



Cuyahoga County **Public Library**

Tuesday, September 26, 2023 / 5 PM
Administration Building
2111 Snow Road, Parma, OH 44134



Board of Trustees Meeting

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA
AMENDMENT
September 26, 2023
Administration Building Auditorium
5:00 p.m.**

TOPIC	PAGE#	MOTION
1. Call to Order: Dean DePiero, President		ROLL-CALL
2. Approval of Minutes: July 25, 2023 Board Meeting	1-11	ACTION
3. Retiree Recognition	12-15	INFORMATION
4. Public Comment		INFORMATION
5. Report of the Board President		INFORMATION
6. Report of the Chief Executive Officer	17-38	INFORMATION
7. Human Resources Report	39-51	ACTION
8. Finance Committee Report:	53-55	INFORMATION
• Financial Statement Review – Fiscal 2023 – August and July	57-66	
• Investments: Fiscal 2023 – August and July	67-70	
• Purchase Approval List	71-73	
• Gift Report	74-75	ACTION
9. New Business		ACTION
• Resolution To Amend Official Certificate of Estimated Resources and Amend Appropriations	77	
• Resolution To Add Brighthouse Financial as an Additional 403(b) Provider	78	
• Resolution to Accept Bids to Serve as a Depository for the Period of November 1, 2023 to October 31, 2028	79	
• Resolution Authorizing The Library to Advertise for Bids for the Skylight Repair Project at The North Royalton Branch Library	80	
• Resolution Authorizing The Library to Increase the Professional Fees with CBLH Design for Design Services for Additional Work in Connection with the Addition and Renovation of the Solon Library	81-84	
• Resolution Authorizing The Library to Enter Into an Agreement with The Garland Company for Roof Replacement at The Brook Park Branch Library	85-89	
• Resolution Authorizing The Library to Enter Into an Agreement with CBLH Design for Design Services in Connection with Construction of The New Beachwood Branch Library	90-125	
• -Learning Moment		
Tracy Strobel – Action Item Update		
10. Adjourn		ACTION

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
25 July 2023**

The July 25, 2023, 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 five (5) Board members present, Acting President Davies called the meeting to order at 5:02 p.m.

Roll-Call: **Present:** Edward H. Blakemore; Allyn Davies; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; – 5.

Absent: Dean E. DePiero; Amira Thomas – 2.

Also present: Chief Executive Officer Tracy Strobel, Scott Morgan, Chief Operations Officer, Pamela Jankowski, Chief Public Services Officer, Hallie Rich, Chief Communications & External Relations Officer, Monique Good, Chief Human Resources Officer, Robert Dolan, Finance Director, Enda Bracken, Branch Services Director-East, Holly Camino, Branch Services Director-West, Rebecca Ranallo, Literacy and Learning Division Director, Daniel Barden, Technical Services Director, Jeff Mori, Facilities Director, Jim Haprian, IT Director and Robert Rua, Marketing & Communications Director, Jessica Kanelos, Development Director, and other interested observers.

In advance of this meeting President DePiero appointed Vice President Davies as Acting President for this meeting in his absence.

Approval of Minutes:

Acting President Davies asked for a motion to approve the minutes of the June 27, 2023, Board meeting that were sent to the Board members in advance of this meeting.

01-07/2023

Trustee Blakemore moved to approve the minutes, seconded by Trustee Leonard. Seeing no corrections, omissions or additions, the minutes of the June 27, 2023, Board Meeting were approved by unanimous vote of the Board members present.

Retiree Recognition:

Acting President Davies acknowledged and thanked Tracy Koziol, and Elizabeth Starcovic for their many years of service to Cuyahoga County Public Library (CCPL) and wished them the best on their retirement. Ms. Koziol was not present at the meeting.

(See pages 390-391)

Acting President Davies read Ms. Koziol's resolution into the record.

Rebecca Wendln, Branch Manager, CCPL North Royalton Branch introduced retiree Elizabeth Starcovic and read her resolution into the record.

Ms. Starcovic stated thank you to everyone.

Public Comment:

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

Brian Henderson
3874 Covington Road
South Euclid, OH

Commented:

My name is Brian Henderson. I am here representing the Family Space Advisory Committee of the South Euclid-Lyndhurst Library. Families Space is the pilot program that began last year. It is an imaginative hands-on space dedicated for families and children to the age of five offered every Thursday between 10:30am and 12:30pm. Family Space provides a variety of materials and opportunities that are perfect for caregivers to help children explore and learn social skills, counting, sorting, matching, and much more. As of April of this year, a total number of 311 unique family members attended Family Space. The number of unique children in attendance was 180. And the number of family members who have attended more than one session was thirty-seven. The average number of attendees per session is fifty-five people, and the largest session, of 107 people, attended at one time. That is a lot of people that come to and benefit from Family Space. Currently, Family Space does not support nor have the resources to provide an outdoor space for children to engage and learn from their environment. Having an outdoor area would offer more sensory type options for play and explorations such as water play and play with sand. While the South Euclid-Lyndhurst Library has plenty of outdoor area surrounding the library, it is not enclosed and therefore is not safe for children to play in. Our objective today is to ask for your consideration for a fence so that those who attend Family Space can have an outdoor space that is safe for kids to learn, play and engage with each other. Personal anecdotes from caregivers who attend Family Space stressed how much they enjoy the program. However, based on the number of attendees, the indoor play area has become limited, restricting the ability to cater to the audience of Family Space. One father shared that he enjoys coming to Family Space with his child so that they can play together and with others and allow his child to be social and explore relationships with peers, as well as learn to share and overcome conflict. Another caregiver shared that on a rainy or cloudy day, Family Space can be a place where we can have space to play and let the kids get their energy out. Well, we do not want to be just the place to come on a cloudy day. We want kids to feel welcome at the library when the sun is shining and know that they can have access to an outdoor area to learn here.

Jodi Henderson
3874 Covington Road
South Euclid, OH

Commented:

My name is Jodi Henderson and I get the honor of being a part of the Family Space Committee at the South Euclid-Lyndhurst Library. My family has had the opportunity to do Kindergarten Club twice, writers' clinics and many more experiences that are made possible because of us being active at our local library. I wanted to share with you some benefits that come from outdoors. Nature helps memory and preschoolers who will need to develop working memory for comprehension. In one study, it showed that a group spent 20 minutes in the forest, and they did much better than the group that did not. Nature gives you more mental energy. Nature helps

you to get rid of stress, and having better vision in children is found from being outdoors and spending time outside. It improves concentration and attention, sustained attention is considered one of the ten most desirable traits in kindergarteners, nature can lead to better thinking and creativity, and improve mental health. Now there are plenty of obstacles for us to get the facts that we need, however, in light of all these benefits, the benefits far greatly outweigh any obstacle to make sure that we are able to have the space outside for the kids. A couple of things that will be beneficial with the fence are one, we are at a busy location on Green Road and that is why we need the fence. But all those people who drive by will be able to see us outside and know and ask themselves why haven't I stopped in? And then also we have some families that drive to other branches, which do have outdoor spaces, but unfortunately, not all of our families are able to make that drive. Some of them are limited by that, and some of them do not have outdoor spaces depending on where they live. A couple of wonderful quotes that come from our parents who are spending time there at the library that I would like to share with you is this one. They love to play with all the cool toys and look and play around their friends. They also enjoy the wonderful and friendly staff that play with them and encourage them. We love Family Space. My granddaughter loves coming to the library because there are age-appropriate activities, and she also gets to play with children her age, the program is awesome. So please, would you help us make our space at the South Euclid-Lyndhurst Library more awesome and more inviting for all? In conclusion, I would like to thank the Board for hearing this and all the library staff who have given it wonderful experiences for us at the South Euclid-Lyndhurst Branch.

Acting President Davies thanked them both for their comments.

Report of the Board President:

Acting President Davies commented that she had an opportunity along with Trustee DePiero and Trustee Shlonsky to attend the groundbreaking for CCPL new Brooklyn Branch. It was heartwarming to see the community and politicians and staff come out in support of this new branch.

Acting President Davies stated on behalf of the Board she recognizes Ms. Hallie Rich who has been such a fierce advocate for the library and a great communicator for CCPL. She has accepted a new position as Editor-in-Chief of the Library Journal. We will miss you and thank you for all you have done in support of the mission of the library. We wish you well.

Report of the Chief Executive Officer:

Chief Executive Officer Strobel stated July has been a busy month which is reflected in tonight's agenda.

Chief Executive Officer Strobel mentioned a highlight of the month was the groundbreaking ceremony for CCPL new Brooklyn Branch. We had a number of distinguished guest speakers and were grateful for those supporters in attendance. She also thanked the Board members who attended. It was a great event, and we look forward to cutting the ribbon in a year's time.

Chief Executive Officer Strobel stated she is pleased to share the annual Reading the Green golf outing in support of the CCPL Foundation was a great success grossing \$104,287.00. It was a beautiful day with many happy golfers that went incredibly smoothly and a real testament to our Development team.

Chief Executive Officer Strobel was extremely proud to share welcoming remarks on July 20th to 250 attendees of our joint program with Ideastream's Sound of Ideas show. The community conversation about Issue 1 was robust, respectful, and relevant. The show aired this morning and will be replayed at 9pm this evening. It was a true demonstration of civic engagement and all who attended were grateful for the opportunity.

Chief Executive Officer Strobel stated we are in the final 4 weeks leading up to our system migration from software we have been using for the last 20 years to our new system, Koha, along with a new catalog, Aspen. We have been planning this event for over a year and there is a great deal of work that goes into it. It impacts nearly all of our staff and will be an adjustment for our customers as well. The data migration will occur over 4 days from August 24th – August 27th. We will go live with the new system on the morning of August 28th. During the migration, several of our services will be down including searching for titles, placing holds, and accessing some digital resources. Staff will be able to check out materials using an offline app. I want to thank all those who have been working so hard behind the scenes.

Chief Executive Officer Strobel acknowledged Ms. Hallie Rich who will be leaving at the end of this week. Ms. Rich has accepted a position as Editor-in-Chief with the Library Journal. She has been a tremendous advocate and voice of the library. Ms. Rich has been a wonderful guide for her in this position and sounding board, and we thank you for all that you have done for CCPL. We will miss you.

Chief Executive Officer Strobel welcomed Holly Camino, our new Branch Services Director, replacing Caroline Vicchiarelli who retired recently. Ms. Camino has been a Branch Manager at CCPL for a number of years, most recently at CCPL Parma Powers Branch. We are excited about Ms. Camino's time as Branch Services Director. Welcome.

Chief Executive Officer Strobel stated this month's Learning Moment will be presented by CCPL Chief Public Services Officer Pamela Jankowski and CCPL Brooklyn Branch Children's Librarian, Alex Ward about our plans for the new children's area at the new Brooklyn Branch. They both have been involved in developing this project, which is above and beyond any children's area that we have had.

Chief Jankowski stated our children's areas are great, and we have focused on emergent literacy skills. In those cases we have really depended heavily on parent engagement, to interact with those types of interactives, which help build child's literacy skills. We started to look at our Facility Master Plan one of the things that was brought to our attention is that there's movement, across the nation, around Big Body Play. As we think about large motor skills, or activity happening in a learning environment, she started to think about just what is the Big Body Play and began doing a little research. It would not surprise you that Big Body Play allows children to develop social skills, through interaction and taking turns, that also helps reduce stress. Exercise helps to reduce stress, so you do activities with your whole body to remove stress. The interesting part of the research is that it is a direct correlation between Big Body Play and letter knowledge. There is also a significant relationship between Big Body Play and reading, spelling, and motor skills with the strongest connection, being between motor skills and spelling. So having the opportunity to provide Big Body Play opportunities for our youth in our children's space is a direct connection to literacy which is what we are all about.



Mr. Ward stated once you see the new children's space, we call it "The Blooming Bunny Burrow" because it is sort of like a community of Brooklyn itself. It is vibrant, diverse, adaptable, and the Brooklyn community already loves the library. They use our services, they come to our programs, they use our resources, but there is still this struggle to meet those State Educational Standards kindergarten readiness assessment for 21 to 22. It showed that 71.5 % were not on track for kindergarten readiness, which means there is a need in the early childhood, early elementary, and the pre-k population. That number sounds high, but a lot of it is post pandemic slide that a lot of public schools are facing. Brooklyn also sees a lot of new people from Cleveland or other suburbs, but also other countries. Almost one in every five residents in Brooklyn speaks the language other than English at home. So there are lots of other languages being spoken and a lot of families and children learning English. We want to celebrate that person, but also give them the opportunity to address those needs in a brand-new way and give them that space, that missing piece of the puzzle, because they already love the library, but do not, right now have something like this. We are just really excited about it. The Blooming Bunny Burrow has a two-story structure. There are a few different pathways, two different open slides, all sorts of different flowers and animals and decals on the walls and graphics, there are all kinds of different imprints on the floor portion of it. It is a unique, safe, fun, engaging, and innovative space. Very exciting.

Chief Jankowski commented what better way to learn English language skills than through play.

Acting President Davies thanked them both for their presentation and she is excited to see it come to pass cannot wait.

Chief Executive Officer Strobel thanked them both as well for a wonderful presentation.

Chief Executive Officer Strobel reminded the Board that there is not an August board meeting.

Human Resources Report:

Human Resources Chief Good summarized the HR report. There are seven (7) new hires, one (1) rehire, two (2) added second rate, one (1) added third rate, three (3) promotions, five (5) new roles, four (4) acting positions begins, two (2) increase in hours, one (1) transfer, and two (2) retirements.

02-07/2023

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no discussion, the Human Resources Report dated July 25, 2023, was approved as presented by unanimous vote of the Board members present. **(See pages 392-398)**

Finance Committee Report:

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

Chief Morgan stated we did not receive any distributions for either of our property tax levies (2.5 and 1.0 Mills) from the County. We have already received advances and the first half settlement.

Chief Morgan stated in the Public Library Fund (PLF) our monthly distribution received was in the amount of \$2,528,019.06. The last budget estimate from the Ohio Department of Budget and Management was received and is showing more than what we have budgeted. We will continue to monitor the amounts received monthly. This monthly distribution is more than we received in June 2022.

Chief Morgan stated patron fines and fees collected in June were slightly more than last year. Although passport fees were down slightly, we did receive more than last year for passport photos.

Chief Morgan stated we continue to see an increase in the amount of interest we are receiving on our investments. We will continue to monitor this account and may need to increase the revenue budget towards the end of the year to account for this increase.

Chief Morgan stated the remainder of the revenue accounts are where we would expect them to be halfway through our fiscal year.

Chief Morgan stated in the salaries and benefits accounts six months into our fiscal year are within budget.

Chief Morgan stated the library materials accounts reflect an overall expense and encumbrance of 60.2%. This is typical as the beginning of the year is a larger buying time for materials.

Chief Morgan stated some of the expense accounts show a larger percentage expensed and encumbered. This reflects the blanket purchase orders for the year, which increases the encumbrances.

Chief Morgan noted we have also updated the Capital Fund projects to reflect all the current expenses and encumbrances for the projects. **(See Under FINANCE)**

Investments - June

Chief Morgan stated there were five purchases of Commercial Paper purchased for the month as follows:

- Citigroup Global Markets, Inc \$410,000 at a yield of 5.53%
- JP Morgan Securities LLC \$1,500,000 at a yield of 5.79%
- JP Morgan Securities LLC \$1,500,000 at a yield of 5.79%
- Usbna/Cp \$500,000 at a yield of 5.51%
- Dbtc Americas \$500,000 at a yield of 5.92%

Transfers

Chief Morgan stated there was one transfer for the month:

- \$57,560.00 from the General Fund into ASPIRE for the 4th Quarter match.

03-07/2023

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

Roll-Call: **Yea:** Edward H. Blakemore; Allyn Davies; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler – **5.**

Nea: – **0.**

Purchase Approval List

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

04-07/2023

Trustee Leonard moved approval of Purchase Approval List, seconded by Trustee Blakemore. Seeing no additional discussion, the Purchase Approval List dated July 25, 2023, was approved as presented by unanimous vote of the Board members present. **(See pages 399-401)**

Gift Report

Chief Morgan stated the gift report includes Friends gifts for branch programming and supplies. He highlighted the gift of \$15,000.00 from OCCH Ohio Capital Impact Corporation to CCPL.

05-07/2023

Trustee Blakemore moved for approval of the Gift Report, seconded by Trustee Shlonsky. The gift report was approved by unanimous vote of the Board members present. **(See page 402)**

- **Resolution to Negotiate an Agreement in Connection with the New Construction of the New Beachwood Branch Library**

Director Mori stated the Board previously authorized us to advertise proposals for design services for the new construction of the Beachwood Branch. We have ranked four (4) design firms under consideration for this work as follows:

1. CBLH/Group 4
2. Bialosky Cleveland
3. HBM Architecture
4. Moody Nolan

06-07/2023

Trustee Spangler moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the Resolution to Negotiate an Agreement in Connection with the New Construction of the New Beachwood Branch Library was approved by unanimous vote of the Board members present by roll-call vote. **(See pages 403-404)**

- **Resolution Seeking Permission to Advertise for a Request For Qualifications for Construction Management at Risk Services for the New Library Branch in The City of Beachwood**

Director Mori stated we are asking permission from the Board to advertise proposals from Construction Management firms for CMAR services and select and rank consultants to provide such Construction Management Services at the Beachwood Library.

07-07/2023

Trustee Leonard moved approval, seconded by Trustee Spangler. Seeing no additional discussion, the approval of the Resolution Seeking Permission to Advertise for Request For Qualifications for Construction Management at Risk Services for the New Library Branch in The City of Beachwood was approved by unanimous vote of the Board members present. **(See pages 405-406)**

- **Resolution Authorizing the Library to Accept Guaranteed Maximum Pricing and Construction Manager At Risk Fees Relating to the New Construction of The Branch Library Located in The City of Brooklyn**

Director Mori stated the Board previously approved the Library to enter into a contract with Panzica Construction Company for CMAR services. Construction documents are complete, and contractors have been solicited by Panzica Construction Company to construct the new Brooklyn Branch.

08-07/2023

Trustee Leonard moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the approval of the Resolution Authorizing the Library to Accept Guaranteed Maximum Pricing and Construction Manager At Risk Fees Relating to the New Construction of The Branch Library Located in The City of Brooklyn was approved by unanimous vote of the Board members present. **(See pages 407-449)**

- **Resolution Authorizing The Library to Enter into an Agreement with Infinity Construction Company for Construction Management At Risk Services Relating to the Renovation and Addition of The Solon Branch**

Director Mori stated the Board previously approved the Library to negotiate an agreement for CMAR services for the Solon Branch addition and renovation and based on responses to a Request for Professional Qualifications (RFPQ) previously issued, we did negotiate with the ranked firms and proposed the contract with Infinity Construction Company.

09-07/2023

Trustee Leonard moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the approval of the Resolution Authorizing the Library to Enter into an Agreement with Infinity Construction Company for Construction Management At Risk Services Relating to the Renovation and Addition of The Solon Branch was approved by unanimous vote of the Board members present. **(See pages 450-486)**

- **Resolution Authorizing the Library to Enter into an Agreement with Seitz Builders, Inc., Regarding The Brecksville Drive-Up Window Project**

Director Mori stated the Board previously authorized the Library to advertise for bids for the Brecksville Drive-Up Window Project and we received two responses. We have reviewed each of the responses and determined the best, lowest, and most responsive bid was submitted by Seitz Builders, Inc.

10-07/2023

Trustee Blakemore moved approval, seconded by Trustee Spangler. Seeing no additional discussion, the approval of the Resolution Authorizing the Library to Enter into an Agreement with Seitz Builders, Inc., Regarding The Brecksville Drive-Up Window Project was approved by unanimous vote of the Board members present. **(See pages 487-488)**

- **Resolution to Approve Change Order Number One for Apex Construction for Fairview Innovation Center Project**

Director Mori stated we did enter into an agreement with Apex Construction for the Innovation Center Project at the Fairview Park Branch for the total contract amount of \$224,900.00. The Owner, Architect and Contractor have agreed to a deduct change order in the amount of \$9,114.32 for the unused portion of the original contract total of \$224,900.00, which will bring the current contract total to \$215,785.68.

11-07/2023

Trustee Shlonsky moved approval, seconded by Trustee Spangler. Seeing no additional discussion, the approval of the Resolution to Approve Change Order Number One for Apex Construction for Fairview Innovation Center Project was approved by unanimous vote of the Board members present. **(See page 489)**

- **Resolution to Approve Change Order Number One for Sterling Professional Group for the North Olmsted Teen Expansion Project**

Director Mori stated we did enter into an agreement with Sterling Professional Group for the Teen Expansion Project at the North Olmsted Branch for the total contract amount of \$243,932.00. The Owner, Architect and Contractor have agreed to a deduct change order in the amount of \$2,255.34 for the unused portion of the original contract total of \$224,900.00, which will bring the current contract total to \$241,676.66.

12-07/2023

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the approval of the Resolution to Approve Change Order Number One for Sterling Professional Group for the North Olmsted Teen Expansion Project was approved by unanimous vote of the Board members present. **(See page 490)**

- **Resolution Authorizing The Library to Enter into an Agreement with Bialosky Cleveland for Design Services in Connection with Construction of The New Parma Heights Branch Library**

Director Mori stated the Board previously authorized the Library to negotiate an agreement for Design Services for the new construction of the Parma Heights Branch Project. The Library did negotiate with the ranked firms and proposed a contract with Bialosky Cleveland for design services for the project.

13-07/2023

Trustee Leonard moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the approval of the Resolution Authorizing The Library to Enter into an Agreement with Bialosky Cleveland for Design Services in Connection with Construction of The New Parma Heights Branch Library was approved by unanimous vote of the Board members present. **(See pages 491-525)**

- **Resolution Seeking Permission to Advertise for a Request For Qualifications for Construction Management At Risk Services for The New Library Branch in The City of Parma Heights**

Director Mori stated we are asking permission from the Board to advertise for a Request For Qualifications (RFQ) for Construction Management at Risk services for the new library in the City of Parma Heights.

14-07/2023

Trustee Blakemore moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the approval of the Resolution Seeking Permission to Advertise for a Request For Qualifications for Construction Management At Risk Services for The New Library Branch in The City of Parma Heights was approved by unanimous vote of the Board members present. **(See pages 526-527)**

Motion to Adjourn

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

15-07/2023

Upon motion of Trustee Blakemore, seconded by Trustee Leonard the July 25, 2023, meeting of the Cuyahoga County Public Library adjourned at 5:30 p.m.

Approved September 26, 2023

X _____
Dean E. DePiero
President

X _____
Maria L. Spangler
Secretary

of Faye Foster

WHEREAS,

Faye Foster has served with great loyalty as an employee of Cuyahoga County Public Library since her hire on August 2, 1999, as a Returns Clerk in the Order Department; in 2002 the department became the Acquisitions Department; she added a second title as Temporary Accounting Clerk from January 6, 2003, to May 17, 2004; she added the title Branch Services Assistant I Substitute on September 13, 2006; on September 21, 2009, her title changed to Technical Services Division (TSD) Clerk; on February 6, 2011, she was promoted to TSD Lead Clerk; she started a new role on April 4, 2021, as a TSD Assistant - Acquisitions, a position she held until her retirement on August 31, 2023; and,

WHEREAS,

Faye brought her passion for reading to her work both in Acquisitions and in all system training with Nancy Pearl, as well as her interest and openness to learning and working with the inaugural Diversity, Equity and Inclusion Steering Council; and,

WHEREAS,

Faye has always embraced change willingly and with a wealth of ideas to make transitions as smooth and productive as possible, and whereas Faye has always volunteered not just to train her colleagues, but to create excellent procedures for her colleagues' ongoing use; and,

WHEREAS,

Faye has been a valuable and outstanding problem solver no matter if the challenge lay in our Integrated Library System or in our vendors' accounts, and whereas Faye has always been an excellent go-between between the Cuyahoga County Public Library Acquisitions and Finance departments.

NOW, THEREFORE, BE IT RESOLVED

that the Board of Library Trustees records its appreciation to Faye Foster for all the years of service she has rendered to Cuyahoga County Public 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: September 26, 2023

RESOLUTION OF APPRECIATION

of Joseph Orlowski

WHEREAS,

Joseph “Joe” Orlowski has served with great loyalty as an employee of Cuyahoga County Public Library since his hire on March 3, 1997, as a Bargaining Unit Page at the Fairview Park Branch; he added Branch Services Clerk Substitute as a second title on March 4, 2012; he started a new role as Delivery Driver I in the Shipping and Receiving Department at the Administration building on April 2, 2012; he added a third rate for Snow Removal on November 24, 2013; all three positions he held until his retirement on August 31, 2023; and,

WHEREAS,

Joe was a dedicated member of the Shipping and Fleet Services team, always willing to jump in and assist anyone with any task, having a smile on his face, a grateful attitude and a library story to tell; and,

WHEREAS,

Joe knew all the delivery locations throughout the system, not just the branch locations on the standard routes, but all the delivery points throughout Cuyahoga County – including the Cuyahoga County administrative headquarters, Cuyahoga Community College, Case Western Reserve University, correction facilities, barber shops, schools, retirement homes, courthouses and other Cuyahoga County Public Library event spaces – and all the nuances and challenges that go with each of those specific delivery locations; and,

WHEREAS,

Joe has always been a very strong supporter of Cuyahoga County Public Library, maximizing his impact on customers and staff in whatever capacity he could, always speaking highly of the great services and opportunities the library offered, lending a helping hand in any situation and willing to share his own positive library experiences throughout his exemplary career.

NOW, THEREFORE, BE IT RESOLVED

that the Board of Library Trustees records its appreciation to Joseph Orlowski for all the years of service he has rendered to Cuyahoga County Public Library and the public and extends to him all good wishes for a happy, healthy and rewarding life.

