Workforce Program Overview

The Center will serve as a place to provide programming centered on upskilling and reskilling individuals relative to the use of technology in advanced manufacturing, healthcare, and IT careers. Programming and the resources in the Center will be leveraged to connect individuals to career paths connected to good paying jobs through training, building social capital, career-readiness activities, and small business support. We will explore programs such as:

- **Workforce Readiness and One on One Coaching:** Space needs to be available for people to come in and meet at designated times for 1:1 coaching for job readiness training and career counseling services.
- **Career Certifications and Credentials:** Programming delivered by local training providers who have the experience and capability to deliver cohort-based training programs leading to certifications and credentials. These programs will be aligned to in-demand jobs and STEM training in the center will provide exposure and lab experience to first build up a foundational understanding of the programming areas while also boosting the confidence of the participant.
- **Online Self-Paced Credentialing and Badges:** Computers need to be available in the Center to participants who wish to come in and utilize the computer lab to complete online self-paced learning modules (such as those offered by Microsoft or LinkedIn Learning – free to CPL card holders).
- **Career Networking Events, Speaker Series:** Leverage the space to host small networking events to allow career builders and job seekers to meet other people in the city who may be in an aligned career path or area of interest.

Entrepreneurship Program Overview

- **Cohort Based Business Training:** Idea Stage and Growth stage focused training done in cohort to maximize learning through a peer-based system with a mentor network of support. Classes to include topics such as Business Fundamentals in a Digital World, Digital Marketing 101, Financial Planning/Budgeting, QuickBooks for your business, Market Validation, and more.
- **Small Business Webinars and Workshops:** Specialized small business training to elevate the success of entrepreneurs through tech solutions – topics such as online retail, product photography, keyword/SEO, digital marketing & product videos, how to build a website, how to build a chatbot for your website, AR/VR applications and your business, what it means to tech enable a main street business, technology to make your business run more efficiently (inventory applications, HR technologies, etc.).
- **Events:** Special events to facilitate networking and business building ideation sessions.

Project Scope

JumpStart Community Innovation Learning Center at the Fulton Library Branch

Table of Contents

Table of Contents.....	2
Purpose	3
Fulton Library Branch Design Considerations.....	3
Site Images	4
Project Scope Details.....	5
Design Kickoff	5
Procurement (Furniture, Fixtures & Equipment (FFE) and Technology).....	5
Construction and FFE.....	5
Timeframe.....	6

JumpStart Digital Learning Center Fulton Library Branch Project Scope Document

This Project is part of a grant and initiative JumpStart Inc. (“Donor”) entered into with a National Foundation Partner (“Funder”) to build digital inclusivity and social mobility for under-resourced communities in Cleveland through state-of-the-art Community Innovation Learning Centers for residents from Kindergarten age through Adults. This partnership is a four-year commitment, currently funded through December 2024, to create and deliver technology-centered programming focused on four key areas: Digital Literacy, Workforce Readiness, STEM Principles, and 5G Entrepreneurship.

The initial phase of this Project, per the license agreement, is the creation of the first physical location of the Community Innovation Learning Centers (the “Center”). In this phase of the project Donor, the Cleveland Public Library (“CPL”) and its Fulton Library Branch (the “Branch”) will work together for its implementation.

Purpose

The purpose of this Scope is to provide an outline of how Donor and CPL will work together to build out the Center at the Branch and documents the planned physical renovations of the identified space for this site.

Fulton Library Branch Design Considerations

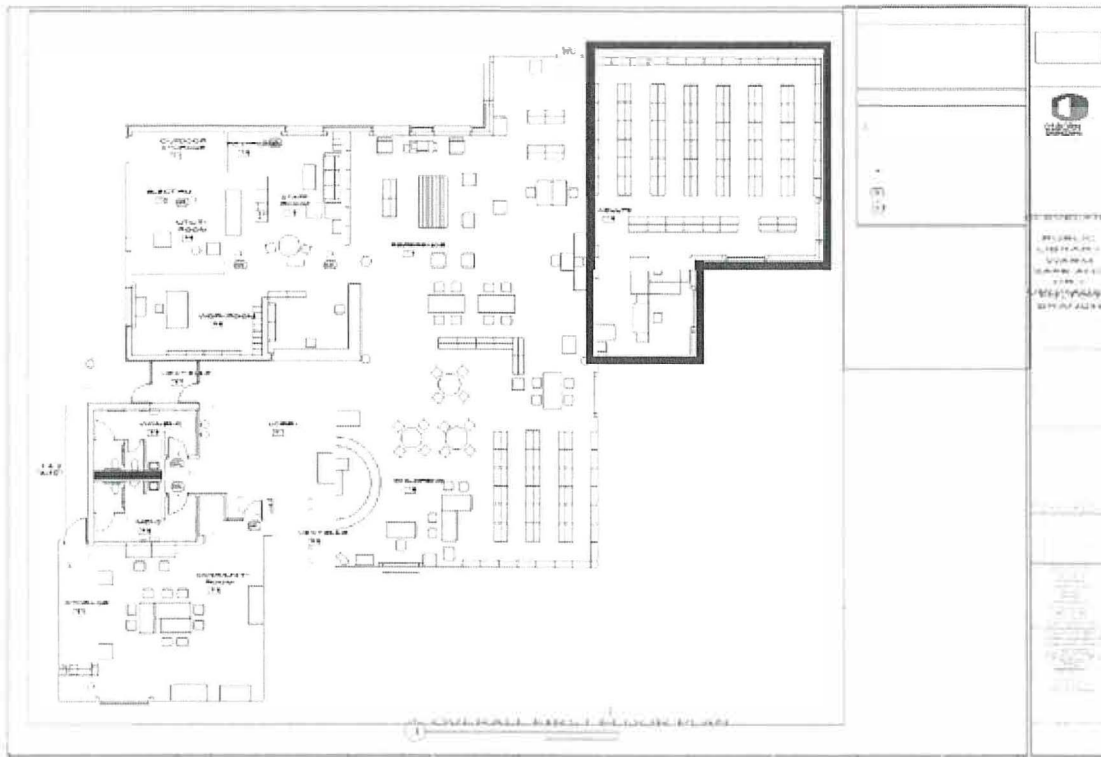
No significant design constraints exist for this location. There currently are no structural walls in place to designate a dedicated area. Per discussions with CPL the option to add walls is available. If walls are added, an emergency exit door may need to be installed, preferably an exit-only door.

To create formal spaces, sound engineering will be part of the physical design to ensure appropriate noise levels. In addition, drop-down hanging tiles in the entryway and above the AR/VR stations may be used to designate spaces.

At full capacity roughly 48-60 individuals can occupy the space at one time. With consideration to COVID-19 protocols, maximum capacity is estimated to be 24 individuals. The site manager and the facilitators for adult classes or teachers and assistants for programming with youth must be included in the capacity count. Based on COVID-19 protocols and recommendations on capacity these numbers are subject to change.

Site Image

Image 1: Overall first floor plan for the Branch. The red outlined area denotes the designated area for the Center.



Project Scope Details

Design Kickoff

- CPL will provide community information to Donor which will be incorporated into the physical design of the Center at the Branch.
- CPL will provide Environmental Reports (or conduct an Environmental Assessment) of the designated space at the Branch.
- Donor will provide plans, drawings, and specifications to CPL for its approval of the Center at the Branch, including the review of design modifications.
- CPL agrees to complete its review of the plans, drawings, and specifications within 10 business days of receipt of the plans.
- Donor will hire the General Contractor.
- Donor and/or General Contractor will apply for permit.
- CPL agrees to support environmental remediation as needed.

Procurement (Furniture, Fixtures & Equipment (FFE) and Technology)

- Representatives from the Donor, CPL and the Branch will discuss and agree upon furniture and technology needs for the Center.
- Donor will be responsible for purchasing furniture and technology items.

Construction and FFE

- The total cost of the work (including change orders that are approved by Donor) will be paid by Donor.
- To complete the work, CPL grants Donor and its contractor(s) a non-exclusive license to enter the Site and to cross through, into, and under real estate owned by CPL.
- Donor will submit any change orders affecting the plans for the Branch to CPL for review and approval.
- The contractor will not interfere with, obstruct, or endanger CPL's operations, facilities or property near the construction site and will maintain a safe construction site to protect CPL staff and patrons and others from injury.

Timeframe

Design	Month
Initial design concept review by Donor and CPL	complete
Environmental Assessment	complete
Community information provided to Donor by CPL for incorporation into the physical design of the Center at the Branch	complete
Final design and plans shared with CPL	November 2020
Final design approval	December 2020
Donor hires General Contractor	January 2021
Request permits, by Donor and/or their representative	February 2021
Complete the environmental remediation	February 2021
Procurement (FFE & Technology)	
Furniture and technology orders placed (chairs, tables, seating)	February 2021
Construction and FFE	
Construction begins	February 2021
General Construction complete	April 2021
Punchlist walk-through	April 2021
Punchlist items complete	May 2021
Furniture installation	May 2021
Technology installation	May 2021
Final walk-through	May 2021
Space open	May 2021



MEDICAL MUTUAL®

Prepared For:

CLEVELAND PUBLIC LIBRARY

Effective Date: 1/1/2021

End Date: 12/31/2021

County: Cuyahoga

State: Ohio

Quote ID: 0083561-04

Tuesday, September 29, 2020
9:44 AM



MEDICAL MUTUAL

As part of the Affordable Care Act, health insurance issuers and group health plans are required to provide a Summary of Benefits and Coverage (SBC) to all participants (and their dependents if they reside at a different address).

The SBC(s) applicable to your current plan(s) will be available on EmployerLink or from your sales representative or broker. As the plan sponsor, you are responsible for distributing SBCs to your participants with other written application materials during open enrollment. An SBC must be provided for each benefit package in which a participant or dependent is eligible. If you do not require a written application from your participants to renew, you must provide each participant with the SBC specific to the plan in which he or she is enrolled no later than 30 days prior to the first day of the new plan or policy year.

