



Cuyahoga County **Public Library**

**Tuesday, November 15, 2022 / 5 PM**  
Administration Building  
2111 Snow Road, Parma, OH 44134



# Board of Trustees Meeting

**CUYAHOGA COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING AGENDA  
15 November 2022  
ADMINISTRATION BUILDING AUDITORIUM  
5:00 p.m.**

<b>TOPIC</b>	<b>PAGE#</b>	<b>MOTION</b>
1. Call to Order: Dean DePiero, President		ROLL-CALL
2. Approval of Minutes: October 25, 2022, Board Meeting	1-9	ACTION
3. Retiree Recognition	10	INFORMATION
4. Public Comment		
5. Report of the Board President		INFORMATION
6. Report of the Chief Executive Officer <ul style="list-style-type: none"> <li>Facilities Master Plan Presentation</li> </ul>	11-22	INFORMATION
7. Human Resources Report	23-28	ACTION
8. Finance Committee Report: <ul style="list-style-type: none"> <li>Financial Statement Review – Fiscal 2022 – October</li> <li>Investments: Fiscal 2022 – October</li> <li>Purchase Approval List</li> <li>Gift Report</li> <li>Voucher List Review</li> </ul>	29-30 31-35 36 37-38 39	INFORMATION ROLL-CALL ACTION ACTION INFORMATION
9. New Business <ul style="list-style-type: none"> <li>Temporary Annual Appropriation</li> <li>2023 Blanket Purchase Orders</li> <li>Resolution for the Cuyahoga County Public Library to Adopt Third Amendment to the Cuyahoga County Public Library Salary Redirection Plan</li> <li>Resolution Authorizing The Execution of a Contract for a New Integrated Library System and Discovery System</li> </ul>	41-42 43-44 45-46  47-76	ROLL-CALL ACTION ACTION  ACTION
10. Adjourn		ACTION

**CUYAHOGA COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES  
25 October 2022**

The October 25, 2022, meeting of the Cuyahoga County Public Library Board of Trustees was held at the Cuyahoga County Public Library Administration Building Auditorium, 2111 Snow Road, Parma, Ohio. With a quorum of seven (7) Board members present, President DePiero called the meeting to order at 5:02 p.m.

**Roll-Call:**      **Present:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Amira Thomas – **7**.

**Absent:** – **0**.

**Also present:** Chief Executive Officer Tracy Strobel; Scott Morgan, Chief Operations Officer; Hallie Rich, Chief Communications & External Relations Officer, Monique Good, Chief Human Resources Officer, Robert Dolan, Finance Director, Izoduwa Ebose-Holt, Human Resources Director, Rebecca Ranallo, Literacy and Learning Division Director, Enda Bracken, Branch Services Director – East, Lane Edwards, Branch Services Director – South, Caroline Vicchiarelli, Branch Services Director – West, Daniel Barden, Technical Services Director, Jim Haprian, IT Director and Robert Rua, Marketing & Communications Director, and other interested observers.

**Approval of Minutes:**

President DePiero asked for a motion to approve the minutes of the September 27, 2022, Board meeting that were sent to the Board members in advance of this meeting.

**01-10/2022**

Trustee Leonard moved to approve the minutes, seconded by Trustee Davies. Seeing no corrections, omissions or additions, the minutes of the September 27, 2022, Board Meeting were approved by unanimous vote of the Board members present.

**Public Comment:**

There was no public comment.

**Report of the Board President:**

President DePiero did not have a report for this month. He reminded us that there will be an Executive Session following New Business on the agenda, and no board action will be taken.

**Report of the Executive Director:**

Chief Executive Officer Strobel stated she was delighted to preside over the opening of the County's first FamilySpace at CCPL's Garfield Heights Branch Library. This is a partnership with Cuyahoga County, the United Way, Invest in Children, Family Connections of Northeast Ohio, and Cleveland Public Library. The goal is to provide accessible, neighborhood-based hubs for programming, information sharing, and network building for families with young children, and a perfect place for a FamilySpace is the public library.

We will soon be opening a second FamilySpace at CCPL South Euclid-Lyndhurst Branch and Cleveland Public Library will be opening spaces at their Hough and Carnegie West Branches. Chief Executive Officer Strobel thanked our new Family Engagement Specialist Maria Trivisonno and our Literacy and Learning Division Team for their work on this initiative.

Chief Executive Officer Strobel is pleased to share that Cuyahoga County Public Library has been awarded \$250,000 in the American Rescue Plan Act (ARPA) funding from County Councilman Jack Schron's allocation. This money will be used to help build an approximately 4,000 square foot addition on CCPL's Solon Branch that will include an Innovation Center, a classroom and additional collaboration and seating space. Chief Executive Officer Strobel presented our request in front of Cuyahoga County Council Committee on October 17<sup>th</sup>. She thanked Chief Rich and Consultant Justin McCaulley, President, McCaulley & Company for their hard work in securing these funds.

Chief Executive Officer Strobel mentioned the Article in Cleveland Jewish News that, CCPL was featured in the October 21<sup>st</sup> edition of Cleveland Jewish News in honor of our 100<sup>th</sup> anniversary. It was an excellent and comprehensive article that highlighted Trustee Shlonsky's contributions to our success as well as flattering quotes.

Chief Executive Officer Strobel noted that last week was National Friends of the Library Week. Our 25 Friends Groups are made up of hundreds of hard working, library loving volunteers who support their local branches financially and with grass roots advocacy. Our Friends Groups sponsor and provide supplies for programs, hold used book sale events and maintain ongoing book sales, share their love for their library in the community and provide valued support to branch library staff. Chief Executive Officer Strobel took the opportunity to publicly thank all of our friends for everything they do to help CCPL provide the nation's best library service.

Chief Executive Officer Strobel welcomed Daniel Barden, CCPL Technical Services Director to present CCPL new Integrated Library System (ILS) and Discovery System.

Director Barden defined an Integrated Library System (ILS) He stated an Integrated Library System, also known as a library management system, is an enterprise resource planning system (inventory control) for a library, used to track items owned, orders made, bills paid, and patrons records. Our current ILS is Sierra, provided by Innovative Interfaces.

Director Barden also defined what a Discovery System is. He stated a discovery system is a bibliographic search system based on search engine technology. Our current discovery layer is Encore, provided by Innovative Interfaces.

Director Barden mentioned it has been 20 years since CCPL has looked at the Integrated Library System (Sierra) and discovery layer (Encore) markets. Together these software applications allow us to manage the collection/catalog, perform all circulation functions, find, and request the titles our customers are looking for, power our CCPL app and more. Director Barden stated Library leadership has decided it is time to examine the market to see if there are better options available.

Director Barden stated he was asked to oversee putting together a committee of staff members from various locations and working in various positions including a representative from the Union, as well as securing a consultant to determine our options for getting a new system(s).

Director Barden mentioned in February 2022 there was a survey of staff based on their likes and dislikes of our current ILS and discovery layer.

- What are the things you like about Sierra and Encore?
- What are the things that frustrate you about Sierra and Encore?
- Are there things in Sierra that you feel should take fewer steps or that you feel are must-haves in a new system?
- When assisting customers, are there searches or other functions you'd like to perform in Encore (or WebPAC) that you can't currently?
- Do you have ideas for a "next-generation" feature? This is your opportunity to share the good, the bad, and the ugly with us.

Director Barden stated we had a great response rate with great feedback that helped inform the committee of what was important to frontline staff.

Director Barden stated Marshall Breeding, Library Consultant who is an expert on the ILS market was retained. He led an in-person overview of the market/products available for the Leadership Team and ILS/Discovery committee members.

Director Barden stated May thru June 2022 were the first round of vendor visits to committee members

- OCLC
- SirsiDynix
- Innovative Interfaces
- BiblioCommons
- ByWater Solutions

Director Barden stated the following timeline:

- June 2022 – Ratings compiled from committee members, and three finalists determined
- August/September 2022 – Full day presentations by the three finalists
- October 2022 – Site visit to Montgomery County Public Library in Rockville, MD
- October 2022 – Official recommendation made to Chief Executive Officer Strobel for Koha and Aspen as supported by ByWater Solutions

President DePiero thanked Director Barden for a great presentation.

Chief Executive Strobel mentioned that the resolution and contract for the new ILS and Discovery System will be brought forth at the November 2022 board meeting for approval.

### **Human Resources Report:**

Human Resources Chief Good summarized the HR report. There are fifteen (15) new hires, one (1) rehire, three (3) employees increased their hours, six (6) added second rate, and eight (8) transfers.

### **02-10/2022**

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no discussion, the Human Resources Report dated October 25, 2022, was approved as presented by unanimous vote of the Board members present. **(See pages 318-324)**

### **Finance Committee Report:**

Finance Chairperson Davies stated we did not meet for a Finance Committee meeting today, and Chief Morgan will give financials in depth at this meeting.

Chief Morgan stated we did not receive any additional distributions from the County for our property tax levies. Since we have received advances on both levies, we will only receive a few more dollars for the remainder of the year. With the advances, we are running slightly over what we had budgeted. We did receive our reimbursement from the State for Homestead Exemptions for the 2.5 mill levy. The ORC no longer requires the State to reimburse local governments for Homestead Exemptions on property tax levies.

Chief Morgan stated in the Public Library Fund (PLF) our September distribution for the PLF was \$2,277,090.20. Based on a comparison to last year, this distribution was slightly larger than the amount received in September 2021. Our YTD comparisons are also more than last year. The amount received YTD is 87.1% of the budget.

Chief Morgan stated patron fines and fees collected in September were less than what was collected last year. With going fine free in January, the amounts received was for fees only. Looking at the total of patron fines and fees the total amount collected this year does exceed the total amount collected last year. The amount collected for passport processing and photos greatly exceeded what was collected last year for September.

Chief Morgan also noted the interest account. The amount collected through September is significantly larger than what we collected in all of 2021.

Chief Morgan stated the remainder of the revenue accounts are where we would expect them to be for the month of September.

Chief Morgan stated the salaries and benefits accounts are on budget.

Chief Morgan stated the insurance benefits expense is less than what we have projected, and we will have funds left in that account at the end of the year.

Chief Morgan stated the library materials accounts reflect an overall expense of 81%. This is typical because of the larger expenditures in the beginning of the year. We also have encumbered funds to pay for preordered publications.

Chief Morgan stated many of the other expense accounts show a higher percentage spent. This would account for standing order encumbrances.

**(See Under FINANCE)**

### **Investments - September**

Chief Morgan stated there were no purchases of investments for the month of September.

### Transfers

Chief Morgan stated we repaid one advance from 2021 for the EPA charging stations at CCPL Warrensville Heights Branch in the amount of \$10,876.00.

Chief Morgan stated we also had two transfers for the month.

- One transfer of \$2,020.95 for a match for the SNAP program.
- We transferred \$11,806.00 to the EPA charging stations for the additional amount the grant did not cover.

### 03-10/2022

Trustee Blakemore moved approval, seconded by Trustee Davies. Seeing no additional discussion, the Investment Report Fiscal 2022 – September listing all Money Market Funds, Star Ohio Accounts, U.S. Treasury Investments, Certificates of Deposit and Agency Securities was approved as presented by roll-call vote. (See Under FINANCE)

Roll-Call:      Yea: Edward H. Blakemore; Allyn Davies; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Amira Thomas – 7.

Nea: – 0.

### Purchase Approval List

Chief Morgan stated Item #1 thru Item #3 are encumbrance increases. Chief Morgan spoke to Item #1 and Item #2. This is an increase for postage from \$65,000.00 to \$75,000.00 due to increased postage rates and demand. Item #2 is an increase for cleaning services from \$2,150,000.00 to \$2,170,000.00 due to additional cleanings by Summit Building Services. Director Rich spoke to Item #3. This is an increase amount from \$15,020.00 to \$15,134.00 due to additional cost for digital asset management software.

Chief Morgan stated Item #4 through Item #12 are new purchases. He stated Item #4 is for the annual leadership class registration at Cleveland State University for professional development. Seven staff members will attend as requested by the Executive Division. Cost \$17,920.00. Director Barden stated Item #5 is for magazine display boxes at CCPL Fairview Park and CCPL North Olmsted Branches as part of renovations. Supplier Demco. Cost \$15,590.00. Director Rua spoke to Item #6. This is for the electronic sign replacement at CCPL Orange Branch. The current sign is not working properly. Supplier ASI Sign Innovations. Cost \$37,451.00. Director Rich stated Item #7 is for postage to cover 2022 annual fund, yearend mailings, sending out appeals to donors and prospects for contributions to CCPL Foundation. Cost \$23,591.00. Director Haprian stated Item #8 is to update audio/video system at CCPL Richmond Branch. Supplier iVideo. Cost \$16,240.00.

Chief Morgan spoke to Item #9 thru Item #12. Item #9 is for electrical installation necessary to install wiring for the kitchen in CCPL Parma-Snow Auditorium. Supplier Wire Men LLC. Cost \$24,671.00. Item #10 is necessary to install plumbing for the kitchen in CCPL Parma-Snow Auditorium. Supplier Rick's Roofing. Cost \$57,200.00. Item #11 is for the office build out necessary to create three offices in Branch Services Division. Supplier Rick's Roofing. Cost \$37,947.00. Item #12 is the furniture package for the new Innovation Center at CCPL Fairview Park Branch. Supplier Contract Source, Inc. Cost \$29,729.00.



**04-10/2022**

Trustee Blakemore moved approval of Purchase Approval List, seconded by Trustee Shlonsky. Seeing no additional discussion, the Purchase Approval List dated September 27, 2022, was approved as presented by unanimous vote of the Board members present. **(See pages 325-327)**

**Gift Report**

Chief Morgan stated the report includes Friends gifts for branch programming supplies. Chief Rich gave a summary of the gift report. This is a split gift from AT & T Foundation. \$5,500.00 is for Summer Learning and \$4,500.00 is going to Digital Navigators for next year 2023 funding. Iris November a long-time donor and wonderful supporter of Student Success and 123 Read donated \$3,000.00. The Ohio Environmental Protection Agency donated \$15,000.00 to CCPL Warrensville Heights Branch Trust Fund for Electric Charging Station.

**05-10/2022**

Trustee Spangler moved approval of the Gift Report, seconded by Trustee Leonard. The gift report was approved by unanimous vote of the Board members present. **(See page 328)**

- **Resolution to Advertise a Request for Qualifications for Design Services for the New Addition to The Solon Branch Library**

Chief Morgan stated this resolution is to get approval from the Board to allow us to advertise for proposals from professional Design Firms for design services for the new addition to CCPL Solon Branch in accordance with the Request for Qualifications (RFQ) and get the project underway.

**06-10/2022**

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the Resolution to Advertise a Request for Qualifications for Design Services for the New Addition to The Solon Branch Library was approved by unanimous vote of the Board members present. **(See pages 329-330)**

- **Resolution Authorizing the Library to Enter into an Agreement with Panzica Construction for Construction Management at Risk Services Relating to The New Construction of the Brooklyn Branch Library**

Chief Morgan stated this resolution is to authorize CCPL to enter into an agreement with Panzica Construction for CMR services. The Board had previously authorized to negotiate an agreement for Construction Manager at Risk Services for the new construction of CCPL Brooklyn Branch.

**07-10/2022**

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the Resolution Authorizing the Library to Enter into an Agreement with Panzica Construction for Construction Management at Risk Services Relating to The New Construction of the Brooklyn Branch Library was approved by unanimous vote of the Board members present. **(See pages 331-371)**



- **Resolution to Approve Public Library Fund Allocation 2023-2025**

Chief Executive Officer Strobel stated the nine independent free public library systems in Cuyahoga County entered into an agreement with the Cuyahoga County Budget Commission for the allocation of the Public Library Fund (PLF). Since Cleveland Public Library (CPL) receives the largest portion, they have agreed to share their international language collection with our customers. Customers will now be able to place requests and have items delivered from their international language collection, which we have not been able to get ourselves or borrow from. The international language collection is materials in many languages, and also language learning materials. We are excited about this outcome and this new collaboration.

#### **08-10/2022**

Trustee Leonard moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the Resolution to Approve Public Library Fund Allocation 2023-2025 was approved by unanimous vote of the Board members present. **(See pages – 372-377)**

- **Resolution Seeking Permission to Close the Library Systemwide on October 9, 2023, for Staff Development Day**

Chief Executive Officer Strobel reminded us that a couple of years ago, we decided to do a Staff Development Day every other year and because of the 2021 Covid spike we weren't able to come together. Bringing all staff together affords employees the opportunity to hear a consistent message and build a common understanding of our direction and our future. We are seeking permission to close the Library Systemwide to allow all staff to attend the Staff Development Day event on October 9, 2023, Columbus day, which is a Federal holiday.

#### **09-10/2022**

Trustee Blakemore moved approval, seconded by Trustee Davies. Seeing no additional discussion, the Resolution Seeking Permission to Close the Library Systemwide on October 9, 2023, for Staff Development Day was approved by unanimous vote of the Board members present. **(See page 378)**

- **Approval of Discipline Policy**

Director Ebose-Holt stated we are asking Board approval of the Discipline Policy. This policy was reviewed in detail at the Policy, Planning & External Relations (PPER) Committee meeting held prior to this meeting.

#### **10-10/2022**

Trustee Leonard moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the approval of the Discipline Policy was approved by unanimous vote of the Board members present. **(See pages 379-397)**

- **Approval of Professional Memberships Policy**

Director Ebose-Holt stated we are asking Board approval of the Professional Memberships Policy. This policy was reviewed in detail at the Policy, Planning & External Relations (PPER) Committee meeting held prior to this meeting.

#### **11-10/2022**

Trustee Shlonsky moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the approval of the Professional Memberships Policy was approved by unanimous vote of the Board members present. **(See page 398-401)**

- **Approval of Tax-Sheltered Policy**

Director Ebose-Holt stated we are asking Board approval of the Tax-Sheltered Policy. This policy was reviewed in detail at the Policy, Planning & External Relations (PPER) Committee meeting held prior to this meeting.

#### **12-10/2022**

Trustee Shlonsky moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the approval of the Tax-Sheltered Policy was approved by unanimous vote of the Board members present. **(See page 402-404)**

- **Approval of Time Sheet Policy**

Director Ebose-Holt stated we are asking Board approval of the Time Sheet Policy. This policy was reviewed in detail at the Policy, Planning & External Relations (PPER) Committee meeting held prior to this meeting.

#### **13-10/2022**

Trustee Shlonsky moved approval, seconded by Trustee Spangler. Seeing no additional discussion, the approval of the Time Sheet Policy was approved by unanimous vote of the Board members present. **(See page 405-407)**

#### **Executive Session**

President DePiero asked for a motion to recess the meeting for an Executive Session for matters pertaining to compensation of public employees pursuant to Ohio Revised Code 121.22 (G)(1). President DePiero also stated that no Board action would be taken after the Executive Session.

#### **14-10/2022**

Upon motion of Trustee Blakemore, seconded by Trustee Leonard, President DePiero's request to recess for an Executive Session was approved by roll-call vote at 5:44 p.m.

**Roll-Call:**      **Yea:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Amira Thomas – 7

**Nea:** – 0.

#### **Executive Session**

President DePiero asked for a motion to reconvene the Board meeting following the Executive Session.

#### **15-10/2022**

Upon motion of Trustee Leonard, seconded by Trustee Shlonsky the Board meeting reconvened by roll-call vote at 5:59 p.m.

**Roll-Call:**      **Yea:** Edward H. Blakemore; Allyn Davies; Dean E. DePiero; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Amira Thomas – 7.

**Motion to Adjourn.**

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

**16-10/2022**

Upon motion of Trustee Blakemore, seconded by Trustee Spangler, the October 25, 2022, meeting of the Cuyahoga County Public Library adjourned at 6:00 p.m.

***Approved 15 November 2022***

X \_\_\_\_\_  
Dean E. DePiero  
President

X \_\_\_\_\_  
Maria L. Spangler  
Secretary

# *for* **Teresa Rakovec**

## **WHEREAS,**

Teresa Rakovec has served with great loyalty as an employee of the Cuyahoga County Public Library since her hire on April 3, 1995, as a Branch Regional Clerk at the Parma Regional Branch; on September 29, 1997, she added the role of Regional Magazine Clerk Substitute; on December 3, 2001, she transferred to the Parma Heights Branch as a Branch Services Clerk, a position she held until her retirement on October 31, 2022; and,

## **WHEREAS,**

Teresa had a positive, uplifting attitude and brought joy to the workplace. She demonstrated an unwavering work ethic, was organized and thorough in her tasks, and always looked for additional ways to help her coworkers; and,

## **WHEREAS,**

Teresa was a patient and kindhearted listener, and empathetic and compassionate toward the plights of others. She was a cheerful participant in events to build community in the workplace and generous towards anyone in need; and,

## **WHEREAS,**

Teresa was a quick learner and willing to accept new challenges. She was attentive and responsive to patrons, staff, and members of the community, providing excellent service in all her interactions.

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

that the Board of Library Trustees records its appreciation to Teresa Rakovec for all the years of service she has rendered to the Library and the public and extends to her all good wishes for a happy, healthy, and rewarding life.