Dean E. DePiero, President
Board of Trustees
Cuyahoga County Public Library
Date: September 26, 2023

RESOLUTION OF APPRECIATION

of Young Shinkim

WHEREAS,

Young Shinkim has served with great loyalty as an employee of Cuyahoga County Public Library since her hire on March 1, 1999, as a Branch Services Assistant I at the Orange Branch; a position she held until her retirement on August 31, 2023; and,

WHEREAS,

Young conducted outstanding programming for Cuyahoga County Public Library's youngest customers and their families. She presented more than 1,200 storytimes over 24 years, which were enjoyed by generations of families in the Orange community. She received many compliments from caregivers and educators alike for her interesting, educational and fun programs and for her ability to calm and engage children in storytime through music, rhymes and stories; and,

WHEREAS,

Young helped school-age children develop STEAM skills by regularly offering WeDo robotics programs; she shared her origami talents in programs for children and adults; she always pitched in to assist other staff with their programs; and,

WHEREAS,

Young excelled at customer service for all ages; she was always pleasant with staff and customers and made sure they received the help they needed. Young was beloved by the community, displayed a strong work ethic, maintained a positive attitude, acted consistently as a team player and took immense pride in her work.

NOW, THEREFORE, BE IT RESOLVED

that the Board of Library Trustees records its appreciation to Young Shinkim for all the years of service she has rendered to Cuyahoga County Public 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: September 26, 2023

of Sandra Steiner

WHEREAS,

Sandra “Sandy” Steiner has served with great loyalty as an employee of Cuyahoga County Public Library since her hire on November 4, 2002, as a Branch Regional Clerk at the Mayfield Branch; on March 29, 2015, her title changed to Branch Services Clerk, a position she held until her retirement on July 31, 2023; and,

WHEREAS,

Sandy was a dedicated team member of the Mayfield Branch and Richmond Heights Branch circulation staff. Her kindness and uplifting attitude helped make the experiences of both co-workers and customers a positive one. Her attention to detail helped elevate the circulation staff at both the Mayfield and Richmond Heights branches; and,

WHEREAS,

Sandy was always affectionate to her co-workers, often showing interest and concern over the things they would share. She always remembered their birthdays and celebrated them by giving gifts that would bring a smile. She also showed affection and care to customers by remembering names and sharing their interests; and,

WHEREAS,

Sandy displayed great organizational skills, took the initiative in situations and displayed dedication in the workplace, and her organizational skills helped facilitate workflow. Her strong work ethic helped support a team environment. Her experience and knowledge as a clerk helped support new and even seasoned clerks in the areas of circulation workflow and processing passports.

NOW, THEREFORE, BE IT RESOLVED

that the Board of Library Trustees records its appreciation to Sandra Steiner for all the years of service she has rendered to Cuyahoga County Public 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: September 26, 2023

RESOLUTION
OF THE BOARD OF TRUSTEES
CUYAHOGA COUNTY PUBLIC LIBRARY
DATE: SEPTEMBER 26, 2023

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Chief Executive Officer's Message

Our New ILS Is Here

The term “Integrated Library System” is not well known outside of our profession, but it’s the backbone of library operations. An ILS, as we refer to it, handles everything involved with getting materials into the hands (or devices) of our customers, from inventory management to cardholder records. It’s the most important piece of software we use.

On August 28, 2023, Cuyahoga County Public Library (CCPL) launched a new ILS called Koha with our partners at ByWater Solutions. “Koha” is a Māori word that means “gift.” It’s an appropriate name, in my opinion, because Koha certainly feels like a gift with its ease of use and flexibility. It’s built on open-source code, which is notable because it allows for faster iteration, more flexible software development processes, robust community-driven support and easier license management than integrated library systems built on proprietary software platforms.

As important as it is to our operations, the public never actually sees Koha. What they see is Aspen Discovery, which is a second component of the ILS called a “discovery layer.” Discovery layers essentially translate the item records stored in Koha into an attractive user-friendly interface with personalization features and value-added content. Aspen has a more powerful search engine than our previous discovery layer, as well as a recommendation engine and engaging content like professional and user-generated reviews, author bios, read-alikes, excerpts and Lexile scores. It’s also mobile-friendly and compliant with the World Content Accessibility Guidelines standards, meaning it can be used by customers with low vision and customers with no vision that use screen reader software to navigate websites.

We couldn’t be more excited about Koha and Aspen. For 20 years, CCPL had an ILS built on proprietary software. We built workflows and procedures around it that became ingrained in our muscle memory and made the prospect of moving to a new system a little scary. Migrating to a new ILS is a huge undertaking for any library, let alone one that has been using essentially the same system for two decades.

An ILS migration is especially daunting when you have as many cardholders and holdings as CCPL. For context, we had to migrate an enormous amount of complex data to our new ILS:

- 456,569 customer records
- 217,000+ bibliographic records
- 1.3 million item records

It’s a real credit to our team and ByWater that we were able to transfer so much data successfully. I am incredibly grateful to our ILS Implementation Committee for their hard work over the past year, and to ByWater for their support in making our migration as smooth as possible. Together we have brought an outstanding new catalog experience to CCPL customers. I also want to give a very BIG thank you(!) to the library staff for embracing this change. Twenty years is a long time to work under any system. I am very proud of how we have taken on the challenge of learning a new ILS and helping our customers navigate the changes. I truly believe the work we have done to implement this new ILS will benefit CCPL and its customers for many years to come.

Tracy R. Strobel
Chief Executive Officer

Social Media

Facebook Fans: 36,885

Instagram Followers: 7,691

Twitter Followers: 11,239

The Sound of Ideas Community Tour is back! @MichaelMcIntyre will host and convene experts to examine State Issue 1, and there will be a live audience Q&A throughout. Join us at the @CuyahogaLib Parma-Snow Branch on Thursday, July 20th at 6:30 p.m. → <https://attend.cuyahogalibrary.org/event/7638146>
@Ideastream, July 6, 2023

Fantastic event @CuyahogaLib yesterday with ICC WIN and the erudite and fascinating Mr. George Koussa speaking to the history of Syria, its culture, economies, past, present, future - we learned a lot! Thank you for this Saturday jolt of international dialogue and learning!
@GlobalCleveland, Jul 16, 2023

Loving my public library @CuyahogaLib speaking straight to the Swifties with these curated lists! #curation #read #digital
@sora_kheinreads, July 24, 2023

The Solon branch of @CuyahogaLib has plenty of summer activities planned for all ages through September. Darlene Davis, branch manager, said that one of the most standout activities is the annual summer reading game, which is available until Aug. 13.
@CleveJN, July 24, 2023

@CuyahogaLib THE greatest resource for our community!! There is virtually nothing you can't find here. #libraries #books #morethanbooks #grateful ❤️
@galegreenoak, August 7, 2023

Safe Routes to Libraries! "Cuyahoga County Public Library North Olmsted Branch Manager Shayna Muckerheide is thrilled with the new sidewalk. New sidewalk to enhance library use" <https://cleveland.com/community/2023/08/how-a-new-north-olmsted-middle-school-sidewalk-will-enhance-literacy-and-library-use.html> @CuyahogaLib @BrooksRainwater @edrabinski @SafeRoutesNow @americawalks
@NoahLenstra, August 24, 2023

Conservatory Dean William Quillen was among the fans who packed the house @CuyahogaLib Parma-Snow branch Tuesday night to hear Oberlin grad and bestselling author James McBride '79 read from his new novel "The Heaven & Earth Grocery Store."
@oberlincollege, August 31, 2023

System Highlights

Parma Heights Branch BSL II Bridget Lavelle carpooled in a CCPL Shipping Department truck for a site visit to partner organization Tri-C West for the July 2023 deposit collection of 250 items. The Tri-C West library team greeted Lavelle and had great conversations about the success of restarting the deposit collection partnership following a hiatus because of the COVID-19 pandemic.

Parma Heights Branch teens created their own set of Yahtzee yard dice using wood and vinyl. Attendees sanded their dice, created bags with heat transfer decals to hold the dice and designed clipboards to help with score keeping. Fourteen parents and teens had a great time working together.

On July 29, the **North Royalton Branch** held a "Birthday Bash" to celebrate the 10th anniversary of the branch's Wallings Road location. More than 500 customers enjoyed a variety of events during the day, including a touch-a-truck event, a performance by members of the North Royalton Community Band, ice cream refreshments from What's the Scoop? creamery, trivia contests and family-friendly crafts.

On August 19, **North Royalton Branch** Children's BSA Maria Skapura facilitated a "Kindergarten Countdown" session focused on sharing. Families enjoyed an interactive telling of *Stone Soup*, complete with a soup pot and vegetables. After the storytime portion of the program, families visited stations with games, toys and other activities to foster the skills of sharing and kindness. Twelve customers attended, including five children starting kindergarten the next week.

The **Parma-Snow Branch** presented successful culinary programming in July and August. Pastry chef Annie LoParo used the new demonstration kitchen to teach 30 attendees how to make a fruit tart July 5 (15 attendees) and how to make cream puffs August 22 (15 attendees). On July 26, the Greater Cleveland Food Bank presented "Cooking for One or Two" using the demonstration kitchen to an audience of 20. BSL II Becky Buryanek and BSA II Lisa Woodruff presented "Let's Jam," a demo on how to make strawberry freezer jam. None of the participants had ever made jam and all were delighted to take a sample home with them. Many of the participants who attended these culinary programs asked for more cooking classes in the future, so branch staff are meeting a community need with these programs.

On August 17, teens strengthened their culinary knowledge at the **Parma-Snow Branch's** "Monthly Manga Meetup." This session, the six teens watched a video on knife safety and used small knives to carefully slice carrots, scallions and mushrooms. Attendees added veggies of their choice to individual ramen bowls, and about half also soft-boiled eggs for their ramen. A variety of different sauces were available for

System Highlights

the ramen as well. Teens each selected a sauce and then “pitched” the sauce to the others, each explaining the name and type of sauce, what flavors the sauce had and which anime character would love this sauce. Participants had lots of laughs while delivering their pitches.

On July 6, **Solon Branch** BSA I Carol Ward led a glass-etching program for 15 maker enthusiasts. Each participant grabbed a pair of drinking vessels – one tumbler, one tea – and chose from a selection of drink-related sayings. Following a detailed step-by-step presentation, everyone weeded their vinyl, applied etching cream and waited the customary time. During the wait, Ward demoed the Cricut machine for customers. Everyone enjoyed the programs and took home a pair of personally made drinking glasses to gift or to keep.

On August 8, **Solon Branch** BSL I – Teen Bridget Sutter had 13 attendees for “*Nailed It!* Cupcake Challenge.” The teens had to re-create a given cupcake design using materials like frosting, fondant, paper clips, skewers and food coloring. The tension was high as the teens had only 45 minutes to complete their cupcake. They enjoyed the challenge and had lots of fun while planning and strategizing. Branch Manager Darlene Davis served as the judge, and the selected winner replicated almost to perfection.

During the week of July 10, new **Bedford Branch** Teen Librarian Victoria Bracher had 12 participants for the summer sound-off deep dive programming. Two teens attended all four sessions, and each day they created songs using a different method or technique. They used GarageBand through recording inanimate objects to create a wacky song and then learned how to use premade loops to layer tracks onto a song. They also used Sonic Pi to learn how to code “Twinkle, Twinkle Little Star,” and the teens used that code as a foundation to code their own song.

On August 5, **Bedford Branch** BSA II Jacie Tengesdal hosted mechanic Austin Gatt for the program “Car Maintenance and Repair Basics.” Eight attendees learned a lot about car maintenance and said it was great to learn more and be prepared for upcoming car needs. Participants especially liked learning about using a penny to assess their tires’ tread.

Brecksville Branch adult staff taught eight participants how to make papier-mâché lanterns to hang outdoors on July 11. Participants used pressed leaves, battery-operated tea lights and wire to make their beautiful creations.

On August 11, children ages 2 – 5 and their caregivers got their move on at the **Brecksville Branch**. BSA II Lynne White led the 37 energetic participants to music and movement in this “Mini-Movers” program. Clapping, stomping, waving, marching and hopping got everyone’s heart rates up. Even shy tots joined in when the whole group moved in a giant circle around the room. In addition to hand and feet actions, the group used beanbags, shaker eggs and ribbon wands to dance to the songs. Two staff members from the library’s Media Services Department photographed the active program, which may be featured in the upcoming fall campaign.

On July 6, the **Independence Branch** hosted the program “The Black Laws of Ohio: Unknown Tragedy & Triumph.” Historical scholar Herbert Burns shared a presentation with 26 attendees describing Ohio’s legislative oppressive laws from the 19th century, their devastating effects on the African American community and the opposing forces that lead to their final repeal. This program was coordinated through the Adult Programming Department.

On July 31, the **Independence Branch** presented the program “Key Steps to Returning to Work After an Extended Break” to 19 in-person and virtual customers. A Cuyahoga Works career center counselor discussed where to start when returning to the work force after being away. In conjunction with the program, recruitment staff from RTA met with attendees to discuss employment opportunities at RTA.

The **Garfield Heights Branch**’s monthly produce distribution continues to be a popular and much-needed service. July and August were the branch’s two busiest months to date, with staff and volunteers serving 431 people in 156 households on July 5 and 533 people in 197 households on August 2.

On August 17, **Garfield Heights Branch** Manager Megan Barrett and Teen Librarian Jen DeLuke attended the second annual back-to-school kickoff event at Garfield Heights High School. They shared information with families about all the programs and services the library offers during the school year. Families were excited to learn about the Student Success Center, FamilySpace programming and after-school programs.

The new Charlie Cart kitchen has been a wonderful success at the **Maple Heights Branch**. On July 15, 19 kids and adults joined Kyra and YOU Intern Duane for “Young Chefs” to make two types of smoothie bowls, topped with homemade granola, all freshly prepared using the Charlie Cart. In August, 17 eager cooks joined Kyra and Christin for an after-school snack edition of “Young Chefs,” whipping up frozen lemonade and popping popcorn for two specialty blends: barbecue and s’mores. Kids measured and mixed ingredients before listening intently to the sound of the corn pop, pop, popping.

The **Maple Heights Branch** had 219 participants join youth staff for “Summer Fun for Everyone” in July, tackling a dizzying variety of hands-on activities, including straw airplanes, LEGO ziplines, shadow drawing, galaxy slime and floating chalk prints.

The **Orange Branch** was a runner-up in *Northeast Ohio Parent’s* “best library” awards for 2023. The magazine’s readers voted for the branch because of its unique children’s section with a dollhouse, artwork from Jerry Pinkney, programs, services and the StoryWalk that leads back to an incredible pollinator garden.

In July, a young woman and her mother came into the **Orange Branch** looking for children’s books about Colorado and snowboarding. Her mother shared that coming to the library had recently encouraged her daughter to learn to read. The young woman is very passionate about snowboarding and had already read most of the books in our catalog about the topic. Staff suggested and requested books about Olympic gold medal winner Chloe Kim. The young woman had not heard of Kim before and was very excited to learn about her and her snowboarding accomplishments.

Chad Lowther facilitated the program “Name That TV Show Theme Song” for 17 **Parma-Powers Branch** customers. The game featured the theme songs for more than 40 popular shows from the 1950s to the 2020s, and participants guessed what show was represented by each song. Because the game progressed faster than expected, the group had time to revisit their favorites, and the attendees sang along together. The program was a laugh-filled riot for all in attendance, and participants said that they had a fantastic time.

In August, 13 kids ages 4 – 6 participated in summer English language learning at the **Parma-Powers Branch**. Eight Ukrainian target-age children, two Arabic-speaking children and two older Ukrainian siblings attended most of the 12 sessions with Miss Crow and Miss Jamila. Staff observed a marked improvement in confidence, initiative, communication skills and vocabulary over the three weeks. Several children who would not leave their mothers’ sides in the beginning attended later classes on their own. Most of the children had no experience in a classroom setting, but they learned skills like paying attention to the teacher, raising their hand to talk, lining up and following directions. Children and caregivers made friends in the group and attended summer lunch together. The families celebrated with certificates and a ceremony on the last day. Most of the families registered at least one child for the Student Success Center. On August 21, a Ukrainian mom stopped by the desk to say how much she and her son loved the English language learning program. She said it really helped her son with his expectations of kindergarten.

The **Strongsville Branch** hosted a News 5 forum July 14. Attendees included the mayor, city council members, school board members and leaders of many community organizations. News anchors and the managing editor wanted to meet with residents to hear about all the great things taking place in Strongsville.

BSL I Ellie Johns and BSL II Tim Protiva presented a family culinary program on how to make Mason jar salads August 10 at the **Strongsville Branch**. Twenty-two people came to learn how to create this make-ahead salad that’s easy to prepare. One participant said, “[a]mazing program! Fun and educational!” Each participant received a jar and ingredients that they used to make their own healthy salad to take home.

The **Olmsted Falls Branch** held the “Frozen Summer Treats” program July 24. Eighteen participants enjoyed three different frozen treats, including one they made themselves – ice cream in a bag. BSL Jodi Carlson demonstrated making the treats to the group with the help of the **Berea Branch’s** Susan Mason. The group enjoyed the treats and were excited to try making them at home.

This summer, the **Olmsted Falls Branch** hosted a jigsaw puzzle competition. Five groups competed: two groups of moms and kids, two groups of friends and one group of people who came together to form a team. The first-place winners were a group of friends who completed the 350-piece puzzle in just over 30 minutes!

System Highlights

The **Berea Branch** partnered with the Berea Fine Arts Club to host four events during their Summer Artist Demonstration Series. As the final event in the series, father and son drummers Matt Richards and Kai Richards from the taiko drum group Yume Daiko performed at the branch August 17. The drummers (both dressed in traditional Japanese clothing and shoes) opened the performance dramatically, with only the sound of a large drum being played from both ends. They played drums of different shapes and sizes, entertaining 44 very engaged attendees.

On August 2, the new bike loan service began at the **Berea Branch**. With more than 25 checkouts in the first few weeks, including six of the adult tricycle, it's clear that customers are excited about this new service!

On July 5 and July 12, **Brooklyn Branch** Teen Librarian Mike Pawuk held a drop-in virtual reality camp for "Summer Fun for Everyone." The camp highlighted the branch's new Meta Quest 2 headsets, which the teens were among the first to try. There was a great response from the 18 teens who dropped into one or both sessions as they tried apps that included Beat Saber, National Geographic Explorer and Job Simulator.

On August 14, BSL II Alex Ward hosted the first "Minecraft Keepers of the Realm" at the **Brooklyn Branch**. During the program, 16 children in grades 2 – 6 enjoyed working together to develop an ongoing Minecraft server on the branch's iPads and game stations, thanks to funding from the Friends of the Brooklyn Library.

The **Bay Village Branch** children's department ended the summer with the final two "Stories on the Porch" programs. All summer, families enjoyed bringing a picnic lunch or stopping at Food Truck Friday and then joining staff on the front porch for stories, chalk the walk and bubbles.

Jean Cottrill hosted her four-day deep-dive "Digital Art Exploration Series" with teens at the **Bay Village Branch**. Twelve participants explored different features in Procreate to make digital designs. Local artist JoAnn DePolo presented on Tuesday, challenging the teens to think differently about shapes and color. For the final project of the camp, the teens designed window clings that were installed on the teen room windows.

North Olmsted Branch Teen Librarian Katie Power organized a "Welcome Back Teens!" event August 28 for the first day of school with the help of Acting Head of Children's Kat Retting and Generalist Ryan Conway. One hundred teens enjoyed treats and participated in activities stations that included designing Cricut stickers, making buttons, creating zines, chalking the front walk and open gaming.

Throughout July, the **North Olmsted Branch** continued to offer a variety of group learning STEAM-focused experiences at "Summer Fun for Everyone," with 192 school-age students and their families participating. Attendees enjoyed exploring littleBits, stop-motion animation, science experiments (evidence, air, electricity and fun science), LEGO WeDo 2.0, handmade puppets, plays and drama, in addition to many virtual performances.

On July 22, the **Fairview Park Branch** hosted a "Family *Iron Chef*" program with 21 contestants. The challenge was to make a savory appetizer using the mystery ingredient (tortillas) and a dessert using the mystery ingredient (sugar cones). Working as family teams, they went way above the expectations of the challenge and turned out a variety of creative presentations.

The **Fairview Park Branch** hosted an August 3 Innovation Center open house to much fanfare. More than 40 attendees showed up to learn about the new resources now available at the branch.

This summer at the **Middleburg Heights Branch**, 56 participants enjoyed stories with librarians Rebecca Price-Donahue and Amy Sinnema, crafted their own no-sew tutu skirts and paraded around the library to show off their creations.

Middleburg Heights Branch Manager Ron Block and adult BSL II Steve Haas presented at the August 17 chamber of commerce meeting. The focus of the presentation was connecting businesses with free library resources. The 25 attendees were very engaged and amazed by all the library offered.

On July 11, **Brook Park Branch** BSL II Liza Kahoe Arthur hosted 21 attendees for a culinary presentation on palacsinta, a Hungarian crepe made with flour, eggs, vanilla, milk and sugar. Kahoe Arthur demonstrated how to make the batter, cook the crepes and make a dessert filling with cream cheese and apricot jam. Audience members were invited to cook their own crepes. Participants commented that it was "delicious"!

System Highlights

On August 2, the **Brook Park Branch** held a baby and toddler “Hop, Skip and Jump” sensory play program – inside and outside the library – with 130 attendees. More than 80 little ones and 48 adults enjoyed large-motor activities and developmentally appropriate toys of discovery and learning. One customer commented when arriving, “your programs are so creative and engaging!”

Laura Meckler, a national education writer for *The Washington Post* and a Shaker Heights native, visited the **Beachwood Branch** August 23 to talk to 120 attendees about her new book, *Dream Town: Shaker Heights and the Quest for Racial Equity*. Meckler was in conversation with Susan Glaser, the travel editor and chief travel writer for *The Plain Dealer/cleveland.com*.

On August 17, **Beachwood Branch** staff partnered with Fieldstone Farms to present a mini-therapy horse visit for 44 school-age students and family members. Each child attendee got the chance to groom the mini-horse and take home a packet of coping cards designed to help deal with anxiety and worry. The Fieldstone Farm staff spoke about the benefits of therapy horses and answered questions about horse care. One mother said, “Thank you so much for this program. My daughter suffers from anxiety and has been very worried about starting school in a new building, but she’s been so excited about coming to meet the horse today. It was a really calming time for her.”

Chagrin Falls Branch BSL I Teen Joni Sand visited the Chagrin Falls Middle School summer book club July 13 and led a STEM program. The five students discussed *Hidden Systems* by Dan Nott and *The Greatest Kid in the World* by John David Anderson, with the latter speaking with the group in a live Zoom meeting. Then the students created a paper-circuit book cover featuring a photo of each teen.

The **Chagrin Falls Branch** children’s staff successfully raised and released a second set of painted lady butterflies in August. Children had fun asking staff questions and suggesting names for each chrysalis as they watched for emerging butterflies. Teen volunteers created caterpillar themed take-and-makes to extend the caterpillar metamorphosis discussion at home.

Local outdoorsman and author Dr. Andrew Pegman visited the **Gates Mills Branch** July 1 to share stories of wildlife, sport fishing and essays from his book, *Outdoor Tales of Northeast Ohio*. Seventeen customers enjoyed the entertaining program.

On August 25, much of Gates Mills and the surrounding area lost power. Thanks to its generator power and meeting room space, the **Gates Mills Branch** served a vital role in the community. Staff welcomed the many residents who needed to charge their electronic devices and access the internet during the outage.

On July 20, the **Mayfield Branch** hosted an exhilarating three-hour Sphero “Summer Fun for Everyone” program where 57 participants delved into the world of robotics and coding. Attendees were introduced to the wonders of programming Sphero robots, guiding them through intricate mazes, conquering various challenges and even crafting their own interactive games. Staff provided an immersive experience, fostering essential coding skills and problem-solving abilities while igniting a passion for technology and innovation.

In collaboration with Huntington Learning Center, the **Mayfield Branch**’s teen and children’s departments offered “How to Be Ready for the Move to Middle School” on August 7. Huntington Learning Center Executive Director Kim Walter spoke to 14 caregivers and future middle schoolers about expectations, the challenges some students may face as they transition from elementary to middle school and tips to make the transition easier. In addition, these upcoming middle schoolers got to meet a few of their classmates during this workshop.

The **Richmond Heights Branch**’s nine-week series “Eating Smart – Being Active,” presented by the OSU Extension’s Expanded Food and Nutrition Education Program, wrapped up in August. The series taught 46 parents and caregivers how to eat healthier and be more active on a budget. Each week, the lessons addressed topics about physical activity, nutrition, healthy lifestyle choices, food preparation and food resource management, and they contained a variety of hands-on activities to reinforce learning and allow participants to apply the newly learned information.

On July 11, BSL I Julianne Matsko guided eight customers through creating small terrariums at the **Richmond Heights Branch**, discussing care and maintenance as well as the possibilities of decorating the terrariums. Library books on the topic were available and attendees checked out a few. The Seed Library at the **Mayfield Branch** inspired this program.

Social Worker Bryant Spencer has been pleased to receive positive feedback and shifts in customer behavior

System Highlights

thanks to restorative practices throughout the system this summer. The support of staff, parents and customers – both youth and adult – has helped this initiative to be successful in strengthening relationships and deterring unwelcomed behavior while maintaining customer access to library services.

Spencer has noticed more people this summer struggling to make ends meet as the state's social service budget has been cut, affecting food, housing and other benefit programs. She appreciates the managers and staff of the **South Euclid-Lyndhurst Branch** and **Warrensville Heights Branch** for their willingness to brave the cold this past winter to continue to provide mobile pantries on the east side. Based on the number of households served, it is anticipated that those in need from bordering neighborhoods will use these locations, increasing the demand.

Spencer visited the **South Euclid-Lyndhurst Branch** for a one-on-one Memory Lab Orientation July 11 so that she could assist a client. The customer was an elderly veteran who served in Vietnam, and Spencer helped him digitize old military documents and photographs.