Please review your applicable SBC(s) carefully. If you make a change that affects the information in your SBC, please contact your sales representative or broker to initiate the change and ensure new SBCs are available for your open enrollment period.



MEDICAL MUTUAL*

Federal Definitions

Full-Time Employee – Section 4980H provides that full-time employee status is determined on a monthly basis. Under § 4980H, a full-time employee with respect to any month is an employee (including a seasonal employee) who is employed, on average, at least 30 hours of service per week (or, under the rules contemplated to be included in proposed regulations, at least 130 hours of service in the calendar month). An employee who is not a full-time employee under this standard (including a seasonal employee) for a given month is taken into account in the FTE calculation. Section 4980H(c)(2)(E).

Full-Time Equivalent Employee – In determining whether an employer is an applicable large employer for the current calendar year, § 4980H provides that the employer is required to calculate the number of FTEs it employed during the preceding calendar year and count each such FTE as one FT employee for that year. All employees (including seasonal employees) who were not full-time employees for any month in the preceding calendar year are included in calculating the employer's FTEs for that month. The number of FTEs for each calendar month in the preceding calendar year would be determined using the following steps:

(1) Calculate the aggregate number of hours of service (but not more than 120 hours of service for any employee) for all employees who were not full-time employees for that month.

(2) Divide the total hours of service in step (1) by 120. This is the number of FTEs for the calendar month.

In determining the number of FTEs for each calendar month, fractions would be taken into account. For example, if in a calendar month employees who are not full-time employees work 1,260 hours, there would be 10.5 FTEs for that month. However, after adding the 12 monthly full-time employee and FTE totals, and dividing by 12 (the amount in Section IV.E, step (4) below), all fractions would be disregarded. For example, 49.9 FT employees for the preceding calendar year would be rounded down to 49 FT employees (and thus the employer would not be an applicable large employer in the current calendar year).

Seasonal Employee - Section 4980H provides that seasonal employees are employees who perform labor or services on a seasonal basis as defined by the Secretary of Labor, including seasonal workers covered by 29 C.F.R. § 500.20(s)(1) and retail workers employed exclusively during holiday seasons. Section 4980H(c)(2)(B)(ii). If an employer's workforce exceeds 50 FT employees for 120 days or fewer during a calendar year, and the employees in excess of 50 who were employed during that period of no more than 120 days were seasonal employees, the employer would not be an applicable large employer. It is contemplated that, for this purpose only, four calendar months would be treated as the equivalent of 120 days.



MEDICAL MUTUAL™

Renewal Form

To comply with various new components of healthcare reform, Medical Mutual needs to gather the following information in order to correctly process your group's renewal. Please review the definitions section before completing the form.

Please complete the following information for the renewing group policy:

Group Information	
Group Name:	CLEVELAND PUBLIC LIBRARY
Group Number:	# 227377
Group Certification	
1.	Total number of people employed by your company (exclude COBRA/retirees): a. _____ # of full-time b. _____ # of part-time c. _____ # of FTEs (full-time equivalent employees)
2.	Total number of covered persons: a. _____ # electing COBRA b. _____ # who are retired
3.	Minimum work hours per week: a. _____ # of employees working 25 or more hours per week b. _____ # of hours an employee must work to be eligible for coverage under this renewing group policy c. _____ # of employees working the minimum number of hours disclosed in statement 3-b
4.	Total number of eligible employees residing outside of Ohio: _____
5.	Total number of eligible waivers (ie: employees not applying for coverage): _____ ▪ Examples of waivers include employees covered: ◦ in a spouse's employer sponsored health plan ◦ as an active eligible employee or retiree in another health plan sponsored by a second employer ◦ covered under a parent's plan ◦ covered by Medicare and/or a Medicare Supplement plan ◦ in a government-sponsored plan such as: TRICARE, Medicaid or Veteran's Administration (VA) coverage ◦ in subsidy-eligible individual coverage
6.	Do you offer spousal coverage: <input type="checkbox"/> a. Yes <input type="checkbox"/> b. Yes, only if no other coverage is available <input type="checkbox"/> c. No



MEDICAL MUTUAL[®]

Renewal Form

Outside Vendor Information

1. Health Savings Account (HSA)
 - A. Not applicable
 - B. _____ Name of administrator
 - C. \$ / % _____ Employer contribution toward single coverage
 - D. \$ / % _____ Employer contribution toward family coverage

2. Health Reimbursement Account (HRA)
 - A. Not applicable
 - B. _____ Name of administrator
 - C. \$ _____ Employer contribution toward single coverage
 - D. \$ _____ Employer contribution toward family coverage
 - E. Who pays first? Employee Employer Other

3. Name of Pharmacy Benefit Manager (PBM): _____

4. Name of Stop Loss Carrier: _____

Employer Contribution

1. Employer contribution toward employee coverage: \$ _____
2. Employer contribution toward family/dependent coverage: \$ _____
3. Has your company decreased its level of contributions toward health premium by more than 5 percent below the contribution rate on March 23, 2010, for any tier of coverage and any class of similarly situated individuals?
Yes No

Renewal Acceptance

Group Official/Broker/Consultant/Medical Mutual Rep signature: _____

Title: _____

Date: _____

This form must be returned no later than five business days before the effective date of the group's renewal



MEDICAL MUTUAL®

CLEVELAND PUBLIC LIBRARY
ALL SECTIONS
INSURED RENEWAL DEVELOPMENT

Effective January 1, 2021, through December 31, 2021

Experience Period:				
<u>July 1, 2019, through June 30, 2020</u>				
		MEDICAL	DRUG	<u>TOTAL</u>
ESTIMATED INCURRED CLAIMS		\$4,279,570	\$1,099,011	\$5,378,581
POOLING ADJUSTMENT	\$175,000	(\$358,213)	N/A	(\$358,213)
CLAIMS TO ANNUALIZE		\$94,562	N/A	\$94,562
BENEFIT/ENROLLMENT CHANGES		(\$192,691)	(\$48,686)	(\$241,377)
CREDIBILITY & RISK ADJUSTMENTS		\$20,570	(\$9,985)	\$10,599
APPLICABLE TREND		1.1631	1.1758	1.1658
	# months	18.0	18.0	
	Annual	10.70%	11.40%	10.85%
PROJECTED INCURRED CLAIMS		\$4,470,722	\$1,223,232	\$5,693,954
ADMINISTRATION & COMMISSION		\$481,660	\$46,740	\$528,400
PREMIUM TAX		\$0	\$0	\$0
MANDATED FEES*		\$3,676	\$0	\$3,676
RENEWAL PREMIUM		\$4,956,058	\$1,269,972	\$6,226,030
REVISED RENEWAL PREMIUM		\$4,828,218	\$963,869	\$5,792,087
PREMIUM AT CURRENT RATES		\$4,828,218	\$963,869	\$5,792,087
CHANGE IN PREMIUM		2.65%	31.76%	7.49%
REVISED CHANGE IN PREMIUM		0.00%	0.00%	0.00%
Based on Average Enrollment of:				
	Single	305	304	
	Family	153	152	

Rates reflect the federally mandated fees as listed below. All fees are subject to state premium tax. Fees are subject to change. When a contract period spans more than one calendar year, the fees are averaged over the length of the period. See notes for rate details.

Mandated Fees	
PCOR:	\$2,075
Reinsurance:	\$0
Market Share:	\$0
MCO Fee	\$1,601
Total:	\$3,676

Quote ID: 0083561-04, Client Ref #: 039320000001



MEDICAL MUTUAL[®]

**CLEVELAND PUBLIC LIBRARY
ALL SECTIONS
INSURED RENEWAL RATES**

Effective January 1, 2021, through December 31, 2021

# 227377			Monthly Enrollment	Current Rates	Renewal Rates
CMM I	\$450 Ded / 80% Coins / \$2,700 MOOP	Single	258	\$581.56	\$581.56
		Family	132	\$1,522.90	\$1,522.90
HMO I	CleCare: \$450 Ded / 80% Coins / \$2,700 MOOP	Single	47	\$518.74	\$518.74
		Family	21	\$1,358.43	\$1,358.43
DRUG I	Retail Copays: \$10 / \$20 / \$40 / \$70	Single	258	\$119.16	\$119.16
		Family	132	\$297.90	\$297.90
DRUG II	CleCare: Retail Copays: \$10 / \$20 / \$40 / \$70	Single	46	\$106.30	\$106.30
		Family	20	\$265.73	\$265.73

Rates include PCORI, Reinsurance and Market Share fees, when applicable, which are federally mandated. All fees are subject to premium tax. When a contract spans more than one calendar year, the fees are averaged over the length of the period.

Rate Acceptance

Group Official Initial: _____ *Please initial next to the benefits that have been selected by the group.*

Group Official Signature: _____

Title: _____

Date: _____

1536



**CLEVELAND PUBLIC LIBRARY
ALL SECTIONS
DISCLAIMERS AND NOTES**

Effective January 1, 2021, through December 31, 2021

- 1 - All rates are subject to the terms and conditions specified in the Group Contract.
- 2 - Change in total enrollment or in any one plan of more than 10% or the elimination of a plan may require rates to be adjusted.
- 3 - Medical rates include Essential only.
- 4 - In accordance with respective state laws, coverage for dependents beyond the federal limiting age of 26 may necessitate additional premium on insured plans.
- 5 - Employers must disclose any funding of deductibles or coinsurance provided to employees. If funding is not disclosed, Medical Mutual reserves the right to adjust rates at any time during the contract period. This may result in higher than anticipated rate adjustments.
- 6 - As required by the Affordable Care Act, employees must be notified at least 60 days before the effective date of a material modification (made other than in conjunction with a renewal) if it impacts the contents of the Summary of Benefits and Coverage (SBC). Please be aware of this requirement when considering an off-renewal plan change or a change in carrier.
- 7 - Quote includes Medical Mutual's comprehensive suite of population health programs, which are designed to promote healthy lifestyle behaviors and encourage your employees to get well and stay well. Our programs help your employees understand their health, identify risk factors for disease, manage their conditions and make positive changes to improve their well-being. Covered employees will automatically have access to Medical Mutual's health and wellness initiatives, which may include, but not be limited to, online health resources and Health Assessment, Disease Management programs, 24/7 Nurse Line, tobacco QuitLine, Maternity program, fitness center discounts, and Weight Watchers® discounts.
- 8 - Use of a third party Pharmacy Benefits Manager (PBM) will require additional fees and additional lead time to implement. Please contact your Medical Mutual representative for further details and explanation.
- 9 - If a non-Medical Mutual ancillary carrier, other than Superior Dental, is added for COBRA services, a fee of \$0.34 per employee per month will be charged.
- 10 - The renewal assumes enrollment in COSE. Medical Mutual will require receipt of written confirmation
- 11 of the group's COSE membership number for rates to apply.