**Dean E. DePiero, President  
Board of Trustees  
Cuyahoga County Public Library**  
Date: November 15, 2022

RESOLUTION



# Chief Executive Officer's Message

## A Roadmap for the Next 10 Years

On November 7, 2022, Cuyahoga County Public Library (CCPL) celebrated its 100th birthday with a visit from Pulitzer Prize-winning historian and presidential biographer Jon Meacham, who spoke to a sold-out audience in Case Western Reserve University's Maltz Performing Arts Center as part of the William N. Skirball Writers Center Stage Series. Meacham, a leading authority on American history, made a point to emphasize the important role public libraries have played and continue to play in strengthening our democracy. It was an inspiring moment that drew enthusiastic applause from the crowd. Cuyahoga County Executive Armond Budish also took the stage to present a proclamation honoring CCPL's anniversary on behalf of his administration and Cuyahoga County Council. It was truly a night to remember. I can't imagine a better or more fitting event to cap off CCPL's first century.

We enter CCPL's second century with a new strategic plan, a new mission, and a new vision for our organization. Soon, we will also adopt a new Facilities Master Plan (FMP) that will provide the roadmap for our next 10 years of capital improvements. It is a plan that will help ensure our branches can continue to provide excellent service, equitable access, and engaging experiences for years to come.

CCPL's last FMP was adopted by the Board of Trustees in June 2010. Since then we have completed the most significant building improvement program in the Library's history resulting in the renovation, expansion or replacement of more than half of our 27 branches. Our new FMP builds on the successes of our last plan while also identifying opportunities to make strategic improvements and close gaps in service and access. The plan was developed in consultation with Group 4, an architecture research and planning firm that has created successful, innovative facilities plans for libraries across the country. It should be read as a framework of expert recommendations to address CCPL's current and projected needs.

I look forward to updating you on the progress of CCPL's FMP projects in the months and years ahead.

**Tracy R. Strobel**  
Chief Executive Officer

## Social Media

Facebook Fans: 34,713

Instagram Followers: 6,603

Twitter Followers: 11,465

Lovely evening with @pronounced\_ing at @CuyahogaLib! Loved her take on reading for recognition -- how everyone wants to be seen. Also, hugely relieved she said @ReeseW is exactly like you'd expect. #bookclub #ourmissinghearts #littlefireseverywhere 🔥 @lauraejohnston, Oct 28, 2022

SO great to see #BarbaraKingsolver as part of @CuyahogaLib #writerscenterstage at @CWRU last night. A life #goal checked off! Proud to be part of this #library system & city. @iceberg\_create, Oct 26, 2022

Thank you @CuyahogaLib and everyone who has donated so far for your support. The devices donated will be refurbished or responsibly recycled, which is great for our community and our planet! @PCsforPeople, Oct 26, 2022

Shoutout to Garfield Hts and South Euclid-Lyndhurst Branches of @CuyahogaLib for assistance in restoring our shuffleboard table. Librarians helped us with measuring and designing the corner cap and they 3D-printed it in the Innovation Center. #MadeAtCCPL #LibraryLove @bedfordrec, Oct 18, 2022

So good to be back! We went on a walking field trip to the Brook Park Library for story time and book check out. @CuyahogaLib @BPEStitans @BereaCSD #BeATitan #AlwaysBeBest @jpalcisko, Oct 5, 2022

What's better than a walk after work? A walk where they obviously knew you were coming & scattered your favorite things throughout the park! Thank you @CuyahogaLib for this adorable, adventurous, inclusive #Storywalk, topped off with a @LtlFreeLibrary 📖❤️👍 #werereadhere @margbern, Oct 4, 2022

## System Highlights

The **Mayfield Branch** Innovation Center was the maker place to be in October. Led by Generalist Mike Karaffa, four customers designed Halloween-themed pumpkin lanterns while learning the basics of Adobe Illustrator and how to safely operate the laser engraver. BSL II Kalyn Kappelman taught a virtual Cricut Design Software Basics class to nine customers, who practiced their skills by designing Halloween cards. They were excited to learn that they could import fonts and images into Cricut's software as well as find more advanced projects for free through Creativebug. Three customers attended the Raspberry Pi Basics program presented by BSA II Ramon Alvarez, and all attendees stated that because of the program they planned to take the Innovation Center orientation. During "Teen Takeover" sessions, BSA II Nick Hajek led eight teens in using the direct-to-garment printer to design tote bags and T-shirts, and BSL Teen Librarian Gigi Conti hosted three participants in creating their own bookmarks using the sublimation printer. The direct-to-garment machine and sublimation printer are the newest editions to the space, much to the excitement of Innovation Center customers.

At the **Richmond Heights Branch**'s October 28 anime/gaming club, 42 tweens and teens stopped by to watch Spy x Family on Crunchyroll (using the educator outreach account) and play games like checkers, chess, Uno and Monopoly. If players won one game, they got a piece of candy; if players won three games, they got a small bag of chips! Everyone had the chance to win something, and many are looking forward to the next game day.

In celebration of Hispanic Heritage Month, the **Maple Heights Branch** hosted a special screening of Encanto October 14 while the local schools were closed for staff development. Fifteen youth enjoyed singing along to the movie and checking out materials from our display of books written and illustrated by Hispanic and Latinx creators.

On October 3, 17 people attended "The Keithley Collection," a **Gates Mills Branch** virtual program presented by Arielle Levine of the Cleveland Museum of Art. The program highlighted selected works from the museum's extraordinary gift and promised gift of art made by Clevelanders Joseph P. and Nancy F. Keithley. The discussion focused on the Keithleys' collection of Impressionist, Post-Impressionist and modern European and American paintings, as well as Chinese and contemporary Japanese ceramics.

**Chagrin Falls Branch** Manager Maryann Penzvalto introduced the branch's sponsored film, Butterfly in the Sky, October 8 at the Chagrin Documentary Film Festival. The film documents the history and impact of Reading Rainbow and features interviews with LeVar Burton and children's author Jason Reynolds.

# System Highlights

**Beachwood Branch** manager Amia Wheatley ran the October 26 virtual book discussion with WEWS on-air personalities Homa Bash and Katie McGraw. The group of 15 enjoyed a lively talk about Mary Beth Keane's book *Ask Again, Yes*.

During a post-storytime "Stay and Play" at the **Orange Branch**, 2-year-old Elliot told Miss Maryanne that "there's something in there," pointing to the in-floor outlet box. After opening the box, Miss Maryanne and Elliot spotted a small green car that had gone missing the previous week. The Youth Literacy and Outreach department was so happy to get the toy car back that they sent a thank-you note, some bubbles and a pair of sunglasses to the branch for Elliott. When Miss Maryanne gave the thank-you gift to Elliot, he was so happy he put on the sunglasses right away and – on mom's advice – said he would wait until they got home to try the bubbles.

Each Wednesday in October, the **Warrensville Heights Branch** Youth Department hosted "Rock 'n' Read," an exciting pilot program led by board-certified music therapists from In Harmony. The program is a collection of music and literacy lessons specifically designed for children of all abilities in pre-kindergarten through second grade, and it is centered around storybooks, songs and activities that integrate music, literacy, comprehension skills and vocabulary. Fifty-one attendees (27 youth and 24 adults) participated throughout the month.

On October 22, the **South Euclid-Lyndhurst Branch** hosted a vibrant discussion titled "The Green Book, Jim Crow and Black Leisure in NEO." Cleveland State University's Dr. Mark Southern explored the Green Book Cleveland Project that transformed the printed page into a digital history experience that maps and documents sites of African American leisure and recreation in Northeast Ohio. The conversation among the 10 participants was lively and informative, and some of the attendees shared their own personal histories as the memories flooded in and brought about some pretty emotional responses that illuminated the room.

Seven attendees at the **Bay Village Branch** enjoyed a demonstration on how to make barbecue tofu facilitated by BSA Tara McGuinness. Two women – one from Ukraine and the other from China – shared their countries' tofu recipe ideas with the group. Teen Librarian Jean Cottrill held two sessions of "Teen Innovators" for 16 participants, who explored the machines in the Innovation Center and worked on craft projects. Custom stickers were popular this month as teens learned about the Roland printer/cutter.

In the first school class visits to the **Brook Park Branch** since the pandemic (including first- and second-grade classes), the kids eagerly checked out books with their library cards and enjoyed a fun story and silly jokes with BSL II Michelle Todd. One of the teachers emailed after: "We loved our visit today. The students were so excited to visit. As my 2nd graders were looking for books, I overheard one girl say, 'I am in book heaven.' Another boy said, 'This place is awesome!' They can't wait to come back again!"

The **Strongsville Branch** partnered with the Strongsville Historical Society for a special presentation of the "Presidents' Wives of Ohio." The first ladies told their stories to an audience of 100, who enjoyed learning many interesting facts about the Ohio presidents and their amazing wives: Anna Symmes Harrison, Julia Dent Grant, Lucy Webb Hayes, Lucretia Rudolph Garfield, Caroline Scott Harrison, Ida Saxton McKinley, Helen Herron Taft and Florence Kling DeWolfe Harding.

The Northeast Ohio Telugu Association used the **Middleburg Heights Branch**'s large meeting room to conduct a passport/visa camp in collaboration with a member of New York's India consulate. People came from across Ohio to attend the workshop. Staff assisted the 50 group members throughout the day with printing, photocopying, accessing computers and taking passport photos. At the end of the workshop, two group members – along with the New York consul – made a point to profusely thank staff, take photos and even present flowers. The group members were very pleased they could do everything they wanted in one location.



# System Highlights

The **North Olmsted Branch**'s Kathy Rak hosted a thoroughly engaged audience of 35 for a presentation and book signing by Margaret Nash and Karen Graves, authors of the book *Mad River*, Marjorie Rowland, and the *Quest for LGBTQ Teachers' Rights*, which explores the life and legal case of Marjorie Rowland, a pioneer who fought for employment rights for LGBTQ educators. A bookseller from Mac's Backs – Books on Coventry sold several copies of the book. Rak did a fantastic job of reaching out to college and high school LGBTQ+ organizations to promote the event.

The **Brooklyn Branch** Children's Librarian Alex Ward, Adult Librarian Gabriel Venditti and Manager Kathy Sullivan partnered with Brooklyn Schools ELL instructor Emily McQuiston and Aspire Greater Cleveland ESOL teacher Jenna Bucey to host "English Language Learners Family Night" on October 17. Six families attended (21 participants in total) from Nepal, Russia, Venezuela, India and Puerto Rico. Ward translated the key points of his presentation about CCPL services into several different languages, projected behind him so that those with little English could understand. Then ESOL teacher Jenna Bucey gave an overview of the library's ESOL class. Following that, Venditti led the group in a brief community conversation about the experience of moving to a new country. All the family members were very engaged, and most signed up for library cards, the Student Success Center, ESOL classes and a number of other programs. Everyone took extra copies of information in their native languages to share with others in their communities. Families also enjoyed refreshments, mingled and helped each other – one gentleman, an architect originally from Puerto Rico, shared his drawing skills with an interested teenager from Nepal. It was a really uplifting event, and the branch hopes to do another one in the not-too-distant future.

A special guest joined the **Olmsted Falls Branch**'s Baby & Toddler storytime October 5. One of the children's speech pathologists from the Cuyahoga County Board of Developmental Disabilities came to observe how the toddlers responded in the group setting of 23. A nice discussion followed between Ms. Miketa and the children's librarian, who talked about opportunities for a future partnership.

On October 27, 20 education students from Baldwin Wallace University visited the **Berea Branch** as part of their Reading Across the Content Area class. BSL II Amy Dreger shared an hour-long presentation highlighting all the library's resources for teachers, students and parents. Following the formal presentation, participants enjoyed a hands-on exploration of many of the bookable puppets, story sets, theme kits and toys that the library offers.

On October 4 at the **Fairview Park Branch**, Brigid McNeely led eight participants in a basic glass etching class. She detailed the basics of making a pattern using the Cricut machine or premade stencils, along with how to transfer the design to glass. All attendees enjoyed learning a new skill.

The **Garfield Heights Branch** hosted the official FamilySpace launch event October 19. The FamilySpace program offers safe and engaging spaces for families with children ages birth to 5 years to meet, socialize and receive information and services. The unique program is a collaborative effort of Cuyahoga County's Office of Early Childhood/Invest in Children, United Way of Greater Cleveland, Cuyahoga County Public Library, Cleveland Public Library and Family Connections. During the event, CCPL Executive Director Tracy Strobel, Cuyahoga County Executive Armond Budish, United Way of Greater Cleveland Vice President Kenneth Surratt, Family Connections Executive Director Beth Darmstadter and Cleveland Public Library Chief of Public Services Harriette Parks delivered speeches highlighting the unique features and benefits that FamilySpace provides. Since the program began in September, the Garfield Heights Branch has hosted eight weekly sessions with a total attendance of more than 160 people.

On October 20, 13 crafters made customized drinking glasses during a Halloween glass etching program at the **Brecksville Branch**. BSA I Emily Giehler demonstrated the technique using stencils cut out on the Cricut machine and glass etching cream. Customers enjoyed all the fun Halloween designs. Attendees expressed how much they love crafting programs and were very interested in upcoming programs.

# System Highlights

Lynn Raymond held a Pete the Cat party for 15 participants October 1 at the **Independence Branch**. The program began with an interactive telling of the original book, *Pete the Cat: I Love My White Shoes*. The participants then enjoyed several activity stations, which included playing button math, making a Pete the Cat paper bag puppet and decorating a pair of cool cardstock sunglasses.

**Parma Heights Branch** Teen Librarian Sarah Carpenter and five teens put their engineering skills to the test October 15 by creating a cellphone amplifier and cellphone projector out of household materials. The projector was especially challenging since it was important to direct all light through the magnifying glass; participants did this by closing holes and placing dark paper inside.

On October 22, five teens participated in the “Zombie Barbie” program at the **Solon Branch**. They had a lot of fun with some creative destruction and coming up with stories on how their Barbies became zombies.

On October 19 and October 26, the **Parma-Snow Branch** staff presented “Adult Maker Night: Faux Leather Fall Earrings” for 12 attendees. Staff demonstrated the Cricut machine to show how they used it to cut out faux leather shapes.

The **North Royalton Branch** Adult Department held its 10th annual “Hauntober” celebration, offering five spooktacular programs to 268 customers. The highlight was a visit from Bill Krejci – author of *Buried Beneath Cleveland* and *Haunted Franklin Castle* – who captivated a crowd of 113 customers with chilling tales from Northeast Ohio.

On October 14, the **Bedford Branch** held a “Teen Mental Health Workshop” hosted by teen librarian Stephanie Johnson and led by guest presenter Dr. Deborah Martin-Grisson. The six teens in attendance had a great discussion about the challenges that they currently face as high school students. Fortunately, Dr. Martin-Grisson was able to provide various suggestions for them about protecting their mental health.

During October, **Parma-Powers Branch** customers were asked to write down their favorite library memory in celebration of CCPL’s 100-year anniversary. We displayed the comments for all to read. Here are a few of the wonderful memories that they shared:

- “I enjoy coming to the library every week. I have so much gratitude for the good books you offer and for your great service.”
- “My library card is a prized possession! It allows me to enjoy so many great books, movies and CDs. The library is one of my favorite places!”
- “When I was a young lad, I would ride my bike to the library a few days a week for new books to read. Henry Huggins, Henry Reed, Encyclopedia Brown and stories about sports. When I was in high school and college, I would park myself at a quiet table to finish school projects.”
- “The library personnel, how much they care and help everyone. Whether book orders, computer help, always there, always good attitudes. Thank you.”
- “I’ve brought my kids here since they were toddlers. You are partly the reason my daughter is a librarian herself. She would be the little girl with the huge pile of books! Our favorite place.”

## “ASK US” CUSTOMER FEEDBACK

Out of 94 feedback responses in October, the average rating has been a 3.7 on a scale of 1 (bad) to 4 (excellent). The following are some of the optional comments that customers provided:

- “Response time is awesome. Info is extremely helpful. Very pleased with this service.”
- “I was shocked at how quickly I received a response. Awesome.”

**CUYAHOGA COUNTY PUBLIC LIBRARY  
REPORT OF THE CHIEF EXECUTIVE OFFICER  
NOVEMBER 15, 2022**

**ACTIVITIES OF THE CHIEF EXECUTIVE OFFICER**

**October 26**

- Met with Scott Morgan, CCPL Chief Operations Officer, and Robert Dolan, CCPL Finance Director
- Met with Monique Good, CCPL Chief Human Resources Officer

**October 27**

- Participated in **Youth Opportunities Unlimited (Y.O.U.) Executive Committee Meeting**
- Meeting with CCPL Executive Leadership Team, Scott Morgan, CCPL Chief Operations Officer, Hallie Rich, CCPL Chief Communications & External Relations Officer, Monique Good, CCPL Chief Human Resources Officer, and Bertha Arrington, Executive Division Manager
- Meeting **Facilities Master Plan** with **David Schnee, Principal, Group 4 Architecture Research, Jill Eyres, Senior Associate, Group 4 Architecture Research, and Daniel LaRossa, Architect, Group 4, and Robert Klann, AIA, Partner/CFO, Robert P. Madison Int., Inc., Victoria Osowski, Interior Designer, Robert P. Madison Int., Inc., and Paul Melnykowski, Interior Designer, Robert P. Madison Int., Inc.,** and Scott Morgan, CCPL Chief Operations Officer, Jeffery Mori, CCPL Facilities Director, Hallie Rich, CCPL Chief Communications & External Relations Officer, Robert Rua, CCPL Marketing & Communications Director, Jim Haprian, CCPL IT Director, Wendy Bartlett, CCPL Collection Development & ACQ Manager, and Lane Edwards, CCPL Branch Services Director
- CCPL Independence Branch Visit and Staff Meeting, with Rebecca Ranallo, CCPL Literacy and Learning Director, and Melanie Rapp-Weiss, CCPL Branch Manager, CCPL Independence Branch and staff
- Conference call with **Brooks Rainwater, President and CEO, Urban Libraries Council (ULC), and ULC Directors**
- Meet and greet with **Author Celeste Ng** at CCPL Parma-Snow Branch

**October 28**

- Attended the **Ohio Library Council (OLC) "Road Ahead" Tour** with other Ohio Library Directors to plan advocacy strategy for State funding in 2023 budget

**October 31**

- Met with Scott Morgan, CCPL Chief Operations Officer, Jim Haprian, CCPL IT Director, and Daniel Barden, CCPL TSD Director
- Meeting with Pamela Jankowski, CCPL Chief Public Services Officer

**November 1**

- Attended **The City Club forum in conversation with Congresswoman Liz Cheney, with CCPL Trustee Patricia Shlonsky, and Hallie Rich, CCPL Chief Communications & External Relations Officer**

**November 2**

- Met with Monique Good, CCPL Chief Human Resources Officer
- Participated in CCPL and **ByWater Solutions Kick-off meeting with Jessica Zairo, Director of Library Sales & Outreach, ByWater Solutions, Joy Nelson, President, Koha Division, Morgan Daigneault, Aspen Implementation Specialist, Aspen Discovery, Jessica Beno, Data Migration Librarian, ByWater Solutions, and Donna Wachowskis, Educator, ByWater Solutions, and CCPL ILS/Discovery Committee**
- Participated in **Metro Directors** monthly conference call

**November 3**

- Meeting with CCPL Executive Leadership Team, Hallie Rich, Chief Communications & External Relations Officer, Monique Good, CCPL Chief Human Resources Officer, and Bertha Arrington, Executive Division Manager
- Met with Hallie Rich, Chief Communications & External Relations Officer

**November 4**

- Phone call with Jake Nicholson, Corporate Attorney at Roetzel & Andress regarding ByWater Solutions contract
- Interview regarding Solon Expansion project

**November 7**

- Dinner with **Jon Meacham, Author, Library Board members, Allyn Davies and Patricia Shlonsky, and CCPL Foundation Board Members & other CCPL Donors**
- Introduced the **William N. Skirball Writers Center Stage Author & great Historian Jon Meacham** to help celebrate CCPL's 100<sup>th</sup> Birthday at **Maltz Performing Arts Center**

**November 9**

- Meeting with **Daniel LaRossa, Senior Associate, Group 4 Architect** and Jeffrey Mori, CCPL Facilities Director

**November 10**

- Meeting with CCPL Leadership Team, includes CCPL Executive Leadership Team, and Enda Bracken, CCPL Branch Services Director - East, Caroline Vicchiarelli, CCPL Branch Services Director – West, and Lane Edwards, CCPL Branch Services Director – South, Daniel Barden, TSD Director, Jim Haprian, IT Director, Jeffery Mori, CCPL Facilities Director, and Rebecca Ranallo, CCPL Literacy and Learning Director, Robert Rua, CCPL Marketing Director, Robert Dolan, CCPL Finance Director, and Izoduwa Ebose-Holt, Human Resources Director
- CCPL Gates Mills Branch Visit and Staff Meeting, with Jeffrey Mori, CCPL Facilities Director, and Maryann Penzvalto, CCPL Branch Manager, CCPL Gates Mills Branch and staff
- Participated in **Embroidery Basics** with **Jennifer Hartford, CCPL Foundation Board Member**, and Hallie Rich, CCPL Chief Communications & External Relations Officer, at CCPL Garfield Heights Branch