The **South Euclid-Lyndhurst Branch** staff led a “Puffy Paint” program for 25 youth and caregivers. Participants were introduced to the artwork of painter Wayne Thiebaud as inspiration for their puffy paint creations. They mixed foaming shaving cream and glue to create puffy paint and added liquid watercolor paint to create a variety of colors. Several adults stayed with their children for the duration of the program and expressed their enjoyment and desire to try this project at home.

Only July 20, **Warrensville Heights Branch** staff showed 20 members of the African American Quilt and Doll Guild how to use Innovation Center equipment to create a T-shirt designed with heat transfer vinyl. Guild members asked many great questions as they learned about the Creativebug database, Cricut machine and heat press. They were eager to learn about all the machines in the Innovation Center and are looking forward to their next class on the sublimation printer.

The **Warrensville Heights Branch**, YMCA and South Pointe Hospital partnered August 19 for a “Family Fun Day.” Activities included free vaccines, school supplies purchased by hospital staff and the Friends of the Library, food from local restaurants, African drumming and games. Neighboring cities brought fire trucks and police vehicles, and MAGNET Cleveland recruited for employment in manufacturing. Along with their caregivers, 154 children attended.

**CUYAHOGA COUNTY PUBLIC LIBRARY
REPORT OF THE CHIEF EXECUTIVE OFFICER
SEPTEMBER 26, 2023**

ACTIVITIES OF THE CHIEF EXECUTIVE OFFICER

July 26

- Met with Monique Good, CCPL Chief Human Resources Officer
- Met with Hallie Rich, CCPL Communications & External Relations Officer
- Attended and gave remarks at **CCPL Volunteer Appreciation Event**, at CCPL North Royalton Branch

July 27-28

- Vacation

July 31

- Met with Tammy Baily, CCPL BSA I, Adult, CCPL North Olmsted Branch
- Met with Pamela Jankowski, CCPL Chief Public Services Officer
- CCPL Orange Branch Visit with Tony Furino, CCPL Branch Manager, CCPL Orange Branch, and staff
- Attended and gave remarks at **CCPL Volunteer Appreciation Event**, at CCPL Parma-Powers Branch

August 1

- Met with Jessica Kanelos, CCPL Development Director
- Met with Scott Morgan, CCPL Chief Operations Officer, and Jim Haprian, CCPL IT Director
- Chaired **Youth Opportunities Unlimited (Y.O.U.) Community Collaboration Committee Pre-Call**

August 2

- Met with Monique Good, CCPL Chief Human Resources Officer
- CCPL Warrensville Heights Branch Visit with Ali Boyd, CCPL Warrensville Heights Branch Manager, and staff

August 3

- Meeting with CCPL Executive Leadership Team, Scott Morgan, CCPL Chief Operations Officer, Monique Good, CCPL Chief Human Resources Officer, and Bertha Arrington, CCPL Executive Division Manager
- Attended Playhouse Square **“Get to Know” Interview Luncheon for Craig Hassell, President & CEO, Playhouse Square, with David Green, Senior Vice President of Programming, Playhouse Square**

August 4

- Vacation

August 7

- Conference call with **Kate Howe, Senior Library Services Consultant, OCLC**, and Pamela Jankowski, CCPL Chief Public Services Officer, and Tony Furino, CCPL Branch Manager, CCPL Orange Branch
- Met with Pamela Jankowski, CCPL Chief Public Services Officer

August 8

- Met with Robert Rua, CCPL Marketing & Communications Director
- Kick-off meeting to discuss **CCPL new Parma Heights Branch** with, **Ben Crabtree, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, Sam Meyer, LEED AP ID+C, Associate, and Interior Designer, Bialosky Cleveland,** and Scott Morgan, CCPL Chief Operations Officer, Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, CCPL Chief Public Services Officer, Krista Tokarz, CCPL Branch Manager, CCPL Parma Heights Branch
- Participated in **Metro Directors** monthly conference call
- CCPL Beachwood Branch Visit with Amia Wheatley, CCPL Beachwood Branch Manager, and staff

August 9

- Met with Monique Good, CCPL Chief Human Resources Officer
- Meeting to discuss furniture for CCPL Brooklyn Branch with, **Ben Crabtree, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, Jill Christoff, Senior Associate, Bialosky Cleveland,** and Scott Morgan, CCPL Chief Operations Officer, Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, Chief Public Services Officer, Kathleen Sullivan, CCPL Branch Manager, CCPL Brooklyn Branch
- Met with **Justin McCaulley, President, McCaulley&Company**

August 10

- Meeting with **Justin McCaulley, President, McCaulley&Company, Camryn Pillar, Analyst, McCaulley&Company, Olivia Willis, Analyst, McCaulley&Company, Molly Farris, Associate, McCaulley&Company, Devon Eldridge, Associate, McCaulley&Company,** and Jessica Kanelos, CCPL Development Director
- Meeting with CCPL Executive Leadership Team, Scott Morgan, CCPL Chief Operations Officer, Pamela Jankowski, CCPL Chief Public Services Officer, Monique Good, CCPL Chief Human Resources Officer, and Bertha Arrington, CCPL Executive Division Manager
- CCPL Brook Park Branch Visit with Gabriel Venditti, CCPL Brook Park Branch Manager, and staff
- Attended **OverDrive Digipalooza Event** with other librarians, publishers, and partners

August 13

- Joined Virtual Celebration of Life for **Dale Powers, CCPL Former Trustee**

August 14

- Meeting to discuss CCPL Beachwood Library Project with **Brian J. Moore, Shareholder, Roetzel & Andres,** and **Daniel McIntyre, Partner, Brindza McIntyre & Seed,** and Scott Morgan, CCPL Chief Operations Officer
- CCPL Middleburg Heights Branch Visit with Ron Block, CCPL Middleburg Heights Branch Manager, and staff

August 15

- Met with Jessica Kanelos, CCPL Development Director
- Meeting with Mary Schrieber, CCPL TSD Specialist, Collection Development, Kathleen Rak, CCPL BSL Supervisor, North Olmsted Branch, Traci Haynes, CCPL Engagement & DEI Manager, and Courtney Conway, CCPL Communications & External Relations Manager
- Chaired **Youth Opportunities Unlimited (Y.O.U.) Community Collaboration Committee**
- Attended **CBLH Design Architecture, Planning and Interior Design Event**

August 16

- Met with Monique Good, CCPL Chief Human Resources Officer

August 17

- Meeting with CCPL Leadership Team, includes CCPL Executive Leadership Team, and Enda Bracken, Acting Human Resources Director, Stacey Boycik, Acting CCPL Branch Services Director - East, Holly Camino, CCPL Branch Services Director – West, and Lane Edwards, CCPL Branch Services Director – South, Daniel Barden, CCPL TSD Director, Jim Haprian, CCPL 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 Terrance Echols, CCPL Director, Adult Education Services (AES)
- CCPL Garfield Heights Branch Visit with Megan Barrett, CCPL Garfield Heights Branch Manager, and staff

August 21

- Met with **CCPL Trustee Allyn Davies**
- Meeting with **Mark Fiala, President, Organizational Architecture, Inc., Ryan Sheehan, Sr. Human Resources Consultant, Strategic Org. & HR Development, Organizational Architecture, Inc.,** and Scott Morgan, CCPL Chief Operations Officer, and Monique Good, CCPL Chief Human Resources Officer
- Met with Pamela Jankowski, CCPL Chief Public Services Officer

August 22

- Met with **CCPL Trustee Patricia Shlonsky**
- Met with Scott Morgan, CCPL Chief Operations, and Jeffrey Mori, CCPL Facilities Director to Review CBLH Group 4 Beachwood Proposal
- Meeting to discuss **CCPL new Parma Heights Branch** with, **Ben Crabtree, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, Sam Meyer, LEED AP ID+C, Associate, and Interior Designer, Bialosky Cleveland,** and Scott Morgan, CCPL Chief Operations Officer, Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, CCPL Chief Public Services Officer, Krista Tokarz, CCPL Branch Manager, CCPL Parma Heights Branch
- CCPL Independence Branch Visit with Melanie Rapp -Weiss, CCPL Independence Branch Manager, and staff

August 23

- Met with **CCPL Board President Dean DePiero**
- Met with Monique Good, CCPL Chief Human Resources Officer
- CCPL Bedford Branch Visit with Eboni Dickerson, CCPL Bedford Branch Manager, and staff

August 24

- Meeting with **Justin McCaulley, President, McCaulley&Company, Camryn Pillar, Analyst, McCaulley&Company, Olivia Willis, Analyst, McCaulley&Company, Molly Farris, Associate, McCaulley&Company, Devon Eldridge, Associate, McCaulley&Company,** and Jessica Kanelos, CCPL Development Director

August 25

- Met with **CCPL Trustee Maria L. Spangler**
- Meeting with **Engineers of CBLH Design Architectural Firm, PTA Engineering, Barber & Hoffman Engineering Firm, Environmental Engineering Design Group, and Infinity Construction Company,** and Scott Morgan, CCPL Chief Operations Officer, Jeffrey Mori, CCPL Facilities, Director, Pamela Jankowski, CCPL Chief Public Services Officer, Jim Haprian, CCPL IT Director, and Darlene Davis, CCPL Solon Branch Manager to review/confirmation of SD submission plans for CCPL Solon Branch with focused review/discussion on overall floor plan, ceiling plan, roof, Site layout, grading & access, Initial finishes, pallets, concepts, and mechanical room expansion

August 28

- Meeting with **State Representative Elliot Forhan, Joshua Meek, Justin McCaulley, President, McCaulley&Company, and Devon Eldrige, Associate, McCaulley&Company**
- Meeting with **State Senator Kent Smith, Justin McCaulley, President, McCaulley&Company, and Devon Eldrige, Associate, McCaulley&Company**
- Met with Pamela Jankowski, CCPL Chief Public Services Officer

August 29

- Met with Jessica Kanelos, CCPL Development Director
- CCPL Olmsted Falls Branch Visit with Kalyn Kappelman, CCPL Olmsted Falls Branch Manager, and staff

August 30

- Met with **CCPL Trustee William Leonard**
- Met with Monique Good, CCPL Chief Human Resources Officer
- Meeting with **Justin McCaulley, President, McCaulley&Company, and Devon Eldrige, Associate, McCaulley&Company,** and Scott Morgan, CCPL Chief Operations Officer
- Met with Pamela Jankowski, CCPL Chief Public Services Officer

September 1

- Participated in Rowfant Club Program Description

September 5

- Meeting with **Edward Leader, Commercial Real Estate Attorney and Partner, Taft Stettinius & Hollister, and Galen Schuerlein, Director of Public Affairs, Taft Stettinius & Hollister,** and Scott Morgan CCPL Chief Operations Officer
- Met with Heather Timko, BSL II Adult, CCPL Strongsville Branch, Michele Krejny, Branch Services Clerk Supervisor, CCPL Parma Heights Branch

September 5 (con'td)

- Meeting to discuss Owner Design for **CCPL new Parma Heights Branch** with **Ben Crabtree, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, Sam Meyer, LEED AP ID+C, Associate, and Interior Designer, Bialosky Cleveland,** and **Scott Morgan, CCPL Chief Operations Officer, Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, CCPL Chief Public Services Officer, Krista Tokarz, CCPL Branch Manager, CCPL Parma Heights Branch**
- Met with **William Mason, Attorney, Bricker & Eckler LLP, and CCPL Board President Dean DePiero,** and **Scott Morgan, CCPL Chief Operations Officer, Jeffrey Mori, CCPL Facilities Director**

September 6

- Met with Monique Good, CCPL Chief Human Resources Officer
- Meeting with **State Representative Bride Rose Sweeney** with **Justin McCaulley, President, McCaulley&Company, Devon Eldridge, Associate, McCaulley&Company**
- Met with Robert Rua, CCPL Marketing & Communications Director
- Attended event for Jessica Breslin, Bay Village Branch Manager, CCPL Bay Village Branch

September 7

- Presented in CCPL Foundation Board Meeting
- Meeting with **Justin McCaulley, President, McCaulley&Company, Camryn Pillar, Analyst, McCaulley&Company, Olivia Willis, Analyst, McCaulley&Company, Molly Farris, Associate, McCaulley&Company, Devon Eldridge, Associate, McCaulley&Company,** and **Jessica Kanelos, CCPL Development Director**
- Meeting with CCPL Executive Leadership Team, **Scott Morgan, CCPL Chief Operations Officer, Pamela Jankowski, CCPL Chief Public Services Officer, Monique Good, CCPL Chief Human Resources Officer, and Bertha Arrington, CCPL Executive Division Manager**
- Met with **Eric Morse, President & CEO, The Centers, Carole Beaty, Chief Program Officer, The Centers, Daniel Frech, Chief Strategy Officer and General Counsel, The Centers,** and **Pamela Jankowski, CCPL Chief Public Services Officer**
- CCPL Gates Mills Branch Visit with **Maryann Penzvalto, CCPL Branch Manager, CCPL Gates Mills Branch, and staff**

September 8

- Met with **CCPL Trustee Edward Blakemore**
- Met with **Ben Crabtree, Senior Associate, Bialosky Cleveland, Angelica Guzman, Lead Exhibit Designer, Luci Creative, Sarah Anderson, Project Strategy Director, Luci Creative,** and **Pamela Jankowski, CCPL Chief Public Services Officer, Jeff Mori, CCPL Facilities Director, Kathleen Sullivan, CCPL Branch Manager, CCPL Brooklyn Branch, Alex Ward, CCPL BSL Supervisor Children, CCPL Brooklyn Branch**
- Attended CCPL's "Got Talent" Talent Showcase

September 11

- Facilitated CCPL Chief Financial Officer (CFO) Interviews
- CCPL Chagrin Falls Branch Visit with **Maryann Penzvalto, CCPL Branch Manager, CCPL Chagrin Falls Branch, and staff**

September 12

- Met with CCPL **Trustee Amira Thomas**
- Met with Pamela Jankowski, CCPL Chief Public Services Officer, Robert Rua, CCPL Marketing and Communications Director, and Rebecca Ranallo, CCPL LLD Director
- CCPL Strongsville Branch Visit with Donna Meyers, CCPL Branch Manager, CCPL Strongsville Branch, and staff

September 13

- Met with **Governor's Liaison Elizabeth Goodwin, Justin McCaulley, President, McCaulley&Company, Devon Eldridge, Associate, McCaulley&Company** at CCPL Bay Village Branch
- Met with Monique Good, CCPL Chief Human Resources Officer
- Met with **State Representative Darnell Brewer, Justin McCaulley, President, McCaulley&Company, Devon Eldridge, Associate, McCaulley&Company**, at CCPL Garfield Heights Branch

September 15

- Facilitated CCPL Chief Financial Officer (CFO) Interview
- Guest on **Good Day Cleveland Fox 8**; focus on how we support student success with our different resources and programming
- Met with **Felton Thomas, Director, Cleveland Public Library (CPL)**

September 18

- Met with **State Representative Daniel Troy, Justin McCaulley, President, McCaulley&Company, Devon Eldridge, Associate, McCaulley&Company**, at CCPL Richmond Heights Branch
- Met with **State Representative Sean Brennan, Justin McCaulley, President, McCaulley&Company, Devon Eldridge, Associate, McCaulley&Company**, at CCPL Parma-Snow Branch
- Facilitated CCPL Chief Financial Officer (CFO) Interview
- Met with **State Representative Richard Del'Aquila, Justin McCaulley, President, McCaulley&Company, Devon Eldridge, Associate, McCaulley&Company**, at

-
- Attended **Youth Opportunities Unlimited (Y.O.U.) Board of Directors Meeting**
 - Attended CCPL ADM Managers meeting
 - Met with Robert Rua, CCPL Marketing & Communications Director
 - Meeting to discuss Furniture for the new CCPL Brooklyn with, **Ben Crabtree, Senior Associate, Bialosky Cleveland, Aaron Hill, Principal, Bialosky Cleveland, Kate Walker, Associate Interior Designer, Bialosky Cleveland**, and Jeffrey Mori, CCPL Facilities Director, Pamela Jankowski, Chief Public Services Officer, Kathleen Sullivan, CCPL Branch Manager, CCPL Brooklyn Branch
 - Attended Parma Heights Community Input Session, with Pamela Jankowski, CCPL Chief Public Services Officer

September 20

- Facilitated CCPL Chief Communications & External Relations Officer (CER) Interview
- Facilitated CCPL Chief Communications & External Relations Officer (CER) Interview
- Participated in Maple Heights Friends Meeting Cafe/Book Sale Area, with Jeff Mori, CCPL Facilities Director, and Deva Walker, CCPL Branch Manager, CCPL Maple Heights Branch
- CCPL Mayfield Branch Visit with Julie Liedtke, CCPL Branch Manager, CCPL Mayfield Branch, and staff

September 21

- Meeting with **Justin McCaulley, President, McCaulley&Company, Camryn Pillar, Analyst, McCaulley&Company, Olivia Willis, Analyst, McCaulley&Company, Molly Farris, Associate, McCaulley&Company, Devon Eldridge, Associate, McCaulley&Company,** and Jessica Kanelos, CCPL Development Director
- Meeting with CCPL Leadership Team, includes CCPL Executive Leadership Team, and Enda Bracken, CCPL Branch Services Director - East, Holly Camino, CCPL Branch Services Director – West, and Lane Edwards, CCPL Branch Services Director South, Daniel Barden, CCPL TSD Director, Jim Haprian, CCPL 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, Izoduwa Ebose-Holt, and Terrance Echols, CCPL Director, Adult Education Services (AES)
- Presented in Labor Management Meeting

September 22

- Vacation

September 25

- Welcomed and Presented at the monthly CCPL **New Employee Orientation**
- Met with **State Representative Tom Patton, Justin McCaulley, President, McCaulley&Company, Devon Eldridge, Associate, McCaulley&Company**
- Met with Pamela Jankowski, CCPL Chief Public Services Officer

September 26

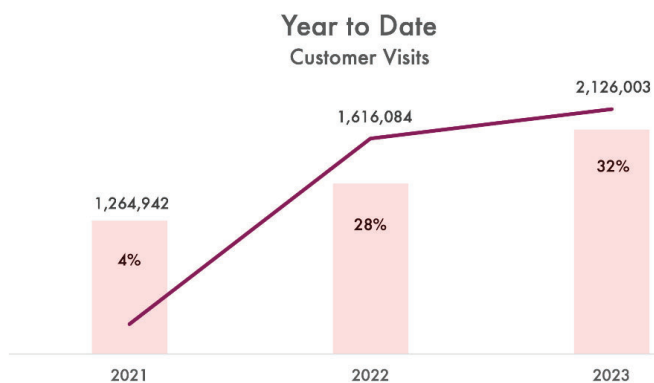
- Facilitated CCPL Chief Communications & External Relations Officer (CER) Interview
- Facilitated CCPL Chief Communications & External Relations Officer (CER) Interview
- Facilitated CCPL Chief Communications & External Relations Officer (CER) Interview
- Facilitated **CCPL Finance Committee meeting**
- Facilitated **CCPL Board of Trustees meeting**