Rate Acceptance

Group Official Initial: _____ *Please initial next to the benefits that have been selected by the group.*

Group Official Signature: _____

Title: _____

Date: _____



MEDICAL MUTUAL

**CLEVELAND PUBLIC LIBRARY
ALL SECTIONS
DISCLAIMERS AND NOTES**

Effective January 1, 2021, through December 31, 2021

CLE-Care HMO Disclaimers

- 1 CLE-Care HMO does not include out-of-network benefits, except for emergency care and care confirmed as unavailable within the network. Referral is required for services outside the MetroHealth network.
- 2 CLE-Care HMO includes all MetroHealth facilities and providers.
- 3 CLE-Care drug plans may include a separate copay tier when prescriptions are filled at MetroHealth pharmacies. Drug copays described in the benefit descriptions reflect copays at non-MetroHealth pharmacies. Please see the detailed benefit descriptions or contact your Medical Mutual sales representative for further details.
- 4 CLE-Care requires that both medical and drug benefits be purchased together through MMO.
- 5 For fully insured plans where MMO is the sole carrier, there is no minimum enrollment in CLE-Care. For fully insured plans where CLE-Care is offered alongside another carrier, a minimum of 51 must be enrolled in CLE-Care.
- 6 All plans are subject to minimum enrollment as outlined above. Rates are subject to change or withdrawal if minimum
- 7 Rates include standard reporting and administration.
- 8 CLE-Care enrollment requires members to select a MetroHealth PCP.
- 9 CLE-Care rates are subject to revision if quoted as a dual option with a PPO plan and a stand-alone CLE-Care plan is elected.

Rate Acceptance

Group Official Initial: _____ *Please initial next to the benefits that have been selected by the group.*

Group Official Signature: _____

Title: _____

Date: _____



**CLEVELAND PUBLIC LIBRARY
ALL SECTIONS
LEGISLATIVE UPDATES**

Effective January 1, 2021, through December 31, 2021

- Your rates may be adjusted to account for coverage mandated by federal or state law.
- Pursuant to Ohio House Bill 463, based on your current Autism Spectrum Disorder benefits, your renewal (effective 1/1/18 or later) has been adjusted for compliance with the law, where applicable.
- In order to comply with the United State Preventive Task Force final recommendations effective with plan years beginning 12/1/2017, your renewal has been adjusted to reflect changes to your non-grandfathered plan benefits effective with your next plan year on or after 12/1/2017.
- The rates in this proposal may include Patient-Centered Outcomes Research Institute Fee (PCORI), Reinsurance Fee, Exchange Fee, and Market Share Fee when applicable which are federally mandated. Additionally, this policy, Medical Mutual, or you as a Plan Sponsor may become subject to taxes, fees or other charges imposed by State, Local, or Federal governments (collectively, "fees"). Medical Mutual reserves the right to adjust your premium or funding rate (or add the fees to the invoice) consistent with the effective date of the new fees imposed by the government. Adjustments may or may not be noted in a line item on monthly invoices. All fees are subject to change during the contract period.
- Rates and premiums for periods beginning January 1, 2022 do not include potential or actual exposure due to section 49801 of the Internal Revenue Code -- Excise Tax on High Cost Employer-Sponsored Health Coverage under the Affordable Care Act. Any Excise tax determined to be payable on your plan(s) will be billed separately from health plan premium rates.

Rate Acceptance	
Group Official Initial:	_____ <i>Please initial next to the benefits that have been selected by the group.</i>
Group Official Signature:	_____
Title:	_____
Date:	_____

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD OCTOBER 1 – OCTOBER 31, 2020

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending October 31, 2020

	<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	37,053,989.40	0.00	0.00	0.00	0.00	0.00	37,053,989.40
42 Intergovernmental	21,770,945.84	2,010,984.08	0.00	0.00	0.00	0.00	23,781,929.92
43 Fines & Fees	104,149.45	0.00	0.00	0.00	0.00	0.00	104,149.45
44 Investment Earnings	543,618.43	64,020.80	14,425.37	810,246.04	9,557.87	0.00	1,441,868.51
45 Charges for Services	0.00	4,906,306.04	0.00	0.00	0.00	0.00	4,906,306.04
46 Contributions & Donations	510.00	554,210.39	0.00	0.00	148,784.42	0.00	703,504.81
48 Miscellaneous Revenue	915,423.70	0.00	0.00	0.00	0.00	62,389.23	977,812.93
Total Revenues	\$ 60,388,636.82	\$ 7,535,521.31	\$ 14,425.37	\$ 810,246.04	\$ 158,342.29	\$ 62,389.23	\$ 68,969,561.06
51 Salaries/Benefits	29,876,180.49	2,629,002.05	0.00	0.00	0.00	0.00	32,505,182.54
52 Supplies	340,203.79	405,963.39	0.00	0.00	1,591.97	0.00	747,759.15
53 Purchased/Contracted Services	7,275,045.11	2,154,832.88	0.00	53,183.56	32,491.70	0.00	9,515,553.25
54 Library Materials	4,277,658.57	978,032.16	0.00	0.00	19,149.96	0.00	5,274,840.69
55 Capital Outlay	300,179.02	183,069.59	0.00	1,764,036.04	0.00	0.00	2,247,284.65
56 Debt Service	0.00	0.00	1,136,317.60	0.00	0.00	0.00	1,136,317.60
57 Miscellaneous Expenses	165,075.70	406,599.83	0.00	0.00	0.00	57,876.14	629,551.67
Total Expenditures	\$ 42,234,342.68	\$ 6,757,499.90	\$ 1,136,317.60	\$ 1,817,219.60	\$ 53,233.63	\$ 57,876.14	\$ 52,056,489.55
Revenue Over/(Under) Expenditures	\$ 18,154,294.14	\$ 778,021.41	\$(1,121,892.23)	\$(1,006,973.56)	\$ 105,108.66	\$ 4,513.09	\$ 16,913,071.51
95 Notes Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Advances	(10,008.56)	10,008.56	0.00	0.00	0.00	0.00	0.00
99 Transfers	(1,090,385.20)	0.00	1,090,385.20	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$(1,100,393.76)	\$ 10,008.56	\$ 1,090,385.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/ (Under) Expenditures & Other Uses	\$ 17,053,900.38	\$ 788,029.97	\$(31,507.03)	\$(1,006,973.56)	\$ 105,108.66	\$ 4,513.09	\$ 16,913,071.51
Beginning Year Cash Balance	\$ 30,578,825.98	\$ 20,239,744.42	\$ 0.00	\$ 63,791,378.91	\$ 4,518,733.85	\$ 13,202.92	\$ 122,035,062.03
Current Cash Balance	\$ 47,632,726.36	\$ 21,027,774.39	\$ 2,861,668.92	\$ 62,784,405.35	\$ 4,623,842.51	\$ 17,716.01	\$ 138,948,133.54

1541

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending October 31, 2020

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	21,737,326	19,197,063	2,540,263	88%	84%
General Property Tax	32,778,839	37,053,989	(4,275,150)	113%	106%
Rollback, Homestead, CAT	2,400,000	2,573,883	(173,883)	107%	108%
Fines & Fees	114,040	104,149	9,891	91%	151%
Investment Earnings	638,998	543,618	95,380	85%	85%
Contributions	400	510	(110)	128%	100%
Miscellaneous	979,790	915,424	64,366	93%	79%
Return of Advances Out	0	75,000	(75,000)	0%	0%
Total	\$ 58,649,393	\$ 60,463,637	\$ (1,814,244)	103%	98%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	37,118,542	29,921,906	7,196,636	81%	80%
Supplies	1,099,275	490,378	608,896	45%	85%
Purchased Services	11,081,825	9,327,890	1,753,935	84%	91%
Library Materials	9,552,588	6,527,869	3,024,718	68%	77%
Capital Outlay	1,584,033	470,365	1,113,668	30%	63%
Other	218,889	182,467	36,423	83%	61%
Subtotal	\$ 60,655,151	\$ 46,920,875	\$ 13,734,276	77%	81%
Advances Out	0	85,009	(85,009)		
Transfers Out	1,090,385	1,090,385	0		
Total	\$ 61,745,536	\$ 48,096,269	\$ 13,649,267	78%	81%

Note (1): Certificate from Cuyahoga County Budget Commission dated October 7, 2020.

Note (2): Subtotal Amended Appropriation of \$56,561,717.20 plus carried forward encumbrance of \$5,183,818.88.

Note (3): Subtotal includes 69% expended and 8% encumbered.