**November 11**

- Met with **CCPL Trustee Maria Spangler**

**November 14**

- CCPL Brecksville Branch Visit and Staff Meeting, with Jeffrey Mori, CCPL Facilities Director, and Melanie Rapp-Weiss, CCPL Branch Manager, CCPL Brecksville Branch and staff
- Meeting with Pamela Jankowski, CCPL Chief Public Services Officer

**November 15**

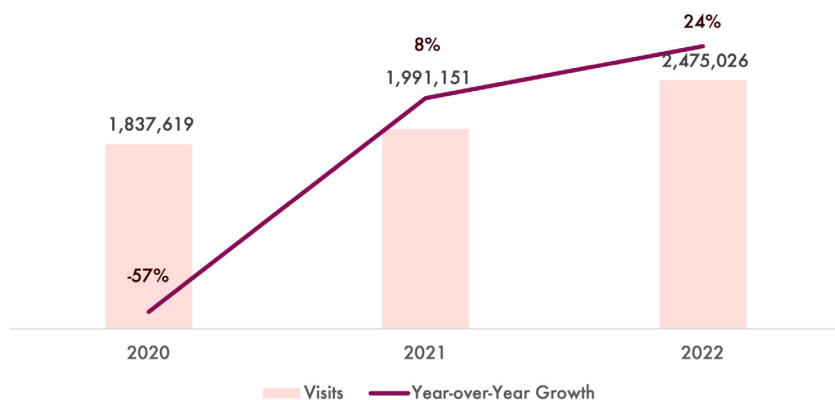
- Meeting to discuss CCPL Brooklyn Branch Design with **Ben Crabtree, Senior Associate, Bialosky Cleveland, Jill Christoff, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, Kelly Deak, Architectural Designer, Bialosky Cleveland**, Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, CCPL Chief Public Services Officer, Jim Haprian, CCPL IT Director, Kathleen Sullivan, Branch Manager, CCPL Brooklyn Branch, and Terri Thompson, CCPL Operations Assistant, Projects
- Facilitated **CCPL Finance Committee meeting**
- Facilitated **CCPL Board of Trustees meeting**



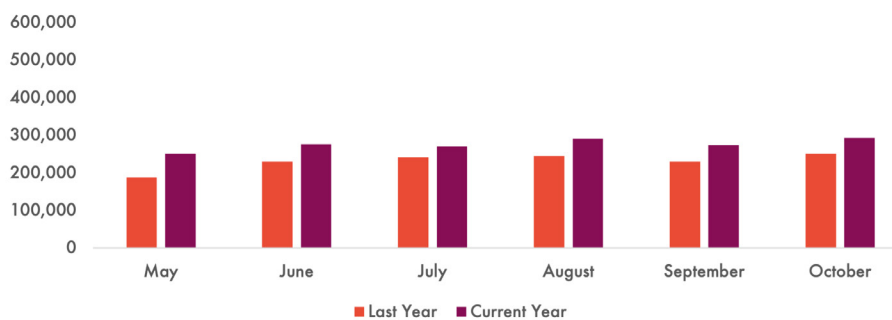
Chief Executive Officer

# Visits | November 2022

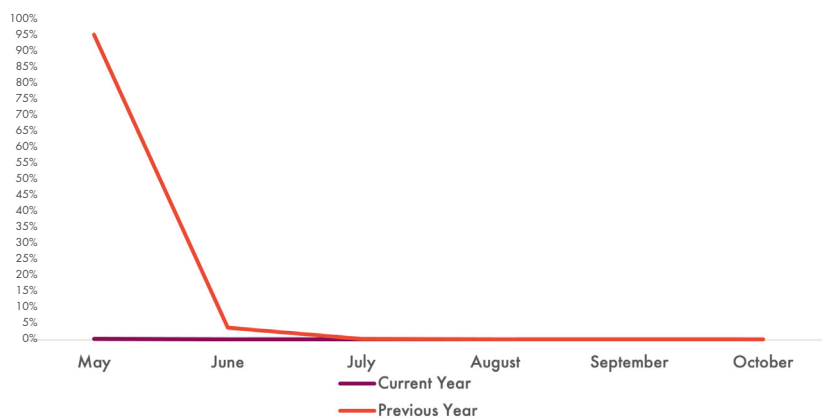
## Year to Date



## Monthly

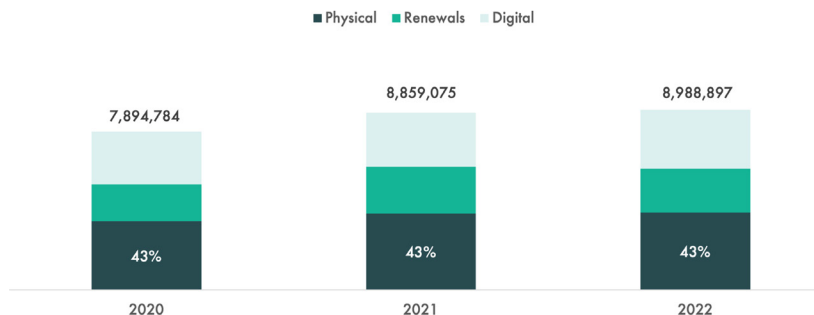


## Year-over-Year Growth

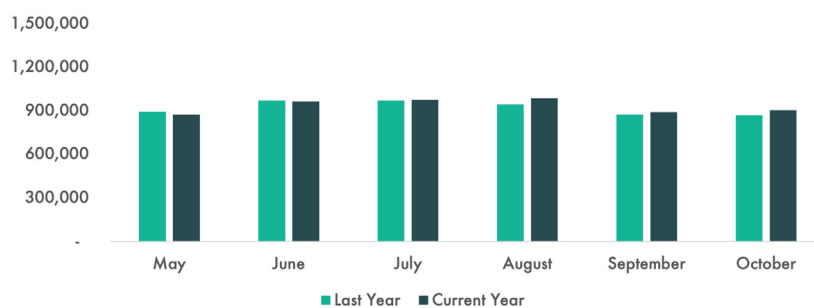


# Circulation | November 2022

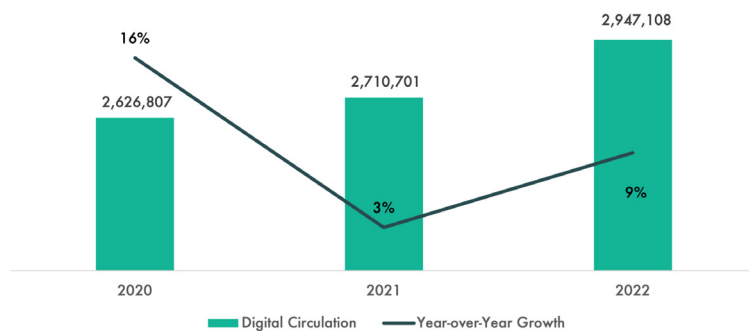
## Year to Date Total Circulation



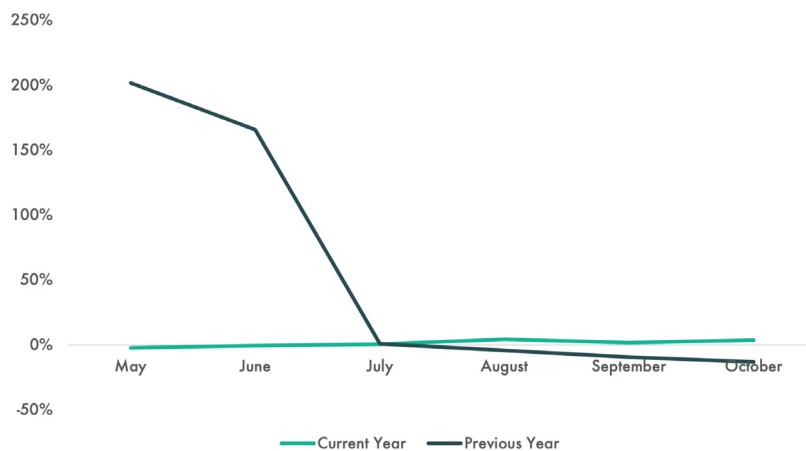
## Monthly Total Circulation



## Year to Date Digital Circulation



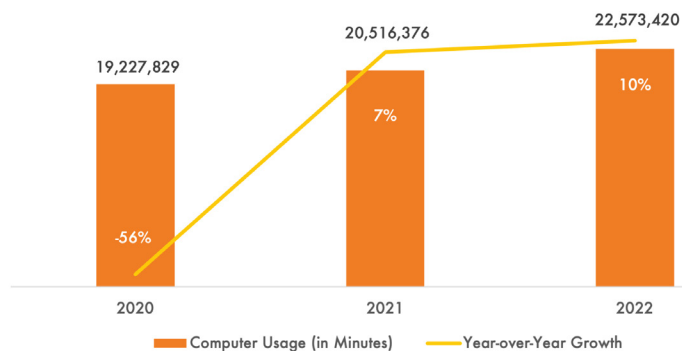
## Year-over-Year Growth Total Circulation



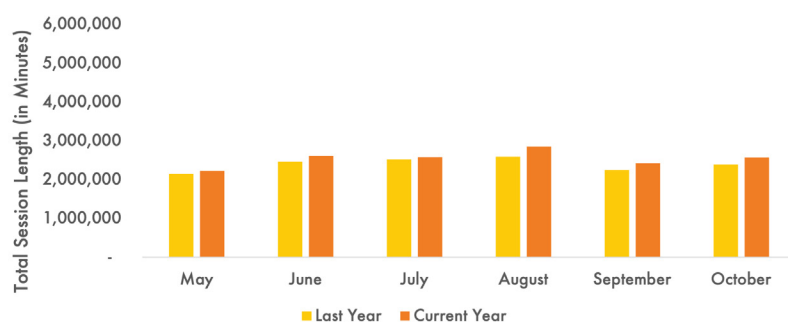


# Computer Use | November 2022

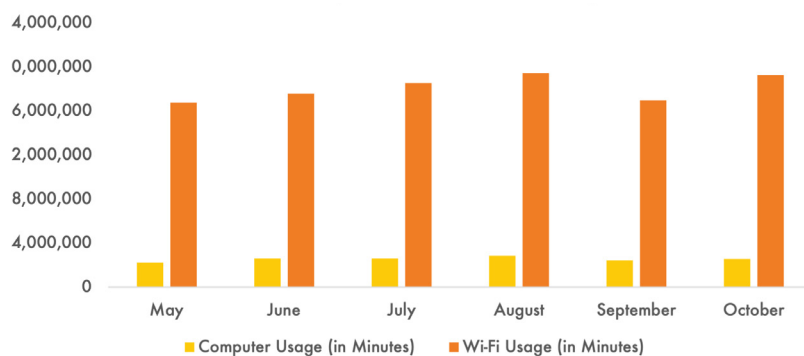
## Year to Date



## Monthly

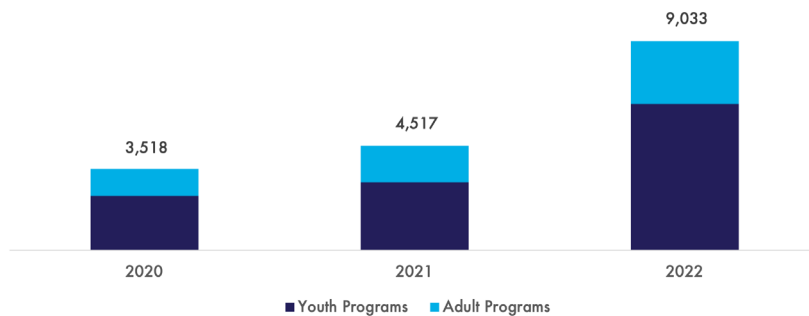


## Public Computer VS. WiFi Usage

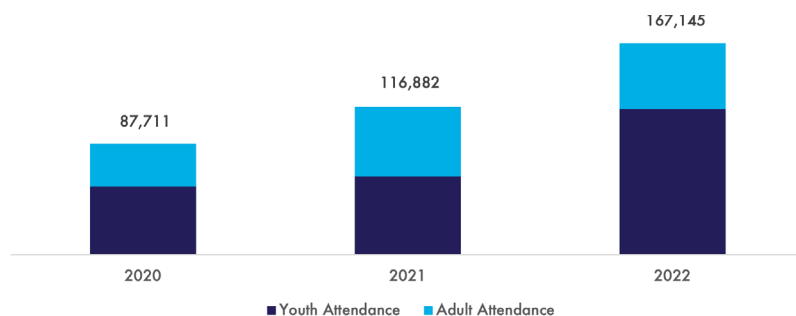


# Programs | November 2022

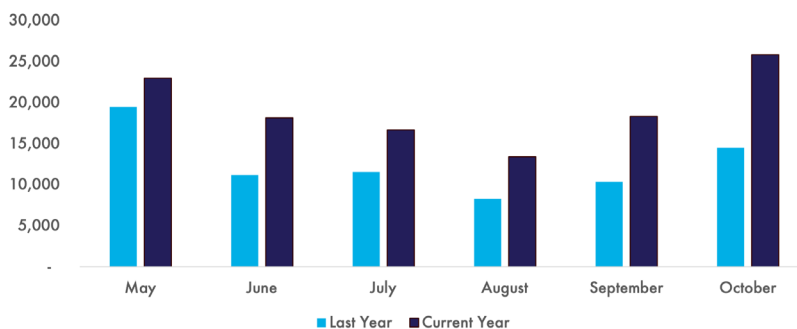
## Year to Date Programs Offered



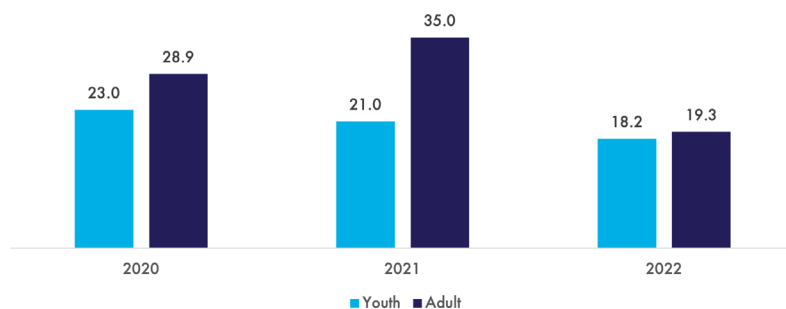
## Year to Date Program Attendance



## Monthly Program Attendance



## Average Program Attendance



APPOINTMENTS										
NAME	POSITION	GRADE	SALARY	HOURS WEEK	COST CENTER	REPLACES	SALARY	REASON	HOURS WEEK	EFFECTIVE DATE
Baisden-Kraynak, Lisa	Youth Program Tutor	OST	\$12.00	10	504113		\$12.00	New Hire	10	10/24/2022
Balduff, Bradley Drew	Branch Services Librarian I - Generalist	208	\$22.40	40	FPR111	Jeffery Laser	\$22.40	New Hire	40	10/30/2022
Bray, Ami	Branch Services Librarian I - Teen	208	\$24.00	40	FPR111	Sarah Carpenter	\$24.00	New Hire	40	11/14/2022
Cook, Christine	Branch Services Clerk	205	\$16.16	16	BRV111	Lavanya Iyer	\$16.16	New Hire	16	10/30/2022
Dogan, Ali	Youth Program Tutor	OST	\$12.00	10	504113		\$12.00	New Hire	10	10/31/2022
Dudas, Arlene	Youth Program Tutor	OST	\$12.00	10	504113		\$12.00	New Hire	10	11/7/2022
Havir, Laura	123 Read Site Coordinator	OSR	\$22.24	14	504113		\$22.24	New Hire	14	10/31/2022
Hilfiker, Stephanie	Branch Services Librarian I - Teen	208	\$23.00	40	STV111	Sylvia Chris	\$23.00	New Hire	40	10/31/2022
Hunt, Heather	Branch Services Assistant -I	207	\$20.09	16	BRV111	Danette Fahey	\$20.09	New Hire	16	11/13/2022
Miller, Laura	Branch Services Clerk	205	\$16.16	16	FPR111	Amy Sobieski	\$16.16	New Hire	16	10/31/2022
Paulra, SelvaSubha	Youth Program Tutor	OST	\$12.00	10	504113		\$12.00	New Hire	10	10/24/2022
Peshek, Mary Beth	Youth Program Tutor	OST	\$13.00	10	504113		\$13.00	Rehire	10	11/1/2022
Randolph, Katelyn	Youth Program Tutor	OST	\$12.00	10	504113		\$12.00	New Hire	10	10/24/2022
Rapacz, Sarah	Branch Services Assistant SUB	207	\$20.09	1	450114		\$20.09	New Hire	1	10/30/2022
Zakes, Ashlei	Branch Services Librarian I - Generalist	208	\$23.50	40	FPR111		\$23.50	New Hire	40	10/31/2022

## HUMAN RESOURCES DIVISION REPORT LIST NO. 2022-11

November 2022

SEPARATIONS						
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	EFFECTIVE DATE
Anderson, Edith	Branch Services Clerk SUB	450114	205	\$16.16	1	10/31/2022
Brown, Ashleigh	Branch Services Clerk SUB	450114	205	\$16.16	1	10/31/2022
Bumbak, Anne	Branch Services Clerk	ORG111	205	\$22.63	40	10/31/2022
Friend, Denise	AES Program Specialist	508111	210	\$33.11	40	10/31/2022
O'Connor, Laura	Branch Services Clerk SUB	450114	205	\$16.16	1	10/31/2022
Werman, Jill	Branch Services Clerk SUB	450114	205	\$16.16	1	10/31/2022
	Branch Services Assistant SUB		207	\$20.09		
Wheeler, Serena	NBU Page SUB	WVH113	OSP	\$13.00	1	10/26/2022
Woodburn, Emerald	Branch Services Clerk SUB	450114	205	\$16.16	1	10/31/2022

## ANNIVERSARY PAY ADJUSTMENTS (Not Based on 2080 Hours)

NAME	POSITION	COST CENTER	GRADE OLD	GRADE NEW	HOURS	SALARY OLD	SALARY NEW	EFFECTIVE DATE
Bacon, Nora	NBU Page	STV113	OSP	OSP	15	\$12.50	\$13.00	5/29/2022
Bailey, Sarah	NBU Page	GFH113	OEP	OEP	15	\$12.50	\$13.00	10/30/2022
Basnett, Megan	NBU Page	STV113	OEP	OEP	10	\$12.50	\$13.00	10/30/2022
Bruckner, Lisa	NBU Page	STV113	OEP	OEP	15	\$12.50	\$13.00	10/30/2022
Gaddamanugu, Malini	NBU Page	STV113	OSP	OSP	15	\$12.50	\$13.00	5/29/2022
Russ, Carmella	NBU Page	NRY113	OEP	OEP	12	\$12.50	\$13.00	10/30/2022
Stephan, Penelope	NBU Page	NRY113	OEP	OEP	12	\$12.50	\$13.00	10/30/2022
Youngless, Sarah	NBU Page	PAS113	OEP	OEP	15	\$12.50	\$13.00	10/30/2022
Zafar, Zaneb	NBU Page	IND113	OEP	OEP	15	\$12.50	\$13.00	10/30/2022

RETIREMENTS							
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	HIRE DATE	LAST WORKING DAY
Rakovec, Teresa	Branch Services Clerk	PAH111	205	\$22.63	32	4/3/1995	10/31/2022

CHANGES IN HOURS/SALARY/TRANSFERS													
NAME	POSITION	COST CENTER OLD	COST CENTER NEW	GRADE OLD	GRADE NEW	HOURS OLD	HOURS NEW	SALARY OLD	SALARY NEW	REPLACES	REASON	HRS WEEK	EFFECTIVE DATE
Collins, Rex	NBU Page Branch Services Clerk SUB	MAY111	MAY111 450114	OEP	OEP 205	15	15 1	\$12.00	\$12.00 \$16.16		Add Second Rate	15 1	10/30/2022
Cronin, Patricia	HR Administrative Assistant Acting	508111	800112	205	10	40	40	\$17.99	\$19.11	Melissa Arcuri	Acting Position Started	40	10/17/2022
Freedman, Elyssa R	Branch Services Librarian Supervisor	MPL111	MPL111	208	209	40	40	\$24.82	\$26.23	Kyra Nay	Acting Position Started	40	10/30/2022
Gibbs, Geneva	Branch Services Clerk	GAT111	SEU111	205	205	16	16	\$16.64	\$16.64		Transfer	16	10/30/2022
Haneberg, Susan	Branch Services Assistant I	FPR111	FPR111	207	207	16	20	\$20.69	\$20.69		Increase In Hours	20	10/30/2022
Heseley, Karen	AES Clerk II - Acting	IND111	508111	205	205	32	40	\$17.64	\$18.52	Patricia Cronin	Acting Position Started	40	10/31/2022
Krozser, Lauren	Branch Services Assistant I	MPL111	MPL111	207	207	20	24	\$22.17	\$22.17		Increase In Hours	24	10/31/2022
Paulra, SelvaSubha	Homework Center Coordinator	504113	BPK112	OST	OSH	10	14	\$12.00	\$22.24		Transfer	14	11/14/2022
Lippi, Sara	Branch Services Assistant I SUB	OLF113 450114	450114	OSP 207	207	11 1	1	\$13.00 \$20.09	\$20.09		Transfer to SUB Status	1	10/30/2022
Meslovich, Janet	Branch Services Librarian Supervisor	MPL111	MPL111	207	209	16	40	\$24.66	\$26.23	Regina Stopper	Acting Position Started	40	10/30/2011
Robinson, Tanisha	AES Program Specialist	508111	508111	207	210	40	40	\$25.38	\$28.69	Denise Friend	Acting Position Started	40	10/31/2022
Schulte, Amy	Monitor Mentor Branch Services Assistant I SUB	MPL111	MPL111 450114	OSM	OSM 207	15	15 1	\$23.64	\$23.64 \$20.09		Add Second Rate	15 1	10/30/2022
Singh, Jessica	Branch Services Assistant II	IND111	IND111	207	207	16	16	\$20.09	\$20.69		Transfer to BSA II	16	10/30/2022
Wells, Lanson	Branch Services Assistant II Branch Services Librarian SUB Branch Services Clerk SUB	CHF111	CHF111	205	207	28	16	\$16.64 \$23.07	\$21.72 \$23.07 \$21.72	Jane Puleo	Promotion Add Third Rate	16 1 1	10/30/2022
Wirfel, Charles	TSD Clerk	IND111	702111	205	204	16	40	\$16.64	\$16.64		Transfer	40	10/30/2022



CONFERENCE AND MEETING ATTENDANCE				
NAME	DATE (S)	AMOUNT	MILEAGE	MEETING
Paulett, Nancy	08/31/2022 - 09/30/2022	\$111.20	\$ -	AAA - CEU's/Virtual
Schalk, Finn	10/27/2022	\$0.00	\$ -	Reimagining School Readiness Workshop/Virtual
Schalk, Finn	11/10/2022, 11/17/2022, 12/1/2022	\$191.25	\$ -	How to Build LGBTQIA+ Centered Spaces Programs & Services/Virtual
Smith, Sarah	11/9/2022	\$0.00	\$ -	Kindergarten Countdown/Virtual
Wilson, Marie	11/22/2022	\$0.00	\$ -	Adult Book Buzz/Virtual
		<b>\$302.45</b>		

## Financial Statement Analysis

October 2022

The budget presented on this report is the Permanent Appropriations and Estimated Revenues as adopted by the Board for the beginning of 2022.