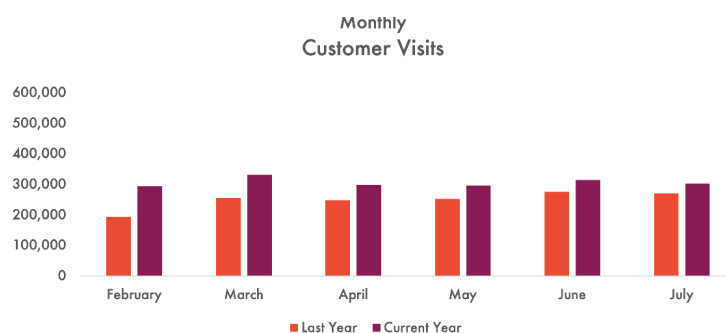
Chief Executive Officer

Visits | July 2023

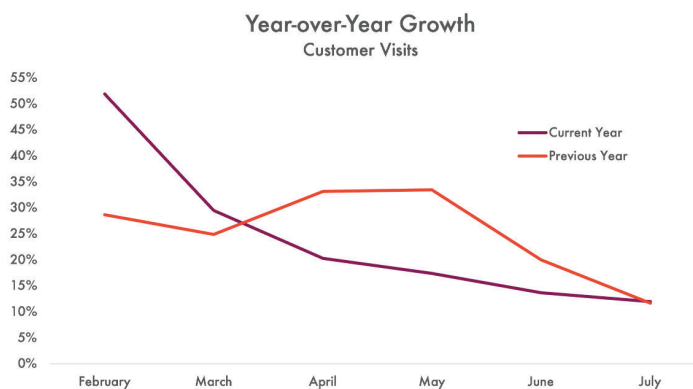
Year to Date



Monthly

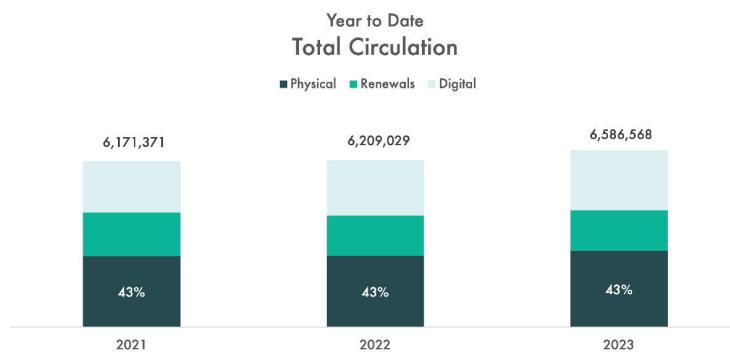


Year-over-Year Growth

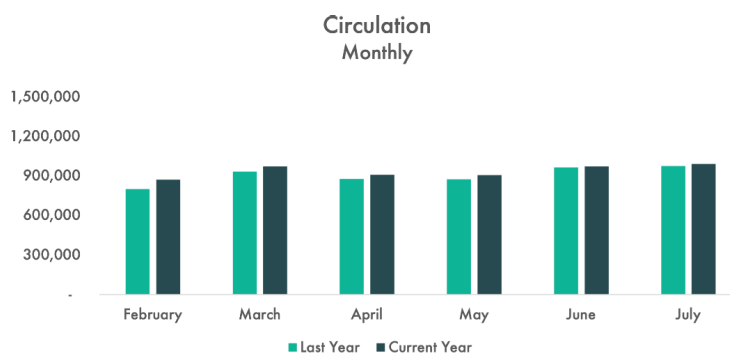


Circulation | July 2023

Year to Date Total Circulation

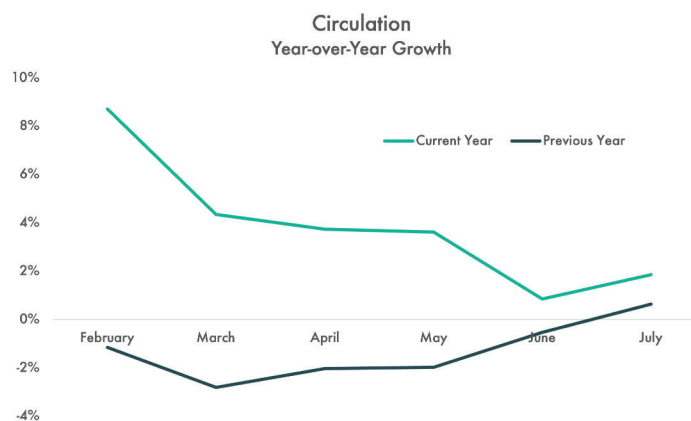


Monthly Total Circulation



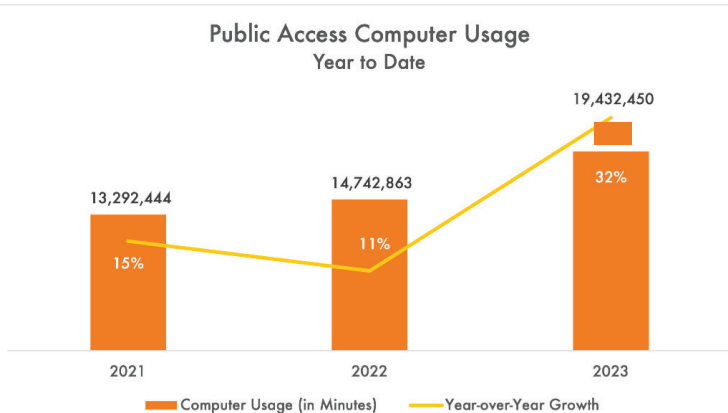
Year to Date Digital Circulation

Year-over-Year Growth Total Circulation

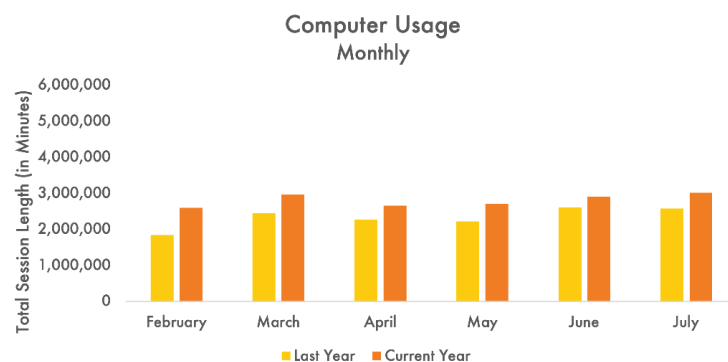


Computer Use | July 2023

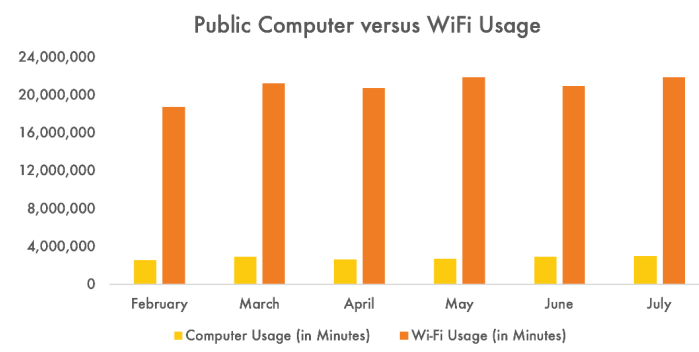
Year to Date



Monthly

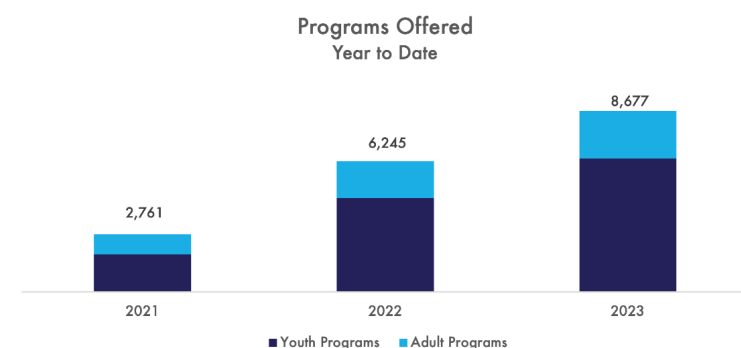


Public Computer VS. WiFi Usage



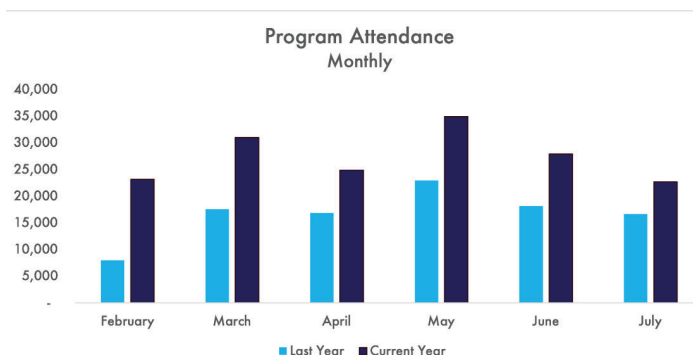
Programs | July 2023

Year to Date Programs Offered

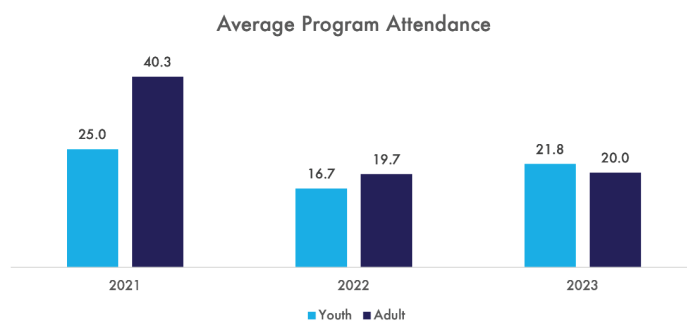


Year to Date Program Attendance

Monthly Program Attendance

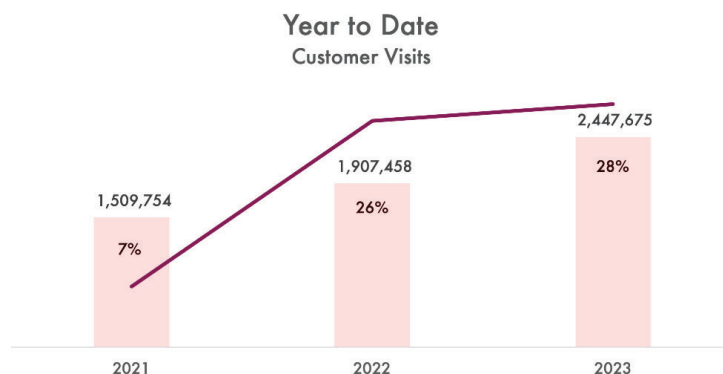


Average Program Attendance

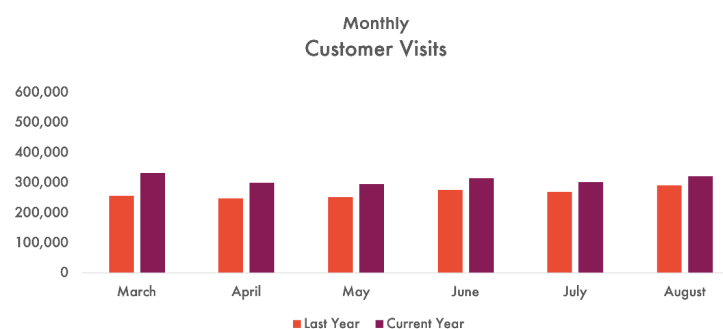


Visits | August 2023

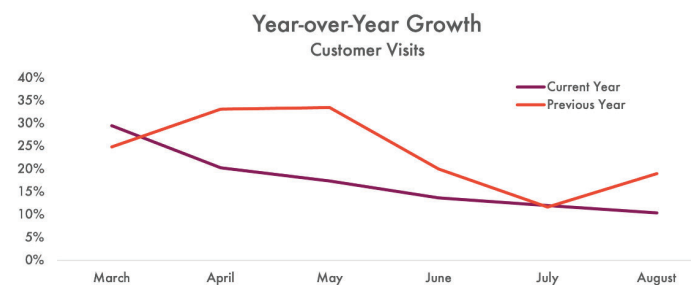
Year to Date



Monthly

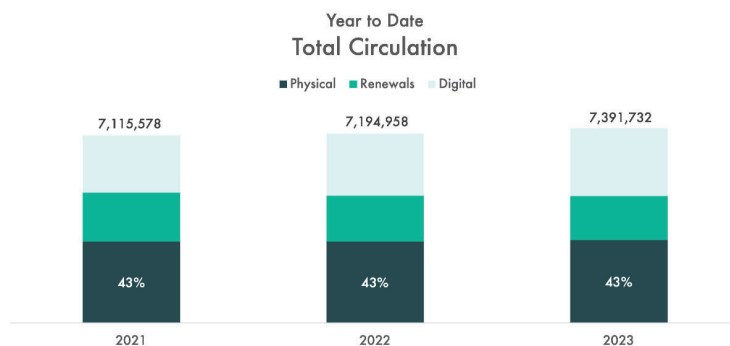


Year-over-Year Growth

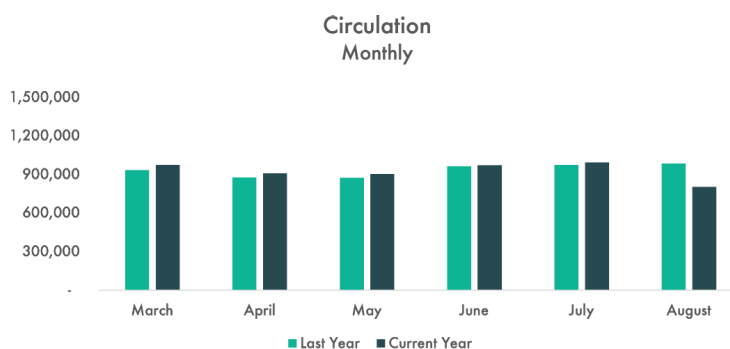


Circulation | August 2023

Year to Date Total Circulation

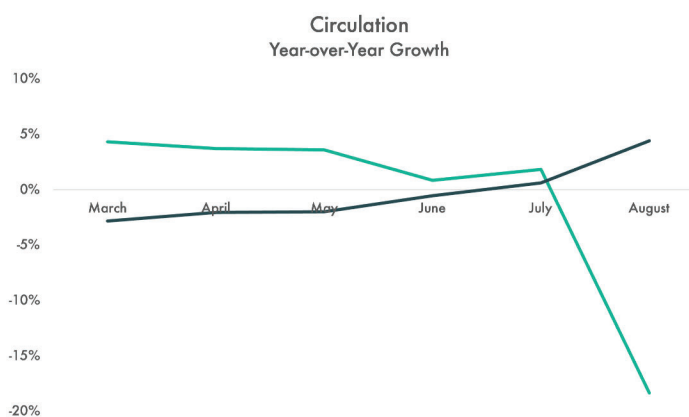


Monthly Total Circulation



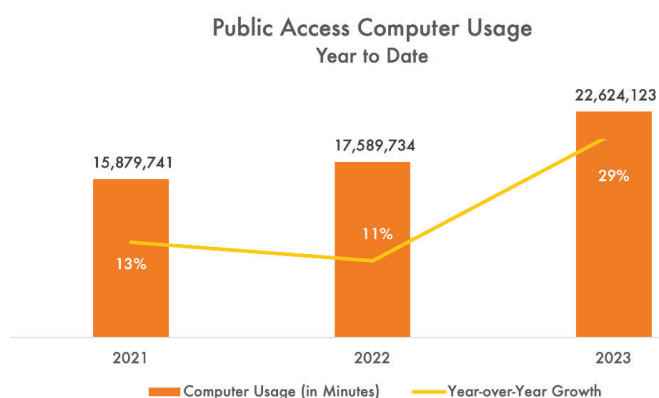
Year to Date Digital Circulation

Year-over-Year Growth Total Circulation

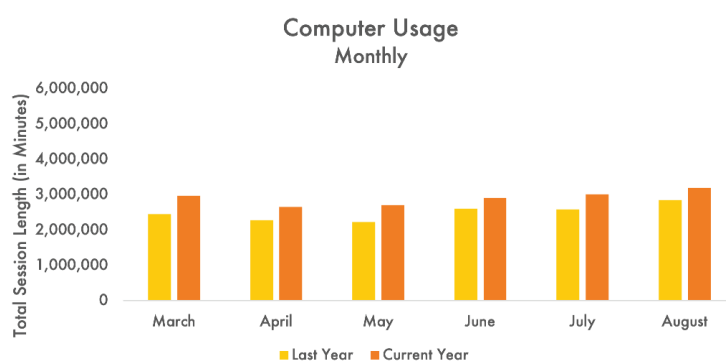


Computer Use | August 2023

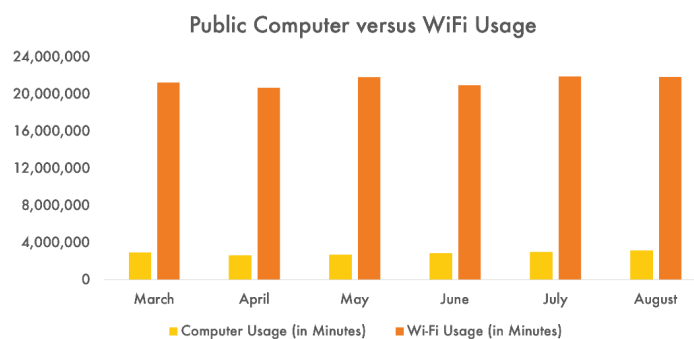
Year to Date



Monthly

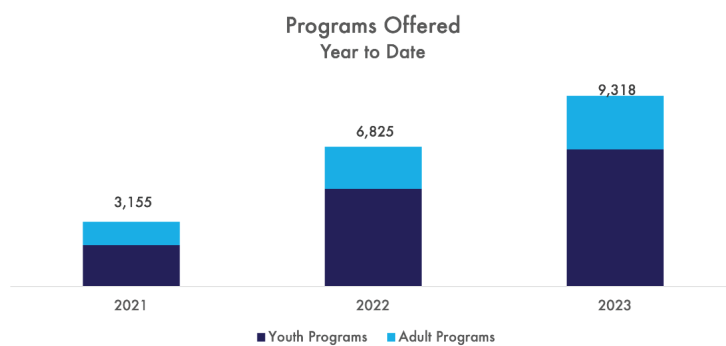


Public Computer VS. WiFi Usage

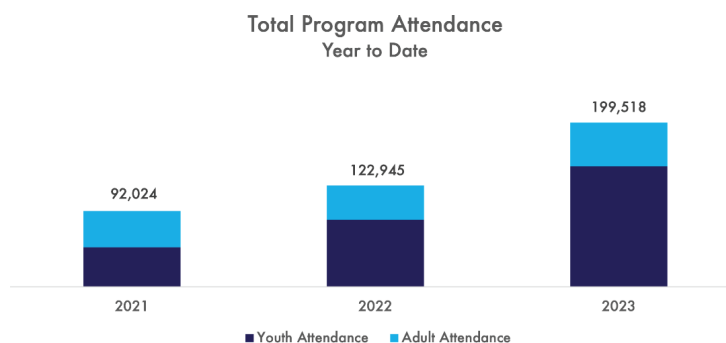


Programs | August 2023

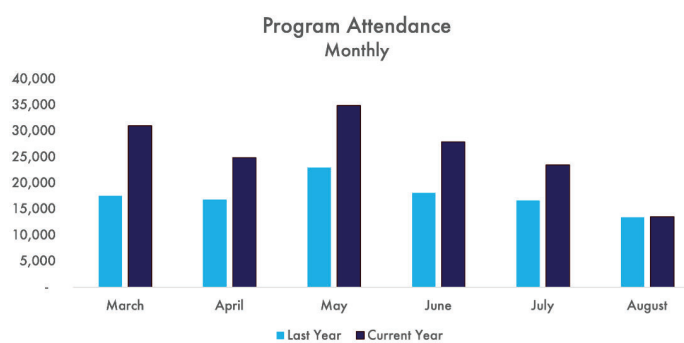
Year to Date Programs Offered



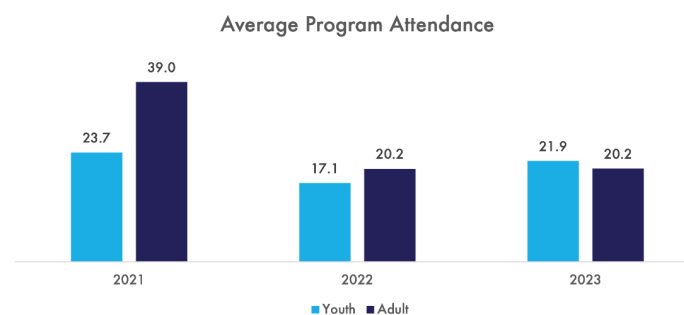
Year to Date Program Attendance



Monthly Program Attendance



Average Program Attendance



HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-9

September 2023

APPOINTMENTS										
NAME	POSITION	GRADE	SALARY	HOURS WEEK	COST CENTER	REPLACES	SALARY	REASON	HOURS WEEK	EFFECTIVE DATE
Brown, Jessica	Branch Services Clerk	205	\$16.16	16	SLN111		\$16.16	Rehire	16	7/30/2023
Bruncetz, Cecelia	Branch Services Clerk Branch Services Assistant SUB	205 207	\$17.83 \$20.69	24 1	GFH113 450114	Sarah Hearne	\$17.83 \$20.69	Rehire	24 1	9/6/2023
Currie, Margaret	Grant Manager	30	\$30.29	40	401112	Jennifer Brown	\$30.29	New Hire	40	8/9/2023
Davis, Lamont	Monitor-Mentor	OSM	\$22.24	15	SEU112		\$22.24	New Hire	15	9/11/2023
Dogan, Ali	Youth Programming Tutor	OST	\$12.00	10	504113		\$12.00	Rehire	10	9/18/2023
Fehrenbach, Kathryn	Branch Services Librarian SUB	208	\$22.40	1	450114		\$22.40	Rehire	1	8/6/2023
Fistek, Diane	Homework Center Coordinator	OSH	\$22.24	14	FPR113		\$22.24	New Hire	14	8/28/2023
Graham, Inglis	Branch Services Clerk	205	\$16.16	20	RCH111		\$16.16	New Hire	20	9/12/2023
Greenwald, Ronald	Youth Programming Tutor	OST	\$12.00	10	504113		\$12.00	New Hire	10	9/13/2023
Hudson, Nakia	Homework Center Coordinator	OSH	\$22.24	14	BKL112		\$22.24	New Hire	14	9/11/2023
Ignasiak, Margaret	Branch Services Assistant I	207	\$21.50	20	NOL111	Lisa Woodruff	\$21.50	New Hire	20	8/28/2023
Jordan, Linda	1-2-3 Read Site Coordinator	OSR	\$22.24	14	504113		\$22.24	New Hire	14	9/13/2023
Mach, Shayla	NBU Page	OEP	\$12.00	15	GFH113	Cathy Jennings	\$12.00	New Hire	15	8/29/2023
Marriott, Sarah	1-2-3 Read Site Coordinator	OSR	\$22.24	12	504113		\$22.24	New Hire	12	9/14/2023
Mehta, Anand	Branch Services Clerk	205	\$16.16	20	RCH111		\$16.16	New Hire	20	9/5/2023
Montagno, Sara	NBU Page	OSP	\$12.00	5	GAT113		\$12.00	Rehire	5	8/22/2023
Oates, Alexandria	Branch Services Clerk	205	\$16.16	16	BEA111		\$16.16	New Hire	16	7/23/2023
Oeseburg, Gwendolyn	NBU Page	OSP	\$12.00	15	MPL113	Cheryl Johnson	\$12.00	New Hire	15	7/24/2023
Popelka, Moira	Homework Center Coordinator	OSH	\$22.24	14	MAY113		\$22.24	New Hire	14	8/28/2023
Reid-Tucker, Paula	Branch Services Librarian SUB	208	\$22.40	1	450114		\$22.40	New Hire	1	8/20/2023
Rucker, Saun'jae	Branch Services Clerk	205	\$16.16	16	BCH111		\$16.16	New Hire	16	8/6/2023

APPOINTMENTS										
NAME	POSITION	GRADE	SALARY	HOURS WEEK	COST CENTER	REPLACES	SALARY	REASON	HOURS WEEK	EFFECTIVE DATE
Schreiber, Corinne	NBU Page	OEP	\$12.00	15	SEU113	Lindsay Smith	\$12.00	New Hire	15	8/2/2023
Sleeth, Samantha	NBU Page	OSP	\$12.00	15	OLF113	Emma Konn	\$12.00	New Hire	15	8/21/2023
Smith, Ronald	Delivery Driver I	205	\$16.16	40	605111	Joseph Orłowski	\$16.16	New Hire	40	8/21/2023
Stewart, Katherine	Branch Services Assistant I	207	\$21.00	16	NOL111	Kathleen Rak	\$21.00	Rehire	16	9/18/2023
Vasquez-Garcia, Sveidy	Branch Services Clerk	205	\$16.16	16	RCH111		\$16.16	New Hire	16	9/11/2023
Warren, Jacqueline	Branch Serives Clerk	205	\$16.16	24	SLN111	Angelique Johanni	\$16.16	New Hire	24	9/24/2023
Wolford, Shawn	NBU Page	OEP	\$12.00	15	SEU113	Lindsay Smith	\$12.00	New Hire	15	9/18/2023
Youmans, Katelyn	Branch Services Clerk	205	\$16.16	16	PAS111	Holly Wallace	\$16.16	New Hire	16	8/6/2023

SEPARATIONS						
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	EFFECTIVE DATE
Bacon, Nora	NBU Page	STV113	OSP	\$13.00	15	8/5/2023
Bailey, Sarah	NBU Page	GFH113	OEP	\$13.00	15	8/12/2023
Breslin, Jessica	Branch Manager	BAY112	46	\$46.80	40	9/15/2023
Caliguire, Marisa	CER Development Data Admin	413112	14	\$22.86	40	8/22/2023
Colbaugh, Kristin	Branch Services Clerk SUB	450114	205	\$16.16	1	8/16/2023
Eiben, Marcella	AES Instructor I - Unlicensed	508111	207	\$23.56	32	9/14/2023
Frank, Jamie	Branch Services Librarian	GAT111	208	\$27.94	16	9/15/2023
Goldstein, Leah	NBU Page	FPR113	OSP	\$13.00	10	6/1/2023
Grossman, Nancy	NBU Page	GAT113	OSP	\$13.00	5	8/3/2023
Kolesar, Cameron	Youth Programming Tutor	504115	OST	\$12.00	10	5/11/2023
Konn, Emma	NBU Page	OLF113	OSP	\$12.00	15	8/20/2023
Laessing, Bonnie	Branch Services Assistant I - SUB	450114	207	\$20.09	1	9/15/2023
Narron, Dracyn	Branch Services Clerk	ORG111	205	\$16.97	24	8/31/2023
Oeseburg, Gwendolyn	NBU Page	MPL113	OSP	\$12.00	15	8/17/2023
Randolph, Zachary	Youth Programming Tutor	504113	OST	\$12.00	10	8/28/2023
Rich, Hallie	Chief Comm & Ext Relations Officer	401112	60	\$85.79	40	8/1/2023
Rilatt, Sara	Youth Programming Tutor	504113	OST	\$12.00	10	8/28/2023
Russ, Carmella	NBU Page	NRV113	OEP	\$13.00	12	7/29/2023
Topalian, Margaret	Youth Programming Tutor	504114	OST	\$12.00	10	8/28/2023
Wang, Ohanna	NBU Page	SLN113	OEP	\$12.50	15	8/21/2023

HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-9

September 2023

ANNIVERSARY PAY ADJUSTMENTS								
NAME	POSITION	COST CENTER	GRADE OLD	GRADE NEW	HOURS	SALARY OLD	SALARY NEW	EFFECTIVE DATE
Brihn, Alexander	NBU Page	NRY113	OEP	OSP	15	\$12.50	\$13.00	8/20/2023
Collins, Rex	NBU Page Branch Services Clerk - SUB	MAY113 450114	OEP 205	OSP 205	15 1	\$12.50 \$16.16	\$13.00 \$16.16	8/6/2023
Gill, Malloy	NBU Page	GAT113	OSP	OSP	5	\$12.00	\$12.50	8/6/2023
Hudson, Janeth	NBU Page Branch Services Clerk - SUB	ORG113 450114	OEP 205	OSP 205	15 1	\$12.00 \$16.16	\$12.50 \$16.16	7/9/2023
Irizarry, Jehielis	NBU Page	PAH113	OEP	OSP	15	\$12.00	\$12.50	7/23/2023
Konn, Emma	NBU Page	OLF113	OSP	OSP	15	\$12.00	\$12.50	8/6/2023
Kowall, Celine	NBU Page	SEU113	OEP	OSP	15	\$12.00	\$12.50	8/20/2023
Miller, Ashley	NBU Page	STV113	OSP	OSP	15	\$12.50	\$13.00	9/3/2023
Miller, Evan	NBU Page	PAH113	OEP	OSP	15	\$12.00	\$12.50	8/6/2023
Parker, Pearl	Youth Programming Tutor	504113	OST	OST	10	\$12.00	\$13.00	9/7/2023
Smith, Jordan	NBU Page	SEU113	OEP	OSP	15	\$12.00	\$12.50	8/20/2023
Wang, Ohanna	NBU Page	SLN113	OEP	OSP	15	\$12.50	\$13.00	8/20/2023

RETIREMENTS							
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	HIRE DATE	LAST WORKING DAY
Foster, Faye	TSD Assistant - Acquisitions	703111	206	\$25.23	40	8/2/1999	8/31/2023
Orlowski, Joseph	Delivery Driver	605111	205	\$21.81	40	8/21/1989	8/31/2023
Shinkim, Young	Branch Services Assistant I	ORG111	207	\$28.13	28	3/1/1999	8/31/2023
Steiner, Sandra	Branch Services Clerk	MAY111	205	\$22.63	24	11/4/2002	7/31/2023

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
Aloi, Katherine	Branch Services Assistant I	NOL111	NOL111	207	207	20	16	\$23.74	\$23.74		SFFE Hours Ended	16	8/6/2023
Alvarez Jr, Ramon	Branch Services Librarian I	MAY111	RCH111	207	208	40	40	\$27.87	\$29.26		Promotion	40	8/6/2023
Axelrod, Andrea	Branch Services Assistant I	MAY111	MAY111	207	207	24	20	\$21.62	\$21.62		SFFE Hours Ended	20	8/6/2023
Begin, Susan	Branch Services Assistant I Branch Services Clerk - SUB	PAS111 450114	PAS111 450114	207 205	207 205	40 1	36 1	\$21.52 \$21.52	\$21.52 \$21.52		SFFE Hours Ended	36 1	8/6/2023
Berkey, Barbara	Branch Services Clerk	STV111	STV111	205	205	24	28	\$21.61	\$21.61		Increase in Hours	28	9/17/2023
Bessner, Amber	Branch Services Assistant I	GFH111	GFH111	207	207	28	24	\$23.27	\$23.27		SFFE Hours Ended	24	8/6/2023
Bessner, Amber	Branch Services Assistant II	GFH111	GFH111	207	207	24	32	\$23.97	\$23.97		Temporary Hours Increase	32	8/20/2023
Boycik, Stacey	Branch Services Director - East	PAS112	500112	47	50	40	40	\$49.40	\$54.34	Enda Bracken	Acting Position Begins	40	7/23/2023
Boycik, Stacey	Branch Manager	500112	PAS112	50	47	40	40	\$54.34	\$49.40		Acting Position Ended	40	9/3/2023
Bracken, Enda	Human Resources Director	500112	800112	50	50	40	40	\$72.79	\$72.79	Izoduwa Ebose-Holt	Acting Position Begins	40	7/24/2023
Bracken, Enda	Branch Services Director	800112	500112	50	50	40	40	\$72.79	\$72.79		Acting Position Ended	40	9/3/2023
Brennan, Kristin	Branch Services Assistant I	PAS111	PAS111	207	207	20	16	\$28.13	\$28.13		SFFE Hours Ended	16	8/6/2023
Britt-Jackson, Temah	Branch Services Assistant I	SEU111	SEU111	207	207	28	20	\$21.53	\$21.53		SFFE Hours Ended	20	8/6/2023
Brouillette, Elizabeth	Branch Services Assistant II	BPK111	BPK111	207	207	32	24	\$23.27	\$23.27		SFFE Hours Ended	24	8/6/2023
Bulkowski, Dianna	Branch Services Assistant - SUB	BRV113	450114	OSP	207	15	1	\$13.00	\$20.09		Transfer to Substitute	1	8/20/2023

HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-9

September 2023

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
Camino, Holly	Branch Services Director - West	PWR112	500112	40	50	40	40	\$49.40	\$54.34	Carolyn Vicchiarelli	Promotion	40	7/10/2023
Clancy, Robin	Branch Services Assistant I	SLN111	SLN111	207	207	28	20	\$22.16	\$22.16		SFFE Hours Ended	20	8/6/2023
Clancy, Robin	Branch Services Librarian I Branch Services Clerk - SUB	SLN111 450114	GAT111 450114	207 205	208 205	20 1	24 1	\$22.16 \$22.16	\$23.52 \$22.63		Acting Position Begins	24 1	8/20/2023
Clifton, Karmar	AES Instructor Assistant Branch Services Assistant - SUB Branch Services Clerk - SUB	508111 450114 450114	508111 450114 450114	207 207 205	207 207 205	20 1 1	24 1 1	\$23.64 \$23.64 \$22.63	\$23.64 \$23.64 \$22.63		Increase in Hours	24 1 1	8/20/2023
Conway, Courtney	CER Manager	404111	404112	209	40	40	40	\$32.81	\$34.46		Promotion	40	7/23/2023
Cross, Toni	Branch Services Assistant I	BED111	BED111	207	207	28	20	\$22.49	\$22.49		SFFE Hours Ended	20	8/6/2023
Cross, Toni	Branch Services Assistant I	BED111	BED111	207	207	20	32	\$22.49	\$22.49		Increase in Hours	32	9/3/2023
Cuthbertson, Dennis	Shipping/Receiving Clerk Branch Services Assistant I - SUB Branch Services Clerk - SUB	BEA113 450114 450114	605111 450114 450114	OSP 207 205	205 207 205	15 1 1	40 1 1	\$13.00 \$20.09 \$16.16	\$16.16 \$20.69 \$16.64	Joanna Money	New Role	40 1 1	8/7/2023
Davies, Laura	TSD Clerk Branch Services Assistant - SUB Branch Services Clerk - SUB	NOL111 450114	702111 450114 450114	205 207 205	204 207 205	20 1 1	40 1 1	\$17.31 \$20.69 \$17.31	\$17.31 \$20.69 \$17.31		Acting Position Begins	40 1 1	8/20/2023
Dornback, Christin	Branch Services Assistant I	MPL111	MPL111	207	207	36	28	\$21.09	\$21.09		SFFE Hours Ended	28	8/6/2023
Fearn, Andrew	NBU Page Branch Services Librarian - SUB	ORG113	ORG113 450114	OEP	OEP 208	15	15 1	\$12.00	\$12.00 \$22.40		Add Second Rate	15 1	8/20/2023
Filippi, Allyson	Branch Services Librarian - SUB	MAY111	450114	207	208	24	1	\$23.27	\$22.40		Transfer to Substitute	1	9/3/2023
Ford, Grace	Branch Services Assistant I	BKL111	BKL111	207	207	28	20	\$22.16	\$22.16		SFFE Hours Ended	20	8/6/2023
Fried, Aaron	System support Technician Branch Services Clerk - SUB Branch Services Assistant I - SUB	SEU111 450114 450114	613111 450114 450114	207 205 207	208 205 207	40 1 1	40 1 1	\$24.53 \$22.63 \$24.53	\$25.75 \$22.63 \$25.75	Erik Kish	Acting Position Begins	40 1 1	8/7/2023
Gallagher, Meghan	Branch Services Clerk Branch Services Assistant - SUB	PAS111	PAS111 450114	205	205 207	16	16 1	\$16.97	\$16.97 \$20.69		Add Second Rate	16 1	7/23/2023

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
Germani, Patricia	Branch Services Clerk	STV111	STV111	205	205	32	36	\$21.50	\$21.50		Increase in Hours	36	9/17/2023
Giffin, Mary	Branch Services Assistant I	SLN111	SLN111	207	207	20	16	\$21.52	\$21.52		SFFE Hours Ended	16	8/6/2023
Gorby, Shawna	Branch Services Assistant I	NOL111	NOL111	207	207	36	32	\$23.74	\$23.74		SFFE Hours Ended	32	8/6/2023
Griffiths, Kelly	NBU Page Branch Services Clerk - SUB	STV113	STV113 450114	OSP	OSP 205	15	15 1	\$12.50	\$12.50 \$16.16		Add Second Rate	15 1	9/17/2023
Grosso, Bernadette	Branch Services Assistant I	PAS111	PAS111	207	207	32	28	\$26.83	\$26.83		SFFE Hours Ended	28	8/6/2023
Hajek, Nicolaus	Branch Services Librarian I Branch Services Clerk - SUB	MAY111 450114	RCH111 450114	207 205	208 205	28 1	40 1	\$22.83 \$22.63	\$23.97 \$22.63		Promotion	40 1	8/6/2023
Hallal, Laurie	NBU Page Branch Services Clerk - SUB	BKL113	BKL113 450114	OSP	OSP 205	15	15 1	\$12.50	\$12.50 \$16.16		Add Second Rate	15 1	9/17/2023
Hargate, Faye	Branch Services Assistant I	GFH111	GFH111	207	207	32	20	\$21.52	\$21.52		SFFE Hours Ended	20	8/6/2023
Iyer, Lavanya	Digital Navigator Branch Services Assistant - SUB	506111 450114	506111 450114	207 207	207 207	30 1	32 1	\$23.27 \$23.27	\$23.27 \$23.27		Increase in Hours	32 1	9/3/2023
Jarrel, Madison	NBU Page - SUB	PAS113	PAS113	OEP	OSP	12	1	\$13.00	\$13.00		Transfer to Page Substitute	1	9/3/2023
Johanni, Angelique	Branch Services Clerk Branch Services Assistant - SUB	SLN111 450114	MDH111 450114	205 207	205 207	24 1	36 1	\$17.31 \$20.69	\$17.31 \$20.69		Transfer	36 1	7/23/2023
Johnson, Jennifer	Branch Services Assistant II Branch Services Librarian - SUB	SLN111	SLN111 450114	207	207 208	32	32 1	\$24.45	\$24.45 \$24.45		Add Second Rate	32 1	8/6/2023
Johnson, Shannon	NBU Page Branch Services Clerk - SUB Branch Services Assistant - SUB	SEU113 450114 450114	CHF113 450114 450114	OSP 205 207	OSP 205 207	15 1 1	15 1 1	\$13.00 \$16.16 \$20.04	\$13.00 \$16.16 \$20.04		Transfer	15 1 1	9/5/2023
Johnson, Stephanie	Branch Services Librarian - Generalist	MAY111	MAY111	209	208	40	40	\$27.91	\$26.58		Acting Position Ended	40	7/23/2023
Jones, Regan	Branch Services Assistant I	ORG111	ORG111	207	207	20	24	\$21.52	\$21.52		Increase in Hours	24	9/3/2023

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
Kacica, Lauren	AES Instructor Assistant Branch Services Assistant - SUB	508111 450114	508111 450114	207 207	207 207	20 1	24 1	\$22.89 \$22.89	\$22.89 \$22.89		Increase in Hours	24 1	8/20/2023
Kay, Megan	Branch Services Assistant I	NOL111	NOL111	207	207	36	28	\$21.09	\$21.09		SFFE Hours Ended	28	8/6/2023
Kazimir, Brandon	TSD Clerk - Acquisitions Branch Services Assistant - SUB	BPK111 450114	703111 450114	205 207	204 207	32 1	40 1	\$17.31 \$20.69	\$17.31 \$20.69		Acting Position Begins	40 1	9/5/2023
Khalid, Nadeem	Branch Services Assistant I	PAH111	PAH111	207	207	36	28	\$25.61	\$20.69		SFFE Hours Ended	28	8/6/2023
Kish, Eric	Media Services Coordinator Branch Services Clerk - SUB	613111 450114	404111 450114	208 205	207 205	40 1	40 1	\$25.19 \$22.63	\$25.19 \$22.63	Carina Palcisko	New Role	40 1	8/7/2023
Kowalski, Zachary	Branch Services Clerk	STV111	NRY111	205	205	28	36	\$17.31	\$17.31		Transfer	36	9/3/2023
Kowalski, Zachary	Branch Services Clerk Branch Services Assistant - SUB	STV111	STV111 450114	205	205 207	28	28 1	\$17.31	\$17.31 \$20.69		Add Second Rate	28 1	9/17/2023
Lenson, Heather	Branch Services Assistant I	SLN111	SLN111	207	207	20	16	\$22.84	\$22.83		SFFE Hours Ended	16	8/6/2023
Liberatore, Caroline	LLD Clerk Branch Services Assistant - SUB	PAS111 450114	506111 450114	205 207	205 207	20 1	40 1	\$17.83 \$20.69	\$17.83 \$20.69		Acting Position Begins	40 1	9/3/2023
Lumbus, Faith	Branch Services Clerk Branch Services Assistant - SUB	STV111 450114	STV111 450114	205 207	205 207	20 1	28 1	\$17.31 \$20.69	\$17.31 \$20.69		Temporary Hours Increase	28 1	9/3/2023
Marbury, Ariel	Homework Center coordinator Branch Services Assistant - SUB	450114	WVH113 450114	207	OSH 207	1	14 1	\$20.09	\$22.24 \$20.09		New Role	14 1	8/20/2023
Marra, Liza	NBU Page - SUB	CHF113	CHF114	OSP	OSP	10	1	\$13.00	\$13.00		Transfer to Page Substitute	1	7/30/2023
Minnear, Max	Delivery Driver I	605111	605111	205	205	40	40	\$16.16	\$16.16	Brian Wright	New Role	40	9/4/2023
Novak, Amanda	Branch Services Assistant I Branch Services Clerk - SUB	BED111 450114	BED111 450114	207 205	207 205	40 1	28 1	\$24.53 \$22.63	\$24.53 \$22.63		Decrease in Hours	28 1	8/27/2023
Ohlinger, Tian	Branch Services Clerk	STV111	STV111	205	205	24	32	\$16.16	\$16.16		Temporary Hours Increase	32	9/3/2023

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
Papcum, Erica	Branch Services Clerk Branch Services Librarian - SUB	PAS111	PAS111 450115	205	205 209	16	16 1	\$16.97	\$16.97 \$23.07		Add Second Rate	16 1	7/23/2023
Perkins, Sharmayne	AES Instructor I - Unlicensed Branch Services Assistant - SUB	508111 450114	508111 450114	207 207	207 207	16 1	32 1	\$26.48 \$26.48	\$26.48 \$26.48		Increase in Hours	32 1	8/20/2023
Regan, Kaitlyn	Branch Services Assistant I	PAH111	PAH111	207	207	28	20	\$23.27	\$23.27		SFFE Hours Ended	20	8/6/2023
Retting, Kathryn	Branch Services Librarian Supervisor	BCH111	NOL111	207	209	32	40	\$23.27	\$26.23		Acting Position Begins	40	7/23/2023
Retting, Kathryn	Branch Services Assistant II Branch Services Librarian - SUB	NOL111	BCH111 405114	209	207 208	40	32 1	\$26.23	\$23.27 \$23.27		Acting Position Ended	32 1	10/1/2023
Retting, Kathryn	Branch Services Librarian	BCH111	RCH111	207	208	32	40	\$23.27	\$24.43		Promotion	40	10/1/2023
Rias, Avis	Branch Services Assistant I	MPL111	MPL111	207	207	28	20	\$22.05	\$22.05		SFFE Hours Ended	20	8/6/2023
Robinson, Jessica	Branch Services Assistant II	PWR111	PWR111	207	207	32	24	\$23.17	\$23.17		SFFE Hours Ended	24	8/6/2023
Ruvolo, Lynn	Branch Services Assistant I	PWR111	PWR111	207	207	24	20	\$26.83	\$26.83		SFFE Hours Ended	20	8/6/2023
Schalk, Finn	Branch Services Assistant II Branch Services Clerk - SUB	BCH111 450114	BRV111 450114	207 205	207 205	32 1	28 1	\$24.45 \$22.63	\$24.45 \$22.63		Transfer	28 1	8/1/2023
Simone, Valerie	Branch Services Clerk	STV111	STV111	205	205	20	24	\$17.31	\$17.31		Increase in Hours	24	9/17/2023
Sinnema, Amy	Branch Services Assistant I	MDH111	MDH111	207	207	32	32	\$23.74	\$23.74		Increase in Hours	32	9/3/2003
Slobodchikova, Irina	AES Instructor I Branch Services Assistant I - SUB	508111 450114	508111 450114	207 207	207 207	35 1	40 1	\$27.05 \$27.05	\$27.05 \$27.05		Increase in Hours	40 1	8/6/2023
Spencer, Bryanta	Social Worker Manager II	500112	500112	30	40	40	40	\$37.86	\$41.65		Promotion	40	7/23/2023
Stacho, Tamera	TSD Assistant - Acquisitions Branch Services Clerk - SUB	703111 450114	703111 450114	204 205	206 205	40 1	40 1	\$20.29 \$20.29	\$21.30 \$21.30		Acting Position Begins	40 1	8/20/2023

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
Stasik, Laura	NBU Page - SUB	BKL113	BKL113	OSP	OSP	15	1	\$13.00	\$13.00		Transfer to Page Substitute	1	9/3/2023
Story, Justin	Branch Services Assistant I	BKL111	BKL111	207	207	36	28	\$22.16	\$22.16		SFFE Hours Ended	28	8/6/2023
Stutzman, Marie	Branch Services Clerk	FPR111	FPR111	205	205	40	40	\$22.63	\$27.11		Rate Adjustment	40	7/24/2023
Sullivan, Kathleen	Branch Manager	BKL112	BKL112	46	46	40	40	\$49.41	\$51.88		Acting Position Begins	40	8/20/2023
Sullivan, Kathleen	Branch Manager	BKL112	BKL112	46	46	40	40	\$51.88	\$49.41		Acting Position Ended	40	9/3/2023
Tengesdal, Jacie	Branch Services Assistant I	BED111	BED111	207	207	32	24	\$22.83	\$22.83		SFFE Hours Ended	24	8/6/2023
Vapenik, Michele	Branch Services Clerk	NRY111	NRY111	205	205	40	32	\$17.83	\$17.83		Decrease in Hours	32	8/6/2023
Voloshchak, Myroslava	Branch Services Assistant I - SUB	450114	450114	207	207	5	1	\$20.09	\$20.09		SFFE Hours Ended	1	8/6/2023
Weiss, Jeremy	AES Instructor II - Corrections Branch Services Assistant - SUB	508111 450114	508111 450114	208 207	208 207	32 1	36 1	\$24.90 \$24.90	\$24.90 \$24.90		Increase in Hours	36 1	8/20/2023
Winstead, Lakeisha	TSD Assistant - Acquisitions Branch Services Assistant - SUB	GFH111 450114	703111 450114	207 207	206 207	20 1	40 1	\$23.27 \$23.27	\$23.27 \$23.27		Acting Position Begins	40 1	8/20/2023
Wright, Brian	Shipping & Fleet Services Manager	605112	605112	40	40	40	40	\$32.81	\$38.46	Robert Johnston	Promotion	40	8/21/2023
Yoder, Rebecca	Family Advocate Branch Services Assistant - SUB	504113	504113 450114	OST	OST 207	10	10 1	\$12.00	\$12.00 \$20.09		Add Second Rate	10 1	9/17/2023
Youngless, Sarah	NBU Page - SUB	PAS113	PAS113	OEP	OSP	15	1	\$13.00	\$13.00		Transfer to Page Substitute	1	8/20/2023
Zukauckas, Julie	Branch Services Clerk Branch Services Librarian - SUB	BRV111 450114	MAY111 450114	208 208	205 208	40 1	16 1	\$31.37 \$31.37	\$22.63 \$23.07		New Role	16 1	8/20/2023

HUMAN RESOURCES DIVISION REPORT LIST NO. 2023-9

September 2023

CONFERENCE AND MEETING ATTENDANCE				
NAME	DATE (S)	AMOUNT	MILEAGE	MEETING
Andres, Heidi	9/22/2023	\$0.00	\$ 6.94	Inkubator / Literary Cleveland / Cleveland, Ohio
Baldwin, Rebecca	11/10/2023 - 11/12/2023	\$1,100.00	\$ -	YALSA Symposium / Young Adult Library Services Association / Saint Louis, MO
Brown, Lisa	9/13/2023	\$25.00	\$ -	SHRM Chapter Meeting / Akron SHRM / Akron, OH
Carpenter, Sarah	11/10/2023 - 11/12/2023	\$1,450.00	\$ -	YALSA Symposium / Young Adult Library Services Association / Saint Louis, MO
Chromik, George	10/11/2023 - 10/13/2023	\$310.00	\$ 31.83	Ohio GFOA 36th Annual Conference & Membership Meeting / Ohio GFOA / Cleveland, Ohio
Currie, Margaret	11/1/2023 - 11/3/2023	\$1,200.00	\$ -	Grant Summit / Grant Professionals Association / Kansas City, MO
Curry, Kaleb	11/1/2023	\$35.00	\$ 157.20	Ohio Afterschool Network Quarterly Meeting / OAN / Columbus, Ohio
Curry, Kaleb	10/5/2023 - 10/6/2023	\$0.00	\$ -	OELMA Yearly Conference / OELMA / Dublin, OH
Dolan, Robert	10/11/2023 - 10/13/2023	\$290.00	\$ -	Ohio GFOA 36th Annual Conference & Membership Meeting / Ohio GFOA / Cleveland, Ohio
Echols, Terrance	10/12/2023	\$60.00	\$ 163.75	AIM hire Workforce and Education Conference / Governor's Office of Workforce Transformation / Columbus, Ohio
Gallo, Erminia	11/10/2023 - 11/12/2023	\$1,029.00	\$ -	YALSA Symposium / Young Adult Library Services Association / Saint Louis, MO
James, Angeline	9/29/2023	\$90.00	\$ 19.65	NEO Aging and Disability Summit / Cuyahoga County Division of Senior and Adult Services / Warrensville Hts., Ohio
Johnson, Stephanie	10/11/2023	\$0.00	\$ -	NEO - RLS New Supervisors' Academy / NEO - RLS / Virtual
Johnson, Stephanie	11/9/2023	\$0.00	\$ 16.88	NEO - RLS New Supervisors' Academy / NEO - RLS / Twinsburg Public Library
Kanelos, Jessica	6/11/2023 - 6/13/2023	\$1,454.55	\$ -	International Public Library Fundraising Conference / CCPL / Austin, Texas
Kincer, Laurie	9/22/2023 - 9/23/2023	\$80.00	\$ -	Inkubator / Literary Cleveland / Cleveland, Ohio
Krueger, Kristi	9/20/2023	\$0.00	\$ -	2023 Koha - US Annual Conference / Koha / Virtual
MacGregor, Elise	9/22/2023	\$15.00	\$ -	Inkubator / Literary Cleveland / Cleveland, Ohio
Marting, Aimee	9/12/2023	\$0.00	\$ 43.23	Youth Adapted & Inclusive Programming / Northeast Ohio Regional Library System / Westlake, OH
Merlene, Kate	10/25/2023	\$0.00	\$ -	Back to the Book / NEO-RLS / Twinsburg, Ohio
Merlene, Kate	10/26/2023	\$0.00	\$ -	Library Journal Day of Dialog / Library Journal / Virtual

CONFERENCE AND MEETING ATTENDANCE				
NAME	DATE (\$)	AMOUNT	MILEAGE	MEETING
Power, Katie	11/29/2023	\$0.00	\$ -	Youth Mental Health First Aid / NEO - RLS / Virtual
Rak, Kathleen	11/9/2023	\$0.00	\$ 25.00	2023 NEO-RLS New Supervisors' Academy / NEO-RLS / Twinsburg, Ohio
Schreiber, Mary	1/19/2024 - 1/22/2024	\$1,600.00	\$ -	LibLearnX (formerly ALA Midwinter) / ALA / Baltimore, MD
Sedlacko, Jamie	10/17/2023	\$35.00	\$ -	Sensory Storytime Webinar / Ohio Library Council / Virtual
Spencer, Bryanta	10/9/2023	\$0.00	\$ 39.30	Staff Development Day / Northeast Ohio Regional Library System / Willoughby, Ohio
Spencer, Bryanta	9/22/2023	\$0.00	\$ 17.95	Staff Day / Cleveland Heights Public Library / Cleveland Heights, Ohio
Trivisonno, Maria	9/27/2023	\$384.00	\$ 334.18	OLC Convention / Ohio Library Council / Cincinnati, Ohio
		\$9,157.55		

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Financial Statement Analysis

August 2023

Revenues

We received distributions for both of our property tax levies (2.5 and 1.0 Mills) from the County. With these distributions, we will only receive a few more dollars for the remainder of the year. Based on these distributions, we are running slightly over what we had budgeted.

We have yet to receive our reimbursement from the State for the Homestead Exemptions for the 2.5 mill Levy. As a reminder, we only receive a reimbursement from the State for Homestead Exemption on our 2.5 mill Levy. The ORC no longer requires the State to reimburse local governments for Homestead Exemptions on Property Tax levies.

Our August distribution for the PLF was received in the amount of \$1,914,391.06. The last budget estimate from the Ohio Department of Budget and Management was received and is showing more than what we have budgeted. We will continue to monitor the amounts received monthly. This monthly distribution is more than we received in August 2022.

Fines and Fees collected in August were slightly more than last year. The amount collected for passport processing and photos exceeded what was collected last year for August.

We continue to see an increase in the amount of interest we are receiving on our investments. We will continue to monitor this account and may need to increase the revenue budget towards the end of the year to account for this increase.

Refunds and Reimbursements received in August include Erate Funds amounting to \$70,920.00.

The remainder of the revenue accounts are where we would expect them to be at this point in our fiscal year.

Expenses

The Salaries and Benefits accounts for eight months into our fiscal year are slightly over budget. August was a 3 pay month and we expect the budget to even out over the remaining 4 months of the year. We will continue to monitor the budget monthly.

The Library Materials accounts reflect an overall expense and encumbrance of 74.4%. This is typical as the first half of the year is a larger buying time for materials.

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

Please note we have also updated the Capital Fund projects to reflect all the current Budgets, Expenses and Encumbrances for the projects.

Investments

There were nine purchases of Commercial Paper purchased for the month of July as follows:

Citigroup Global Markets, Inc \$1,000,000 at a yield of 5.91%

BofA Securities, Inc. \$1,000,000 at a yield of 5.75%

Rbc Capital Markets, LLC \$500,000 at a yield of 5.86%

JP Morgan Securities, LLC \$700,000 at a yield of 5.92%

Citibank \$500,000 at a yield of 5.68%

Citibank \$1,000,000 at a yield of 5.86%

JP Morgan Securities, LLC \$500,000 at a yield of 5.89%

Citibank \$500,000 at a yield of 5.90%

Rbc Capital Markets, LLC \$500,000 at a yield of 5.80%

There was one Agency Security purchased for the month of July As follows:

Cap Institutional Services, Inc \$545,000 at a yield of 6.00%

There were nine purchases of Commercial Paper purchased for the month of August as follows:

Citibank \$250,000 at a yield of 5.92%

Bny Capital Markets, Inc \$500,000 at a yield of 5.88%

JP Morgan Securities LLC \$485,000 at a yield of 5.84%

Rbc Capital Markets LLC \$425,000 at a yield of 5.77%

Rbc Capital Markets LLC \$820,000 at a yield of 5.75%

Bank of New York \$1,500,000 at a yield of 5.91%

Rbc Capital Markets LLC \$500,000 at a yield of 5.80%

Rbc Capital Markets LLC \$1,000,000 at a yield of 5.82%

Rbc Capital Markets LLC \$415,000 at a yield of 5.84%

There were five purchases of Certificate of Deposits purchased for the month of August as follows:

Charles Schwab Bank, SSB \$237,000 at a yield of 5.35%

Flagstar Bank, NA \$40,000 at a yield of 5.30%

Multi-Bank Securities, Inc \$248,000 at a yield of 5.00%

Multi-Bank Securities, Inc \$243,000 at a yield of 5.08%

Multi-Bank Securities, Inc \$249,000 at a yield of 4.84%

There were two purchases of Agency Securities purchased for the month of August as follows:

Stonex Financial Inc \$550,000 at a yield of 5.19%

Loop Capital Markets LLC \$500,000 at a yield of 4.64%

Transfers and Advances

There was one transfer for the month of August:

\$2,118.76 from the General Fund into the Adult Educational Services fund for a match on the SNAP Program.