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending October 31, 2020**

		<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	11,992,715.71	10,978,085.71	9,111,970.17	0.00	1,866,115.54
51120	Clerical Salaries	11,151,894.98	9,269,104.98	7,755,142.55	0.00	1,513,962.43
51130	Non-Clerical Salaries	1,322,588.05	891,118.05	738,374.48	0.00	152,743.57
51140	Buildings Salaries	5,040,100.86	4,415,100.86	3,531,707.94	0.00	883,392.92
51150	Other Salaries	585,727.69	407,497.69	337,898.84	0.00	69,598.85
51180	Severance Pay	0.00	963,146.42	275,193.14	0.00	687,953.28
51190	Non-Base Pay	423,000.00	1,034,000.00	696,796.23	0.00	337,203.77
51400	OPERS	4,312,417.07	3,674,987.07	3,062,023.09	0.00	612,963.98
51610	Health Insurance	4,764,735.97	4,594,965.97	3,815,029.45	0.00	779,936.52
51611	Dental Insurance	221,465.71	186,375.71	151,538.79	0.00	34,836.92
51612	Vision Insurance	16,977.78	16,937.78	12,796.95	0.00	4,140.83
51620	Life Insurance	13,786.20	14,496.20	11,889.40	0.00	2,606.80
51625	Short Term Disability Insuranc	29,623.34	49,493.34	41,151.15	0.00	8,342.19
51630	Workers Compensation	87,345.50	92,875.46	(15,313.54)	0.00	108,189.00
51640	Unemployment Compensation	25,000.00	129,101.94	26,552.63	42,545.14	60,004.17
51650	Medicare - ER	412,902.76	356,822.99	303,169.93	521.65	53,131.41
51900	Other Benefits	44,431.38	44,431.38	20,259.29	2,658.72	21,513.37
	Salaries/Benefits	\$40,444,713.00	\$ 37,118,541.55	\$ 29,876,180.49	\$ 45,725.51	\$ 7,196,635.55
52110	Office Supplies	44,260.00	44,433.66	16,040.62	1,098.17	27,294.87
52120	Stationery	31,812.00	32,391.96	11,264.96	595.50	20,531.50
52130	Duplication Supplies	20,935.00	22,083.73	5,523.99	4,684.80	11,874.94
52140	Hand Tools	500.00	540.68	381.48	0.00	159.20
52150	Book Repair Supplies	65,463.00	55,463.00	20,116.66	5,273.85	30,072.49
52210	Janitorial Supplies	98,421.00	249,304.89	56,611.71	17,378.24	175,314.94

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending October 31, 2020

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	Electrical Supplies	51,034.00	52,514.88	31,327.24	8,935.33	12,252.31
52230	Maintenance Supplies	404,348.00	316,702.11	133,899.03	68,018.77	114,784.31
52240	Uniforms	21,675.00	38,089.00	14,993.38	21,203.00	1,892.62
52300	Motor Vehicle Supplies	56,585.00	67,640.31	20,185.41	15,479.78	31,975.12
52900	Other Supplies	164,434.00	220,110.45	29,859.31	7,506.96	182,744.18
	Supplies	\$959,467.00	\$ 1,099,274.67	\$ 340,203.79	\$ 150,174.40	\$ 608,896.48
53100	Travel/Meetings	100,000.00	103,520.55	13,673.67	847.00	88,999.88
53210	Telecommunications	276,904.00	331,747.85	238,641.82	89,905.11	3,200.92
53230	Postage/Freight	78,600.00	113,699.44	23,040.71	60,582.63	30,076.10
53240	PR/Other Communications	198,409.00	206,440.32	76,014.84	30,389.44	100,036.04
53310	Building Repairs	473,609.47	463,132.26	184,362.13	68,738.15	210,031.98
53320	Machine Repairs	17,897.00	44,794.91	16,124.61	6,467.00	22,203.30
53340	Building Maintenance	485,000.00	533,938.37	259,934.39	110,949.42	163,054.56
53350	Machine Maintenance	145,490.30	223,932.90	93,313.59	52,831.07	77,788.24
53360	Computer Maintenance	436,400.00	414,123.34	254,206.81	14,324.17	145,592.36
53370	Motor Vehicle Repairs/Maint	27,000.00	39,374.30	23,943.28	14,168.72	1,262.30
53380	Contract Security	15,000.00	621,179.74	338,351.48	282,828.26	0.00
53390	Landscaping	26,600.00	6,785.00	6,185.00	0.00	600.00
53400	Insurance	473,180.00	473,180.00	470,887.25	0.00	2,292.75
53510	Rent/Leases	172,222.14	184,094.58	130,088.21	38,318.27	15,688.10
53520	Equipment Rental	22,384.00	27,442.62	17,104.88	7,949.33	2,388.41
53610	Electricity	1,790,200.00	1,805,922.24	1,328,461.41	414,312.73	63,148.10
53620	Gas	147,300.00	154,517.02	112,590.08	41,896.94	30.00
53630	Chilled Water	841,333.00	687,700.68	538,650.52	124,679.46	24,370.70

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending October 31, 2020

		<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	161,700.00	170,557.78	105,903.35	59,794.81	4,859.62
53710	Professional Services	1,068,979.75	1,546,857.31	618,942.70	522,741.18	405,173.43
53720	Auditors Fees	820,000.00	850,728.80	722,780.22	5,003.80	122,944.78
53730	Bank Service Charges	11,000.00	11,000.00	6,530.34	0.00	4,469.66
53800	Library Material Control	266,500.00	441,096.77	70,435.48	105,646.29	265,015.00
53900	Other Purchased Services	1,624,866.34	1,626,057.84	1,624,878.34	471.00	708.50
	Purchased/Contracted Services	\$9,680,575.00	\$ 11,081,824.62	\$ 7,275,045.11	\$ 2,052,844.78	\$ 1,753,934.73
54110	Books	2,032,500.00	2,094,717.08	1,114,373.75	524,221.57	456,121.76
54120	Continuations	282,030.00	460,885.55	276,135.91	116,567.05	68,182.59
54210	Periodicals	750,500.00	922,891.68	71,743.65	730,578.66	120,569.37
54220	Microforms	29,070.00	78,618.00	44,895.05	5,225.00	28,497.95
54310	Video Media	1,315,000.00	1,274,950.59	578,667.59	308,183.85	388,099.15
54320	Audio Media - Spoken	105,150.00	86,516.82	17,926.75	11,538.60	57,051.47
54325	Audio Media - Music	120,150.00	116,940.78	69,329.90	41,785.68	5,825.20
54500	Database Services	645,000.00	1,343,311.95	702,947.50	75,335.99	565,028.46
54530	eMedia	1,807,600.00	2,917,927.54	1,323,665.47	384,208.72	1,210,053.35
54600	Interlibrary Loan	3,000.00	3,260.00	850.00	2,410.00	0.00
54710	Bookbinding	20,000.00	42,979.85	7,460.94	8,102.10	27,416.81
54720	Preservation Services	20,000.00	42,973.45	22,714.43	4,210.02	16,049.00
54730	Preservation Boxing	5,000.00	5,131.30	601.30	850.03	3,679.97
54790	Preservation Reformatting	25,000.00	13,000.00	1,021.91	0.00	11,978.09
54905	Other LM-Hotspots	120,000.00	148,483.02	45,324.42	36,993.40	66,165.20
	Library Materials	\$7,280,000.00	\$ 9,552,587.61	\$ 4,277,658.57	\$ 2,250,210.67	\$ 3,024,718.37
55300	Construction/Improvements	0.00	27,368.65	8,271.76	19,096.89	0.00

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending October 31, 2020

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55510 Furniture	222,592.42	224,906.26	12,963.10	13,013.90	198,929.26
55520 Equipment	620,716.58	773,375.61	168,045.85	70,120.10	535,209.66
55530 Computer Hardware	385,500.00	373,629.05	100,495.58	43,520.85	229,612.62
55540 Software	75,500.00	97,792.50	10,402.73	24,434.50	62,955.27
55700 Motor Vehicles	86,961.00	86,961.00	0.00	0.00	86,961.00
Capital Outlay	\$1,391,270.00	\$ 1,584,033.07	\$ 300,179.02	\$ 170,186.24	\$ 1,113,667.81
57100 Memberships	94,164.26	94,164.26	69,579.70	6,736.74	17,847.82
57200 Taxes	15,000.00	16,714.96	3,999.00	10,378.10	2,337.86
57500 Refunds/Reimbursements	106,142.74	108,010.14	91,497.00	276.25	16,236.89
Miscellaneous Expenses	\$215,307.00	\$ 218,889.36	\$ 165,075.70	\$ 17,391.09	\$ 36,422.57
59810 Advances Out	0.00	0.00	85,008.56	0.00	(85,008.56)
Advances	\$0.00	\$ 0.00	\$ 85,008.56	\$ 0.00	\$(85,008.56)
59900 Transfers Out	1,090,385.20	1,090,385.20	1,090,385.20	0.00	0.00
Transfers	\$1,090,385.20	\$ 1,090,385.20	\$ 1,090,385.20	\$ 0.00	\$ 0.00
TOTAL	\$61,061,717.20	\$ 61,745,536.08	\$ 43,409,736.44	\$ 4,686,532.69	\$ 13,649,266.95