### **Revenues**

We did not receive any additional distributions from the County for our property tax levies. Since we have received advances on both levies, we will only receive a few more dollars for the remainder of the year. With the advances, we are running slightly over what we had budgeted. We did receive our reimbursement from the state in September for homestead exemptions for the 2.5 mill levy. With this distribution we are under budget, but the additional amounts we received from the County will cover that shortfall.

Our October distribution for the PLF was \$2,126,428.99. Based on a comparison to last year, this distribution was slightly larger than the amount received in October 2021. Our YTD comparisons are also more than last year. The amount received YTD is 96.4% of the budget.

Fines and Fees collected in September were less than what was collected last year. With going Fine Free in January, the amounts received was for fees only. Although, looking at the total of Patron Fines and Fees the total amount collected this year does exceed the total amount collected last year. The amount collected for passport processing and photos greatly exceeded what was collected last year for October.

Also of note is the interest account. The amount collected through October is significantly larger than what we collected in all of 2021.

The remainder of the revenue accounts are where we would expect them to be for the month of October.

### **Expenses**

The Salaries and Benefits accounts, apart from the Insurance Benefits are right on budget. The Insurance Benefits expense is less than what we have projected, and we will have funds left in that account at the end of the year.

The Library Materials accounts reflect an overall expense of 88.9%. This is typical as the first couple of months are larger buying months for materials and we also have encumbered funds to pay for preordered publications.

Some of the expense accounts show a larger percentage expensed and encumbered. This reflects the blanket purchase orders for the year, which is accounted for in the encumbrances.

### **Investments**

There were Several purchases of investments for the month of October.

6 Pieces of Commercial Paper purchased with higher yields and shorter Maturities:

- Toronto Dominion Bank - \$500,000 with a yield of 4.88%
- Royal Bank Cda NY - \$1,070,000 with a yield of 4.82%
- Bank Amer Secs Inc Disc - \$1,000,000 with a yield of 5.07%
- Mufg Bank Ltd YY BRA - \$500,000 with a yield of 5.24%
- JP Morgan Secs LLC - \$500,000 with a yield of 4.66%
- Toronto Dominion Bank - \$510,000 with a yield of 5.31%

2 Agency Securities with higher yields and longer maturities:

- Federal Home Loan Mortgage Company - \$120,000 with a yield of 5.00%
- Federal Home Loan Mortgage Company - \$265,000 with a yield of 5.00%

### **Transfers and Advances**

We also had one transfer for the month. A transfer of \$2,194.99 for a match for the SNAP program.

CUYAHOGA COUNTY PUBLIC LIBRARY										General Fund
REVENUE										83.3% of Year
Fiscal 2022 -October										
Acct. No.	General Fund Line Item Description	2022 Revenue	2021 Final Revenue	2022 MTD Received	2021 MTD Received	2022 YTD Received	2021 YTD Received	2022 % Received	2022 Balance	Notes
1200	General Property Taxes	\$58,147,036.00	\$57,769,729.82	\$0.00	\$0.00	\$58,201,924.47	\$57,769,729.82	100.1%	\$54,888.47	
	Gen Prop Taxes-Rel Estate 2.5 Mills	\$39,397,036.00	\$39,163,998.70	\$0.00	\$0.00	\$39,458,013.84	\$39,163,998.70	100.2%	\$60,977.84	
	Gen Prop Taxes-Rel Estate 1.0 Mills	\$18,750,000.00	\$18,605,731.12	\$0.00	\$0.00	\$18,743,910.63	\$18,605,731.12	100.0%	(\$6,089.37)	
1250	Intergovernmental	\$27,726,855.02	\$29,279,275.86	\$2,126,428.99	\$2,011,840.26	\$26,738,926.99	\$25,221,045.77	96.4%	(\$987,928.03)	
	Public Library Fund	\$22,801,055.02	\$24,353,461.58	\$2,126,428.99	\$2,000,183.25	\$21,988,307.22	\$20,295,231.49	96.4%	(\$812,747.80)	
	Property Taxes	\$4,925,800.00	\$4,925,814.28	\$0.00	\$11,657.01	\$4,750,619.77	\$4,925,814.28	96.4%	(\$175,180.23)	
2200	Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
2300	Local Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
3100	Patron Fines & Fees	\$525,000.00	\$657,617.11	\$70,086.27	\$66,549.76	\$753,385.69	\$524,833.67	143.5%	\$228,385.69	
	Fines and Fees Income	\$50,000.00	\$189,105.86	\$9,524.41	\$16,922.26	\$47,663.02	\$158,229.92	95.3%	(\$2,336.98)	
	Passport Fee	\$390,000.00	\$390,705.00	\$42,770.00	\$36,085.00	\$519,455.00	\$314,440.00	133.2%	\$129,455.00	
	Passport Photo Fee	\$75,000.00	\$75,150.00	\$15,380.00	\$12,230.00	\$178,040.00	\$50,620.00	237.4%	\$103,040.00	
	Electric Vehicle Charging	\$0.00	\$0.00	\$99.36	\$0.00	\$383.92	\$0.00	0.0%	\$383.92	
	Meeting Room Rental Fees	\$10,000.00	\$2,656.25	\$2,312.50	\$1,312.50	\$7,843.75	\$1,543.75	78.4%	(\$2,156.25)	
4000	Interest	\$20,000.00	\$12,621.84	\$68,790.32	\$1,708.65	\$204,702.76	\$10,366.99	1023.5%	\$184,702.76	
5500	Services Provided Other Entities	\$5,000.00	\$5,015.62	\$487.00	\$3,463.21	\$5,921.00	\$4,782.83	118.4%	\$921.00	
6100	Restricted Gifts	\$0.00	\$63,048.55	\$0.00	\$1,046.73	\$32,654.22	\$39,959.15	0.0%	\$32,654.22	
6500	Unrestricted Gifts	\$45,000.00	\$609.81	\$0.00	\$0.00	\$787.04	\$421.88	1.7%	(\$44,212.96)	
8100	Sale of Property	\$37,000.00	\$38,025.93	\$0.00	\$0.00	\$7,802.77	\$36,975.93	21.1%	(\$29,197.23)	
8200	Sale of Resale Supplies	\$64,520.00	\$63,212.39	\$7,401.92	\$7,452.29	\$67,436.87	\$49,703.46	104.5%	\$2,916.87	
8300	Rental of Real Property	\$23,110.00	\$23,106.00	\$1,925.50	\$1,925.50	\$17,329.50	\$17,329.50	0.0%	(\$5,780.50)	
8700	Refunds and Reimbursements	\$263,370.00	\$884,793.48	\$40,563.24	\$5.00	\$194,040.02	\$874,204.76	73.7%	(\$69,329.98)	
8900	Miscellaneous	\$12,000.00	\$12,543.18	\$1,280.00	\$0.00	\$16,488.85	\$11,511.39	137.4%	\$4,488.85	
9800	Advances In	\$0.00	\$0.00	\$0.00	\$0.00	\$10,876.00	\$0.00	0.0%	\$10,876.00	
9900	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$653.47	\$0.00	0.0%	\$653.47	
	Carryover	\$500,000.00	\$947,747.99	\$0.00	\$0.00	\$500,000.00	\$947,747.99	100.0%	\$0.00	
TOTAL -- General Fund		\$87,368,891.02	\$89,757,347.58	\$2,316,963.24	\$2,093,991.40	\$86,752,929.65	\$85,508,613.14	99.3%	(\$615,961.37)	
TOTAL -- Capital Fund - 402		\$585,000.00	\$19,359,859.84	\$42,809.55	\$4,100.71	\$728,305.53	\$210,575.53	124.5%	\$143,305.53	
TOTAL -- Note Retirement Fund - 301		\$4,449,855.85	\$51,974,457.00	\$10,246.62	\$0.00	\$4,472,719.78	\$51,974,457.00	100.5%	\$22,863.93	
TOTAL -- Trust Fund (Regular) - 701		\$2,000.00	\$24,649.48	\$11,091.92	\$1,661.58	\$86,495.23	\$21,757.03	4324.8%	\$84,495.23	
TOTAL -- Trust Fund (Special) - 702		\$900.00	\$628,480.44	\$3,527.74	(\$412.62)	\$60,677.84	\$628,272.65	6742.0%	\$59,777.84	
TOTAL -- Endowment Fund - 801		\$100.00	\$15.76	\$49.77	\$1.25	\$200.87	\$13.04	200.9%	\$100.87	
TOTAL -- Agency Fund (FSA) - 901		\$80,000.00	\$81,606.87	\$7,151.42	\$6,788.42	\$71,775.46	\$68,056.02	89.7%	(\$8,224.54)	
TOTAL -- Project Build - 223		\$0.00	\$40,632.59	\$0.00	\$0.00	\$0.00	\$250.00	0.0%	\$0.00	
TOTAL -- Entrepreneurships Adult & Youth - 232		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Cleve Found Encore Initiative - 236		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- My Com Neighborhood - 242		\$32,500.00	\$292,500.36	\$0.00	\$10,833.37	\$32,499.67	\$205,833.62	100.0%	(\$0.33)	
TOTAL -- Memory Lab Grant - 243		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- WVH Garden Grant - 244		\$2,000.00	\$1,500.00	\$0.00	\$0.00	\$2,000.00	\$1,500.00	100.0%	\$0.00	
TOTAL -- Adult Education Services - 247		\$2,609,909.26	\$1,670,135.25	\$122,735.16	\$291,278.88	\$1,182,879.31	\$1,184,566.50	45.3%	(\$1,427,029.95)	
TOTAL -- Family Engagement - 249		\$256,405.00	\$77,500.00	\$18,042.39	\$0.00	\$72,383.79	\$22,500.00	0.0%	(\$184,021.21)	
TOTAL -- IPAD Lab - 253		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Food & Culinary Literacy Program		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Hotspot Lending Program		\$245,000.00	\$135,520.00	\$0.00	\$0.00	\$125,000.00	\$0.00	0.0%	(\$120,000.00)	
TOTAL -- Poetry Out Loud - 261		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL --Digital Literacy- 265		\$0.00	\$237,450.00	\$0.00	\$0.00	\$71,000.00	\$97,450.00	0.0%	\$71,000.00	
TOTAL --OH EPA Charging Station- 266		\$28,576.00	\$10,876.00	\$0.00	\$0.00	\$26,806.00	\$0.00	93.8%	(\$1,770.00)	
TOTAL -- Homework Centers - 270		\$377,315.55	\$203,000.00	\$0.00	\$0.00	\$150,993.30	\$138,500.00	40.0%	(\$226,322.25)	
TOTAL -- Summer Camps - 280		\$45,000.00	\$23,172.09	\$0.00	\$0.00	\$45,000.00	\$22,000.00	100.0%	\$0.00	
TOTAL -- Kindergarten & Baby Kits - 290		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Special School Program. - 293		\$249,362.42	\$254,750.55	\$3,041.40	\$9,473.70	\$76,698.67	\$128,010.44	30.8%	(\$172,663.75)	
GRAND TOTAL -- All Funds		\$96,332,815.10	\$164,773,453.81	\$2,535,659.21	\$2,417,716.69	\$93,958,365.10	\$140,212,354.97	97.5%	(\$2,374,450.00)	

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2022 October												
83.3% of Year												
Acct. No.	General Fund Line Item Description	2022 Appropriation	2021 C/O Encumbrance	2021 Final Expended	2022 MTD Expended	2021 MTD Expended	2022 YTD Expended	2021 YTD Expended	2022 Enc + PY Enc	2022 Exp+Enc	2022% Exp+Enc	2022 Balance
1000s	SALARIES & BENEFITS	47.6%										
1110	Salaries	\$29,500,000.00	\$0.00	\$27,721,271.74	\$2,246,873.84	\$2,128,441.05	\$24,688,026.33	\$23,263,881.49	\$0.00	\$24,688,026.33	83.7%	\$4,811,973.67
1400	Retirement Benefits-Employer	\$4,130,046.00	\$0.00	\$3,833,569.75	\$319,105.81	\$300,851.52	\$3,470,756.70	\$3,246,037.45	\$0.00	\$3,470,756.70	84.0%	\$659,289.30
1600	Insurance Benefits-Employer	\$7,927,516.00	\$0.00	\$6,899,059.74	\$496,520.00	\$538,907.75	\$5,582,790.98	\$5,807,913.11	\$0.00	\$5,582,790.98	70.4%	\$2,344,725.02
1900	Other Employee Benefits	\$72,438.00	\$0.00	\$71,300.61	\$1,296.00	\$13,123.00	\$22,008.18	\$41,717.31	\$0.00	\$22,008.18	30.4%	\$50,429.82
	SUBTOTAL -- SALARIES & BENEFITS	\$41,630,000.00	\$0.00	\$38,525,201.84	\$3,063,795.65	\$2,981,323.32	\$33,763,582.19	\$32,359,549.36	\$0.00	\$33,763,582.19	81.1%	\$7,866,417.81
2000s	SUPPLIES	1.5%										
2100	General Administrative Supplies	\$794,121.00	\$93,947.63	\$566,154.10	\$64,650.33	\$51,929.15	\$585,045.03	\$325,275.80	\$300,187.54	\$885,232.57	99.7%	\$2,836.06
2200	Property Maintenance & Repair Supplies	\$405,609.00	\$4,701.13	\$301,424.31	\$49,946.27	\$13,859.40	\$273,171.10	\$248,498.46	\$137,127.52	\$410,298.62	100.0%	\$11.51
2300	Motor Equipment Fuel & Supplies	\$97,270.00	\$0.00	\$102,397.52	\$6,219.88	\$9,280.11	\$73,206.06	\$82,239.63	\$22,877.70	\$96,083.76	98.8%	\$1,186.24
2500	Supplies for Resale	\$53,000.00	\$0.00	\$31,595.00	\$0.00	\$0.00	\$31,860.00	\$22,095.00	\$20,670.00	\$52,530.00	99.1%	\$470.00
	SUBTOTAL -- SUPPLIES	\$1,350,000.00	\$98,648.76	\$1,001,570.93	\$120,816.48	\$75,068.66	\$963,282.19	\$678,108.89	\$480,862.76	\$1,444,144.95	99.7%	\$4,503.81
3000s	PURCHASED & CONTRACTED SERVICES	18.1%										
3100	Travel & Meeting Expenses	\$178,555.00	\$0.00	\$44,986.28	\$29,780.68	\$3,082.22	\$95,102.09	\$28,810.52	\$0.00	\$95,102.09	53.3%	\$83,452.91
3200	Communications-Printing & Publications	\$1,497,080.00	\$515.84	\$1,108,783.05	\$96,138.26	\$106,079.16	\$1,158,689.30	\$887,483.42	\$338,651.07	\$1,497,340.37	100.0%	\$255.47
3300	Property Maintenance & Repair Service	\$5,672,395.00	\$1,103,684.61	\$5,437,855.84	\$826,280.36	\$269,171.61	\$4,689,664.38	\$4,580,528.79	\$1,822,917.98	\$6,512,582.36	96.1%	\$263,497.25
3400	Insurance	\$372,300.00	\$0.00	\$313,740.34	\$0.00	\$0.00	\$360,446.00	\$311,471.00	\$11,854.00	\$372,300.00	100.0%	\$0.00
3500	Rents and Leases	\$873,455.00	\$87,425.68	\$610,145.51	\$10,381.71	\$174,316.38	\$587,878.85	\$583,145.01	\$372,969.25	\$960,848.10	100.0%	\$32.58
3600	Utilities	\$1,693,625.00	\$0.00	\$1,529,944.20	\$88,360.18	\$102,399.82	\$1,208,353.66	\$1,270,063.32	\$0.00	\$1,208,353.66	71.3%	\$485,271.34
3700	Professional Services	\$3,186,040.00	\$451,958.64	\$1,985,577.86	\$173,024.08	\$97,956.94	\$2,655,550.74	\$1,794,437.13	\$976,920.82	\$3,632,471.56	99.8%	\$5,527.08
3900	Other Contracted Services	\$2,302,900.00	\$12,526.36	\$2,256,526.08	\$72,446.70	\$105,715.49	\$1,731,124.14	\$2,015,139.37	\$584,186.25	\$2,315,310.39	100.0%	\$115.97
	SUBTOTAL -- CONTRACTED SERVICES	\$15,776,350.00	\$1,656,111.13	\$13,287,559.16	\$1,296,411.97	\$858,721.62	\$12,486,809.16	\$11,471,078.56	\$4,107,499.37	\$16,594,308.53	95.2%	\$838,152.60
4000s	LIBRARY MATERIALS & INFORMATION	11.4%										
4100	Books & Pamphlets	\$7,195,900.00	\$440,573.47	\$7,227,986.18	\$646,284.62	\$667,225.89	\$6,530,378.38	\$6,316,076.25	\$586,302.33	\$7,116,680.71	93.2%	\$519,792.76
4200	Periodicals	\$195,000.00	\$0.00	\$194,257.15	\$385.24	\$158,332.29	\$7,216.45	\$174,774.21	\$151,959.44	\$159,175.89	81.6%	\$35,824.11
4300	Audiovisual Material	\$1,150,000.00	\$136,911.10	\$1,114,238.63	\$95,220.08	\$95,300.58	\$917,673.67	\$988,751.33	\$181,767.77	\$1,099,441.44	85.4%	\$187,469.66
4500	Computer Services & Information	\$1,398,000.00	\$0.00	\$1,295,945.72	\$35,704.60	\$220,253.12	\$976,214.98	\$1,051,238.51	\$0.00	\$976,214.98	69.8%	\$421,785.02
4700	Library Material Repair & Restoration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
4900	Library Materials-Other	\$61,100.00	\$1,093.74	\$30,653.07	\$8,729.97	\$4,555.79	\$45,535.33	\$26,167.89	\$9,623.20	\$55,158.53	88.7%	\$7,035.21
	SUBTOTAL -- LIBRARY MATERIALS	\$10,000,000.00	\$578,578.31	\$9,863,080.75	\$786,324.51	\$1,145,667.67	\$8,477,018.81	\$8,557,008.19	\$929,652.74	\$9,406,671.55	88.9%	\$1,171,906.76
5000s	CAPITAL OUTLAY	6.5%										
5100	Purchase of Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
5400	Building Improvements	\$3,672,405.00	\$5,500.00	\$441,312.77	\$116,700.31	\$0.00	\$122,200.31	\$292,862.79	\$87,423.62	\$209,623.93	5.7%	\$3,468,281.07
5500	Furniture & Equipment	\$1,987,000.00	\$721,703.33	\$1,143,941.60	\$95,529.82	\$13,705.45	\$1,028,750.59	\$780,486.37	\$952,339.61	\$1,981,090.20	73.1%	\$727,613.13
5700	Motor Vehicles	\$13,000.00	\$89,087.00	\$200,855.00	\$0.00	\$0.00	\$63,706.05	\$200,855.00	\$38,127.09	\$101,833.14	0.0%	\$253.86
	SUBTOTAL -- CAPITAL OUTLAY	\$5,672,405.00	\$816,290.33	\$1,786,109.37	\$212,230.13	\$13,705.45	\$1,214,656.95	\$1,274,204.16	\$1,077,890.32	\$2,292,547.27	35.3%	\$4,196,148.06
7000s	OTHER OBJECTS	0.1%										
7100	Dues and Memberships	\$65,770.00	\$0.00	\$60,919.00	\$151.00	\$2,014.00	\$51,720.92	\$57,392.00	\$14,000.00	\$65,720.92	99.9%	\$49.08
7200	Taxes and Assessments	\$27,510.00	\$0.00	\$17,465.00	\$1,459.62	\$851.22	\$26,687.32	\$15,101.04	\$0.00	\$26,687.32	97.0%	\$822.68
7500	Refunds and Reimbursements	\$3,545.00	\$0.00	\$2,864.58	\$114.02	\$173.67	\$3,157.08	\$2,815.58	\$0.00	\$3,157.08	89.1%	\$387.92
7900	Other Miscellaneous Expenses	\$4,420.00	\$235.00	\$1,965.04	\$0.00	\$56.00	\$2,438.71	\$1,564.04	\$2,215.00	\$4,653.71	100.0%	\$1.29
	SUBTOTAL -- OTHER OBJECTS	\$101,245.00	\$235.00	\$83,213.62	\$1,724.64	\$3,094.89	\$84,004.03	\$76,872.66	\$16,215.00	\$100,219.03	98.8%	\$1,260.97
8000s	CONTINGENCY	0.3%										
8999	Contingency	\$238,891.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$238,891.02
	SUBTOTAL -- CONTINGENCY	\$238,891.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$238,891.02
9000s	TRANSFERS OUT	14.4%										
9899	Advances to Other Funds	\$0.00	\$0.00	\$146,396.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
9999	Transfers to Other Funds	\$12,600,000.00	\$0.00	\$24,041,621.14	\$2,194.99	\$68,392.87	\$4,642,998.27	\$4,856,925.12	\$0.00	\$4,642,998.27	36.8%	\$7,957,001.73
	SUBTOTAL -- TRANSFERS OUT	\$12,600,000.00	\$0.00	\$24,188,017.14	\$2,194.99	\$68,392.87	\$4,642,998.27	\$4,856,925.12	\$0.00	\$4,642,998.27	36.8%	\$7,957,001.73
	GRAND TOTAL -- General Fund	\$87,368,891.02	\$3,149,863.53	\$88,734,752.81	\$5,483,498.37	\$5,145,974.48	\$61,632,351.60	\$59,273,746.94	\$6,612,120.19	\$68,244,471.79	75.4%	\$22,274,282.76