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CUYAHOGA COUNTY PUBLIC LIBRARY								General Fund		
REVENUE								58.3% of Year		
Fiscal 2023 -July										
Acct. No.	General Fund Line Item Description	2023 Revenue	2022 Final Revenue	2023 MTD Received	2022 MTD Received	2023 YTD Received	2022 YTD Received	2023 % Received	2023 Balance	Notes
1200	General Property Taxes	\$58,128,450.00	\$58,211,919.16	\$4,602,000.00	\$5,335,525.57	\$36,908,808.02	\$36,990,932.15	63.5%	(\$21,219,641.98)	
	Gen Prop Taxes-Rel Estate 2.5 Mills	\$39,428,450.00	\$39,468,008.53	\$2,690,000.00	\$3,198,525.57	\$24,655,872.63	\$24,709,993.67	62.5%	(\$14,772,577.37)	
	Gen Prop Taxes-Rel Estate 1.0 Mills	\$18,700,000.00	\$18,743,910.63	\$1,912,000.00	\$2,137,000.00	\$12,252,935.39	\$12,280,938.48	65.5%	(\$6,447,064.61)	
1250	Intergovernmental	\$30,654,620.75	\$31,116,767.95	\$2,503,148.92	\$2,479,225.27	\$18,153,527.84	\$18,097,611.36	59.2%	(\$12,501,092.91)	
	Public Library Fund	\$25,883,070.75	\$26,345,222.57	\$2,503,148.92	\$2,479,225.27	\$15,793,866.67	\$15,726,217.19	61.0%	(\$10,089,204.08)	
	Property Taxes	\$4,771,550.00	\$4,771,545.38	\$0.00	\$0.00	\$2,359,661.17	\$2,371,394.17	49.5%	(\$2,411,888.83)	
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	\$800,000.00	\$903,319.09	\$89,490.45	\$72,551.33	\$789,274.77	\$533,222.57	98.7%	(\$10,725.23)	
	Fines and Fees Income	\$50,000.00	\$50,060.47	\$10,386.70	\$3,161.48	\$29,091.71	\$31,109.51	58.2%	(\$20,908.29)	
	Passport Fee	\$559,400.00	\$627,570.00	\$56,245.00	\$51,435.00	\$549,045.00	\$371,545.00	98.1%	(\$10,355.00)	
	Passport Photo Fee	\$180,000.00	\$216,220.00	\$21,340.00	\$17,830.00	\$193,820.00	\$126,130.00	107.7%	\$13,820.00	
	Electric Vehicle Charging	\$600.00	\$562.37	\$0.00	\$124.85	\$310.81	\$181.81	0.0%	(\$289.19)	
	Meeting Room Rental Fees	\$10,000.00	\$8,906.25	\$1,518.75	\$0.00	\$17,007.25	\$4,256.25	170.1%	\$7,007.25	
4000	Interest	\$300,000.00	\$332,469.88	\$34,980.23	\$13,092.87	\$295,292.02	\$44,881.10	98.4%	(\$4,707.98)	
5500	Services Provided Other Entities	\$5,000.00	\$6,006.00	\$1,305.11	\$45.00	\$5,437.46	\$5,161.00	108.7%	\$437.46	
6100	Restricted Gifts	\$0.00	\$149,414.22	\$0.00	\$0.00	\$0.00	\$6,654.22	0.0%	\$0.00	
6500	Unrestricted Gifts	\$100,000.00	\$1,158.04	\$50.00	\$0.00	\$11,392.33	\$226.49	11.4%	(\$88,607.67)	
8100	Sale of Property	\$25,000.00	\$21,432.77	\$0.00	\$4,880.00	\$7,543.23	\$7,802.77	30.2%	(\$17,456.77)	
8200	Sale of Resale Supplies	\$87,220.00	\$83,754.94	\$7,743.74	\$7,520.08	\$59,538.72	\$45,037.26	68.3%	(\$27,681.28)	
8300	Rental of Real Property	\$23,110.00	\$21,180.50	\$0.00	\$1,925.50	\$9,627.50	\$11,553.00	0.0%	(\$13,482.50)	
8700	Refunds and Reimbursements	\$152,670.00	\$233,593.94	\$184.29	\$133,101.36	\$64,929.40	\$148,982.41	42.5%	(\$87,740.60)	
8900	Miscellaneous	\$12,000.00	\$18,620.39	\$330.00	\$115.00	\$5,610.24	\$12,824.65	46.8%	(\$6,389.76)	
9800	Advances In	\$45,540.85	\$146,396.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$45,540.85)	
9900	Transfers In	\$0.00	\$68,881.01	\$0.00	\$0.00	\$0.00	\$653.47	0.0%	\$0.00	
	Carryover	\$500,000.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	100.0%	\$0.00	
TOTAL -- General Fund		\$90,833,611.60	\$91,814,913.89	\$7,239,232.74	\$8,047,981.98	\$56,810,981.53	\$56,405,542.45	62.5%	(\$34,022,630.07)	
TOTAL -- Capital Fund - 402		\$750,000.00	\$19,514,789.94	\$337,055.26	\$14,320.43	\$1,469,892.57	\$627,924.69	196.0%	\$719,892.57	
TOTAL -- Note Retirement Fund - 301		\$4,497,008.77	\$4,481,224.54	\$18,437.30	\$0.00	\$4,535,900.94	\$4,449,855.85	100.9%	\$38,892.17	
TOTAL -- Trust Fund (Regular) - 701		\$25,000.00	\$102,194.12	\$3,255.70	\$8,284.76	\$48,143.45	\$59,140.56	192.6%	\$23,143.45	
TOTAL -- Trust Fund (Special) - 702		\$65,000.00	\$69,759.16	\$4,460.17	\$2,006.53	\$41,438.50	\$51,626.42	63.8%	(\$23,561.50)	
TOTAL -- Endowment Fund - 801		\$250.00	\$326.63	\$80.82	\$27.21	\$514.90	\$73.31	206.0%	\$264.90	
TOTAL -- Agency Fund (FSA) - 901		\$80,000.00	\$86,002.50	\$8,508.54	\$7,151.42	\$60,615.92	\$50,321.20	75.8%	(\$19,384.08)	
TOTAL -- Libraries Accelerated Learning - 222		\$428,157.56	\$0.00	\$29,528.54	\$0.00	\$85,374.97	\$0.00	19.9%	(\$342,782.59)	
TOTAL -- Project Build - 223		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- My Com Neighborhood - 242		\$0.00	\$32,499.67	\$0.00	\$0.00	\$0.00	\$32,499.67	0.0%	\$0.00	
TOTAL -- Memory Lab Grant - 243		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- WVH Garden Grant - 244		\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%	\$0.00	
TOTAL -- Adult Education Services - 247		\$2,440,264.62	\$1,670,824.11	\$22,826.39	\$255,408.16	\$744,665.57	\$977,459.45	30.5%	(\$1,695,599.05)	
TOTAL -- Family Engagement - 249		\$272,152.00	\$147,299.05	\$32,554.57	\$2,341.40	\$90,852.67	\$54,341.40	33.4%	(\$181,299.33)	
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		\$120,000.00	\$255,170.28	\$0.00	\$0.00	\$0.00	\$125,000.00	0.0%	(\$120,000.00)	
TOTAL --Digital Literacy- 265		\$440,404.00	\$91,000.00	\$15,000.00	\$33,250.00	\$48,250.00	\$66,500.00	0.0%	(\$392,154.00)	
TOTAL --OH EPA Charging Station- 266		\$0.00	\$26,806.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL --SLN Innovaton Center- 267		\$850,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$0.00	0.0%	(\$600,000.00)	
TOTAL -- Student Success - 270		\$570,617.25	\$211,726.90	\$56,100.00	\$0.00	\$131,100.00	\$65,000.00	23.0%	(\$439,517.25)	
TOTAL -- Summer Camps - 280		\$0.00	\$98,946.00	\$0.00	\$0.00	\$0.00	\$39,500.00	0.0%	\$0.00	
TOTAL -- Special School Program. - 293		\$39,297.25	\$118,567.15	\$925.00	\$23,687.94	\$16,799.84	\$66,650.57	42.8%	(\$22,497.41)	
GRAND TOTAL -- All Funds		\$101,413,763.05	\$118,724,049.94	\$7,767,965.03	\$8,394,459.83	\$64,336,530.86	\$63,073,435.57	63.4%	(\$37,077,232.19)	

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2023 July												
58.3% of Year												
Acct. No.	General Fund Line Item Description	2023 Appropriation	2022 C/O Encumbrance	2022 Final Expended	2023 MTD Expended	2022 MTD Expended	2023 YTD Expended	2022 YTD Expended	2023 Enc + PY Enc	2023 Exp+Enc	2023% Exp+Enc	2023 Balance
1000s	SALARIES & BENEFITS	46.6%										
1110	Salaries	\$30,800,000.00	\$0.00	\$29,339,850.22	\$2,388,536.91	\$2,309,361.46	\$17,913,683.18	\$16,806,423.42	\$0.00	\$17,913,683.18	58.2%	\$12,886,316.82
1400	Retirement Benefits-Employer	\$4,311,302.00	\$0.00	\$4,101,309.03	\$335,791.32	\$319,654.05	\$2,507,963.97	\$2,362,262.62	\$0.00	\$2,507,963.97	58.2%	\$1,803,338.03
1600	Insurance Benefits-Employer	\$7,116,260.00	\$0.00	\$6,597,211.16	\$497,446.22	\$523,347.03	\$3,944,302.54	\$4,042,507.18	\$0.00	\$3,944,302.54	55.4%	\$3,171,957.46
1900	Other Employee Benefits	\$72,438.00	\$0.00	\$23,378.67	\$1,707.12	\$14,758.61	\$46,238.18	\$19,595.18	\$0.00	\$46,238.18	63.8%	\$26,199.82
	SUBTOTAL -- SALARIES & BENEFITS	\$42,300,000.00	\$0.00	\$40,061,749.08	\$3,223,481.57	\$3,167,121.15	\$24,412,187.87	\$23,230,788.40	\$0.00	\$24,412,187.87	57.7%	\$17,887,812.13
2000s	SUPPLIES	1.7%										
2100	General Administrative Supplies	\$918,950.00	\$69,065.15	\$769,369.23	\$92,329.47	\$21,174.93	\$533,180.59	\$331,594.04	\$271,977.91	\$805,158.50	81.5%	\$182,856.65
2200	Property Maintenance & Repair Supplies	\$451,305.00	\$1,958.38	\$327,216.72	\$16,356.86	\$26,504.40	\$188,592.76	\$194,252.18	\$264,426.21	\$453,018.97	99.9%	\$244.41
2300	Motor Equipment Fuel & Supplies	\$103,680.00	\$700.00	\$88,557.77	\$5,396.72	\$7,581.72	\$51,442.36	\$53,610.13	\$52,458.01	\$103,900.37	99.5%	\$479.63
2500	Supplies for Resale	\$60,065.00	\$0.00	\$60,065.00	\$6,300.00	\$0.00	\$26,175.00	\$24,330.00	\$23,825.00	\$50,000.00	83.2%	\$10,065.00
	SUBTOTAL -- SUPPLIES	\$1,534,000.00	\$71,723.53	\$1,245,208.72	\$120,383.05	\$55,261.05	\$799,390.71	\$603,786.35	\$612,687.13	\$1,412,077.84	87.9%	\$193,645.69
3000s	PURCHASED & CONTRACTED SERVICES	17.2%										
3100	Travel & Meeting Expenses	\$180,185.00	\$0.00	\$122,327.10	\$21,508.37	\$22,448.75	\$57,126.92	\$55,677.97	\$0.00	\$57,126.92	31.7%	\$123,058.08
3200	Communications-Printing & Publications	\$1,313,315.00	\$0.00	\$1,398,864.02	\$90,258.23	\$120,956.84	\$769,430.88	\$795,717.16	\$369,998.59	\$1,139,429.47	86.8%	\$173,885.53
3300	Property Maintenance & Repair Service	\$5,368,587.00	\$428,508.76	\$5,785,426.62	\$469,494.96	\$186,923.80	\$3,150,764.92	\$2,451,209.75	\$2,446,492.39	\$5,597,257.31	96.6%	\$199,838.45
3400	Insurance	\$377,300.00	\$0.00	\$362,738.44	\$195.00	\$0.00	\$64,785.00	\$59,071.00	\$312,515.00	\$377,300.00	100.0%	\$0.00
3500	Rents and Leases	\$1,182,585.00	\$24,500.00	\$612,860.85	\$50,896.49	\$75,400.42	\$571,124.23	\$410,020.44	\$635,900.53	\$1,207,024.76	100.0%	\$60.24
3600	Utilities	\$1,697,025.00	\$0.00	\$1,425,946.05	\$123,067.62	\$114,359.24	\$860,435.65	\$832,051.75	\$0.00	\$860,435.65	50.7%	\$836,589.35
3700	Professional Services	\$2,768,042.00	\$495,427.17	\$3,067,294.75	\$91,346.08	\$580,324.90	\$1,642,191.58	\$1,837,378.24	\$1,620,894.27	\$3,263,085.85	100.0%	\$383.32
3900	Other Contracted Services	\$2,754,761.00	\$274,025.00	\$2,058,335.57	\$85,861.91	\$85,958.26	\$1,747,948.70	\$1,372,636.00	\$1,257,983.34	\$3,005,932.04	99.2%	\$22,853.96
	SUBTOTAL -- CONTRACTED SERVICES	\$15,641,800.00	\$1,222,460.93	\$14,833,793.40	\$932,628.66	\$1,186,372.21	\$8,863,807.88	\$7,813,762.31	\$6,643,784.12	\$15,507,592.00	92.0%	\$1,356,668.93
4000s	LIBRARY MATERIALS & INFORMATION	11.0%										
4100	Books & Pamphlets	\$6,774,000.00	\$346,645.84	\$7,552,274.61	\$473,023.16	\$602,080.91	\$4,565,154.45	\$4,653,102.75	\$789,136.43	\$5,354,290.88	75.2%	\$1,766,354.96
4200	Periodicals	\$160,000.00	\$0.00	\$175,194.91	\$580.23	\$445.50	\$15,584.48	\$5,786.23	\$0.00	\$15,584.48	9.7%	\$144,415.52
4300	Audiovisual Material	\$1,729,000.00	\$150,781.82	\$1,038,259.67	\$66,001.93	\$94,865.65	\$668,187.34	\$637,032.14	\$200,352.70	\$868,540.04	46.2%	\$1,011,241.78
4500	Computer Services & Information	\$1,300,000.00	\$0.00	\$1,226,758.65	\$217,334.36	\$102,075.99	\$816,845.60	\$731,266.10	\$685.00	\$817,530.60	62.9%	\$482,469.40
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	\$37,000.00	\$7,010.00	\$55,585.45	\$4,112.93	\$3,584.52	\$30,312.77	\$24,366.53	\$3,730.99	\$34,043.76	77.4%	\$9,966.24
	SUBTOTAL -- LIBRARY MATERIALS	\$10,000,000.00	\$504,437.66	\$10,048,073.29	\$761,052.61	\$803,052.57	\$6,096,084.64	\$6,051,553.75	\$993,905.12	\$7,089,989.76	67.5%	\$3,414,447.90
5000s	CAPITAL OUTLAY	6.8%										
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	\$1,552,280.00	\$49,627.00	\$218,285.88	\$419,125.85	\$0.00	\$1,047,843.40	\$5,500.00	\$551,723.60	\$1,599,567.00	99.9%	\$2,340.00
5500	Furniture & Equipment	\$4,413,480.00	\$1,219,564.42	\$1,279,607.57	\$167,429.65	\$63,073.38	\$1,011,244.77	\$686,445.96	\$2,664,644.81	\$3,675,889.58	65.3%	\$1,957,154.84
5700	Motor Vehicles	\$251,940.00	\$38,085.00	\$63,706.05	\$0.00	\$0.00	\$193,472.20	\$45,002.00	\$57,925.00	\$251,397.20	0.0%	\$38,627.80
	SUBTOTAL -- CAPITAL OUTLAY	\$6,217,700.00	\$1,307,276.42	\$1,561,599.50	\$586,555.50	\$63,073.38	\$2,252,560.37	\$736,947.96	\$3,274,293.41	\$5,526,853.78	73.4%	\$1,998,122.64
7000s	OTHER OBJECTS	0.1%										
7100	Dues and Memberships	\$66,450.00	\$0.00	\$67,547.92	\$47.40	\$1,540.00	\$45,770.43	\$50,106.92	\$19,600.00	\$65,370.43	98.4%	\$1,079.57
7200	Taxes and Assessments	\$31,945.00	\$0.00	\$29,889.54	\$7,758.61	\$7,663.66	\$28,087.98	\$21,942.43	\$0.00	\$28,087.98	87.9%	\$3,857.02
7500	Refunds and Reimbursements	\$3,810.00	\$0.00	\$3,347.95	\$43.85	\$862.74	\$3,655.67	\$2,741.45	\$0.00	\$3,655.67	95.9%	\$154.33
7900	Other Miscellaneous Expenses	\$4,295.00	\$2,000.00	\$2,607.71	\$910.00	\$812.28	\$5,657.49	\$1,922.92	\$300.00	\$5,957.49	94.6%	\$337.51
	SUBTOTAL -- OTHER OBJECTS	\$106,500.00	\$2,000.00	\$103,393.12	\$8,759.86	\$10,878.68	\$83,171.57	\$76,713.72	\$19,900.00	\$103,071.57	95.0%	\$5,428.43
8000s	CONTINGENCY	0.1%										
8999	Contingency	\$133,611.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$133,611.60
	SUBTOTAL -- CONTINGENCY	\$133,611.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$133,611.60
9000s	TRANSFERS OUT	16.4%										
9899	Advances to Other Funds	\$0.00	\$0.00	\$45,540.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
9999	Transfers to Other Funds	\$14,900,000.00	\$0.00	\$23,457,520.92	\$1,377.81	\$18,533.77	\$4,583,468.14	\$4,625,103.48	\$0.00	\$4,583,468.14	30.8%	\$10,316,531.86
	SUBTOTAL -- TRANSFERS OUT	\$14,900,000.00	\$0.00	\$23,503,061.77	\$1,377.81	\$18,533.77	\$4,583,468.14	\$4,625,103.48	\$0.00	\$4,583,468.14	30.8%	\$10,316,531.86
	GRAND TOTAL -- General Fund	\$90,833,611.60	\$3,107,898.54	\$91,356,878.88	\$5,634,239.06	\$5,304,292.81	\$47,090,671.18	\$43,138,655.97	\$11,544,569.78	\$58,635,240.96	62.4%	\$35,306,269.18

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2023 July												
58.3% of Year												
FUND	Line Item Description	2023 Appropriation	2022 C/O Encumbrance	2022 Final Expended	2023 MTD Expended	2022 MTD Expended	2023 YTD Expended	2022 YTD Expended	2023 ENC + PY Enc	2023 Exp+Enc	2023 % Exp+Enc	2023 Balance
222	TOTAL -- Libraries Accelerated Learning	\$428,157.56	\$0.00	\$0.00	\$15,871.90	\$0.00	\$124,268.53	\$0.00	\$64,231.87	\$188,500.40	44.0%	\$239,657.16
223	TOTAL -- Project Build	\$25,622.89	\$0.00	\$14,990.20	\$0.00	\$0.00	\$139.38	\$14,965.50	\$0.00	\$139.38	0.5%	\$25,483.51
242	TOTAL -- MyCom Neighborhood	\$1,154.61	\$0.00	\$80,351.51	\$0.00	\$0.00	\$1,154.61	\$80,351.51	\$0.00	\$1,154.61	0.0%	\$0.00
244	TOTAL -- WVH Garden Grant	\$3,075.86	\$0.00	\$1,970.81	\$0.00	\$209.94	\$0.00	\$1,257.26	\$250.00	\$250.00	8.1%	\$2,825.86
247	TOTAL -- Adult Education Services	\$2,704,162.75	\$0.00	\$1,599,840.58	\$111,877.81	\$86,865.31	\$999,428.92	\$882,251.16	\$24,191.15	\$1,023,620.07	37.9%	\$1,680,542.68
249	TOTAL -- Family Engagement	\$309,066.50	\$0.00	\$165,384.55	\$9,041.37	\$7,114.88	\$108,289.79	\$66,213.44	\$59,572.30	\$167,862.09	0.0%	\$141,204.41
253	TOTAL -- IPAD Lab	\$0.00	\$0.00	\$33.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
256	TOTAL -- Food & Culinary Literacy Programs	\$32,001.35	\$0.00	\$1,064.08	\$1,095.43	\$0.00	\$4,594.04	\$0.00	\$740.06	\$5,334.10	16.7%	\$26,667.25
257	TOTAL -- Hotspot Lending Program	\$130,170.28	\$0.00	\$245,000.00	\$9,421.48	\$0.00	\$65,996.81	\$58,580.38	\$24,003.19	\$90,000.00	69.1%	\$40,170.28
265	TOTAL --Digital Literacy	\$542,212.65	\$0.00	\$222,668.71	\$16,618.65	\$6,476.76	\$66,794.33	\$173,868.87	\$0.00	\$66,794.33	12.3%	\$475,418.32
266	TOTAL --OH EPA Charging Station Grant	\$0.00	\$0.00	\$26,806.00	\$0.00	\$0.00	\$0.00	\$15,930.00	\$0.00	\$0.00	0.0%	\$0.00
267	TOTAL -- SLN Innovation Center	\$850,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,435.00	\$0.00	\$0.00	\$6,435.00		\$843,565.00
270	TOTAL -- Student Success	\$571,117.25	\$0.00	\$215,204.29	\$4,912.93	\$6,476.38	\$168,740.79	\$123,412.62	\$0.00	\$168,740.79	29.5%	\$402,376.46
280	TOTAL -- Summer Camps	\$61,067.82	\$0.00	\$37,878.18	\$18,686.10	\$3,091.00	\$52,269.26	\$33,048.68	\$8,798.56	\$61,067.82	0.0%	\$0.00
293	TOTAL -- Special School Programming	\$39,297.25	\$0.00	\$182,764.37	\$1,158.27	\$11,077.48	\$11,494.45	\$90,379.95	\$175.00	\$11,669.45	29.7%	\$27,627.80
301	TOTAL -- Note Retirement Fund	\$4,527,878.00	\$0.00	\$4,498,249.46	\$0.00	\$0.00	\$456,689.33	\$511,874.73	\$0.00	\$456,689.33	10.1%	\$4,071,188.67
402	TOTAL -- Capital Fund	\$10,000,000.00	\$1,568,874.76	\$4,789,536.46	\$26,951.54	\$218,359.14	\$1,324,742.57	\$3,288,559.76	\$16,582,084.93	\$17,906,827.50	154.8%	(\$6,337,952.74)
701	TOTAL -- Trust Fund (Regular)	\$140,000.00	\$2,352.98	\$324,591.31	\$4,580.63	\$3,350.31	\$61,440.29	\$261,229.05	\$11,412.21	\$72,852.50	51.2%	\$69,500.48
702	TOTAL -- Trust Fund (Special)	\$850,000.00	\$0.00	\$158,969.10	\$0.00	\$0.00	\$0.00	\$138,982.76	\$0.00	\$0.00	0.0%	\$850,000.00
801	TOTAL -- Endowment Fund	\$2,500.00	\$322.19	\$2,094.09	\$235.47	\$45.50	\$1,864.19	\$1,062.62	\$481.57	\$2,345.76	83.1%	\$476.43
901	TOTAL -- Agency Fund (FSA)	\$100,000.00	\$0.00	\$117,085.27	\$5,250.10	\$6,615.62	\$64,166.10	\$50,946.14	\$0.00	\$64,166.10	64.2%	\$35,833.90
	GRAND TOTAL -- All Funds	\$21,317,484.77	\$1,571,549.93	\$12,684,482.70	\$225,701.68	\$349,682.32	\$3,518,508.39	\$5,792,914.43	\$16,775,940.84	\$20,294,449.23	88.7%	\$2,594,585.47

CUYAHOGA COUNTY PUBLIC LIBRARY							
Capital Fund Balances							
Fiscal 2023 -July							
FUND	CC	Project Budget	2023 Expenditures	Expenditures To Date (1)	Encumbered & Unpaid (2)	Project Balance (3)	STATUS
Capital Fund - 402							
Beachwood	007	\$21,000,000.00	\$0.00	\$0.00	\$6,366.00	\$20,993,634.00	
Brecksville	013	\$800,000.00	\$26,469.53	\$33,179.53	\$9,943.42	\$756,877.05	
Brooklyn	019	\$17,662,550.00	\$713,891.29	\$1,020,264.06	\$15,986,959.32	\$655,326.62	
North Olmsted	046	\$382,000.00	\$241,676.66	\$281,617.72	\$61,755.34	\$38,626.94	
Parma Heights	061	\$11,500,000.00	\$4,782.75	\$4,782.75	\$37,884.25	\$11,457,333.00	
Solon	073	\$4,793,000.00	\$6,755.00	\$6,755.00	\$350,162.00	\$4,436,083.00	
Total Capital Fund - 402		\$56,137,550.00	\$993,575.23	\$1,346,599.06	\$16,446,704.33	\$17,344,246.61	

CUYAHOGA COUNTY PUBLIC LIBRARY				
All Funds Cash Balance				
Fiscal 2023 --July				
Fund	Beginning Cash Balance	Receipts To Date	Expenditures To Date	Cash Balance
General Fund	\$3,607,898.54	\$56,310,981.53	\$47,090,671.18	\$12,828,208.89
Debt Service	\$30,869.23	\$4,535,900.94	\$456,689.33	\$4,110,080.84
Capital Fund - 402	\$48,515,463.59	\$1,469,892.57	\$1,324,742.57	\$48,660,613.59
Trust Fund - Regular	\$271,514.37	\$48,143.45	\$61,440.29	\$258,217.53
Trust Fund - Special	\$1,389,245.20	\$41,438.50	\$0.00	\$1,430,683.70
Endowment Fund	\$17,503.65	\$514.90	\$1,864.19	\$16,154.36
Agency Fund	\$21,199.57	\$60,615.92	\$64,166.10	\$17,649.39
Libraries Accelerated Learning	\$0.00	\$85,374.97	\$124,268.53	(\$38,893.56)
Project Build	\$25,622.89	\$0.00	\$139.38	\$25,483.51
Keybank FNDTH College Prep/Entrepreneurship	\$0.00	\$0.00	\$0.00	\$0.00
MyCom Neighborhood	\$1,154.61	\$0.00	\$1,154.61	(\$0.00)
Memory Lab Grant	\$0.00	\$0.00	\$0.00	\$0.00
WVH Garden Grant	\$1,075.86	\$2,000.00	\$0.00	\$3,075.86
Adult Education Services (AES)	\$263,898.13	\$744,665.57	\$999,428.92	\$9,134.78
Family Engagement	\$36,914.50	\$90,852.67	\$108,289.79	\$19,477.38
IPAD Lab	(\$0.00)	\$0.00	\$0.00	(\$0.00)
Food & Culinary Literacy Programs	\$32,001.35	\$0.00	\$4,594.04	\$27,407.31
Hotspot Lending Program	\$10,170.28	\$0.00	\$65,996.81	(\$55,826.53)
Digital Literacy	\$101,808.65	\$48,250.00	\$66,794.33	\$83,264.32
SLN Innovation Center	\$0.00	\$250,000.00	\$6,435.00	\$243,565.00
Student Success	\$500.00	\$131,100.00	\$168,740.79	(\$37,140.79)
Summer Camps	\$61,067.82	\$0.00	\$52,269.26	\$8,798.56
Kindergarten and Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00
Special School Programming	\$0.00	\$16,799.84	\$11,494.45	\$5,305.39
SUBTOTAL	\$54,387,908.24	\$63,836,530.86	\$50,609,179.57	\$67,615,259.53