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2020

	<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	30,578,825.98	60,463,636.82	43,409,736.44	4,686,532.69	42,946,193.67
Total General Fund	\$ 30,578,825.98	\$ 60,463,636.82	\$ 43,409,736.44	\$ 4,686,532.69	\$ 42,946,193.67
201 Anderson	387,801.04	0.00	111.45	0.00	387,689.59
202 Endowment for the Blind	2,966,435.07	1,687.84	0.00	0.00	2,968,122.91
203 Founders	6,328,403.07	202,597.24	356,823.83	402,419.30	5,771,757.18
204 Kaiser	82,631.57	0.00	0.00	0.00	82,631.57
205 Kraley	225,208.14	131.35	3,866.85	0.00	221,472.64
206 Library	200,152.80	2,621.89	1,500.00	0.00	201,274.69
207 Pepke	176,596.14	0.00	0.00	0.00	176,596.14
208 Wickwire	1,832,259.49	(4,045.49)	10,029.22	2,774.09	1,815,410.69
209 Wittke	112,324.15	0.00	0.00	0.00	112,324.15
210 Young	5,653,196.59	31,349.11	0.00	0.00	5,684,545.70
226 Judd	127,525.23	188,260.25	123,147.21	27,203.17	165,435.10
228 Lockwood Thompson Memorial	213,724.58	98,136.00	98,259.05	87,215.76	126,385.77
229 Ohio Center for the Book	372.42	2,225.00	2,225.00	0.00	372.42
230 Schweinfurth	176,930.52	0.00	35,900.00	0.00	141,030.52
231 CLEVNET	1,471,491.29	4,906,306.04	4,556,211.29	441,954.05	1,379,631.99
251 OLBPD-Library for the Blind	113,077.26	1,256,828.00	1,102,161.01	16,020.01	251,724.24
254 MyCom	25,728.45	124,165.64	123,786.87	0.00	26,107.22
256 Learning Centers	21,361.67	0.00	9,022.25	12,339.42	0.00
257 Tech Centers	0.00	108,000.00	29,068.94	9,799.39	69,131.67
258 Early Literacy	10,337.48	0.00	10,337.48	0.00	0.00
259 Rice Solar Panel System	114,187.46	287.49	0.00	114,006.23	468.72
260 Coronavirus Relief Fund	0.00	701,979.51	370,049.45	3,052.64	328,877.42
Total Special Revenue Funds	\$ 20,239,744.42	\$ 7,620,529.87	\$ 6,832,499.90	\$ 1,116,784.06	\$ 19,910,990.33

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2020

	<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>
301 Debt Service	2,893,175.95	1,104,810.57	1,136,317.60	0.00	2,861,668.92
Total Debt Service Fund	\$ 2,893,175.95	\$ 1,104,810.57	\$ 1,136,317.60	\$ 0.00	\$ 2,861,668.92
401 Building & Repair	2,190,953.93	0.00	229,187.68	163,305.42	1,798,460.83
402 Construction - Tax-Exempt	52,590,171.10	679,278.54	1,583,887.32	4,596,406.25	47,089,156.07
403 Construction - Taxable	9,010,253.88	130,967.50	4,144.60	1,193.85	9,135,882.93
Total Capital Project Funds	\$ 63,791,378.91	\$ 810,246.04	\$ 1,817,219.60	\$ 4,760,905.52	\$ 58,023,499.83
501 Abel	304,642.27	0.00	0.00	0.00	304,642.27
502 Ambler	3,098.23	0.00	0.00	0.00	3,098.23
503 Beard	91,987.04	429.50	26,428.20	1,869.44	64,118.90
504 Klein	7,325.62	0.00	0.00	0.00	7,325.62
505 Malon/Schroeder	358,043.47	426.26	2,649.50	2,699.50	353,120.73
506 McDonald	250,338.21	328.74	4,960.00	930.00	244,776.95
507 Ratner	124,528.50	0.00	0.00	0.00	124,528.50
508 Root	53,700.74	0.00	0.00	0.00	53,700.74
509 Sugarman	242,255.89	1,292.67	45.97	0.00	243,502.59
510 Thompson	174,844.24	(1,442.79)	0.00	0.00	173,401.45
511 Weidenthal	9,071.67	0.00	0.00	0.00	9,071.67
512 White	2,792,445.72	8,523.49	19,149.96	32,786.73	2,749,032.52
513 Beard Anna Young	106,452.25	0.00	0.00	0.00	106,452.25
514 Paulson	0.00	148,784.42	0.00	0.00	148,784.42
Total Permanent Funds	\$ 4,518,733.85	\$ 158,342.29	\$ 53,233.63	\$ 38,285.67	\$ 4,585,556.84
901 Unclaimed Funds	7,585.80	2,526.59	1,028.31	0.00	9,084.08
905 CLEVNET Fines & Fees	5,617.12	59,862.64	56,847.83	0.00	8,631.93
Total Agency Funds	\$ 13,202.92	\$ 62,389.23	\$ 57,876.14	\$ 0.00	\$ 17,716.01
Total All Funds	\$ 122,035,062.03	\$ 70,219,954.82	\$ 53,306,883.31	\$ 10,602,507.94	\$ 128,345,625.60

Cleveland Public Library
Year-To-Date Budget Report
Construction - Tax-Exempt Fund 402
For the Period Ending October 31, 2020

	Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400 Investment Earnings (Capital)	0.00	0.00	-679,278.54	0.00	679,278.54
Investment Earnings	0.00	0.00	-679,278.54	0.00	679,278.54
53710 Professional Services	0.00	71,872.80	44,716.96	24,606.96	2,548.88
Purchased/Contracted Services	0.00	71,872.80	44,716.96	24,606.96	2,548.88
55300 Construction/Improvements	3,255,714.00	11,870,383.85	1,539,170.36	4,571,799.29	5,759,414.20
Capital Outlay	3,255,714.00	11,870,383.85	1,539,170.36	4,571,799.29	5,759,414.20
TOTAL Revenues	0.00	0.00	-679,278.54		679,278.54
TOTAL Expenditures	3,255,714.00	11,942,256.65	1,583,887.32	4,596,406.25	5,761,963.08
			Prior Fund Balance		52,590,171.10
			Change in Fund Balance		(904,608.78)
			Current Fund Balance		51,685,562.32

Cleveland Public Library
Year-To-Date Budget Report
Construction - Taxable Fund 403
For the Period Ending October 31, 2020

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>YTD Actual</u>	<u>Encumbered and Unpaid</u>	<u>Available Balance</u>
44400 Investment Earnings (Capital)	0.00	0.00	-130,967.50	0.00	130,967.50
Investment Earnings	0.00	0.00	-130,967.50	0.00	130,967.50
53710 Professional Services	0.00	5,550.00	4,144.60	1,193.85	211.55
Purchased/Contracted Services	0.00	5,550.00	4,144.60	1,193.85	211.55
TOTAL Revenues	0.00	0.00	-130,967.50		130,967.50
TOTAL Expenditures	0.00	5,550.00	4,144.60	1,193.85	211.55
			Prior Fund Balance		9,010,253.88
			Change in Fund Balance		126,822.90
			Current Fund Balance		9,137,076.78

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending October 31, 2020**

Balance of All Funds	\$ 138,948,133.54
	\$ 0.00
Huntington - Checking	34,753.27
KeyBank - Checking (ZBA)	2,100,246.25
KeyBank - FSA Account	5,207.19
Petty Cash	270.00
Change Fund	1,490.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	\$ 2,142,222.23
Huntington Escrow Account	114,474.95
U.S. Bank - 2019A-Money Market	815,076.96
U.S. Bank - 2019B-Money Market	155,386.92
U.S. Bank - Investments	34,987,055.95
U.S. Bank - Inv - Money Market	27,543.11
U.S. Bank - Series 2019A Notes	52,959,377.10
U.S. Bank - Series 2019B Notes	8,984,850.82
Huntington Trust -Money Market	2,763,076.22
STAR Ohio Investment	14,734,516.01
STAR Plus Program	0.00
Investments	\$ 115,541,358.04
PNC- Endowment Account	21,264,553.27
Endowment Account	\$ 21,264,553.27
Cash in Banks and On Hand	\$ 138,948,133.54

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – October 2020

1. INTERIM DEPOSITS

In accordance with *Ohio Revised Code* Section 135.14, funds that become available periodically throughout the fiscal year are invested in short term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury issues, agency issues, commercial paper, and negotiable certificates of deposit as managed by UACC (a Meeder Investment Management Company), STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period October 1, 2020 through October 31, 2020.

OPERATING FUND:

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
10/01/20 - 10/31/20	31	Various	STAR Ohio	Various	1,770.75	Investment Pool
10/01/20 - 10/31/20	31	Various	STAR Plus	Various	0.00	Bank Deposit Program
10/01/20 - 10/31/20	31	Various	U.S. Bank	Various	16.97	Sweep Money Market
04/28/20 - 10/22/20	178	1,250,000	Toyota Motor Credit Corp	1.690%	10,386.46	Commercial Paper
01/29/20 - 10/23/20	269	250,000	Natixis NY Branch	1.690%	3,145.28	Commercial Paper
04/23/20 - 10/23/20	184	500,000	Federal Home Loan Mortgage Corp.	1.700%	5,150.00	Federal Agency
04/28/20 - 10/28/20	184	500,000	Federal National Mortgage Assn.	1.200%	3,000.00	Federal Agency
09/01/20 - 10/01/20	31	100,000	Live Oak Banking Co.	1.800%	147.95	Negotiable CD
09/11/20 - 10/11/20	31	249,000	UBS Bank USA	1.000%	204.66	Negotiable CD
09/11/20 - 10/11/20	31	249,000	First Internet Bank of Indiana	0.850%	173.96	Negotiable CD
09/13/20 - 10/13/20	31	249,000	Enerbank USA	1.800%	368.38	Negotiable CD
04/17/20 - 10/17/20	184	110,000	Student Loan Marketing Assn.	2.800%	1,544.22	Negotiable CD
09/17/20 - 10/17/20	31	249,000	Wells Fargo National Bank West	1.900%	388.85	Negotiable CD
09/18/20 - 10/18/20	31	225,000	Wells Fargo Bank NA	1.950%	360.62	Negotiable CD
09/18/20 - 10/18/20	31	249,000	Congressional Bank	0.200%	40.93	Negotiable CD
09/20/20 - 10/20/20	31	210,000	Merrick Bank	2.350%	405.62	Negotiable CD
09/20/20 - 10/20/20	31	249,000	Texas Exchange Bank SSB	0.850%	173.96	Negotiable CD
09/21/20 - 10/21/20	31	249,000	SeviFirst Bank	1.600%	327.45	Negotiable CD
04/24/20 - 10/24/20	184	248,000	Synchrony Bank	1.250%	1,554.25	Negotiable CD
09/26/20 - 10/26/20	31	249,000	Axos Bank	1.650%	337.68	Negotiable CD
09/27/20 - 10/27/20	31	249,000	Comenity Capital Bank	2.500%	511.64	Negotiable CD
09/27/20 - 10/27/20	31	249,000	Bank of Old Monroe	1.250%	255.82	Negotiable CD
09/30/20 - 10/30/20	31	245,000	Partners Bank	0.350%	70.48	Negotiable CD
09/30/20 - 10/30/20	31	249,000	Celtic Bank	1.850%	378.62	Negotiable CD
Earned Interest October 2020					\$	30,714.55
Earned Interest Year To Date					\$	545,597.94