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2022 October												
83.3% of Year												
FUND	Line Item Description	2022 Appropriation	2021 C/O Encumbrance	2021 Final Expended	2022 MTD Expended	2021 MTD Expended	2022 YTD Expended	2021 YTD Expended	2022 ENC + PY Enc	2022 Exp+Enc	2022 % Exp+Enc	2022 Balance
223	TOTAL -- Project Build	\$40,613.09	\$0.00	\$6,002.93	\$0.00	\$25.00	\$14,965.50	\$6,002.93	\$0.00	\$14,965.50	36.8%	\$25,647.59
232	TOTAL -- Entrepreneurships Adult & Youth	\$0.00	\$0.00	\$3,882.09	\$0.00	\$999.50	\$0.00	\$3,499.50	\$0.00	\$0.00	#DIV/0!	\$0.00
236	TOTAL -- Cleveland Foundation Encore Initiative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
242	TOTAL -- MyCom Neighborhood	\$81,506.45	\$0.00	\$259,075.04	\$0.00	\$18,131.27	\$80,351.51	\$220,064.76	\$0.00	\$80,351.51	98.6%	\$1,154.94
244	TOTAL -- WVH Garden Grant	\$3,046.67	\$0.00	\$873.09	\$412.86	\$0.00	\$1,920.12	\$770.40	\$40.97	\$1,961.09	64.4%	\$1,085.58
247	TOTAL -- Adult Education Services	\$2,802,823.86	\$0.00	\$1,483,936.95	\$108,292.92	\$156,933.73	\$1,257,353.65	\$1,231,618.84	\$22,091.06	\$1,279,444.71	45.6%	\$1,523,379.15
249	TOTAL -- Family Engagement	\$311,405.00	\$0.00	\$23,327.15	\$13,885.74	\$333.34	\$115,142.00	\$19,427.15	\$38,660.99	\$153,802.99	0.0%	\$157,602.01
253	TOTAL -- IPAD Lab	\$33.73	\$0.00	\$1,604.63	\$0.00	\$0.00	\$0.00	\$1,604.63	\$0.00	\$0.00	0.0%	\$33.73
256	TOTAL -- Food & Culinary Literacy Programs	\$33,065.43	\$0.00	\$0.00	\$316.32	\$0.00	\$379.06	\$0.00	\$0.00	\$379.06	1.1%	\$32,686.37
257	TOTAL -- Hotspot Lending Program	\$245,000.00	\$0.00	\$171,440.00	\$9,990.67	\$0.00	\$99,650.28	\$35,920.00	\$7,557.39	\$107,207.67	43.8%	\$137,792.33
261	TOTAL -- Poetry Out Loud	\$0.00	\$0.00	\$2,300.00	\$0.00	\$0.00	\$0.00	\$2,300.00	\$0.00	\$0.00	0.0%	\$0.00
265	TOTAL --Digital Literacy	\$233,477.36	\$0.00	\$3,972.64	\$10,862.82	\$0.00	\$212,266.73	\$0.00	\$0.00	\$212,266.73	90.9%	\$21,210.63
266	TOTAL --OH EPA Charging Station Grant	\$28,576.00	\$0.00	\$10,876.00	\$0.00	\$0.00	\$26,806.00	\$10,876.00	\$1,770.00	\$28,576.00		\$0.00
270	TOTAL -- Homework Centers	\$381,292.94	\$0.00	\$209,509.18	\$25,886.95	\$21,625.36	\$165,150.13	\$167,799.94	\$0.00	\$165,150.13	43.3%	\$216,142.81
280	TOTAL -- Summer Camps	\$45,000.00	\$0.00	\$23,172.09	\$175.50	\$0.00	\$37,878.18	\$23,172.09	\$4,205.90	\$42,084.08	0.0%	\$2,915.92
290	TOTAL -- Kindergarten & Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
293	TOTAL -- Special School Programming	\$313,559.64	\$0.00	\$208,505.41	\$22,919.08	\$35,538.84	\$133,973.84	\$151,679.86	\$14,287.17	\$148,261.01	47.3%	\$165,298.63
301	TOTAL -- Note Retirement Fund	\$4,497,750.00	\$0.00	\$51,926,982.03	\$0.00	\$3,550,953.90	\$511,874.73	\$51,926,982.03	\$0.00	\$511,874.73	11.4%	\$3,985,875.27
402	TOTAL -- Capital Fund	\$10,000,000.00	\$3,351,341.87	\$7,584,939.19	\$470,827.88	\$1,724,717.65	\$4,638,395.06	\$5,266,069.60	\$1,689,968.05	\$6,328,363.11	47.4%	\$7,022,978.76
701	TOTAL -- Trust Fund (Regular)	\$385,000.00	\$2,618.07	\$39,898.33	\$5,095.48	\$2,892.13	\$279,148.96	\$31,969.43	\$8,429.13	\$287,578.09	74.2%	\$100,039.98
702	TOTAL -- Trust Fund (Special)	\$190,000.00	\$0.00	\$64,973.42	\$0.00	\$0.09	\$158,969.10	\$64,973.42	\$0.00	\$158,969.10	83.7%	\$31,030.90
801	TOTAL -- Endowment Fund	\$2,500.00	\$0.00	\$0.00	\$535.53	\$0.00	\$1,717.08	\$0.00	\$697.56	\$2,414.64	96.6%	\$85.36
901	TOTAL -- Agency Fund (FSA)	\$100,000.00	\$0.00	\$77,501.94	\$3,776.19	\$2,841.22	\$69,090.08	\$65,297.37	\$0.00	\$69,090.08	69.1%	\$30,909.92
	GRAND TOTAL -- All Funds	\$19,694,650.17	\$3,353,959.94	\$62,102,772.11	\$672,977.94	\$5,514,992.03	\$7,805,032.01	\$59,230,027.95	\$1,787,708.22	\$9,592,740.23	41.6%	\$13,455,869.88



CUYAHOGA COUNTY PUBLIC LIBRARY							
Capital Fund Balances							
Fiscal 2022 -October							
FUND	CC	Project Budget	2022 Expenditures	Expenditures To Date (1)	Encumbered & Unpaid (2)	Project Balance (3)	STATUS
Capital Fund - 402							
Bay	004	\$10,943,360.00	\$3,918,162.58	\$11,519,105.02	\$45,475.82	(\$621,220.84)	COMPLETE
Brooklyn	019	\$17,500,000.00	\$233,662.77	\$233,662.77	\$985,487.23	\$16,280,850.00	
Richmond	070	\$1,500,000.00	\$27,353.02	\$1,453,902.57	\$0.00	\$46,097.43	
Total Capital Fund - 402		\$29,943,360.00	\$4,179,178.37	\$13,206,670.36	\$1,030,963.05	\$15,705,726.59	



CUYAHOGA COUNTY PUBLIC LIBRARY				
All Funds Cash Balance				
Fiscal 2022 --October				
Fund	Beginning Cash Balance	Receipts To Date	Expenditures To Date	Cash Balance
General Fund	\$3,649,863.53	\$86,252,929.65	\$61,632,351.60	\$28,270,441.58
Debt Service	\$47,894.15	\$4,472,719.78	\$511,874.73	\$4,008,739.20
Capital Fund - 402	\$33,790,210.11	\$728,305.53	\$4,638,395.06	\$29,880,120.58
Trust Fund - Regular	\$493,911.56	\$86,495.23	\$279,148.96	\$301,257.83
Trust Fund - Special	\$1,478,455.14	\$60,677.84	\$158,969.10	\$1,380,163.88
Endowment Fund	\$19,271.11	\$200.87	\$1,717.08	\$17,754.90
Agency Fund	\$52,282.34	\$71,775.46	\$69,090.08	\$54,967.72
Project Build	\$40,613.09	\$0.00	\$14,965.50	\$25,647.59
Keybank FNDTH College Prep/Entrepreneurship	(\$0.00)	\$0.00	\$0.00	(\$0.00)
MyCom Neighborhood	\$49,006.45	\$32,499.67	\$80,351.51	\$1,154.61
Memory Lab Grant	\$0.00	\$0.00	\$0.00	\$0.00
WVH Garden Grant	\$1,046.67	\$2,000.00	\$1,920.12	\$1,126.55
Adult Education Services (AES)	\$192,914.60	\$1,182,879.31	\$1,257,353.65	\$118,440.26
Family Engagement	\$55,000.00	\$72,383.79	\$115,142.00	\$12,241.79
IPAD Lab	\$33.73	\$0.00	\$0.00	\$33.73
Food & Culinary Literacy Programs	\$33,065.43	\$0.00	\$379.06	\$32,686.37
Hotspot Lending Program	\$0.00	\$125,000.00	\$99,650.28	\$25,349.72
Poetry Out Loud	\$0.00	\$0.00	\$0.00	\$0.00
Digital Literacy	\$233,477.36	\$71,000.00	\$212,266.73	\$92,210.63
OH EPA Charging Station Grant	\$0.00	\$26,806.00	\$26,806.00	\$0.00
Homework Centers	\$3,977.39	\$150,993.30	\$165,150.13	(\$10,179.44)
Summer Camps	(\$0.00)	\$45,000.00	\$37,878.18	\$7,121.82
Kindergarten and Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00
Special School Programming	\$64,197.22	\$76,698.67	\$133,973.84	\$6,922.05
SUBTOTAL	\$40,205,219.88	\$93,458,365.10	\$69,437,383.61	\$64,226,201.37

CUYAHOGA COUNTY PUBLIC LIBRARY						
Investments Approval						
Fiscal 2022 - October						
Description	Institution of Deposit	Par Value/Qty.	Purchase Yield	Purchase Date	Maturity Date	% of Assets
Money Market Funds						
Sweep Account	Key Bank	\$2,580,951.97	0.30%	n/a	n/a	3.97%
Money Market Fund	Northwest Bank	\$0.00	0.00%	n/a	n/a	0.00%
Money Market Fund	US Bank	\$19,561.24	3.02%	n/a	n/a	0.03%
Money Market Fund	Fifth Third	\$4,644.14	2.89%	n/a	n/a	0.01%
ICS Account	TriState Capital	\$0.00	0.00%	n/a	n/a	0.00%
Star Ohio Accounts						
Star Ohio Accounts	Star Ohio	\$37,396,522.51	3.02%	n/a	n/a	57.53%
US Treasury Notes						
US Treasury	Wells Fargo Securities, LLC	\$570,000.00	0.42%	June 30, 2021	April 15, 2024	0.88%
US Treasury	Morgan Stanley & Co LLC	\$550,000.00	3.45%	August 31, 2022	August 31, 2024	0.85%
US Treasury Bills						
Municipal Bonds						
City of Columbus, OH	BofA Securities, Inc.	\$500,000.00	2.96%	May 17, 2022	April 1, 2025	0.77%
Commercial Paper						
Citigroup Global Mkts	Citigroup Global Markets, Inc	\$1,500,000.00	0.78%	February 7, 2022	November 2, 2022	2.31%
Standard Chartered Bk	JP Morgan Securities LLC	\$250,000.00	2.52%	May 23, 2022	February 13, 2023	0.38%
Toyota Motor Credit	Citibank	\$500,000.00	2.14%	May 24, 2022	December 20, 2022	0.77%
Bank Montreal Chicago	Montreal Chicago Brnch	\$765,000.00	2.49%	May 27, 2022	February 21, 2023	1.18%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$590,000.00	2.69%	June 6, 2022	February 28, 2023	0.91%
Mufg Bank Ltd NY BRA	Usbna/Cp	\$1,000,000.00	2.35%	June 13, 2022	December 13, 2022	1.54%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$250,000.00	3.05%	June 21, 2022	January 17, 2023	0.38%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$250,000.00	3.22%	June 21, 2022	February 16, 2023	0.38%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$250,000.00	3.33%	June 21, 2022	March 13, 2023	0.38%
Mufg Bank Ltd NY BRA	Usbna/Cp	\$250,000.00	3.24%	June 27, 2022	March 20, 2023	0.38%
Toronto Dominion Bank	JP Morgan Securities LLC	\$250,000.00	3.32%	June 27, 2022	March 22, 2023	0.38%
Natixis NY	Dbtc Americas	\$500,000.00	3.49%	July 8, 2022	April 3, 2023	0.77%
Toronto	BofA Securities, Inc.	\$500,000.00	3.94%	August 11, 2022	May 8, 2023	0.77%
Citigroup Global Mkts	Citigroup Global Markets, Inc	\$265,000.00	3.71%	August 12, 2022	March 8, 2023	0.41%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$400,000.00	3.78%	August 15, 2022	May 10, 2023	0.62%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$450,000.00	3.56%	August 22, 2022	February 17, 2023	0.69%
Mufg Bank Ltd NY BRA	Usbna/Cp	\$800,000.00	3.63%	August 29, 2022	February 24, 2023	1.23%
Mizuho Bk Ltd New York	Mizuho Securities USA Fsc Inc	\$850,000.00	3.35%	August 30, 2022	January 30, 2023	1.31%
Lloyds Bk Corporate	JP Morgan Securities LLC	\$500,000.00	3.01%	August 31, 2022	November 30, 2022	0.77%
Societe Generale 4 A2	BofA Securities, Inc.	\$500,000.00	3.91%	August 31, 2022	May 1, 2023	0.77%
Toronto Dominion Bank	BofA Securities, Inc.	\$500,000.00	4.88%	October 11, 2022	July 7, 2023	0.77%
Royal Bk Cda Ny	Rbc Capital Markets LLC	\$1,070,000.00	4.82%	October 13, 2022	June 15, 2023	1.65%
Bank Amer Secs Inc Disc	BofA Securities, Inc.	\$1,000,000.00	5.07%	October 17, 2022	June 23, 2023	1.54%
Mufg Bank Ltd NY BRA	Usbna/Cp	\$500,000.00	5.24%	October 19, 2022	July 14, 2023	0.77%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$500,000.00	4.66%	October 25, 2022	February 24, 2023	0.77%
Toronto Dominion Bank	Td Securities (USA)	\$510,000.00	5.31%	October 31, 2022	June 29, 2023	0.78%
Certificate of Deposit						
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	2.65%	May 22, 2019	May 15, 2023	0.38%
Certificate of Deposit	Bankwell Bk New	\$249,000.00	0.49%	July 6, 2020	July 6, 2023	0.38%
Certificate of Deposit	Beal Bank, USA	\$244,000.00	2.10%	June 15, 2022	June 14, 2023	0.38%
Certificate of Deposit	John Marshall Bank	\$89,000.00	2.30%	June 17, 2022	October 17, 2023	0.14%
Certificate of Deposit	Goldman Sachs Bank, USA	\$246,000.00	2.50%	June 15, 2022	December 15, 2023	0.38%
Certificate of Deposit	Capital One Bank (USA) National Assoc	\$246,000.00	2.85%	June 15, 2022	June 17, 2024	0.38%
Certificate of Deposit	The Dart Bank	\$250,000.00	3.10%	June 21, 2022	December 22, 2025	0.38%
Agency Securities						
Federal National Mortgage Assoc	BofA Securities Inc/FXD Inc	\$350,000.00	0.25%	May 28, 2020	May 22, 2023	0.54%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$305,000.00	0.57%	September 30, 2020	September 24, 2025	0.47%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$300,000.00	0.27%	October 8, 2020	August 24, 2023	0.46%
Federal Farm Credit Bank	Intl Fcstone Financial Inc	\$250,000.00	0.50%	October 29, 2020	January 27, 2025	0.38%
Federa Farm Credit Bank	JP Morgan Securities LLC	\$250,000.00	0.40%	November 19, 2020	May 16, 2024	0.38%
Federal Home Loan Mortgage Company	Multi-Bank Securities Inc.	\$390,000.00	0.25%	December 4, 2020	December 4, 2023	0.60%
Federal Home Loan Mortgage Company	Citigroup Global Markets, Inc	\$500,000.00	0.27%	January 22, 2021	March 28, 2024	0.77%
Federal Home Loan Mortgage Company	Intl Fcstone Financial Inc	\$500,000.00	0.65%	January 28, 2021	January 28, 2026	0.77%
Federal Farm Credit Bank	Mizuho Securities USA Inc.	\$500,000.00	0.22%	February 12, 2021	February 12, 2024	0.77%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$300,000.00	0.65%	February 26, 2021	February 26, 2026	0.46%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$390,000.00	1.00%	March 23, 2021	March 23, 2026	0.60%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$240,000.00	0.50%	May 27, 2021	August 27, 2024	0.37%
Federal Home Loan Mortgage Company	Toronto Dominion Securities	\$250,000.00	0.63%	May 28, 2021	November 27, 2024	0.38%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$140,000.00	0.33%	July 29, 2021	December 29, 2023	0.22%
Federal Home Loan Mortgage Company	Great Pacific Securities	\$255,000.00	1.10%	August 30, 2021	August 24, 2026	0.39%
Federal Home Loan Mortgage Company	Baird, Robert W. & Company In	\$200,000.00	0.60%	October 8, 2021	January 7, 2025	0.31%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$150,000.00	1.50%	February 28, 2022	February 23, 2024	0.23%
Federal Farm Credit Bank	Amherst Pierpont Securities	\$250,000.00	3.37%	May 26, 2022	May 26, 2026	0.38%
Federal Home Loan Mortgage Company	First Tennessee Bank	\$205,000.00	3.12%	May 27, 2022	May 23, 2025	0.32%
Federal Farm Credit Bank	Stonex Financial Inc	\$250,000.00	3.96%	August 17, 2022	August 17, 2026	0.38%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$250,000.00	3.35%	August 17, 2022	March 8, 2024	0.38%
Federal Farm Credit Bank	Wells Fargo Securities, LLC	\$500,000.00	3.29%	August 24, 2022	August 24, 2026	0.77%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$120,000.00	5.00%	October 18, 2022	October 18, 2027	0.18%
Federal Home Loan Mortgage Company	BofA Securities Inc/FXD Inc	\$265,000.00	5.00%	October 20, 2022	October 20, 2025	0.41%
TOTAL PORTFOLIO	\$65,004,679.86					100.00%