CUYAHOGA COUNTY PUBLIC LIBRARY								General Fund		
REVENUE								66.7% of Year		
Fiscal 2023 -August										
Acct. No.	General Fund Line Item Description	2023 Revenue	2022 Final Revenue	2023 MTD Received	2022 MTD Received	2023 YTD Received	2022 YTD Received	2023 % Received	2023 Balance	Notes
1200	General Property Taxes	\$58,128,450.00	\$58,211,919.16	\$22,476,036.88	\$21,210,992.32	\$59,384,844.90	\$58,201,924.47	102.2%	\$1,256,394.90	
	Gen Prop Taxes-Rel Estate 2.5 Mills	\$39,428,450.00	\$39,468,008.53	\$15,629,380.63	\$14,748,020.17	\$40,285,253.26	\$39,458,013.84	102.2%	\$856,803.26	
	Gen Prop Taxes-Rel Estate 1.0 Mills	\$18,700,000.00	\$18,743,910.63	\$6,846,656.25	\$6,462,972.15	\$19,099,591.64	\$18,743,910.63	102.1%	\$399,591.64	
1250	Intergovernmental	\$30,654,620.75	\$31,116,767.95	\$1,914,391.06	\$1,858,570.84	\$20,067,918.90	\$19,956,182.20	65.5%	(\$10,586,701.85)	
	Public Library Fund	\$25,883,070.75	\$26,345,222.57	\$1,914,391.06	\$1,858,570.84	\$17,708,257.73	\$17,584,788.03	68.4%	(\$8,174,813.02)	
	Property Taxes	\$4,771,550.00	\$4,771,545.38	\$0.00	\$0.00	\$2,359,661.17	\$2,371,394.17	49.5%	(\$2,411,888.83)	
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	\$800,000.00	\$903,319.09	\$84,451.60	\$82,952.95	\$873,726.37	\$616,175.52	109.2%	\$73,726.37	
	Fines and Fees Income	\$50,000.00	\$50,060.47	(\$3,906.51)	\$3,669.20	\$25,185.20	\$34,778.71	50.4%	(\$24,814.80)	
	Passport Fee	\$559,400.00	\$627,570.00	\$65,695.00	\$58,310.00	\$614,740.00	\$429,855.00	109.9%	\$55,340.00	
	Passport Photo Fee	\$180,000.00	\$216,220.00	\$24,675.00	\$19,880.00	\$218,495.00	\$146,010.00	121.4%	\$38,495.00	
	Electric Vehicle Charging	\$600.00	\$562.37	\$151.61	\$0.00	\$462.42	\$181.81	0.0%	(\$137.58)	
	Meeting Room Rental Fees	\$10,000.00	\$8,906.25	(\$2,163.50)	\$1,093.75	\$14,843.75	\$5,350.00	148.4%	\$4,843.75	
4000	Interest	\$300,000.00	\$332,469.88	\$59,696.34	\$36,180.32	\$354,988.36	\$81,061.42	118.3%	\$54,988.36	
5500	Services Provided Other Entities	\$5,000.00	\$6,006.00	\$30.00	\$35.00	\$5,467.46	\$5,196.00	109.3%	\$467.46	
6100	Restricted Gifts	\$0.00	\$149,414.22	\$0.00	\$26,000.00	\$0.00	\$32,654.22	0.0%	\$0.00	
6500	Unrestricted Gifts	\$100,000.00	\$1,158.04	\$0.00	\$300.00	\$11,392.33	\$526.49	11.4%	(\$88,607.67)	
8100	Sale of Property	\$25,000.00	\$21,432.77	\$0.00	\$0.00	\$7,543.23	\$7,802.77	30.2%	(\$17,456.77)	
8200	Sale of Resale Supplies	\$87,220.00	\$83,754.94	\$9,403.48	\$8,351.09	\$68,942.20	\$53,388.35	79.0%	(\$18,277.80)	
8300	Rental of Real Property	\$23,110.00	\$21,180.50	\$5,776.50	\$1,925.50	\$15,404.00	\$13,478.50	0.0%	(\$7,706.00)	
8700	Refunds and Reimbursements	\$152,670.00	\$233,593.94	\$82,420.03	\$3,893.73	\$147,349.43	\$152,876.14	96.5%	(\$5,320.57)	
8900	Miscellaneous	\$12,000.00	\$18,620.39	\$1,304.52	\$1,884.20	\$6,914.76	\$14,708.85	57.6%	(\$5,085.24)	
9800	Advances In	\$45,540.85	\$146,396.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$45,540.85)	
9900	Transfers In	\$0.00	\$68,881.01	\$0.00	\$0.00	\$0.00	\$653.47	0.0%	\$0.00	
	Carryover	\$500,000.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	100.0%	\$0.00	
TOTAL -- General Fund		\$90,833,611.60	\$91,814,913.89	\$24,633,510.41	\$23,231,085.95	\$81,444,491.94	\$79,636,628.40	89.7%	(\$9,389,119.66)	
TOTAL -- Capital Fund - 402		\$750,000.00	\$19,514,789.94	\$398,823.57	\$33,936.75	\$1,868,716.14	\$661,861.44	249.2%	\$1,118,716.14	
TOTAL -- Note Retirement Fund - 301		\$4,497,008.77	\$4,481,224.54	\$19,121.99	\$4,301.72	\$4,555,022.93	\$4,454,157.57	101.3%	\$58,014.16	
TOTAL -- Trust Fund (Regular) - 701		\$25,000.00	\$102,194.12	\$2,375.09	\$14,948.14	\$50,518.54	\$74,088.70	202.1%	\$25,518.54	
TOTAL -- Trust Fund (Special) - 702		\$65,000.00	\$69,759.16	\$6,655.75	\$2,660.77	\$48,094.25	\$54,287.19	74.0%	(\$16,905.75)	
TOTAL -- Endowment Fund - 801		\$250.00	\$326.63	\$83.82	\$37.40	\$598.72	\$110.71	239.5%	\$348.72	
TOTAL -- Agency Fund (FSA) - 901		\$80,000.00	\$86,002.50	\$8,508.54	\$7,151.42	\$69,124.46	\$57,472.62	86.4%	(\$10,875.54)	
TOTAL -- Libraries Accelerated Learning - 222		\$428,157.56	\$0.00	\$23,021.66	\$0.00	\$108,396.63	\$0.00	25.3%	(\$319,760.93)	
TOTAL -- Project Build - 223		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- My Com Neighborhood - 242		\$0.00	\$32,499.67	\$0.00	\$0.00	\$0.00	\$32,499.67	0.0%	\$0.00	
TOTAL -- Memory Lab Grant - 243		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- WVH Garden Grant - 244		\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%	\$0.00	
TOTAL -- Adult Education Services - 247		\$2,440,264.62	\$1,670,824.11	\$231,604.18	\$77,716.48	\$976,269.75	\$1,055,175.93	40.0%	(\$1,463,994.87)	
TOTAL -- Family Engagement - 249		\$272,152.00	\$147,299.05	\$7,156.42	\$0.00	\$98,009.09	\$54,341.40	36.0%	(\$174,142.91)	
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		\$120,000.00	\$255,170.28	\$0.00	\$0.00	\$0.00	\$125,000.00	0.0%	(\$120,000.00)	
TOTAL --Digital Literacy- 265		\$440,404.00	\$91,000.00	\$15,000.00	\$4,500.00	\$63,250.00	\$71,000.00	0.0%	(\$377,154.00)	
TOTAL --OH EPA Charging Station- 266		\$0.00	\$26,806.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL --SLN Innovaton Center- 267		\$850,000.00	\$0.00	\$600,000.00	\$0.00	\$850,000.00	\$0.00	0.0%	\$0.00	
TOTAL -- Student Success - 270		\$570,617.25	\$211,726.90	\$50,000.00	\$85,993.30	\$181,100.00	\$150,993.30	31.7%	(\$389,517.25)	
TOTAL -- Summer Camps - 280		\$0.00	\$98,946.00	\$0.00	\$5,500.00	\$0.00	\$45,000.00	0.0%	\$0.00	
TOTAL -- Special School Program. - 293		\$39,297.25	\$118,567.15	\$1,897.17	\$4,006.70	\$18,697.01	\$70,657.27	47.6%	(\$20,600.24)	
GRAND TOTAL -- All Funds		\$101,413,763.05	\$118,724,049.94	\$25,997,758.60	\$23,471,838.63	\$90,334,289.46	\$86,545,274.20	89.1%	(\$11,079,473.59)	

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2023 August												
66.7% of Year												
Acct. No.	General Fund Line Item Description	2023 Appropriation	2022 C/O Encumbrance	2022 Final Expended	2023 MTD Expended	2022 MTD Expended	2023 YTD Expended	2022 YTD Expended	2023 Enc + PY Enc	2023 Exp+Enc	2023% Exp+Enc	2023 Balance
1000s	SALARIES & BENEFITS	46.6%										
1110	Salaries	\$30,800,000.00	\$0.00	\$29,339,850.22	\$3,580,341.04	\$2,282,530.14	\$21,494,024.22	\$19,088,953.56	\$0.00	\$21,494,024.22	69.8%	\$9,305,975.78
1400	Retirement Benefits-Employer	\$4,311,302.00	\$0.00	\$4,101,309.03	\$504,682.24	\$319,146.38	\$3,012,646.21	\$2,681,409.00	\$0.00	\$3,012,646.21	69.9%	\$1,298,655.79
1600	Insurance Benefits-Employer	\$7,116,260.00	\$0.00	\$6,597,211.16	\$510,525.34	\$512,235.35	\$4,454,827.88	\$4,554,742.53	\$0.00	\$4,454,827.88	62.6%	\$2,661,432.12
1900	Other Employee Benefits	\$72,438.00	\$0.00	\$23,378.67	\$0.00	\$819.00	\$46,238.18	\$20,414.18	\$0.00	\$46,238.18	63.8%	\$26,199.82
	SUBTOTAL -- SALARIES & BENEFITS	\$42,300,000.00	\$0.00	\$40,061,749.08	\$4,595,548.62	\$3,114,730.87	\$29,007,736.49	\$26,345,519.27	\$0.00	\$29,007,736.49	68.6%	\$13,292,263.51
2000s	SUPPLIES	1.7%										
2100	General Administrative Supplies	\$918,950.00	\$69,065.15	\$769,369.23	\$46,632.57	\$46,163.16	\$579,813.16	\$377,757.20	\$293,843.52	\$873,656.68	88.4%	\$114,358.47
2200	Property Maintenance & Repair Supplies	\$453,305.00	\$1,958.38	\$327,216.72	\$21,101.43	\$14,325.27	\$209,694.19	\$208,577.45	\$245,335.52	\$455,029.71	99.9%	\$233.67
2300	Motor Equipment Fuel & Supplies	\$109,680.00	\$700.00	\$88,557.77	\$161.03	\$6,633.28	\$51,603.39	\$60,243.41	\$58,601.01	\$110,204.40	99.8%	\$175.60
2500	Supplies for Resale	\$60,065.00	\$0.00	\$60,065.00	\$1,980.00	\$0.00	\$28,155.00	\$24,330.00	\$21,845.00	\$50,000.00	83.2%	\$10,065.00
	SUBTOTAL -- SUPPLIES	\$1,542,000.00	\$71,723.53	\$1,245,208.72	\$69,875.03	\$67,121.71	\$869,265.74	\$670,908.06	\$619,625.05	\$1,488,890.79	92.3%	\$124,832.74
3000s	PURCHASED & CONTRACTED SERVICES	17.6%										
3100	Travel & Meeting Expenses	\$180,185.00	\$0.00	\$122,327.10	\$16,138.35	\$6,586.47	\$73,265.27	\$62,264.44	\$0.00	\$73,265.27	40.7%	\$106,919.73
3200	Communications-Printing & Publications	\$1,313,315.00	\$0.00	\$1,398,864.02	\$172,633.96	\$146,225.69	\$942,064.84	\$941,942.85	\$250,287.23	\$1,192,352.07	90.8%	\$120,962.93
3300	Property Maintenance & Repair Service	\$5,368,587.00	\$428,508.76	\$5,785,426.62	\$532,990.55	\$714,887.66	\$3,683,755.47	\$3,166,097.41	\$1,998,890.99	\$5,682,646.46	98.0%	\$114,449.30
3400	Insurance	\$378,300.00	\$0.00	\$362,738.44	\$310,740.00	\$301,375.00	\$375,525.00	\$360,446.00	\$2,669.00	\$378,194.00	100.0%	\$106.00
3500	Rents and Leases	\$1,182,585.00	\$24,500.00	\$612,860.85	\$241,551.16	\$9,620.67	\$812,675.39	\$419,641.11	\$394,349.36	\$1,207,024.75	100.0%	\$60.25
3600	Utilities	\$1,697,025.00	\$0.00	\$1,425,946.05	\$132,708.16	\$123,812.46	\$993,143.81	\$955,864.21	\$0.00	\$993,143.81	58.5%	\$703,881.19
3700	Professional Services	\$3,143,042.00	\$495,427.17	\$3,067,294.75	\$490,246.98	\$519,558.68	\$2,132,438.56	\$2,356,936.92	\$1,505,478.75	\$3,637,917.31	100.0%	\$551.86
3900	Other Contracted Services	\$2,754,761.00	\$274,025.00	\$2,058,335.57	\$349,545.89	\$189,488.80	\$2,097,494.59	\$1,562,124.80	\$892,713.77	\$2,990,208.36	98.7%	\$38,577.64
	SUBTOTAL -- CONTRACTED SERVICES	\$16,017,800.00	\$1,222,460.93	\$14,833,793.40	\$2,246,555.05	\$2,011,555.43	\$11,110,362.93	\$9,825,317.74	\$5,044,389.10	\$16,154,752.03	93.7%	\$1,085,508.90
4000s	LIBRARY MATERIALS & INFORMATION	11.0%										
4100	Books & Pamphlets	\$6,774,000.00	\$346,645.84	\$7,552,274.61	\$541,115.64	\$578,074.21	\$5,106,270.09	\$5,231,176.96	\$725,611.51	\$5,831,881.60	81.9%	\$1,288,764.24
4200	Periodicals	\$160,000.00	\$0.00	\$175,194.91	\$463.00	\$448.00	\$16,047.48	\$6,234.23	\$0.00	\$16,047.48	10.0%	\$143,952.52
4300	Audiovisual Material	\$1,729,000.00	\$150,781.82	\$1,038,259.67	\$75,350.64	\$81,426.88	\$743,537.98	\$718,459.02	\$216,550.28	\$960,088.26	51.1%	\$919,693.56
4500	Computer Services & Information	\$1,300,000.00	\$0.00	\$1,226,758.65	\$152,365.24	\$86,893.62	\$969,210.84	\$818,159.72	\$685.00	\$969,895.84	74.6%	\$330,104.16
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	\$37,000.00	\$7,010.00	\$55,585.45	\$5,899.40	\$4,220.43	\$36,212.17	\$28,586.96	\$4,839.88	\$41,052.05	93.3%	\$2,957.95
	SUBTOTAL -- LIBRARY MATERIALS	\$10,000,000.00	\$504,437.66	\$10,048,073.29	\$775,193.92	\$751,063.14	\$6,871,278.56	\$6,802,616.89	\$947,686.67	\$7,818,965.23	74.4%	\$2,685,472.43
5000s	CAPITAL OUTLAY	6.4%										
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	\$1,552,280.00	\$49,627.00	\$218,285.88	\$90,735.00	\$0.00	\$1,138,578.40	\$5,500.00	\$460,988.60	\$1,599,567.00	99.9%	\$2,340.00
5500	Furniture & Equipment	\$4,029,480.00	\$1,219,564.42	\$1,279,607.57	\$482,423.46	\$158,650.26	\$1,493,668.23	\$845,096.22	\$2,235,627.36	\$3,729,295.59	71.0%	\$1,519,748.83
5700	Motor Vehicles	\$251,940.00	\$38,085.00	\$63,706.05	\$0.00	\$18,704.05	\$193,472.20	\$63,706.05	\$57,925.00	\$251,397.20	0.0%	\$38,627.80
	SUBTOTAL -- CAPITAL OUTLAY	\$5,833,700.00	\$1,307,276.42	\$1,561,599.50	\$573,158.46	\$177,354.31	\$2,825,718.83	\$914,302.27	\$2,754,540.96	\$5,580,259.79	78.1%	\$1,560,716.63
7000s	OTHER OBJECTS	0.1%										
7100	Dues and Memberships	\$66,450.00	\$0.00	\$67,547.92	\$4,400.00	\$723.00	\$50,170.43	\$50,829.92	\$14,200.00	\$64,370.43	96.9%	\$2,079.57
7200	Taxes and Assessments	\$31,945.00	\$0.00	\$29,889.54	\$1,851.43	\$1,562.20	\$29,939.41	\$23,504.63	\$0.00	\$29,939.41	93.7%	\$2,005.59
7500	Refunds and Reimbursements	\$3,810.00	\$0.00	\$3,347.95	\$53.96	\$164.22	\$3,709.63	\$2,905.67	\$0.00	\$3,709.63	97.4%	\$100.37
7900	Other Miscellaneous Expenses	\$4,295.00	\$2,000.00	\$2,607.71	\$0.00	\$0.00	\$5,657.49	\$1,922.92	\$300.00	\$5,957.49	94.6%	\$337.51
	SUBTOTAL -- OTHER OBJECTS	\$106,500.00	\$2,000.00	\$103,393.12	\$6,305.39	\$2,449.42	\$89,476.96	\$79,163.14	\$14,500.00	\$103,976.96	95.8%	\$4,523.04
8000s	CONTINGENCY	0.1%										
8999	Contingency	\$133,611.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$133,611.60
	SUBTOTAL -- CONTINGENCY	\$133,611.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$133,611.60
9000s	TRANSFERS OUT	16.4%										
9899	Advances to Other Funds	\$0.00	\$0.00	\$45,540.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
9999	Transfers to Other Funds	\$14,900,000.00	\$0.00	\$23,457,520.92	\$2,118.76	\$1,872.85	\$4,585,586.90	\$4,626,976.33	\$0.00	\$4,585,586.90	30.8%	\$10,314,413.10
	SUBTOTAL -- TRANSFERS OUT	\$14,900,000.00	\$0.00	\$23,503,061.77	\$2,118.76	\$1,872.85	\$4,585,586.90	\$4,626,976.33	\$0.00	\$4,585,586.90	30.8%	\$10,314,413.10
	GRAND TOTAL -- General Fund	\$90,833,611.60	\$3,107,898.54	\$91,356,878.88	\$8,268,755.23	\$6,126,147.73	\$55,359,426.41	\$49,264,803.70	\$9,380,741.78	\$64,740,168.19	68.9%	\$29,201,341.95

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2023 August												66.7% of Year
FUND	Line Item Description	2023 Appropriation	2022 C/O Encumbrance	2022 Final Expended	2023 MTD Expended	2022 MTD Expended	2023 YTD Expended	2022 YTD Expended	2023 ENC + PY Enc	2023 Exp+Enc	2023 % Exp+Enc	2023 Balance
222	TOTAL -- Libraries Accelerated Learning	\$428,157.56	\$0.00	\$0.00	\$16,761.12	\$0.00	\$141,029.65	\$0.00	\$69,146.28	\$210,175.93	49.1%	\$217,981.63
223	TOTAL -- Project Build	\$25,622.89	\$0.00	\$14,990.20	\$0.00	\$0.00	\$139.38	\$14,965.50	\$0.00	\$139.38	0.5%	\$25,483.51
242	TOTAL -- MyCom Neighborhood	\$1,154.61	\$0.00	\$80,351.51	\$0.00	\$0.00	\$1,154.61	\$80,351.51	\$0.00	\$1,154.61	0.0%	\$0.00
244	TOTAL -- WVH Garden Grant	\$3,075.86	\$0.00	\$1,970.81	\$0.00	\$0.00	\$0.00	\$1,257.26	\$250.00	\$250.00	8.1%	\$2,825.86
247	TOTAL -- Adult Education Services	\$2,704,162.75	\$0.00	\$1,599,840.58	\$161,682.02	\$110,044.26	\$1,161,110.94	\$992,295.42	\$20,516.91	\$1,181,627.85	43.7%	\$1,522,534.90
249	TOTAL -- Family Engagement	\$309,066.50	\$0.00	\$165,384.55	\$30,043.74	\$18,305.09	\$138,333.53	\$84,518.53	\$41,259.64	\$179,593.17	0.0%	\$129,473.33
253	TOTAL -- IPAD Lab	\$0.00	\$0.00	\$33.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
256	TOTAL -- Food & Culinary Literacy Programs	\$32,001.35	\$0.00	\$1,064.08	\$1,950.45	\$35.48	\$6,544.49	\$35.48	\$0.00	\$6,544.49	20.5%	\$25,456.86
257	TOTAL -- Hotspot Lending Program	\$130,170.28	\$0.00	\$245,000.00	\$9,980.00	\$21,059.23	\$75,976.81	\$79,639.61	\$14,023.19	\$90,000.00	69.1%	\$40,170.28
265	TOTAL --Digital Literacy	\$542,212.65	\$0.00	\$222,668.71	\$25,749.82	\$11,422.57	\$92,544.15	\$185,291.44	\$0.00	\$92,544.15	17.1%	\$449,668.50
266	TOTAL --OH EPA Charging Station Grant	\$0.00	\$0.00	\$26,806.00	\$0.00	\$0.00	\$0.00	\$15,930.00	\$0.00	\$0.00	0.0%	\$0.00
267	TOTAL -- SLN Innovation Center	\$850,000.00	\$0.00	\$0.00	(\$6,435.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$850,000.00
270	TOTAL -- Student Success	\$571,117.25	\$0.00	\$215,204.29	\$7,666.46	\$4,676.38	\$176,407.25	\$128,089.00	\$11,813.50	\$188,220.75	33.0%	\$382,896.50
280	TOTAL -- Summer Camps	\$61,067.82	\$0.00	\$37,878.18	\$2,975.73	\$4,654.00	\$55,244.99	\$37,702.68	\$5,820.85	\$61,065.84	0.0%	\$1.98
293	TOTAL -- Special School Programming	\$39,297.25	\$0.00	\$182,764.37	\$100.00	\$7,197.64	\$11,594.45	\$97,577.59	\$775.00	\$12,369.45	31.5%	\$26,927.80
301	TOTAL -- Note Retirement Fund	\$4,527,878.00	\$0.00	\$4,498,249.46	\$0.00	\$0.00	\$456,689.33	\$511,874.73	\$0.00	\$456,689.33	10.1%	\$4,071,188.67
402	TOTAL -- Capital Fund	\$10,000,000.00	\$1,568,874.76	\$4,789,536.46	\$565,769.84	\$820,743.84	\$1,890,512.41	\$4,109,303.60	\$17,999,806.39	\$19,890,318.80	171.9%	(\$8,321,444.04)
701	TOTAL -- Trust Fund (Regular)	\$140,000.00	\$2,352.98	\$324,591.31	\$853.82	\$4,699.13	\$62,294.11	\$265,928.18	\$13,127.12	\$75,421.23	53.0%	\$66,931.75
702	TOTAL -- Trust Fund (Special)	\$850,000.00	\$0.00	\$158,969.10	\$0.00	\$19,986.34	\$0.00	\$158,969.10	\$0.00	\$0.00	0.0%	\$850,000.00
801	TOTAL -- Endowment Fund	\$2,500.00	\$322.19	\$2,094.09	\$89.78	\$43.46	\$1,953.97	\$1,106.08	\$390.75	\$2,344.72	83.1%	\$477.47
901	TOTAL -- Agency Fund (FSA)	\$100,000.00	\$0.00	\$117,085.27	\$5,173.95	\$5,557.37	\$69,340.05	\$56,503.51	\$0.00	\$69,340.05	69.3%	\$30,659.95
	GRAND TOTAL -- All Funds	\$21,317,484.77	\$1,571,549.93	\$12,684,482.70	\$822,361.73	\$1,028,424.79	\$4,340,870.12	\$6,821,339.22	\$18,176,929.63	\$22,517,799.75	98.4%	\$371,234.95

CUYAHOGA COUNTY PUBLIC LIBRARY							
Capital Fund Balances							
Fiscal 2023 -August							
FUND	CC	Project Budget	2023 Expenditures	Expenditures To Date (1)	Encumbered & Unpaid (2)	Project Balance (3)	STATUS
Capital Fund - 402							
Beachwood	007	\$21,000,000.00	\$1,107.00	\$1,107.00	\$4,259.00	\$20,994,634.00	
Brecksville	013	\$1,565,000.00	\$26,469.53	\$33,179.53	\$956,943.42	\$574,877.05	
Brooklyn	019	\$17,662,550.00	\$1,188,413.04	\$1,494,785.81	\$15,512,812.57	\$654,951.62	
North Olmsted	046	\$382,000.00	\$245,876.66	\$283,767.72	\$61,755.34	\$36,476.94	
Parma Heights	061	\$16,175,000.00	\$29,396.00	\$29,396.00	\$1,015,271.00	\$15,130,333.00	
Solon	073	\$4,793,000.00	\$62,412.50	\$62,412.50	\$319,504.50	\$4,411,083.00	
Total Capital Fund - 402		\$61,577,550.00	\$1,552,567.73	\$1,903,541.56	\$17,866,286.83	\$20,807,721.61	