SERIES 2019A TAX-EXEMPT NOTES:

<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>
10/01/20 - 10/31/20	31	Various	U.S. Bank	Various	134.36	Sweep Money Market
01/15/20 - 10/09/20	269	2,200,000	Credit Suisse New York	1.780%	29,152.44	Commercial Paper
04/20/20 - 10/14/20	178	1,250,000	Toyota Motor Credit Corp.	1.690%	10,386.46	Commercial Paper
04/28/20 - 10/22/20	178	1,000,000	Toyota Motor Credit Corp.	1.690%	8,309.17	Commercial Paper
04/08/20 - 10/08/20	184	2,500,000	Federal Farm Credit Bank	0.950%	11,875.00	Federal Agency
04/12/20 - 10/12/20	184	1,000,000	Federal Farm Credit Bank	1.680%	8,400.00	Federal Agency
04/08/20 - 10/08/20	184	248,000	Berkshire Bank	1.250%	1,554.25	Negotiable CD
04/09/20 - 10/09/20	184	248,000	Wex Bank	1.250%	1,554.25	Negotiable CD
Earned Interest October 2020					\$	71,365.93
Earned Interest Year To Date					\$	679,278.54

SERIES 2019B TAXABLE NOTES:

<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>
10/01/20 - 10/31/20	31	Various	U.S. Bank	Various	42.75	Sweep Money Market
Earned Interest October 2020					\$	42.75
Earned Interest Year To Date					\$	130,967.50

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>
10/01/20 - 10/31/20	31	Various	Huntington National Bank	Various	26.40	Sweep Money Market
Earned Interest October 2020					\$	26.40
Earned Interest Year To Date					\$	14,425.37

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>
10/01/20 - 10/31/20	31	Various	Huntington National Bank	Various	1.60	Money Market
Earned Interest October 2020					\$	1.60
Earned Interest Year To Date					\$	287.49
Earned Interest October 2020--All Funds					\$	102,151.23
Earned Interest Year To Date--All Funds					\$	1,370,556.84

CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting

November 19, 2020

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR OCTOBER 2020

In accordance with Board Policy adopted by resolution on November 29, 1972,
a description of Conference and Travel Expenditures is submitted.

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Government Finance Officers Association Annual Conference and Membership Meeting Cleveland, Ohio	9/16/2020 - 9/17/2020	Laura Armstrong	100.00
Cleveland 2030 District Building Education Series: Lighting A to Z Cleveland, Ohio	9/17/2020	Sherry Parker	20.00
Neighborhood Leadership Institute/Cleveland State University Neighborhood Leadership Cleveland Cleveland, Ohio	1/9/2020 - 7/9/2020	Adam Tully	150.00
Institute for Diversity Certification Certified Diversity Professional Preparation Course Cleveland, Ohio	9/28/2020 - 9/30/2020	Sadie Winlock	1,799.00
TOTAL			\$2,069.00

SUMMARY

FUND	OCTOBER	YEAR TO DATE
General	\$270.00	\$13,673.67
Lockwood Thompson	1,799.00	3,323.70
CLEVNET	0.00	165.00
TOTAL	\$2,069.00	\$17,162.37

CLEVELAND PUBLIC LIBRARY
Final Report

Board Meeting
November 19, 2020

South Branch Renovation Project

In accordance with the Board resolution adopted on January 18, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from permitting and changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending October 31, 2020

Date	Vendor	PO	Description	Owner's Contingency and Permit Fund		GMP Increase
				Encumbered	Expended	
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ -	\$ 11,050.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
12/31/2018	GEO-SCI Laboratory, Inc.	182054	Concrete and Soil Testing	-	8,365.95	
9/3/2019	Scherba Industries Inc.	191317	46" X 158" Banner W/TS23 Frame System w/o artwork installation	-	1,220.00	
12/6/2019	Action Door	191717	ADA Compliant Door Installation	-	9,095.00	
6/30/2018	The Albert M. Higley Co., LLC	161895	Change Order # 001			3,768.22
8/6/2018	The Albert M. Higley Co., LLC	161895	Change Order # 002			40,350.26
8/27/2018	The Albert M. Higley Co., LLC	161895	Change Order # 003			31,758.84
9/10/2018	The Albert M. Higley Co., LLC	161895	Change Order # 004			31,049.96
5/3/2019	The Albert M. Higley Co., LLC	161895	Change Order # 005			(14,476.37)
12/23/2019	The Albert M. Higley Co., LLC	161895	Change Order # 006			17,745.27
12/23/2019	The Albert M. Higley Co., LLC	161895	Change Order # 007			(38,246.10)
				\$ -	\$ 67,503.87	\$ 71,950.08
South Branch Renovation Project Budget						\$ 4,500,000.00
Budget reduced - all work is completed						(\$122,391.16)
				Encumbered	Expended	
HBM Architects, LLC - Architectural Design Services				\$ 0.00	\$ 317,500.00	
The Albert M. Higley Co., LLC - Construction Manager at Risk				-	3,876,950.71	
Furniture, Fixtures, Equipment and Technology				-	115,654.26	
Direct Expenditures paid from Contingency Fund				-	67,503.87	
				\$ 0.00	\$ 4,377,608.84	
Available Budget as of 10/31/2020						\$ 0.00

Change Order Details

Change Order # 001

PCO #00001	Added abatement	\$ 4,469.22
PCO #00002	Deducted wall protection	(1,342.46)
PCO #00003	Deduct fountain drain pipe	(1,536.00)
PCO #00004	Added drain to water heater	2,177.46
		\$ 3,768.22

Change Order # 002

PCO #00005	Office steel support	\$ 7,976.96
PCO #00006	Add walk and stairs	10,639.80
PCO #00007	Lintel exploration	21,733.50
		\$ 40,350.26

Change Order # 003

PCO #00008	Computer desk inset panel	\$ 1,720.32
PCO #00009	Split cost of items	1,221.59
PCO #00010	Book cart credit	(1,396.69)
PCO #00012	Remove pipes at skylight	1,045.30
PCO #00013	Landscaping contract	3,928.84
PCO #00014	Lintel replacement	25,239.48
		\$ 31,758.84

Change Order # 004

PCO #00015	Schedule extension	\$ 18,004.00
PCO #00016	Added wall panel millwork only	6,463.52
PCO #00017	Ceiling patch	741.65
PCO #00018	Backflow testing	288.60
PCO #00019	Ceiling repairs	4,850.79
PCO #00020	Clerestory blocking and lintel	701.40
		\$ 31,049.96

Change Order # 005

PCO #00026	Ceiling plaster repair Teen, Adult	\$ 2,401.26
PCO #00027	Deduct Clark Street scope	(10,582.02)
PCO #00028	Electrical field ticket work	11,181.98
PCO #00029	Electrical security wiring install	7,167.48
PCO #00030	Window film cost add change	3,221.30
PCO #00031	Temporary handrail install	8,672.26
PCO #00032	GMP contract deduct	(36,538.63)
		\$ (14,476.37)

Change Order # 006

PCO #00033	GMP Increased Fee	\$ 21,984.00
PCO #00034	AMH Temp Handrail Cost	(4,234.50)
PCO #00037	Additional Millwork Deduct	(4.23)
		\$ 17,745.27

Change Order # 007

Final Owner Savings		\$ (38,246.10)
		\$ (38,246.10)

CLEVELAND PUBLIC LIBRARY				
EMPLOYMENT REPORT				
Period: Oct 1-Oct 31, 2020				
Name	Title	Department/Branch	Effective Date	Compensation Rate
New Hires				
None				
Resignations				
Edge, Avery	Page	Shelf Department	10/8/2020	
Edwards, Annette	Page	Woodland Branch	10/16/2020	
Terminations				
Myers, Lisa	Subj Department Clerk	Lending Department	10/19/2020	
Transfers				
Cartier, James	Page	Rockport Branch		\$ 10.46 hr
McCoy, Patricia	Branch Clerk	E. 131st Street Branch		\$ 48,804.34
Wondowsky, Hope	Substitute	Public Services		\$ 24.03 hr
Retirements				
None				

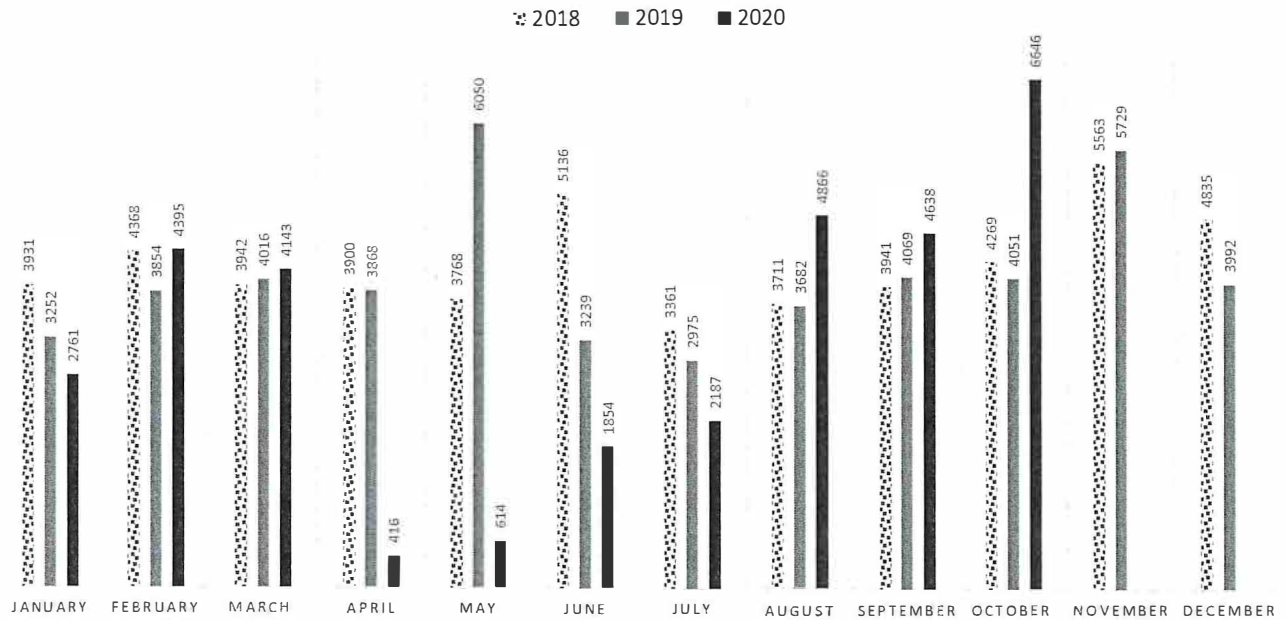
**CLEVELAND PUBLIC LIBRARY
COMPENSATION CHANGES REPORT
Period: Jun 1-Aug 31, 2020**