**CUYAHOGA COUNTY PUBLIC LIBRARY**
**Purchase Approval List**
**November 15, 2022**

<i>Item</i>	<i>Quantity</i>	<i>Description</i>	<i>Supplier</i>	<i>Unit Cost</i>	<i>Total Amount</i>
		<b>ENCUMBRANCE INCREASES</b>			
1		Website maintenance			
		SUMMARY: Necessary to increase Blanket PO from \$13,500 to \$25,000 due to additional support to prevent malicious web traffic.	Designing		
		As requested by the Communications and External Relations Division.	Interactive LLC		\$11,500.00
		<b>NEW PURCHASES</b>			
2		Andrea Elliot, Author visit			
		SUMMARY: Necessary for One Community Read author for 2023.			
		Deposit \$10,000 paid 10/28/22, check #133405			
		As requested by the Learning and Literacy Division.	The Lavin Agency		\$20,000.00
3		Venue reservation			
		SUMMARY: Necessary to reserve location for 2023 Staff Development Day.	Embassy Suites		
		As requested by the Executive Division.	by Hilton		\$30,000.00
4		Development consulting services			
		SUMMARY: Necessary for fundraising consultant services.			
		As requested by the Communications and External Relations Division.	Stacy Caddey		\$15,000.00
5		Plumbing installation			
		SUMMARY: Necessary to convert drinking fountains to bottle fillers at branches.			
		As requested by the Operations-Facilities Division.	Rick's Roofing		\$43,977.00

**CUYAHOGA COUNTY PUBLIC LIBRARY**
**Purchase Approval List**
**November 15, 2022**

<b>Item</b>	<b>Quantity</b>	<b>Description</b>	<b>Supplier</b>	<b>Unit Cost</b>	<b>Total Amount</b>
6		"A" frame shelves and book bins			
		SUMMARY: Necessary for additional shelving at North Olmsted branch. As requested by the Operations-Facilities Division.	Marzano		\$37,875.00
7		Meeting room A/V refresh project			
		Beachwood		\$42,811.00	
		Bedford		\$59,573.00	
		Berea		\$38,022.00	
		Brecksville		\$34,229.00	
		Brook Park		\$82,241.00	
		Gates Mills		\$48,815.00	
		Independence		\$52,381.00	
		Mayfield		\$105,449.00	
		Middleburg Heights		\$88,685.00	
		Olmsted Falls		\$35,883.00	
		Orange		\$90,723.00	
		Solon		\$67,900.00	
		SUMMARY: Necessary for upgrades to meeting room technology at 12 branches As requested by the Information Technologies Division.	iVideo Technologies		\$746,712.00
8		Coinbox upgrades for public machines			
		SUMMARY: Necessary to upgrade coinboxes for new multifunction copiers. Cost is shared with ComDoc. As requested by the Operations-Finance & Information Technologies Divisions.	ComDoc		\$18,000.00
9		Diversity & Inclusion survey			
		SUMMARY: Necessary for delivery and analysis of online D&I survey to all CCPL employees. As requested by the Human Resources Division.	Cuyahoga Community College		\$23,500.00

## Cuyahoga County Public Library Gift Report / August 1-31, 2022

[illegible]

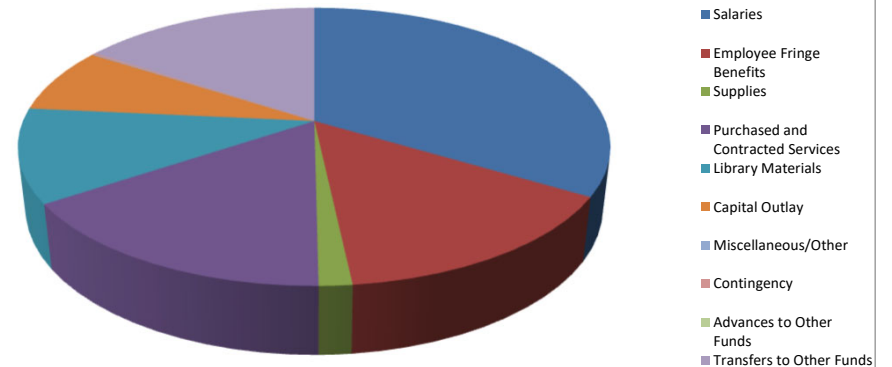
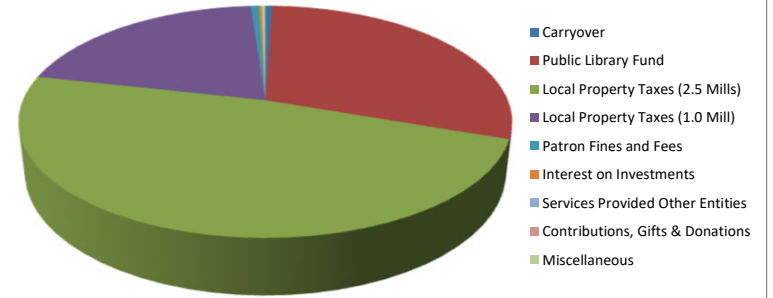
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**CUYAHOGA COUNTY PUBLIC LIBRARY**  
**BUDGET PREPARATION**  
**Fiscal 2023-Temporary**

**Summary Report**  
**General Fund**

Description	2023 Proposed Budget	2022 Estimated	2021 Actuals	2020 Actuals
<b>REVENUE</b>				
Carryover	\$500,000.00	\$500,000.00	\$947,747.99	\$3,217,447.21
Public Library Fund	\$27,308,644.47	\$22,801,055.02	\$24,353,461.58	\$21,595,432.22
Local Property Taxes (2.5 Mills)	\$44,200,000.00	\$44,322,836.00	\$44,089,812.98	\$43,309,612.49
Local Property Taxes (1.0 Mill)	\$18,700,000.00	\$18,750,000.00	\$18,605,731.12	\$0.00
Patron Fines and Fees	\$600,000.00	\$525,000.00	\$657,617.11	\$444,981.45
Interest on Investments	\$175,000.00	\$20,000.00	\$12,621.84	\$37,660.77
Services Provided Other Entities	\$5,000.00	\$5,000.00	\$5,015.62	\$3,059.91
Contributions, Gifts & Donations	\$10,000.00	\$45,000.00	\$63,658.36	\$44,469.91
Miscellaneous	\$250,000.00	\$400,000.00	\$1,021,680.98	\$746,228.15
Advances from Other Funds	\$0.00	\$0.00	\$0.00	\$49,565.70
Transfers from Other Funds	\$0.00	\$0.00	\$0.00	\$408,392.80
<b>TOTAL</b>	<b>\$91,748,644.47</b>	<b>\$87,368,891.02</b>	<b>\$89,757,347.58</b>	<b>\$69,856,850.61</b>

<b>EXPENDITURES</b>				
Salaries	\$30,800,000.00	\$29,500,000.00	\$27,721,271.74	\$24,416,071.94
Employee Fringe Benefits	\$13,500,000.00	\$12,130,000.00	\$10,803,930.10	\$10,841,932.08
Supplies	\$1,400,000.00	\$1,300,000.00	\$1,001,570.93	\$830,098.75
Purchased and Contracted Services	\$14,500,000.00	\$14,500,000.00	\$13,287,559.16	\$9,120,279.97
Library Materials	\$10,000,000.00	\$10,000,000.00	\$9,863,080.75	\$8,492,316.61
Capital Outlay	\$7,000,000.00	\$7,000,000.00	\$1,786,109.37	\$2,109,165.99
Miscellaneous/Other	\$95,000.00	\$95,000.00	\$83,213.62	\$64,158.94
Contingency	\$153,644.47	\$243,891.02	\$0.00	\$0.00
Advances to Other Funds	\$0.00	\$0.00	\$146,396.00	\$0.00
Transfers to Other Funds	\$14,300,000.00	\$12,600,000.00	\$24,041,621.14	\$13,024,341.27
<b>TOTAL</b>	<b>\$91,748,644.47</b>	<b>\$87,368,891.02</b>	<b>\$88,734,752.81</b>	<b>\$68,898,365.55</b>



# TEMPORARY ANNUAL APPROPRIATION RESOLUTION

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

Regular session on the 15th day of November 2022, at the office of The Board with the following members present:

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

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

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

Trustees, during the fiscal year, ending December 31st, 2023, the following sums be and the same are hereby set

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

year, as follows, viz:

**That there be appropriated from the**

General Fund		\$91,748,644.47
Special Revenue Fund Total		\$1,996,805.15
Project Build	\$25,647.59	
WVH Garden	\$1,483.45	
Adult Education Services	\$1,127,409.78	
Family Engagement	\$246,244.00	
Food & Culinary Literacy Program	\$33,002.69	
Hotspot Lending Program	\$145,510.39	
Digital Literacy	\$103,073.45	
Student Success	\$277,226.00	
Special School Programming	\$37,207.80	
Note Retirement Fund		\$4,487,878.00
Capital Fund-402		\$10,000,000.00
Regular Trust Fund		\$140,000.00
Special Trust Fund		\$50,000.00
Endowment Trust Fund		\$2,500.00
Agency Fund		\$100,000.00
<b>GRAND TOTAL - ALL APPROPRIATIONS</b>		<b>\$108,525,827.62</b>



**Cuyahoga County Public Library**  
**For Board Review November 15, 2022**

**2023 Blanket Orders** <sup>43</sup>

Vendor	Description	Requested by	2022 Amount	2023 Amount
Abraxus Salt LLC	Bulk salt for parking lots	Facilities	\$40,000	\$40,000
Active Plumbing	Supplies for repairs	Facilities	\$40,000	\$40,000
ADP Inc	Employee payroll and benefit services	Finance, HR	\$520,000	\$570,000
Apache auto parts	Automobile repair parts	Facilities	\$15,000	\$15,000
Bayscan Technologies	Lean Hold and receipt rolls	Finance	\$20,000	\$35,000
Bayscan Technologies	Catalog printer supplies	Technical Services	\$7,500	\$19,500
Be Well Solutions	Wellness programming	Human Resources	\$35,000	\$35,000
Blackbaud	Raiser's Edge software renewal	Information Technology	\$17,906	\$18,356
Brightly Software	Work order & Support ticket software	Facilities, ITD	\$25,000	\$38,000
Brodart Library Supplies	Book covers, jackets & processing supplies	Processing	\$45,000	\$75,000
Building Control Integrators	HVAC DDC/Control maintenance	Facilities	\$30,000	\$30,000
ByWater Solutions	Software enhancements	Technical Services	\$0	\$50,000
Canon	Lease C810 press production system	Graphics	\$55,000	\$55,000
Case Western Reserve University	Executive Education classes	Human Resources	\$20,000	\$20,000
CDW-G	Fireeye software renewal	Information Technology	\$82,067	\$104,283
CDW-G	Ghost solutions suite	Information Technology	\$20,171	\$20,776
Citywide Solutions	Burglar alarm and camera repair & service	Facilities	\$40,000	\$48,000
Cleveland Renovations	Repairs and emergency response	Facilities	\$15,000	\$15,000
ComDoc	Managed print service, repair calls	Finance	\$239,020	\$108,000
ComDoc	Docuware monthly maintenance	Information Technology	\$22,546	\$23,222
Communico	Registration software renewal	Information Technology	\$26,000	\$26,000
Communico	Self-check software renewal	Information Technology	\$78,750	\$81,113
Continental Fire & Security	Fire alarm and camera repair & service	Facilities	\$25,000	\$90,000
Cornerstone IT Inc	Office 365 software renewal	Information Technology	\$24,501	\$22,620
Cornerstone IT Inc	Adobe software renewal	Information Technology	\$52,230	\$82,565
Corrigan Moving Systems	Moving services	Facilities	\$25,000	\$25,000
Culligan	Water cooler service	Finance	\$15,318	\$15,318
Cyrid Media	Media buying & consultation	Marketing	\$600,000	\$400,000
Davey Tree	Grounds, snow removal, ponds, tree services	Facilities	\$553,000	\$560,000
Demco	Label protectors	Processing	\$13,000	\$28,000
Designing Interactive, The Refinery	Website maintenance	Marketing	\$13,500	\$20,000
DiFranco Plumbing Company	Emergency sewer repairs	Facilities	\$28,000	\$33,000
DPS	Click charges, maintenance, & supplies	Graphics	\$30,000	\$50,000
DRO Ltd	Emergency branch repairs	Facilities	\$15,000	\$15,000
Elm USA	Disc cleaning supplies	Processing	\$10,000	\$20,000
Fire Loss Control	Fire Sprinkler & Backflow Testing, Repair	Facilities	\$35,000	\$20,000
Gardiner	HVAC service and parts	Facilities	\$15,000	\$15,000
Grainger Inc	Facility maintenance supplies	Facilities	\$60,000	\$60,000
Grainger Inc	Learning Management system	Facilities	\$23,000	\$24,000
Greater Cleveland Regional Transit	Bus Passes for retail sales	Finance	\$20,000	\$20,000
Guarantee Pest Management	Exterminating services	Facilities	\$35,000	\$35,000
Guide Studios	Signage implementation & consultation	Marketing	\$46,000	\$15,000
Hewlett-Packard	PCs for Innovation Centers - year 2 of 4	Information Technology	\$17,423	\$17,423
Hewlett-Packard	Staff Laptop lease - year 3 of 4	Information Technology	\$157,015	\$157,015
Hewlett-Packard	Public PC lease - year 4 of 5	Information Technology	\$190,307	\$190,307
Home Depot	Maintenance materials	Facilities	\$30,000	\$30,000
Innovative Interfaces	Sierra software renewal	Information Technology	\$456,162	\$465,000
Innovative Interfaces	SIP2 software	Information Technology	\$36,225	\$37,312
Innovative Interfaces	Cloud backup for Sierra	Information Technology	\$14,824	\$15,269
Jamf	Jamf software renewal	Information Technology	\$15,516	\$15,982
Johnstone Supply	Maintenance materials	Facilities	\$15,000	\$15,000
Julian and Grube Inc	Audit service fees	Finance	\$40,000	\$17,400

**Cuyahoga County Public Library**  
**For Board Review November 15, 2022**

**2023 Blanket Orders** <sup>44</sup>

Kastner, Westman & Wilkins	Professional legal services & negotiations	Human Resources	\$99,000	\$99,000
Kurak's Tire Center	Automobile repair & parts	Facilities	\$14,000	\$25,000
Lakeland Electric	Electrical repairs	Facilities	\$15,000	\$20,000
Logicalis	Cisco smartnet software renewal	Information Technology	\$60,000	\$61,800
Logicalis	Palo Alto Firewall software renewal	Information Technology	\$37,527	\$38,653
LSC Communications	Printing of quarterly program guide	Marketing	\$55,000	\$55,000
Luce, Smith & Scott, Inc	Insurance premiums & adjustments	Finance	\$350,000	\$415,000
Lytho	Project management software	Marketing	\$39,000	\$39,000
McCaulley & Company LLC	Advocacy consulting	Marketing	\$0	\$60,000
Millcraft Paper Co.	Paper & supplies	Graphics	\$55,000	\$50,000
Mobile Beacon	Mobile hotspot renewals	Information Technology	\$46,800	\$46,800
Northern Flooring	Carpet cleaning, west side	Facilities	\$45,000	\$50,000
OARnet	OARnet VMware renewal	Information Technology	\$21,737	\$19,200
Ohio Library Council	Institutional dues	Executive Director	\$15,000	\$15,000
Otis Elevator	Elevator services	Facilities	\$26,000	\$30,000
Patron Point	Marketing automation & CRM service	Marketing	\$29,000	\$29,000
Pitney Bowes	Mailing machine postage	Facilities	\$60,000	\$60,000
Protegis	Fire extinguisher service	Facilities	\$15,000	\$15,000
Relmec Mechanical LLC	HVAC repair and service	Facilities	\$40,000	\$40,000
Rick's Roofing & Remodeling	Emergency plumbing & General repairs	Facilities	\$15,000	\$24,000
Rooney Cleaning Company	Carpet cleaning, east side	Facilities	\$45,000	\$50,000
Rumpke of Ohio, Inc.	Waste Removal	Facilities	\$48,000	\$68,000
Seneca	Processing labels	Processing	\$25,000	\$50,000
Shoutbomb	Text messaging service	Information Technology	\$14,688	\$15,129
Siemens Industry Inc.	HVAC DDC/Controls maintenance	Facilities	\$30,000	\$25,000
Stanley Access Technologies LLC	Door service and repairs	Facilities	\$17,500	\$17,500
State Library of OH	Delivery service Ohio Link & Search OH	Facilities	\$230,000	\$335,400
Summit Building Services	Contract & emergency cleaning	Facilities	\$2,150,000	\$2,400,000
Sunoco Suntrak	Gasoline purchases	Facilities	\$60,000	\$95,000
Sup-R-Die	Electrical supplies	Facilities	\$85,000	\$85,000
T Mobile	Mobile hotspots	Information Technology	\$109,480	\$36,600
Taft, Stettinius, & Hollister	Government relations & strategic counsel	Marketing	\$66,000	\$66,000
Thunder Tech Inc	Social media consultation & management	Marketing	\$0	\$22,000
Trane US Inc	HVAC boiler & equipment maintenance	Facilities	\$18,000	\$18,000
Treasurer of State	Audit service fees	Finance	\$18,750	\$22,000
Tyler Technologies Inc.	New World software maintenance	Finance	\$45,000	\$45,000
Uline	Toy boxes and tape	Processing	\$10,000	\$20,000
Unifirst	Uniform rental	Facilities	\$15,000	\$17,500
Unique Management Services	Collections service	Information Technology	\$20,000	\$20,000
Urban Library Council	Institutional dues	Executive Director	\$16,875	\$16,875
US Postal Service	Stamps for retail sales	Finance	\$25,000	\$30,000
US Postal Service	Postage for passports	Finance	\$65,000	\$80,000
US Postmaster	Postage for Books by Mail	Facilities	\$25,000	\$40,000
Verizon Wireless	Wireless phone service & equipment	Finance	\$53,000	\$80,000
WB Mason	Office supplies for all locations	Finance	\$42,335	\$50,000
Willham Roofing	Roof repairs & additional maintenance	Facilities	\$25,000	\$25,000
WW Williams	Generator maintenance	Facilities	\$30,000	\$40,000
Xerox Leasing	Multifunction machines lease - year 1 of 3	Finance	\$0	\$541,116
Zoom Video Communications	Zoom business licenses	Information Technology	\$45,000	\$46,350
Zoresco Equipment	Snow plow & salt spreader repairs	Facilities	\$18,000	\$18,000
		<b>Total</b>	<b>\$8,395,673</b>	<b>\$9,546,384</b>

## Cuyahoga County Public Library

### RESOLUTION FOR THE CUYAHOGA COUNTY PUBLIC LIBRARY TO ADOPT THIRD AMENDMENT TO THE CUYAHOGA COUNTY PUBLIC LIBRARY SALARY REDIRECTION PLAN

- WHEREAS,** The Board of Trustees of the Cuyahoga County Public Library adopted the Cuyahoga County Public Library Salary Redirection Plan ("Plan") effective January 1, 2010;
- WHEREAS,** The Plan allows qualifying participants to fund health flexible spending accounts and dependent care flexible spending accounts through salary redirection;
- WHEREAS,** The Library amended the plan June 1, 2015, via the First Amendment to the Plan to implement certain Changes for a Carryover Amount;
- WHEREAS,** The Library amended the plan January 26, 2021, via the Second Amendment to the Plan to implement certain changes to the Carryover Amount regarding challenges for COVID-19. and
- WHEREAS,** The Board of Trustees of the Cuyahoga County Public Library now wishes to amend the Plan, consistent with the federal Consolidated Appropriations Act, 2021, to provide for certain changes to health flexible spending accounts in regard to the carryover amount based on maximum carryover each year.

**NOW THEREFORE BE IT RESOLVED** BY THE BOARD OF TRUSTEES OF THE CUYAHOGA COUNTY PUBLIC LIBRARY, THAT:

SECTION 1: The form of the Third Amendment to the Cuyahoga County Public Library Salary Redirection Plan presented at this meeting, attached hereto as Exhibit A, is hereby approved and adopted.

SECTION 2: Scott A Morgan is an authorized representative of the Cuyahoga County Public Library and is hereby directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Second Amendment to the Cuyahoga County Public Library Salary Redirection Plan and execute such other legal documents as are necessary to amend the Plan.

Approved November 15, 2022.

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Dean E. DePiero President

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Maria L. Spangler, Secretary

**THIRD AMENDMENT TO THE  
CUYAHOGA COUNTY PUBLIC LIBRARY  
SALARY REDIRECTION PLAN**

The Cuyahoga County Public Library ("Employer") has adopted this Third Amendment to the Cuyahoga County Public Library Salary Redirection Plan ("Plan"), as previously amended June 1, 2015, via the First Amendment to the Plan and January 26, 2021 via the Second Amendment to the Plan to implement certain changes to the Carryover Amount, as permitted under the Consolidated Appropriations Act, 2021 (CAA).

**WHEREAS**, the Employer reserves the right to amend the Plan from time-to-time and at any time;

**WHEREAS**, the Employer desires to amend the Plan to provide for certain changes to Employees' flexible spending accounts as permitted under the Consolidated Appropriations Act, 2021 (CAA);

**NOW, THEREFORE**, the Employer adopts this Third Amendment, effective January 1, 2023.

**Section 6.4, Limitations on Allocations, is amended to add the new subsection (e) as follows:**

(e) **Carryover.** A Participant in the Health Flexible Spending Account may roll over amounts allowed to the maximum carryover in the Health Flexible Spending Account remaining at the end of each Plan Year.