Compensation Changes

Name	Title	Department Branch	Previous	New	Reason
Budziak, Blasé	SPS Officer	SPS	\$ 53,418.30	\$ 56,267.90	Per CBA Language
Corbin-McKenzie, Linda	SPS Officer	SPS	\$ 41,373.28	\$ 42,725.28	Per CBA Language
Diamond, Timothy	Special Asst. to Director	Administration	\$ 123,704.00	\$ 130,215.00	Reverse 5% Pay Reduction (SWO)
Diawara, Demba	Shelf Division Mgr	Shelf Div	\$ 56,584.11	\$ 64,370.04	Promotion
Dobransky, Sarah M	Gen Research Coll Mgr	Government	\$ 74,985.91	\$ 76,485.63	Promotion
Foster, Keith	SPS Officer	SPS	\$ 41,373.28	\$ 45,366.88	Per CBA Language
Jarrett, James	SPS Officer	SPS	\$ 53,418.30	\$ 56,663.10	Per CBA Language
Jelar Elwell, Sandra	Dir of Technical Svc	Tech Svc	\$ 104,530.46	\$ 110,032.06	Reverse 5% Pay Reduction (SWO)
Johns, Cedric K	Dir of EE & Labor Relations	HR	\$ 102,084.59	\$ 107,457.46	Reverse 5% Pay Reduction (SWO)
Johnson, Althea	Dir of Human Resources	HR	\$ 102,084.59	\$ 107,457.46	Reverse 5% Pay Reduction (SWO)
Johnson, Andrea	Catalog Manager	Catalog	\$ 102,084.59	\$ 107,457.46	Reverse 5% Pay Reduction (SWO)
Johnson-Thomas, Shenise	Chief of Ext Rel & Dev	External Relations	\$ 123,704.65	\$ 130,215.42	Reverse 5% Pay Reduction (SWO)
Krenicky, Carolyn J	Chief Financial Officer	Finance	\$ 139,151.19	\$ 146,474.94	Reverse 5% Pay Reduction (SWO)
Lauver, Jamie W	Branch Mgr	Public Services	\$ 64,370.04	\$ 76,485.63	Promotion
McFarren, Jean D	Dir of Technical Services	Tech Svc	\$ 115,520.86	\$ 121,600.91	Reverse 5% Pay Reduction (SWO)
Parks, Harriette D	Dir of Public Services	Public Services	\$ 115,520.86	\$ 121,600.91	Reverse 5% Pay Reduction (SWO)
Peckham, Tana K	Chief Communication Ofc	Marketing	\$ 133,798.81	\$ 140,840.85	Reverse 5% Pay Reduction (SWO)
Pierson, April D	SPS Officer	SPS	\$ 41,373.28	\$ 45,366.88	Per CBA Language
Power, Katie	Library Asst - Comp	Public Services	\$ 36,516.48	\$ 37,431.16	MLIS Step Per Union Contract
Reed, Teddy	SPS Officer	SPS	\$ 41,373.28	\$ 42,974.88	Per CBA Language
Reyes, Oliver T	Dir of Prop Mgmt	Facilities	\$ 100,510.27	\$ 105,800.28	Reverse 5% Pay Reduction (SWO)
Sanchez, Lisa D	Library Asst - Subj Dept	Public Services	\$ 48,908.60	\$ 50,131.12	MLIS Step Per Union Contract
Sargi, Lynn	Chief Talent Officer	HR	\$ 123,704.65	\$ 130,215.42	Reverse 5% Pay Reduction (SWO)
Skrtic, John	Dir of Public Services	Public Services	\$ 124,946.45	\$ 131,522.58	Reverse 5% Pay Reduction (SWO)
Szalewski, Bryan	Chief Legal Officer	Legal	\$ 82,726.81	\$ 97,402.15	Promotion
Thomas, Felton	Director, CEO	Administration	\$ 207,900.00	\$ 231,000.00	Reverse 10% Pay Reduction (SWO)
Thompson, Trevor M	SPS Officer	SPS	\$ 41,373.28	\$ 43,016.48	Per CBA Language

Tidorescu, Marcel D	SPS Officer	SPS	\$ 50,337.30	\$ 54,726.10	Per CBA Language
Tobin, Michael G	SPS Officer	SPS	\$ 43,028.18	\$ 44,941.78	Per CBA Language
Winlock, Sadie M	Chief, Equity, Edu & Engag	OPS	\$ 123,704.65	\$ 130,215.42	Reverse 5% Pay Reduction (SWO)
Wondowsky, Hope D	Administrative Asst	OPS	\$ 34,988.46	\$ 47,796.58	Promotion
Wood, Robin S	Asst Dir of Public Svc	Public Services	\$ 106,208.17	\$ 111,798.07	Reverse 5% Pay Reduction (SWO)
Yates, Wayne C	SPS Officer	SPS	\$ 41,373.28	\$ 42,621.28	Per CBA Language

**CLEVELAND PUBLIC LIBRARY
SICK LEAVE UTILIZATION**



	2018	2019	2020
January	3931	3252	2761
February	4368	3854	4395
March	3942	4016	4143
April	3900	3868	416
May	3768	6050	614
June	5136	3239	1854
July	3361	2975	2187
August	3711	3682	4866
September	3941	4069	4638
October	4269	4051	6646
November	5563	5729	
December	4835	3992	

***3 pay periods**

2020 Notations:

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).

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



REV EEO-4 1995

PAGE 5

CLEVELAND PUBLIC LIBRARY
STATE AND LOCAL GOVERNMENT INFORMATION
2020 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	2	3	23	14		1		25	17			3	88
PROFESSIONALS		7	19	1				28	11	4		1	71
TECHNICIANS	1	1	12	2				2	2				20
PROTECT/SERV	3	1	6	17				1	6				34
PARA-PROFESS	3	6	21	26	1		1	39	24	3		2	126
ADMIN SUPPORT	3	10	26	34	3		1	31	76	2		2	188
SKILLED CRAFT	1		5	3				1	1				11
SERV/MAINT	1	2	8	31				2	4				48
GRAND TOTAL	14	30	120	128	4	1	2	129	141	9		8	586

Insurance Report for the Month of October 2020

REPORT G

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
MMO - National Network	244	140	384
MMO - CleCare Network	45	21	66
Cobra	3		3
Total MMO			453
Dental Insurance	291	171	462
Vision Employee			264
Vision Children			44
Vision Spouse			52
Vision Family			70
Total Vision			430

Workers' Compensation Lost Time Report

<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR OCTOBER 2020**

CIRCULATION ACTIVITY*	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2020	2019	2020	2019	2020	2019	
Main Library	100,975	142,182	467	684	697,986	1,401,283	-50.2%
Branches	145,838	271,538	640	1,229	1,086,285	2,551,989	-57.4%
Mobile Units	239	3,484			1,670	25,424	-93.4%
Library for the Blind	34,536	41,373			272,836	406,146	-32.8%
OLBPD BARD	21,529	13,191			162,150	122,427	32.4%
eMedia	65,379	53,628			632,452	504,518	25.4%
TOTAL CIRCULATION	368,496	525,396			2,853,379	5,011,787	-43%

ELECTRONIC MEDIA CIRCULATION*	Monthly Total		Year-to-Date		YTD Gain/Loss
	2020	2019	2020	2019	
eBook	34,111	25,527	326,033	248,059	31.4%
eAudiobook	21,150	19,665	202,006	178,570	13.1%
eMusic	4,761	4,547	48,227	46,875	2.9%
eVideo	3,989	2,296	41,232	14,486	184.6%
eMagazines	1,368	1,593	14,954	16,528	-9.5%
TOTAL eCIRCULATION	65,379	53,628	632,452	504,518	25.4%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2020	2019	2020	2019	
Main Library	107	56 minutes	18,180	64,021	21,247	72,438	-70.7%
Branches	591	42 minutes	136,032	518,657	114,711	443,688	-74.1%
TOTAL USAGE	698		154,212	582,678	135,958	516,126	-73.7%

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	
	2020	2019	2020	2019
	286	979	1775	7394

WALK-IN COUNT*	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2020	2019	2020	2019	2020	2019	
Main Library	11,658	35,632	54	171	113,855	353,703	-67.8%
Branches	72,812	188,130	319	852	581,808	1,668,877	-65.1%
TOTAL VISITS	84,470	223,762			695,663	2,022,580	-65.6%

All in-person interactions and physical circulation services ceased operation at the close of business on March 13, 2020 due to precautions related to the COVID-19 pandemic. Curbside and Walk-up Services began June 8, 2020. The Library reopened to the public on August 24, 2020.