Amounts carried over do not affect the maximum amount of salary redirection contributions for the Plan Year to which they are carried over. Unused amounts are those remaining after expenses have been reimbursed during the runout period. These amounts may not be cashed out or converted to any other taxable or nontaxable benefit. The Plan is allowed, but not required, to treat claims as being paid first from the current year amounts, then from the carryover amounts.

In all other respects, the Plan shall remain unchanged by this Amendment.

**IN WITNESS WHEREOF**, this Third Amendment to the Plan document is hereby executed this 15th day of November 2022.

Cuyahoga County Public Library

By: \_\_\_\_\_

**Scott A Morgan**  
Chief Operations Officer/Fiscal Officer

## CUYAHOGA COUNTY PUBLIC LIBRARY

### RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR A NEW INTEGRATED LIBRARY SYSTEM AND DISCOVERY SYSTEM

**WHEREAS**, The Cuyahoga County Public Library (the “Library”) has determined that the current integrated library system software (the “ILS”) and discovery system software (the “discovery layer”) no longer meets the Library’s needs and our customers’ expectations and should be replaced; and,

**WHEREAS**, The Library previously consulted with leading experts in library software and library systems similar to ours, and prepared a Request for Information and distributed it to library software vendors; and,

**WHEREAS**, The Library conducted on-site demonstrations of ILS products to an inclusive and representative evaluation committee. That committee short listed the following vendors: ByWater Solutions, representing the Koha ILS; Innovative Interfaces, representing the Polaris ILS; Sirsi/Dynix, representing the Enterprise ILS; and,

**WHEREAS**, The Library conducted on-site demonstrations of discovery layer products to an inclusive and representative evaluation committee. That committee short listed the following vendors: ByWater Solutions, representing Aspen Discovery and BiblioCommons, representing BiblioCore; and,

**WHEREAS**, At the conclusion of the demonstrations the companies were again evaluated and scored by the committee and the company that scored the highest and has been determined to best meet the needs of the Library and customers’ expectations is ByWater Solutions representing the Koha ILS and Aspen discovery layer.

**NOW, THEREFORE BE IT RESOLVED BY THE CUYAHOGA COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES STATE OF OHIO THAT:**

The Board authorizes the Library to execute the attached contract with ByWater Solutions to install, implement, and maintain the Koha ILS and Aspen discovery layer including data migration, configuration, training, server hosting, backups, and security, and software updates.

**Approved 15 October 2022**

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Dean E. DePiero, Board President

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Maria L. Spangler, Secretary

## ***CONTRACT FOR SERVICES***

This Contract for Services (“Contract”) is made this \_\_\_\_ day of \_\_\_\_\_, 2022 (“Effective Date”), by and between Cuyahoga County Public Library, whose address is 2111 Snow Road, Parma, OH 44134 (“Client”), and ByWater Solutions LLC, whose address is PO Box 1346, Santa Barbara, California 93102 (“ByWater”). Client and ByWater may be referred to herein collectively as the “Parties” or individually as a “Party.”

WHEREAS, Client desires to engage ByWater to provide for the installation and integration of certain software products into Client’s existing operations and to provide related hosting, support, training and education services, subject to the terms and conditions of this Contract.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **TERM.** The initial term of the Contract commences as of the Effective Date and continues in effect until August 28, 2026, unless terminated earlier pursuant to any of the Contract’s express provisions (“Initial Term”). Upon completion of the Initial Term, the Contract will automatically renew for additional successive 3 year terms unless either Party notifies the other in writing at least 60 days prior to the end of the then-current term of their intention to modify or discontinue the Contract (the Initial Term, together with any renewal terms, referred to herein as the “Term”). For purposes of this Section 1 and Section 13 herein, increases of 4% or less to annual support and hosting fees by ByWater shall not constitute a modification of this Contract requiring further written agreement among the Parties so long as ByWater provides Client with notice of such increase no less than 90 days prior to the end of the then-current term.

2. **DESCRIPTION OF SERVICES.** ByWater will provide the Client the following services (collectively, the “Services”):

(a) On or before August 28, 2023, ByWater shall install and implement the Koha Integrated Library System (“Koha”) for Client use.

(i) ByWater shall be responsible for the initial migration of up to 550,000 bibliographic records and all associated data of Client (“Client’s Database”) to Koha.

(A) In the event the number of bibliographic records necessary to complete the initial migration of Client’s Database exceeds 550,000 records, ByWater may charge Client additional fees as described in Exhibit A.

(B) In the event the number of records in Client’s Database increases by more than 225,000 records during the Term of the Contract, ByWater may charge Client additional fees as described in Exhibit A.

- (ii) ByWater shall customize Client's online public access catalog ("OPAC"), including the application of Client logos, preferred fonts and colors to ByWater's OPAC template.
  - (iii) ByWater's Director of Library Sales and Outreach shall oversee the scoping and training portions of the implementation of Koha and shall be available to Client during the Term for ongoing support communications as their schedule reasonably allows.
  - (iv) ByWater shall also implement the additional Koha enhancements set forth in Exhibit B.
  - (v) The Koha plans, policies and representations of ByWater set forth in Exhibit C shall be incorporated herein and shall be understood to be a part hereof as though included in the body of this Contract.
- (b) On or before August 28, 2023, ByWater shall install and implement the Aspen Discovery System ("Aspen") for Client use, including the customization and configuration of its public interface to meet the Client's style guidelines, including the application of Client logos, preferred fonts and colors.
- (i) Implementation shall include integration with existing application programming interface ("API") connections for third-party systems free of charge.
  - (ii) ByWater shall also implement the additional Aspen enhancements set forth in Exhibit B.
  - (iii) The Aspen plans, policies and representations of ByWater set forth in Exhibit D shall be incorporated herein and shall be understood to be a part hereof as though included in the body of this Contract.
- (c) On or before August 28, 2023, ByWater shall install and configure the Metabase Community Edition Reporting System ("Metabase") for Client use with Client's existing ByWater supported products. Client shall have access to all features and functionality available through Metabase. Client acknowledges that connections with third party products or data sources may carry additional one-time or ongoing fees, which shall be disclosed by ByWater prior to providing any such connections.
- (d) ByWater shall provide technical support for the Client as follows:
- (i) Critical Support shall be available 24 hours per day, 7 days per week. Critical Support includes system failure or complete loss of access to the Koha, Aspen, and Metabase systems.
  - (ii) Other support requests during hours in which the Client's facility is closed shall be addressed by level of importance (i.e. system failure dictates immediate response time, training questions will be addressed within 24 hours).



(iii) Support shall also be provided for software updates and enhancements to Koha, Aspen and Metabase that may be applicable to the Client.

(e) ByWater shall host Client's Database via remote cloud services established by ByWater through a third-party provider. ByWater reserves the right to change the third-party provider of remote cloud services at any time in its absolute and sole discretion. ByWater shall not be responsible for force majeure events described in Section 20 including natural disasters and communication line failures that may cause data corruption.

(f) ByWater shall provide 5 days of onsite training to Client. Each onsite training session will include 2 educators and up to 40 participants shall be permitted per session. Additional training shall be provided upon request of Client. Training is mandatory for any client not previously using Koha as the library's primary integrated library system.

(g) ByWater shall conduct a scoping session consisting of a three-day onsite visit at Client's facilities to evaluate, assess, and report on Client workflows and processes for critical tasks including but not limited to patron registration, holds, cataloging and circulation.

3. **CLIENT RESPONSIBILITIES.** With respect to the Services described in Section 2, Client shall be responsible for:

(a) data extraction from Client's current legacy system for implementation of Koha and, if applicable, Aspen; and

(b) testing of (i) the initial migration of bibliographic records for implementation of Koha, (ii) the initial installation of Aspen, and (iii) the installation and configuration of Metabase.

4. **PAYMENT FOR SERVICES.** In exchange for the Services, Client shall pay ByWater according to the payment schedule set forth on Exhibit E. Payments not received within 60 days of the due date will result in termination of support services until receipt of payment. Payments not received within 90 days of due date shall result in termination of hosting services until receipt of payment. Payments may be made via check or direct deposits (ACH). Alternate payment methods will result in a convenience fee based on a sliding scale. For avoidance of doubt, any delay in implementation of the software requested or caused by the Client shall not be grounds for the Client to likewise delay payment of any fees then due and owing.

5. **WORK PRODUCT OWNERSHIP.** Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively, "Work Product") developed in whole or in part by ByWater solely in connection with the Services will be the exclusive property of the Client. Upon request, ByWater will execute all documents necessary to confirm or perfect the ownership of the Client to the Work Product. All such Work Product developed on behalf of the Client will be made available under the terms of the open source license in effect for Koha and/or Aspen, as applicable, at the time the code is written (currently GPL v3). A copy of the code will be given to the Client regardless of whether the code is hosted. A good faith effort will be made both by the Client, and by ByWater at the coding stage, to integrate all code into the public, [koha-community.org](http://koha-community.org) code base, or wherever the public code base may subsequently be located. Upon expiration or termination of this Contract, ByWater will: (a) return to the Client all records, notes, documentation and other items owned by the Client that were used, created, or

controlled by ByWater during the term of this Contract; and (b) assist Client in exporting data from ByWater's data cloud to Client, at no additional charge.

6. **CONFIDENTIALITY.** For purposes of this Agreement, the term "Confidential Information" shall be deemed to include all information conveyed by Client to ByWater that is proprietary to Client's business or otherwise communicated to be confidential, private, or privileged, whether disclosed orally or disclosed or accessed in written, electronic or other form or media, and regardless of when such information is conveyed to ByWater intentionally. Confidential Information includes, by way of example but without limitation, designs, specifications, formulations, instructions, trade secrets, information identifying and otherwise relating to customers, suppliers, and partners, schedules, inventions, ideas, and financial, business, scientific, economic, or technological information. At all times from and after the receipt of any Confidential Information, ByWater, and its employees, agents, or representatives shall hold the Confidential Information in strict confidence and take such steps as may be reasonably necessary to prevent the disclosure of Confidential Information to others with not less than the same degree of care that ByWater uses to prevent the unauthorized use, dissemination or publication of its own most valuable confidential and proprietary information (but with at least the same degree of care used by a reasonably prudent business person). ByWater, and its employees, agents, or representatives, shall not at any time or in any manner, either directly or indirectly, use for the personal benefit of ByWater, or divulge, disclose, or communicate in any manner, any Confidential Information, except (a) if and to the extent the information is already a matter of public knowledge; (b) such disclosures as may be necessary to ByWater's attorney or accountant (collectively, "Permitted Confidants"), who shall be informed of the confidential nature of the Confidential Information at the time of disclosure; or (c) such disclosures as are required by law or by any litigation between the Parties hereto with respect to this Contract. ByWater shall also require each of its Permitted Confidants to keep that information confidential. Before making any disclosure required by law, ByWater, or the Permitted Confidant, as the case may be, shall give Client as much notice thereof as is legally permitted, along with a copy of the proposed disclosure. The foregoing duties of confidentiality shall survive the termination of this Contract.

7. **RELATIONSHIP OF PARTIES.** Client and ByWater agree that the status of ByWater is that of independent contractor, and not that of employee, principal, agent or joint venture partner of Client. Neither Party has authority to enter into contracts or assume any obligations for or on behalf of the other Party or to make any warranties or representations for or on behalf of the other Party.

8. **WARRANTY.** ByWater shall provide the Services and meet its obligations under this Contract in a timely and competent manner, using knowledge and recommendations for performing the Services which meet generally accepted standards in ByWater's industry. Aside from the express warranties stated in this Contract, ByWater hereby disclaims any and all other warranties related to the products and services offered under this Contract, including but not limited to warranties of merchantability or fitness for a particular purpose, and whether such warranties are oral or written, express or implied. ByWater does not in any way warrant that Koha or Aspen will operate without interruption or be error free. Unless caused by ByWater's negligence, misconduct, misrepresentation or criminality, ByWater shall have no liability for damages resulting from hosting inoperability, interruption due to product or delivered software malfunction (provided that regular daily backups are conducted by ByWater), loss of profits, goodwill, damage or loss of data.

9. REMEDIES. If Client or ByWater fails to perform its obligations under this Contract, the non-breaching Party shall provide the breaching Party notice of such breach, and if the breaching Party fails to cure such breach within 30 days, the non-breaching Party shall have the right to terminate the Contract and to seek whatever remedy may be available to it, either in law or in equity. In the event that a claim or cause of action arises out of the interpretation, performance, or breach of this Contract, the prevailing Party shall be entitled to a reasonable attorney's fee in addition to costs of suit.

10. LIMITATION OF LIABILITY.

(a) EXCEPT AS OTHERWISE PROVIDED IN SECTION 10(b), BYWATER WILL HAVE NO LIABILITY FOR ANY INDIRECT, CONSEQUENTIAL, EXEMPLARY, SPECIAL, INCIDENTAL, OR PUNITIVE DAMAGES FOR ANY MATTER ARISING FROM OR RELATING TO THIS CONTRACT OR THE PRODUCTS AND SERVICES, INCLUDING BUT NOT LIMITED TO ANY UNAUTHORIZED ACCESS TO, OR ALTERATION, THEFT, LOSS, INACCURACY, OR DESTRUCTION OF INFORMATION OR DATA COLLECTED, STORED, DISTRIBUTED, OR MADE AVAILABLE VIA THE PRODUCTS AND SERVICES, CLIENT'S USE OR INABILITY TO USE THE PRODUCTS AND SERVICES, ANY CHANGES TO OR INACCESSIBILITY OF THE PRODUCTS AND SERVICES, ANY DELAY OR FAILURE OF THE SERVICES, OR FOR LOST PROFITS, OR COSTS OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES. IN ANY EVENT, EXCEPT AS OTHERWISE PROVIDED IN SECTION 10(b), BYWATER'S LIABILITY TO CLIENT FOR ANY REASON AND UPON ANY CAUSE OF ACTION WILL BE LIMITED TO THE AMOUNT CLIENT ACTUALLY PAID BYWATER FOR THE INDIVIDUAL BYWATER PRODUCTS OR SERVICES COVERED UNDER THIS CONTRACT. FEES UNDER THIS CONTRACT ARE BASED UPON THIS ALLOCATION OF RISK. THIS SECTION WILL NOT APPLY TO DAMAGES THAT CANNOT BE LIMITED OR EXCLUDED BY LAW (IN WHICH EVENT THE LIABILITY SHALL BE LIMITED TO THE FULLEST EXTENT PERMITTED).

(b) THE LIMITATIONS SET FORTH IN THIS SECTION 10 SHALL NOT APPLY TO:

(i) THE INDEMNIFICATION OBLIGATIONS UNDER SECTION 19;

(ii) DAMAGES OR LIABILITIES ARISING FROM MATERIAL BREACH UNDER SECTION 5, SECTION 6, OR SECTION 8; OR

(ii) DAMAGES OR LIABILITIES ARISING FROM THE GROSSLY NEGLIGENT ACTS OR OMISSIONS OR WILLFUL MISCONDUCT OF BYWATER IN PERFORMING ITS OBLIGATIONS UNDER THIS CONTRACT.

11. ENTIRE AGREEMENT. This Contract and all referenced Exhibits and Attachments contain the entire agreement of the parties, and there are no other promises or conditions in any other Contract, whether oral or written, concerning the subject matter of this Contract. This Contract supersedes any prior written or oral Contracts between the parties.

12. SEVERABILITY. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable, provided that no Party is, as a result thereof, deprived of its substantial benefits under this Contract. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

13. AMENDMENT. This Contract may only be changed, modified, amended or discharged by a Contract in writing executed by the Parties hereto.

14. GOVERNING LAW. This Contract shall be construed in accordance with the laws of the State of Ohio without giving effect to any choice or conflict of law provision. Any legal suit, action, or proceeding arising out of this Contract shall be instituted in the federal courts of the United States or the courts of the State of Ohio in each case located in the city of Cleveland and County of Cuyahoga, and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding.

15. NOTICE. Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one Party may have furnished to the other in writing.

16. ASSIGNMENT. Neither Party may assign or transfer this Contract without the prior written consent of the other Party.

17. BINDING EFFECT. This Contract shall inure to the benefit of and be binding upon the parties named herein and their respective heirs, successors and assigns.

18. EXECUTION. This Contract may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the Party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or “.pdf” signature page were an original hereof.

19. INDEMNIFICATION. Each of the Parties hereto shall fully indemnify, hold harmless and defend one another from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney’s fees and costs) (collectively, “Claims”) which arise out of or relate to (1) any breach of any representation or warranty of the indemnifying Party hereto contained in this Contract, or (2) any breach or violation of any covenant or other obligation or duty of the indemnifying Party hereto under this Contract or under applicable law, in each case whether or not caused by the negligence of the indemnifying Party hereto and whether or not the relevant Claim has merit.

20. FORCE MAJEURE. Neither ByWater nor Client shall be liable to the other for loss, damage, or delay in the work caused by war, riot, the act or order of any competent civil or military authority, strikes, unauthorized work stoppage or by rain, fire, flood, act of God, epidemic, or CDC recognized pandemic or by any similarly unpredictable and superseding cause which is unavoidable and beyond its reasonable

control. In addition, ByWater is not liable for loss or damage suffered by the Client or any third party not caused by the employees, agents or equipment of ByWater.

*[Remainder of Page Left Intentionally Blank]*

IN WITNESS WHEREOF, the Parties have executed this Contract to be effective as of the date first written above.

**CUYAHOGA COUNTY PUBLIC LIBRARY**

By: \_\_\_\_\_

Name: Tracy R. Strobel

Title: Chief Executive Officer

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

**BYWATER SOLUTIONS LLC**

By: \_\_\_\_\_

Name: Brendan Gallagher

Title: Chief Executive Officer, Duly Authorized

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

*[Signature Page to Contract for Services by and between  
Cuyahoga County Public Library and ByWater Solutions LLC]*

**EXHIBIT A**

In the event the number of bibliographic records necessary to complete the initial migration of Client's Database exceeds 550,000 records, ByWater may charge Client additional fees as follows:

\$ .10 per bibliographic record delivered to ByWater over the stated threshold.

In the event the number of records in Client's Database increases by more than 225,000 records during the Term of the Contract, ByWater may charge Client additional fees as follows:

2% increase in support costs per 225,000 bibliographic records added

*[Remainder of Page Left Intentionally Blank]*

## **EXHIBIT B**

**Koha and Aspen Enhancements to be implemented by 8/28/2023.  
The following developments will be completed at a cost of no more than \$20,000.00.  
All prices will be communicated and discussed prior to start of work.**

- Integration of OhioLink and SearchOhio InnReach services within both Koha and Aspen. ByWater will require a designated point person at Cuyahoga to facilitate workflows and troubleshoot configurations.
- Integration with the following Communico applications:
  - Attend (calendar and event management)
  - Reserve (room booking and asset management)
  - Connect (multi-platform patron app)
  - Interact (self-serve kiosk)
- Integration with Baker and Taylor's BTCat Library Cataloging Utility utilizing the available APIs from Baker and Taylor
- Integration with Tyler New World finance system based on available connection interfaces within Tyler New World
- Replication of CCPL's label printing for holds pickup (currently via *One and Done*) using existing functionality within Koha's label printer.
- Migration and integration of current toy catalog records into Koha and Aspen, including images.
- A solution to replace CCPL's current booking module that places future reservations on a specific collection type, for example, book discussion kits.
- Integration with CCPL website utilizing Single Sign On or other available integrations to ensure a unified workflow for patrons accessing Aspen.
- Integration with PC reservation and printing systems (Cassie and TBS)



## EXHIBIT C



### **Server and Backup Plan**

ByWater Solutions is committed to keeping your library running smoothly. It is our policy to enact several layers of safeguards to protect your library's important data. We perform a daily backup of all system data stored, in addition to retaining logs of transactional data that allow us to perform up-to-the-moment restores of data, should a disaster strike. The backups are stored in different SAN arrays within our infrastructure, and archival copies are kept in multiple, geographically separate data centers within the originating sovereign zone. ByWater Solutions maintains archival backups as follows: daily backups for the last seven days, weekly backups for one month, and bi-monthly backups for a year.

In addition to the daily data backups listed above, all of ByWater's public code is available on GitHub, and backed up to multiple geographically separate data centers. Should your Koha require code that is private, we are fully able to support that as well.

In the event of a disaster that necessitates a redeployment of your Koha, we will work the problem until it is resolved to your satisfaction. Depending on the scope of the disaster, recovery times can vary. During the recovery period, we will work closely with you to keep you apprised of the expected timeline to full recovery.

***ByWater servers are cloud-based Virtual Machines. Access to the Koha application by library staff and patrons is entirely web-based, so security for patrons and at the library can be as simple or complex as is required by your security policies and procedures.***



## Server Restoration Plan

In the event of a failure within our infrastructure ByWater will do everything we can to keep data loss and downtime to a minimum.

### **When a problem is detected:**

Upon observation or notification of a potential disaster, a member of the ByWater team will contact the Library. During this time, the Systems team will conduct a detailed assessment of the server(s), contact any upstream service providers as required, and proceed with an appropriate course of action with data preservation being the foremost important goal, followed by restoration of normal services.