*ASK CPL LibAnswers and LibChat virtual reference service launched on April 20, 2020.

REPORT H

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR OCTOBER 2020**

	a	b	c	d	e	f	g
BRANCH	Branch Circulation	Sent from Other Branches	Sent from Main	Sent from Other CLEVNET Systems	Total Direct Circulation (a+b+c+d)	Sent to Other CLEVNET Systems	Total Circulation (e+f)
Addison	2,415	1,157	493	719	4,784	320	5,104
Brooklyn	1,992	899	239	359	3,489	418	3,907
Carnegie West	3,222	1,111	1,174	1,265	6,772	1,065	7,837
Collinwood	1,592	663	332	884	3,471	414	3,885
East 131st	441	459	167	153	1,220	271	1,491
Eastman	4,909	1,709	1,223	1,472	9,313	1,893	11,206
Fleet	2,929	659	556	762	4,906	412	5,318
Fulton	2,452	1,033	291	390	4,166	522	4,688
Garden Valley	620	198	44	107	969	133	1,102
Glenville	1,692	506	308	608	3,114	266	3,380
Harvard-Lee	1,807	327	327	490	2,951	572	3,523
Hough	1,862	629	209	259	2,959	355	3,314
Jefferson	1,818	774	630	834	4,056	579	4,635
Langston Hughes	1,754	1,243	284	412	3,693	313	4,006
Lorain	1,371	621	242	406	2,640	442	3,082
Martin Luther King, Jr.	1,152	432	430	597	2,611	436	3,047
Memorial-Nottingham	3,178	588	801	1,768	6,335	911	7,246
Mt. Pleasant	1,080	734	231	284	2,329	296	2,625
Rice	2,463	825	569	663	4,520	612	5,132
Rockport	5,814	1,274	1,364	1,851	10,303	1,346	11,649
South	3,087	885	549	610	5,131	2,338	7,469
South Brooklyn	5,468	1,339	1,632	2,393	10,832	1,628	12,460
Sterling	1,290	333	310	218	2,151	246	2,397
Union	1,094	281	240	312	1,927	332	2,259
Walz	3,306	1,201	1,283	1,408	7,198	782	7,980
West Park	4,559	1,368	2,365	3,688	11,980	1,616	13,596
Woodland	1,706	792	248	361	3,107	393	3,500
TOTAL	65,073	22,040	16,541	23,273	126,927	18,911	145,838

1563

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR OCTOBER 2020**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2020	2019	2020	2019		
Addison	5,104	9,568	36,459	87,216	-50,757	-58%
Brooklyn	3,907	6,581	25,543	53,171	-27,628	-52%
Carnegie West	7,837	12,403	53,658	115,821	-62,163	-54%
Collinwood	3,885	8,198	31,200	74,123	-42,923	-58%
East 131st	1,491	4,481	14,990	40,502	-25,512	-63%
Eastman	11,206	16,761	74,900	157,914	-83,014	-53%
Fleet	5,318	12,160	42,273	107,959	-65,686	-61%
Fulton	4,688	9,511	39,226	90,527	-51,301	-57%
Garden Valley	1,102	3,708	12,179	38,010	-25,831	-68%
Glenville	3,380	8,283	30,627	79,659	-49,032	-62%
Harvard-Lee	3,523	7,688	27,806	67,210	-39,404	-59%
Hough	3,314	6,550	25,738	68,781	-43,043	-63%
Jefferson	4,635	6,222	32,339	62,618	-30,279	-48%
Langston Hughes	4,006	8,474	30,024	75,007	-44,983	-60%
Lorain	3,082	7,737	27,748	73,126	-45,378	-62%
Martin Luther King, Jr.	3,047	6,986	25,112	66,216	-41,104	-62%
Memorial-Nottingham	7,246	13,341	52,169	118,008	-65,839	-56%
Mt. Pleasant	2,625	5,369	18,361	47,447	-29,086	-61%
Rice	5,132	13,205	43,002	119,202	-76,200	-64%
Rockport	11,649	19,632	86,668	190,232	-103,564	-54%
South	7,469	11,751	53,883	104,668	-50,785	-49%
South Brooklyn	12,460	17,695	83,906	166,398	-82,492	-50%
Sterling	2,397	6,830	22,855	57,629	-34,774	-60%
Union	2,259	5,001	20,649	53,077	-32,428	-61%
Walz	7,980	13,420	53,042	133,560	-80,518	-60%
West Park	13,596	20,007	89,003	190,052	-101,049	-53%
Woodland	3,500	9,976	32,925	88,432	-55,507	-63%
TOTAL	145,838	271,538	1,086,285	2,526,565	-1,440,280	-57%

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE OCTOBER 2020**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2020	2019	2020	2019	Gain/Loss	%G/L
Addison	2,294	4,583	14,914	43,518	-28,604	-66%
Brooklyn	1,533	3,724	11,015	32,787	-21,772	-66%
Carnegie West	3,350	6,300	21,707	70,554	-48,847	-69%
Collinwood	2,532	6,435	19,859	49,182	-29,323	-60%
East 131st	2,141	11,231	23,426	77,317	-53,891	-70%
Eastman	4,862	9,198	32,895	86,088	-53,193	-62%
Fleet	3,102	7,970	23,146	78,084	-54,938	-70%
Fulton	2,819	6,470	20,498	57,245	-36,747	-64%
Garden Valley	1,759	3,658	14,870	38,871	-24,001	-62%
Glenville	3,028	4,966	19,560	46,811	-27,251	-58%
Harvard-Lee	2,784	6,738	24,731	60,443	-35,712	-59%
Hough	2,497	7,642	19,816	63,228	-43,412	-69%
Jefferson	960	5,383	16,200	45,126	-28,926	-64%
Langston Hughes	2,081	5,975	15,738	56,830	-41,092	-72%
Lorain	2,185	5,407	16,941	53,275	-36,334	-68%
Martin Luther King, Jr.	1,557	5,598	18,179	48,107	-29,928	-62%
Memorial-Nottingham	2,549	5,328	19,439	50,710	-31,271	-62%
Mt. Pleasant	1,975	3,501	11,887	32,218	-20,331	-63%
Rice	2,485	12,809	33,199	98,868	-65,669	-66%
Rockport	4,043	9,228	32,492	78,136	-45,644	-58%
South	2,176	8,062	20,193	58,254	-38,061	-65%
South Brooklyn	4,410	10,644	34,919	104,666	-69,747	-67%
Sterling	3,080	8,151	25,337	77,659	-52,322	-67%
Union	1,426	6,408	16,813	58,684	-41,871	-71%
Walz	3,400	7,451	20,554	57,591	-37,037	-64%
West Park	3,738	7,876	24,729	71,849	-47,120	-66%
Woodland	4,046	7,394	28,751	72,776	-44,025	-60%
TOTAL	72,812	188,130	581,808	1,668,877	-1,087,069	-65%

1565

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS OCTOBER 2020**

Branch	Total Circulation
1 West Park	13,596
2 South Brooklyn	12,460
3 Rockport	11,649
4 Eastman	11,206
5 Walz	7,980
6 Carnegie West	7,837
7 South	7,469
8 Memorial-Nottingham	7,246
9 Fleet	5,318
10 Rice	5,132
11 Addison	5,104
12 Fulton	4,688
13 Jefferson	4,635
14 Langston Hughes	4,006
15 Brooklyn	3,907
16 Collinwood	3,885
17 Harvard-Lee	3,523
18 Woodland	3,500
19 Glenville	3,380
20 Hough	3,314
21 Lorain	3,082
22 Martin Luther King, Jr.	3,047
23 Mt. Pleasant	2,625
24 Sterling	2,397
25 Union	2,259
26 East 131st	1,491
27 Garden Valley	1,102
	145,838

Branch	Attendance
1 Eastman	4,862
2 South Brooklyn	4,410
3 Woodland	4,046
4 Rockport	4,043
5 West Park	3,738
6 Walz	3,400
7 Carnegie West	3,350
8 Fleet	3,102
9 Sterling	3,080
10 Glenville	3,028
11 Fulton	2,819
12 Harvard-Lee	2,784
13 Memorial-Nottingham	2,549
14 Collinwood	2,532
15 Hough	2,497
16 Rice	2,485
17 Addison	2,294
18 Lorain	2,185
19 South	2,176
20 East 131st	2,141
21 Langston Hughes	2,081
22 Mt. Pleasant	1,975
23 Garden Valley	1,759
24 Martin Luther King, Jr.	1,557
25 Brooklyn	1,533
26 Union	1,426
27 Jefferson	960
	72,812

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

Prepared By: Northern Ohio Data and Information Service - NODIS,
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**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR OCTOBER 2020**

OTHER TRANSACTIONS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2020	2019	2020	2019	
Loans* to:					
CLEVNET	58,874	71,839	383,472	715,024	-46%
Other Libraries	619	560	1,020	4,078	-75%
	59,493	72,399	384,492	719,102	-47%

*Totals included in Main Library and Branch circulation counts

REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2020	2019	2020	2019	
Projected	5,580	12,271	13,346	132,264	-90%
Virtual Reference	920	596	7,669	5,450	41%
Interlibrary Loan Requests	683	1,657	2,043	9,502	-78%
	7,183	14,524	23,058	147,216	-84%

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2020	2019	2020	2019	
New Titles Added	5,328	4,831	58,418	51,326	14%
Total Items Added	18,657	17,479	97,723	195,995	-50%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2020	2019	2020	2019	
Main Library	216	208	1,488	2,032	-27%
Branches	6,156	5,965	29,104	58,130	-50%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2020	2019	2020	2019	
Downloads	21,529	13,191	162,150	122,427	32%
Users	744	689	7,467	6,652	12%

Included in circulation activity

STREAMING MEDIA	Monthly Total		Year-to-Date		YTD Gain/Loss
	2020	2019	2020	2019	
Songs	18,550	17,009	182,345	156,710	16%
Users	281	291	2,897	2,980	-3%

1567