### *During an outage:*

1. Once a disaster has been declared, the Systems team will notify the Support and Outreach teams, who will contact you to keep you updated on the progress. ByWater also communicates with our partners Slack channel with updates. We will update you every 30 minutes for the first hour of any outage, and every hour thereafter.
2. The Systems team will then proceed to perform any actions required to restore service to the system and ensure data integrity.
3. Once the server is up, the Systems team will notify the Migration and Development teams to do their checks. Those teams will do any required work to restore the database to the closest point of the failure possible.
4. Once the Koha instance for that library has been restored, the indexes will be rebuilt, if required.
5. Once service restoration is imminent, the Support Leads and Outreach teams will notify the library. Depending on the size of the library's database and configuration, rebuilding indexes can take anywhere from 1 – 48 hours
6. Once all functions are back up and tested, ByWater will declare access restored and the library will be notified that service has been fully restored.



## Security Overview

ByWater Solutions understands the importance of keeping your data secure. The following outlines some additional information about the security measures we employ.

Direct command line access to the Koha server is through encrypted, key authenticated SSH. This access is limited to connections coming from ByWater gateway servers, and is limited to ByWater staff only using secure private keys. ByWater staff with appropriate role-based permissions have accounts on the servers, and must login as themselves. All actions are logged. Remote access by the root account is not allowed. When passwords need to be generated for Koha usage, they are generally a minimum of 12-16 characters in length, and include letters, numbers and special characters.

ByWater provides free encryption using TLS (i.e. https) for all catalog and staff clients hosted by ByWater. If you wish to provide your own purchased certificate, we are happy to install it for you. ByWater servers are protected by industry standard firewall protections, unneeded ports are not opened. We are happy to configure your Koha to be IP restricted to your library, should you require that.

All patron data, bibliographic records, and transactions are stored in Koha's MySQL database and encrypted at rest. Unless specifically requested otherwise, the MySQL database is accessible only to the Koha application. Attempts to directly login to MySQL remotely are not allowed. If ODBC access is required to the database (e.g. for reports not provided by Koha), those accounts are read-only and are limited to specific IP addresses.

The Koha Community guidelines for programmers specify that all code must abide by set standards to prevent SQL injection attacks. See:

[http://wiki.koha-community.org/wiki/coding\\_Guidelines#SQL10: Placeholders](http://wiki.koha-community.org/wiki/coding_Guidelines#SQL10:_Placeholders).

Within the Koha ILS itself, patrons can only view their own data, and only after logging in to the catalog using username/password. The Koha catalog can also be used in a read-only mode, where patron logins are disallowed.

Library staff with the proper credentials and permissions can see all patron records in the Staff Interface. Care should be taken in assigning permissions to staff accounts, and in the choice of passwords for those accounts. We're happy to assist with the creation of complex passwords/phrases should you require it.



In the case of a security breach, ByWater will promptly notify the library of any incident that takes place within 24 hours of discovery. ByWater will take all actions reasonable and necessary to remedy any security breaches, to the best of our ability and as the technology allows. ByWater will take all reasonable action to assess and shut down any exposed vulnerabilities regarding access to data and provide a detailed report outlining the following:

- The nature and cause of the incident
- Any customer data that was compromised as a result of the incident
- Steps taken by ByWater to address the vulnerability, stop its progression and report the offense to the appropriate authorities
- Provide any other data related to the incident contained in the Koha logs that does not further compromise the security of the system
- Identify steps for affected individuals to take based on the nature of the incident

ByWater Solutions reviews and updates its incident response plan on an annual basis.

ByWater and Rackspace will conform to the Minnesota Government Data Practices Act and the breach notification laws of the fifty states

ByWater Solutions is currently provisionally TXRAMP certified and is in the process of applying for full assessment for TXRAMP level 1.

At any time, upon request, our partners have the right to review and comment on this backup plan, and such comments will be taken into consideration to the best of our ability, and within technological constraints.

***The following page contains all of the security features employed by our hosting provider, Rackspace:***

# RACKSPACE® SECURITY

## Triple-strength Security Backed by Fanatical Support®

Rackspace Hosting Security is a powerful, fully integrated portfolio of services, managed devices and best practices — all designed to ensure the highest levels of security for customer data.

Our portfolio covers all three critical security areas: physical security; operational security; and system security. Physical security includes locking down and logging all physical access to servers at our data center. Operational security involves creating business processes that follow security best practices to limit access to confidential information and maintain tight security over time. System security involves locking down customer systems from the inside, starting with hardened operating systems and up-to-date patching. Rackspace offers a full range of options to take system security to the next level.

As with all Rackspace offerings, our promise of Fanatical Support stands behind our security solutions. We will do whatever it takes to ensure that all our customers are satisfied.



Rackspace Security supports all three areas of data security, ensuring maximum protection for customer data.

### RACKSPACE SECURITY AT A GLANCE

#### Physical Security

- Data center access limited to Rackspace data center technicians
- Biometric scanning for controlled data center access
- Security camera monitoring at all data center locations
- 24x7 onsite staff provides additional protection against unauthorized entry
- Unmarked facilities to help maintain low profile
- Physical security audited by an independent firm

#### System Security

- System installation using hardened, patched OS
- System patching configured by Rackspace to provide ongoing protection from exploits
- Dedicated firewall and VPN services to help block unauthorized system access
- Data protection with Rackspace managed backup solutions
- Optional, dedicated intrusion detection devices to provide an additional layer of protection against unauthorized system access
- Distributed Denial of Service (DDoS) mitigation services based on our proprietary Rackspace PrevenTier™ system
- Risk assessment and security consultation by Rackspace professional services teams

#### Operational Security - *the Rackspace Infrastructure*

- ISO17799-based policies and procedures, regularly reviewed as part of our SAS70 Type II audit process
- All employees trained on documented information security and privacy procedures
- Access to confidential information restricted to authorized personnel only, according to documented processes
- Systems access logged and tracked for auditing purposes
- Secure document-destruction policies for all sensitive information
- Fully documented change-management procedures
- Independently audited disaster recovery and business continuity plans in place for Rackspace headquarters and support services

#### Operational Security - *Customer's Application Environment*

- Best practices used in the random generation of initial passwords
- All passwords encrypted during transmission and while in storage at Rackspace
- Secure media handling and destruction procedures for all customer data
- Support-ticket history available for review via the MyRackspace® customer portal
- Help available from Rackspace in configuring system logging to create a system audit trail
- Rackspace Security Services can provide guidance in developing security processes for compliance programs

experience **fanatical support**™

Toll Free: **1.800.961.2888** | International: **1.210.312.4700** | [www.rackspace.com](http://www.rackspace.com)





## FERPA Compliance Statement

### Introduction

Bywater Solutions provides support for Koha implementations for public, private, and educational libraries. The purpose of this document is to provide insight as to how we are able to meet FERPA requirements for partners requiring compliance.

### I. Upstream provider information

Bywater Solutions uses Rackspace public cloud as our provider. Rackspace has achieved a wide range of compliance requirements. Details of their statements of compliance are available at <https://www.rackspace.com/compliance>

Rackspace implements a “shared responsibility” model that requires their clients assume responsibility at the application and operation level. The rest of this document describes the processes Bywater Solutions implements to achieve FERPA compliance.

### II. Data storage

Data storage occurs on two levels in Koha: Database storage and file system storage.

#### A. Filesystem storage

Storage is allocated from the Rackspace SAN devices, which are RAID 10 devices that encrypt blocks of data. This allows us to be able to have your instance isolated from other occupants of the cloud as well as unreadable from Rackspace.

#### B. Database storage

Database disk space is provided from similar SAN devices as Filesystem storage. Databases are accessible only from your instance of Koha and our support team. Within Koha, actions from all accounts are logged in the ‘action\_logs’ table in Koha so that you are able to see exactly what events accounts took on your data, including the ‘bwssupport’ account. If using local authentication, passwords are encrypted using the ‘bcrypt’ algorithm and only hashes are stored.

### III. Data Transmission

All data communications are encrypted using SSL certificates between the server and the browser. These certificates are renewed every 90 days and automatically updated.



#### **IV. Backups**

All backups, including file system and databases, are compressed and encrypted with a GPG key. The local backup server is jailed to prevent partners from having access to other partners backups. Offsite backups are transferred via either SCP or posted to an HTTPS endpoint providing full encryption point to point. Backups require both authentication to the service and possession of the GPG key in order to decrypt contents. All keys are stored in an encrypted vault.

#### **. Conclusion**

With the implementation of these procedures and the compliance certifications achieved by Rackspace end to end achievement of FERPA is achieved. If your staff is operating within FERPA definitions, your Koha is as well.

## **SERVICE LEVEL AGREEMENT**

This Service Level Agreement sets forth the service level and performance objectives of ByWater Solutions LLC (ByWater) in providing the Hosted Services (as listed in Section 1 of this SLA) to Institution. ByWater will use commercially reasonable efforts to meet the following service level and performance objectives to support the operation of the Systems.

### **1. Covered ByWater Services**

This SLA applies only to Hosted Services that are: (1) listed below; and (2) subscribed to by Institution.

- Hosting for the Koha Open Source Integrated Library System and all associated modules.

### **2. Uptime Commitment**

ByWater will use commercially reasonable efforts to ensure the Systems are available 99.8% of the time (the "Uptime Commitment"). Availability will be measured as follows:

- $\text{Availability} = (T-D)/(T) * 100\%$
- T = the total number of minutes in the respective month.
- D = the total number of minutes of downtime in the month excluding planned outages for scheduled maintenance, telecommunications or power disruptions caused by third parties, any other causes beyond ByWater's reasonable control, and excluding other times described herein.

ByWater will notify the Institution promptly of any factor, occurrence, or event coming to its attention likely to affect ByWater's ability to meet the Uptime Commitment, or that is likely to cause any material interruption or disruption in the Hosted Services.

Whenever possible, notice of scheduled maintenance shall occur 5 days prior to scheduled downtime. In the event planned emergency maintenance is required, ByWater will make commercially reasonable efforts to notify Institution in advance.



### 3. Credits

In the event that ByWater fails to meet the Uptime Commitment for any rolling 3 month period and Institution provides written notice within 30 days of the end of such period, Institution's sole and exclusive remedy will be to receive a service credit applied to one month's fees for the impacted Hosted Service as set out below:

99.7% to 97% Availability	15% Credit
<97% to 95% Availability	25% Credit
Below 95% Availability	50% Credit

In no event will the total service credits for any 12 month period exceed 1/12 of the fees paid by Institution for the applicable Hosted Service during that 12 month period. Institution acknowledges and agrees that if the remedies set forth in this section are applied, any failure of ByWater to meet the requirements in this SLA will not constitute a breach of contract unless uptime for a given month is below 95%.

### 4. Systems Management

**4.1 Monitoring.** ByWater will monitor and maintain the Systems in working order each day (24 x 7). ByWater will proactively manage and monitor all application server hardware devices and software to ensure optimal performance and reliability as well as to detect abnormal events or exceeded utilization or performance thresholds.

**4.2 Maintenance.** ByWater will operate, monitor and administer all servers, and applications supporting the ByWater Services. In order to provide such coverage, ByWater may utilize a mixture of on-call support staff, automated server monitoring and automated paging technology.

**4.3 Change Control.** ByWater will install new equipment, software, releases, upgrades, fixes, patches and other items necessary to maintain the Systems to industry standards. ByWater will proactively gather information from appropriate server, peripheral, operating system or database vendors regarding upgrades, defect patches or fixes.

**EXHIBIT D**

## **Security and Backup Plan**

### **BACKUPS:**

ByWater Solutions plans and prepares for the worst by taking the following precautions and installing the following safeguards to protect your data. We perform a daily backup of all system data stored on the cloud. This information is saved within the google cloud, and is comprised of the all of the system data, and all other information found on the main server.

Google guarantees 99.5% uptime for their servers, but in the event that the entire cloud server fails or a region within the cloud shuts down, we can have your system replicated on a new server, and up and running within a matter of hours. ByWater Solutions maintains archival backups as follows: daily backups for the last seven days.

### **SERVICE LEVEL AGREEMENT:**

This Service Level Agreement sets forth the service level and performance objectives of ByWater Solutions LLC (ByWater) in providing the Hosted Services (as listed in Section 1 of this SLA) to Institution. ByWater will use commercially reasonable efforts to meet the following service level and performance objectives to support the operation of the Systems.

#### **1. Covered ByWater Services**

This SLA applies only to Hosted Services that are: (1) listed below; and (2) subscribed to by Institution.

- Hosting for the Aspen Open Source Discovery System and all associated modules.

## 2. Uptime Commitment

ByWater will use commercially reasonable efforts to ensure the Systems are available 99.8% of the time (the "Uptime Commitment"). Availability will be measured as follows:

- Availability =  $(T-D)/(T) * 100\%$
- T = the total number of minutes in the respective month.
- D = the total number of minutes of downtime in the month excluding planned outages for scheduled maintenance, telecommunications or power disruptions caused by third parties, any other causes beyond ByWater's reasonable control, and excluding other times described herein.

ByWater will notify the Institution promptly of any factor, occurrence, or event coming to its attention likely to affect ByWater's ability to meet the Uptime Commitment, or that is likely to cause any material interruption or disruption in the Hosted Services.

Whenever possible, notice of scheduled maintenance shall occur 5 days prior to scheduled downtime. In the event planned emergency maintenance is required, ByWater will make commercially reasonable efforts to notify Institution in advance.

## 3. Credits

In the event that ByWater fails to meet the Uptime Commitment for any rolling 3 month period and Institution provides written notice within 30 days of the end of such period, Institution's sole and exclusive remedy will be to receive a service credit applied to one month's fees for the impacted Hosted Service as set out below:

99.5% to 97% Availability	15% Credit
<97% to 95% Availability	25% Credit
Below 95% Availability	50% Credit

In no event will the total service credits for any 12 month period exceed 1/12 of the fees paid by Institution for the applicable Hosted Service during that 12 month period. Institution acknowledges and agrees that if the remedies set forth in this section are applied, any failure of ByWater to meet the requirements in this SLA will not constitute a breach of contract.

## 4. Systems Management

**4.1 Monitoring.** ByWater will monitor and maintain the Systems in working order each day (24 x 7). ByWater will proactively manage and monitor all application server hardware devices and software to ensure optimal performance and reliability as well as to detect abnormal events or exceeded utilization or performance thresholds.

**4.2 Maintenance.** ByWater will operate, monitor and administer all servers, and applications supporting the ByWater Services. In order to provide such coverage, ByWater may utilize a mixture of on-call support staff, automated server monitoring and automated paging technology.

**4.3 Change Control.** ByWater will install new equipment, software, releases, upgrades, fixes, patches and other items necessary to maintain the Systems to industry standards. ByWater will proactively gather information from appropriate server, peripheral, operating system or database vendors regarding upgrades, defect patches or fixes.

*ByWater servers are cloud-based Virtual Machines. Access to the Aspen Discovery application by library staff and patrons is entirely web-based, so no additional local security devices or controls are required.*

### **SERVER RESTORATION PLAN**

In the event of a hardware or software failure, ByWater will keep the data loss to as little as possible. If the hardware failure occurs during business hours, any transactions between the time of incident and the last backup will be lost.

#### *Notification of incident affecting the site*

#### **If during or outside working hours:**

Upon observation or notification of a potentially serious situation a member of the ByWater team will notify the Library of the outage/server failure, and then notify the library of the outage. The System Administrator will conduct a detailed damage assessment of the server and proceed with an appropriate course of action.



***Server Failure - Conduct detailed damage assessment (This may also be performed prior to declaring a disaster)***

*Within the first 1 hour of the reported outage*

- 1) System Administrator will establish if the server is 'dead' and can not be restored due to a cloud failure
- 2) Once a failure has been declared, the System Administrator will notify the Aspen team who will begin to contact the libraries impacted by the failure and keep them updated on the progress.
- 3) System Administrator will provision a new server (within the same data center if the data center is operational). If the data center is not operational the System Administrator will establish a connection to the next geographic data center within the same provider network.

*Within the first 2 hours of the reported outage*

- 1) After the a new server has been established, the System Administrator will begin to configure and install individual instances on the server with an OS, the System Administrator will re-assign the IP address to the new instance(s) working through all the libraries impacted on that cluster server.
- 2) As soon as an instance has been created, the Assistant System Administrator will begin to install Aspen.
- 3) Once Aspen has been installed, the Assistant System Administrator will notify the Aspen team and those teams will restore the database from a most recent backup for that instance.

*Within the first 4 hours of the reported outage*

- 1) Once the Aspen instance for that library has been restored the Aspen team will rebuild the indexes and notify the Aspen team that the library instance is up and a re-index is occurring.
- 2) The Aspen team, once notified that the re-index is occurring, will notify that library with a status update. (depending on the size of the library's database the rebuilding of indexes can take anywhere from 1–24 hours)
- 3) Access will be restored and the library notified that their system is back up and functional.



## **SECURITY OVERVIEW:**

ByWater Solutions takes security very seriously on behalf of our partners. The following outlines some additional information about the security measures we employ.

Direct access (i.e. command line) to the Aspen server is by SSH (so all traffic to and from the server is encrypted). SSH access is limited to ByWater staff only. The Aspen Team and Systems Team staff have accounts on the server, and must login as themselves (i.e. no access using a shared account). Remote access by the root account is not allowed.

ByWater provides free encryption using SSL (i.e. HTTPS) for all catalog and staff clients hosted by ByWater.

ByWater employs firewall rules on all instances. All ports are blocked by default except for HTTP and HTTPS traffic (ports 80 and 443). All HTTP traffic is redirected to HTTPS to ensure that all traffic is encrypted.

Minimal patron data is stored in Aspen's MySQL database. The MySQL database server only listens for connections coming from the localhost, so attempts to directly login to MySQL remotely are not possible. All PPI for patrons is encrypted at rest within the database.

Within Aspen itself, patrons can only view their own data. Library staff with the proper credentials can masquerade as patron's to see some patron data. This functionality can be disabled by the library. Care should be taken in assigning permissions to staff accounts, and in the choice of passwords for those accounts.

In the case of a security breach ByWater will promptly notify the library of any incident that takes place within 24 hours of discovery. ByWater will take all actions reasonable and necessary to remedy any security breaches, to the best of our ability and the technology allows. ByWater will take all reasonable action to assess and shut down any exposed vulnerabilities regarding access to data and provide a detailed report outlining the following:

- The nature and cause of the incident
- Any customer data that was compromised as a result of the incident
- Steps taken by ByWater to address the vulnerability, stop its progression and report the offense to the appropriate authorities



- Provide any other data related to the incident contained in the Aspen logs that does not further compromise the security of the system
- Identify steps for affected individuals to take based on the nature of the incident

ByWater Solutions regularly reviews and updates its incident response plan on an annual basis.

At any time, upon request, our partners have the right to review and comment on the ByWater IRP, and such comments will be taken into consideration to the best of our ability, and within technological constraints..

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## **FERPA COMPLIANCE STATEMENT:**

### **Introduction**

Bywater Solutions provides support for Aspen implementations for public, private, and educational libraries. The purpose of this document is to provide insight as to how we are able to meet FERPA requirements for partners requiring compliance.

### **I. Upstream provider information**

Bywater Solutions uses Google public cloud as our provider. Google has achieved a wide range of compliance requirements. Details of their statements of compliance are available at

<https://cloud.google.com/security/compliance/ferpa>

Google implements a “shared responsibility” model that requires their clients assume responsibility at the application and operation level. The rest of this document describes the processes Bywater Solutions implements to achieve FERPA compliance.

### **II. Data storage**

Data storage of personal information is only stored within the Aspen Database. Databases are accessible only from your instance of Aspen. All passwords and Personally Identifiable Information are encrypted within the databases and only hashes are stored.

#### **. Data Transmission**

All data communications are encrypted using SSL certificates between the server and the browser. These certificates are renewed every 90 days and automatically updated.

### **I. Backups**

All backups, including file system and databases, are compressed and PII within the backups is encrypted.



### **III. Conclusion**

With the implementation of these procedures and the compliance certifications achieved by Google end to end achievement of FERPA is achieved. If your staff is operating within FERPA definitions, your Aspen instance is as well.

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**EXHIBIT E****Payment Schedule**

## Installation, Migration, Training

Due on or before 3/20/2023

Koha installation/data migration	\$ 42,500.00
Aspen installation/configuration	\$ 13,000.00
Metabase installation/configuration	\$ 2,500.00
Enhancement Development (not to exceed)	\$ 10,000.00
Onsite scoping study	\$ 5,700.00
Onsite training	\$ 17,200.00
TOTAL due on or before 3/20/2023	\$ 90,900.00

## Annual Support and Hosting

Due on or before 8/28 each year beginning 8/28/2023

Koha annual support and hosting fee	\$ 90,000.00
Aspen annual support and hosting fee	\$ 75,000.00
Metabase annual support and hosting fee	\$ 1,500.00
Enhancement Development (not to exceed)	\$ 10,000.00
TOTAL due on or before 8/28/2023, 2024, 2025	\$ 176,500.00