CUYAHOGA COUNTY PUBLIC LIBRARY				
All Funds Cash Balance				
Fiscal 2023 --August				
Fund	Beginning Cash Balance	Receipts To Date	Expenditures To Date	Cash Balance
General Fund	\$3,607,898.54	\$80,944,491.94	\$55,359,426.41	\$29,192,964.07
Debt Service	\$30,869.23	\$4,555,022.93	\$456,689.33	\$4,129,202.83
Capital Fund - 402	\$48,515,463.59	\$1,868,716.14	\$1,890,512.41	\$48,493,667.32
Trust Fund - Regular	\$271,514.37	\$50,518.54	\$62,294.11	\$259,738.80
Trust Fund - Special	\$1,389,245.20	\$48,094.25	\$0.00	\$1,437,339.45
Endowment Fund	\$17,503.65	\$598.72	\$1,953.97	\$16,148.40
Agency Fund	\$21,199.57	\$69,124.46	\$69,340.05	\$20,983.98
Libraries Accelerated Learning	\$0.00	\$108,396.63	\$141,029.65	(\$32,633.02)
Project Build	\$25,622.89	\$0.00	\$139.38	\$25,483.51
Keybank FNDTH College Prep/Entrepreneurship	\$0.00	\$0.00	\$0.00	\$0.00
MyCom Neighborhood	\$1,154.61	\$0.00	\$1,154.61	(\$0.00)
Memory Lab Grant	\$0.00	\$0.00	\$0.00	\$0.00
WVH Garden Grant	\$1,075.86	\$2,000.00	\$0.00	\$3,075.86
Adult Education Services (AES)	\$263,898.13	\$976,269.75	\$1,161,110.94	\$79,056.94
Family Engagement	\$36,914.50	\$98,009.09	\$138,333.53	(\$3,409.94)
IPAD Lab	(\$0.00)	\$0.00	\$0.00	(\$0.00)
Food & Culinary Literacy Programs	\$32,001.35	\$0.00	\$6,544.49	\$25,456.86
Hotspot Lending Program	\$10,170.28	\$0.00	\$75,976.81	(\$65,806.53)
Digital Literacy	\$101,808.65	\$63,250.00	\$92,544.15	\$72,514.50
SLN Innovation Center	\$0.00	\$850,000.00	\$0.00	\$850,000.00
Student Success	\$500.00	\$181,100.00	\$176,407.25	\$5,192.75
Summer Camps	\$61,067.82	\$0.00	\$55,244.99	\$5,822.83
Kindergarten and Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00
Special School Programming	\$0.00	\$18,697.01	\$11,594.45	\$7,102.56
SUBTOTAL	\$54,387,908.24	\$89,834,289.46	\$59,700,296.53	\$84,521,901.17

CUYAHOGA COUNTY PUBLIC LIBRARY						
Investments Approval						
Fiscal 2023 - July						
Description	Institution of Deposit	Par Value/Qty.	Purchase Yield	Purchase Date	Maturity Date	% of Assets
Money Market Funds						
Sweep Account	Key Bank	\$7,589,715.91	0.40%	n/a	n/a	10.96%
Money Market Fund	Northwest Bank	\$0.00	0.00%	n/a	n/a	0.00%
Money Market Fund	US Bank	\$5,018.25	5.16%	n/a	n/a	0.01%
Money Market Fund	Fifth Third	\$275,196.89	5.18%	n/a	n/a	0.40%
ICS Account	TriState Capital	\$0.00	0.00%	n/a	n/a	0.00%
Star Ohio Accounts						
Star Ohio Accounts	Star Ohio	\$27,543,734.04	5.31%	n/a	n/a	39.79%
US Treasury Notes						
US Treasury	Wells Fargo Securities, LLC	\$570,000.00	0.42%	June 30, 2021	April 15, 2024	0.82%
US Treasury	Morgan Stanley & Co LLC	\$550,000.00	3.45%	August 31, 2022	August 31, 2024	0.79%
US Treasury Bills						
Municipal Bonds						
City of Columbus, OH	BofA Securities, Inc.	\$500,000.00	2.96%	May 17, 2022	April 1, 2025	0.72%
Commercial Paper						
Bank Amer Secs Inc Disc	BofA Securities, Inc.	\$250,000.00	5.46%	November 7, 2022	August 2, 2023	0.36%
Natixis NY	Dbtc Americas	\$250,000.00	5.38%	November 14, 2022	August 7, 2023	0.36%
Citigroup Global Mkts	Citigroup Global Markets, Inc	\$270,000.00	5.51%	November 28, 2022	August 22, 2023	0.39%
Citigroup Global Mkts	Citigroup Global Markets, Inc	\$500,000.00	5.51%	December 5, 2022	August 30, 2023	0.72%
BofA Securities Inc	BofA Securities, Inc.	\$400,000.00	5.15%	January 12, 2023	August 15, 2023	0.58%
Natixis NY	Wells Fargo Securities, LLC	\$1,200,000.00	5.15%	January 20, 2023	October 6, 2023	1.73%
Ing US Fdg LLC	JP Morgan Securities LLC	\$2,000,000.00	5.08%	January 25, 2023	August 22, 2023	2.89%
Mufg Bk NY Brh	Usbna/Cp	\$300,000.00	5.38%	February 21, 2023	November 14, 2023	0.43%
Natixis NY	Dbtc Americas	\$300,000.00	5.40%	February 21, 2023	November 17, 2023	0.43%
Toyota Mtr Cr Corp	Citibank	\$250,000.00	5.44%	February 22, 2023	November 17, 2023	0.36%
Ing US Fdg LLC	Wells Fargo Securities, LLC	\$600,000.00	5.20%	February 24, 2023	August 22, 2023	0.87%
Toronto Dominion Bank	Citigroup Global Markets, Inc	\$600,000.00	5.41%	February 27, 2023	November 24, 2023	0.87%
Lymh Moet Hennessy	JP Morgan Securities LLC	\$250,000.00	5.10%	March 15, 2023	August 10, 2023	0.36%
Canadian Imperial Bk	JP Morgan Securities LLC	\$260,000.00	5.21%	March 24, 2023	November 1, 2023	0.38%
Bank of Montreal M	Bny Capital Markets Inc	\$425,000.00	5.24%	March 29, 2023	October 10, 2023	0.61%
Bank Montreal Disc Coml	Wells Fargo Securities, LLC	\$250,000.00	5.41%	April 13, 2023	January 4, 2024	0.36%
Bank Montreal Disc Coml	JP Morgan Securities LLC	\$1,000,000.00	5.27%	May 2, 2023	August 7, 2023	1.44%
Toronto Dominion Bank	Td Securities (USA)	\$660,000.00	5.31%	May 9, 2023	February 2, 2024	0.95%
Mufg Bk Ltd NY	JP Morgan Securities LLC	\$400,000.00	5.41%	May 15, 2023	November 10, 2023	0.58%
Toronto Dominion Bank	JP Morgan Securities LLC	\$290,000.00	5.44%	May 22, 2023	October 23, 2023	0.42%
Mizuho Bk Ltd New York	Citigroup Global Markets, Inc	\$410,000.00	5.53%	June 12, 2023	September 22, 2023	0.59%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$1,500,000.00	5.79%	June 30, 2023	March 25, 2024	2.17%
Royal Bk Cda Ny	JP Morgan Securities LLC	\$1,500,000.00	5.79%	June 30, 2023	February 29, 2024	2.17%
Mufg Bk Ltd Ny Brh	Usbna/Cp	\$500,000.00	5.51%	June 30, 2023	September 29, 2023	0.72%
Natixis NY	Dbtc Americas	\$500,000.00	5.92%	June 30, 2023	March 26, 2024	0.72%
Toronto Dominion Bank	Citigroup Global Markets, Inc	\$1,000,000.00	5.91%	July 13, 2023	April 8, 2024	1.44%
National Bk Cda Disc	BofA Securities, Inc.	\$1,000,000.00	5.75%	July 13, 2023	January 31, 2024	1.44%
Royal Bk Cda Ny	Rbc Capital Markets, LLC	\$500,000.00	5.86%	July 14, 2023	April 5, 2024	0.72%
Canadian Imperial Bk	JP Morgan Securities LLC	\$700,000.00	5.92%	July 17, 2023	April 11, 2024	1.01%
Toyota Mtr Cr Corp	Citibank	\$500,000.00	5.68%	July 19, 2023	December 18, 2023	0.72%
Toyota Mtr Cr Corp	Citibank	\$1,000,000.00	5.86%	July 19, 2023	April 8, 2024	1.44%
Canadian Imperial Bk	JP Morgan Securities LLC	\$500,000.00	5.89%	July 24, 2023	April 19, 2024	0.72%
Toyota Mtr Cr Corp	Citibank	\$500,000.00	5.90%	July 25, 2023	April 16, 2024	0.72%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$500,000.00	5.80%	July 25, 2023	March 1, 2024	0.72%
Certificate of Deposit						
Certificate of Deposit	John Marshall Bank	\$89,000.00	2.30%	June 17, 2022	October 17, 2023	0.13%
Certificate of Deposit	Goldman Sachs Bank, USA	\$246,000.00	2.50%	June 15, 2022	December 15, 2023	0.36%
Certificate of Deposit	Capital One Bank (USA) National Assoc	\$246,000.00	2.85%	June 15, 2022	June 17, 2024	0.36%
Certificate of Deposit	The Dart Bank	\$250,000.00	3.10%	June 21, 2022	December 22, 2025	0.36%
Certificate of Deposit	Bangor Svgs Bk	\$244,000.00	4.85%	November 23, 2022	May 23, 2024	0.35%
Certificate of Deposit	Multi-Bank Securities Inc	\$244,000.00	4.55%	April 19, 2023	April 20, 2026	0.35%
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	4.80%	April 20, 2023	July 22, 2024	0.36%
Agency Securities						
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$305,000.00	0.57%	September 30, 2020	September 24, 2025	0.44%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$300,000.00	0.27%	October 8, 2020	August 24, 2023	0.43%
Federal Farm Credit Bank	Intl Fcstone Financial Inc	\$250,000.00	0.50%	October 29, 2020	January 27, 2025	0.36%
Federa Farm Credit Bank	JP Morgan Securities LLC	\$250,000.00	0.40%	November 19, 2020	May 16, 2024	0.36%
Federal Home Loan Mortgage Company	Multi-Bank Securities Inc.	\$390,000.00	0.25%	December 4, 2020	December 4, 2023	0.56%
Federal Home Loan Mortgage Company	Citigroup Global Markets, Inc	\$500,000.00	0.27%	January 22, 2021	March 28, 2024	0.72%
Federal Home Loan Mortgage Company	Intl Fcstone Financial Inc	\$500,000.00	0.65%	January 28, 2021	January 28, 2026	0.72%

Federal Farm Credit Bank	Mizuho Securities USA Inc.	\$500,000.00	0.22%	February 12, 2021	February 12, 2024	0.72%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$300,000.00	0.65%	February 26, 2021	February 26, 2026	0.43%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$390,000.00	1.00%	March 23, 2021	March 23, 2026	0.56%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$240,000.00	0.50%	May 27, 2021	August 27, 2024	0.35%
Federal Home Loan Mortgage Company	Toronto Dominion Securities	\$250,000.00	0.63%	May 28, 2021	November 27, 2024	0.36%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$140,000.00	0.33%	July 29, 2021	December 29, 2023	0.20%
Federal Home Loan Mortgage Company	Great Pacific Securities	\$255,000.00	1.10%	August 30, 2021	August 24, 2026	0.37%
Federal Home Loan Mortgage Company	Baird, Robert W. & Company In	\$200,000.00	0.60%	October 8, 2021	January 7, 2025	0.29%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$150,000.00	1.50%	February 28, 2022	February 23, 2024	0.22%
Federal Farm Credit Bank	Amherst Pierpont Securities	\$250,000.00	3.37%	May 26, 2022	May 26, 2026	0.36%
Federal Home Loan Mortgage Company	First Tennessee Bank	\$205,000.00	3.12%	May 27, 2022	May 23, 2025	0.30%
Federal Farm Credit Bank	Stonex Financial Inc	\$250,000.00	3.96%	August 17, 2022	August 17, 2026	0.36%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$250,000.00	3.35%	August 17, 2022	March 8, 2024	0.36%
Federal Farm Credit Bank	Wells Fargo Securities, LLC	\$500,000.00	3.29%	August 24, 2022	August 24, 2026	0.72%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$120,000.00	5.00%	October 18, 2022	October 18, 2027	0.17%
Federal Home Loan Mortgage Company	BofA Securities Inc/FXD Inc	\$265,000.00	5.00%	October 20, 2022	October 20, 2025	0.38%
Federal Home Loan Mortgage Company	JP Morgan Securities LLC	\$300,000.00	4.79%	November 2, 2022	March 8, 2024	0.43%
Federal Home Loan Mortgage Company	Morgan Stanley & Co LLC	\$250,000.00	5.37%	March 8, 2023	September 13, 2024	0.36%
Federal Home Loan Mortgage Company	Cap Institutional Services, Inc	\$545,000.00	6.00%	July 26, 2023	April 26, 2027	0.79%
US Government Agency Discount Notes						
Federal Home Loan Bank	BofA Securities Inc	\$1,000,000.00	5.02%	February 9, 2023	December 1, 2023	1.44%
Federal Home Loan Bank	Mizuho Securities USA Fxd Inc	\$700,000.00	5.08%	February 28, 2023	August 25, 2023	1.01%
TOTAL PORTFOLIO						
		\$69,221,665.09				100.00%

CUYAHOGA COUNTY PUBLIC LIBRARY						
Investments Approval						
Fiscal 2023 - August						
Description	Institution of Deposit	Par Value/Qty.	Purchase Yield	Purchase Date	Maturity Date	% of Assets
Money Market Funds						
Sweep Account	Key Bank	\$9,826,174.39	0.40%	n/a	n/a	11.32%
Money Market Fund	Northwest Bank	\$0.00	0.00%	n/a	n/a	0.00%
Money Market Fund	US Bank	\$69,021.23	5.22%	n/a	n/a	0.08%
Money Market Fund	Fifth Third	\$192.01	5.20%	n/a	n/a	0.00%
ICS Account	TriState Capital	\$0.00	0.00%	n/a	n/a	0.00%
Star Ohio Accounts						
Star Ohio Accounts	Star Ohio	\$42,689,467.96	5.48%	n/a	n/a	49.16%
US Treasury Notes						
US Treasury	Wells Fargo Securities, LLC	\$570,000.00	0.42%	June 30, 2021	April 15, 2024	0.66%
US Treasury	Morgan Stanley & Co LLC	\$550,000.00	3.45%	August 31, 2022	August 31, 2024	0.63%
US Treasury Bills						
Municipal Bonds						
City of Columbus, OH	BofA Securities, Inc.	\$500,000.00	2.96%	May 17, 2022	April 1, 2025	0.58%
Commercial Paper						
Natixis NY	Wells Fargo Securities, LLC	\$1,200,000.00	5.15%	January 20, 2023	October 6, 2023	1.38%
Mufg Bk NY Brh	Usbna/Cp	\$300,000.00	5.38%	February 21, 2023	November 14, 2023	0.35%
Natixis NY	Dbtc Americas	\$300,000.00	5.40%	February 21, 2023	November 17, 2023	0.35%
Toyota Mtr Cr Corp	Citibank	\$250,000.00	5.44%	February 22, 2023	November 17, 2023	0.29%
Toronto Dominion Bank	Citigroup Global Markets, Inc	\$600,000.00	5.41%	February 27, 2023	November 24, 2023	0.69%
Canadian Imperial Bk	JP Morgan Securities LLC	\$260,000.00	5.21%	March 24, 2023	November 1, 2023	0.30%
Bank of Montreal M	Bny Capital Markets Inc	\$425,000.00	5.24%	March 29, 2023	October 10, 2023	0.49%
Bank Montreal Disc Coml	Wells Fargo Securities, LLC	\$250,000.00	5.41%	April 13, 2023	January 4, 2024	0.29%
Toronto Dominion Bank	Td Securities (USA)	\$660,000.00	5.31%	May 9, 2023	February 2, 2024	0.76%
Mufg Bk Ltd NY	JP Morgan Securities LLC	\$400,000.00	5.41%	May 15, 2023	November 10, 2023	0.46%
Toronto Dominion Bank	JP Morgan Securities LLC	\$290,000.00	5.44%	May 22, 2023	October 23, 2023	0.33%
Mizuho Bk Ltd New York	Citigroup Global Markets, Inc	\$410,000.00	5.53%	June 12, 2023	September 22, 2023	0.47%
JP Morgan Secs LLC	JP Morgan Securities LLC	\$1,500,000.00	5.79%	June 30, 2023	March 25, 2024	1.73%
Royal Bk Cda Ny	JP Morgan Securities LLC	\$1,500,000.00	5.79%	June 30, 2023	February 29, 2024	1.73%
Mufg Bk Ltd Ny Brh	Usbna/Cp	\$500,000.00	5.51%	June 30, 2023	September 29, 2023	0.58%
Natixis NY	Dbtc Americas	\$500,000.00	5.92%	June 30, 2023	March 26, 2024	0.58%
Toronto Dominion Bank	Citigroup Global Markets, Inc	\$1,000,000.00	5.91%	July 13, 2023	April 8, 2024	1.15%
National Bk Cda Disc	BofA Securities, Inc.	\$1,000,000.00	5.75%	July 13, 2023	January 31, 2024	1.15%
Royal Bk Cda Ny	Rbc Capital Markets, LLC	\$500,000.00	5.86%	July 14, 2023	April 5, 2024	0.58%
Canadian Imperial Bk	JP Morgan Securities LLC	\$700,000.00	5.92%	July 17, 2023	April 11, 2024	0.81%
Toyota Mtr Cr Corp	Citibank	\$500,000.00	5.68%	July 19, 2023	December 18, 2023	0.58%
Toyota Mtr Cr Corp	Citibank	\$1,000,000.00	5.86%	July 19, 2023	April 8, 2024	1.15%
Canadian Imperial Bk	JP Morgan Securities LLC	\$500,000.00	5.89%	July 24, 2023	April 19, 2024	0.58%
Toyota Mtr Cr Corp	Citibank	\$500,000.00	5.90%	July 25, 2023	April 16, 2024	0.58%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$500,000.00	5.80%	July 25, 2023	March 1, 2024	0.58%
Toyota Mtr Cr Corp	Citibank	\$250,000.00	5.92%	August 2, 2023	April 25, 2024	0.29%
Natixis NY	Bny Capital Markets Inc	\$500,000.00	5.88%	August 8, 2023	April 29, 2024	0.58%
Canadian Imperial Bk	JP Morgan Securities LLC	\$485,000.00	5.84%	August 14, 2023	May 9, 2024	0.56%
National Bank	Rbc Capital Markets, LLC	\$425,000.00	5.77%	August 17, 2023	March 15, 2024	0.49%
Ing US Fdg LLC	Rbc Capital Markets, LLC	\$820,000.00	5.75%	August 21, 2023	February 16, 2024	0.94%
Bank Montreal Disc Coml	Bank of New York	\$1,500,000.00	5.91%	August 24, 2023	May 20, 2024	1.73%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$500,000.00	5.80%	August 24, 2023	March 28, 2024	0.58%
Ing US Fdg LLC	Rbc Capital Markets, LLC	\$1,000,000.00	5.82%	August 31, 2023	April 1, 2024	1.15%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$415,000.00	5.84%	August 31, 2023	March 18, 2024	0.48%
Certificate of Deposit						
Certificate of Deposit	John Marshall Bank	\$89,000.00	2.30%	June 17, 2022	October 17, 2023	0.10%
Certificate of Deposit	Goldman Sachs Bank, USA	\$246,000.00	2.50%	June 15, 2022	December 15, 2023	0.28%
Certificate of Deposit	Capital One Bank (USA) National Assoc	\$246,000.00	2.85%	June 15, 2022	June 17, 2024	0.28%
Certificate of Deposit	The Dart Bank	\$250,000.00	3.10%	June 21, 2022	December 22, 2025	0.29%
Certificate of Deposit	Bangor Svgs Bk	\$244,000.00	4.85%	November 23, 2022	May 23, 2024	0.28%
Certificate of Deposit	Multi-Bank Securities Inc	\$244,000.00	4.55%	April 19, 2023	April 20, 2026	0.28%
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	4.80%	April 20, 2023	July 22, 2024	0.29%
Certificate of Deposit	Charles Schwab Bank, SSB	\$237,000.00	5.35%	August 21, 2023	August 20, 2024	0.27%
Certificate of Deposit	Flagstar Bank, N.A.	\$40,000.00	5.30%	August 21, 2023	August 23, 2024	0.05%
Certificate of Deposit	Multi-Bank Securities Inc	\$248,000.00	5.00%	August 23, 2023	February 23, 2026	0.29%
Certificate of Deposit	Multi-Bank Securities Inc	\$243,000.00	5.08%	August 24, 2023	August 25, 2025	0.28%
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	4.84%	August 28, 2023	August 25, 2026	0.29%
Agency Securities						
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$305,000.00	0.57%	September 30, 2020	September 24, 2025	0.35%
Federal Farm Credit Bank	Intl Fcstone Financial Inc	\$250,000.00	0.50%	October 29, 2020	January 27, 2025	0.29%

Federa Farm Credit Bank	JP Morgan Securities LLC	\$250,000.00	0.40%	November 19, 2020	May 16, 2024	0.29%
Federal Home Loan Mortgage Company	Multi-Bank Securities Inc.	\$390,000.00	0.25%	December 4, 2020	December 4, 2023	0.45%
Federal Home Loan Mortgage Company	Citigroup Global Markets, Inc	\$500,000.00	0.27%	January 22, 2021	March 28, 2024	0.58%
Federal Home Loan Mortgage Company	Intl Fcstone Financial Inc	\$500,000.00	0.65%	January 28, 2021	January 28, 2026	0.58%
Federal Farm Credit Bank	Mizuho Securities USA Inc.	\$500,000.00	0.22%	February 12, 2021	February 12, 2024	0.58%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$300,000.00	0.65%	February 26, 2021	February 26, 2026	0.35%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$390,000.00	1.00%	March 23, 2021	March 23, 2026	0.45%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$240,000.00	0.50%	May 27, 2021	August 27, 2024	0.28%
Federal Home Loan Mortgage Company	Toronto Dominion Securities	\$250,000.00	0.63%	May 28, 2021	November 27, 2024	0.29%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$140,000.00	0.33%	July 29, 2021	December 29, 2023	0.16%
Federal Home Loan Mortgage Company	Great Pacific Securities	\$255,000.00	1.10%	August 30, 2021	August 24, 2026	0.29%
Federal Home Loan Mortgage Company	Baird, Robert W. & Company In	\$200,000.00	0.60%	October 8, 2021	January 7, 2025	0.23%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$150,000.00	1.50%	February 28, 2022	February 23, 2024	0.17%
Federal Farm Credit Bank	Amherst Pierpont Securities	\$250,000.00	3.37%	May 26, 2022	May 26, 2026	0.29%
Federal Home Loan Mortgage Company	First Tennessee Bank	\$205,000.00	3.12%	May 27, 2022	May 23, 2025	0.24%
Federal Farm Credit Bank	Stonex Financial Inc	\$250,000.00	3.96%	August 17, 2022	August 17, 2026	0.29%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$250,000.00	3.35%	August 17, 2022	March 8, 2024	0.29%
Federal Farm Credit Bank	Wells Fargo Securities, LLC	\$500,000.00	3.29%	August 24, 2022	August 24, 2026	0.58%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$120,000.00	5.00%	October 18, 2022	October 18, 2027	0.14%
Federal Home Loan Mortgage Company	BofA Securities Inc/FXD Inc	\$265,000.00	5.00%	October 20, 2022	October 20, 2025	0.31%
Federal Home Loan Mortgage Company	JP Morgan Securities LLC	\$300,000.00	4.79%	November 2, 2022	March 8, 2024	0.35%
Federal Home Loan Mortgage Company	Morgan Stanley & Co LLC	\$250,000.00	5.37%	March 8, 2023	September 13, 2024	0.29%
Federal Home Loan Mortgage Company	Cap Institutional Services, Inc	\$545,000.00	6.00%	July 26, 2023	April 26, 2027	0.63%
Federal Farm Credit Bank	Stonex Financial Inc	\$550,000.00	5.19%	August 11, 2023	September 28, 2026	0.63%
Federal Home Loan Mortgage Company	Loop Capital Markets LLC	\$500,000.00	4.64%	August 25, 2023	September 10, 2027	0.58%
US Government Agency Discount Notes						
TOTAL PORTFOLIO		\$86,834,855.59				100.00%

CUYAHOGA COUNTY PUBLIC LIBRARY
Purchase Approval List
September 26, 2023

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		ENCUMBRANCE INCREASES			
1		Additional licenses for Freshservice software			
		SUMMARY: Necessary to increase amount from \$29,996 to \$32,596 due to adding users to Help Desk software.			
		As requested by the Information Technologies Division.	Freshworks		\$2,600.00
2		IT Supplies, parts, & equipment			
		SUMMARY: Necessary to increase Blanket PO from \$14,000 to \$16,000 due to increase in supply use system wide.			
		As requested by the Information Technologies Division.	Amazon		\$2,000.00
3		Database clean up			
		SUMMARY: Necessary to increase amount from \$25,445 to \$26,028 due to clean up of additional data for the migration to new Koha software.			
		As requested by the Technical Services Division.	Marcive Inc		\$583.00
4		Media buying and consulting services			
		SUMMARY: Necessary to increase Blanket order from \$400,000 to \$481,691 due to additional services.			
		As requested by the Communications and External Relations Division.	Cyrid Media Inc		\$81,691.00
5		Wellness Programming			
		SUMMARY: Necessary to increase amount from \$35,000 to \$42,510 due to additional health & wellness services for staff.			
		As requested by the Human Resources Division.	Be Well Solutions		\$7,510.00
		NEW PURCHASES			
6		Social Media marketing			

CUYAHOGA COUNTY PUBLIC LIBRARY
Purchase Approval List
September 26, 2023

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		SUMMARY: Necessary for organic social media content creation and community management, from October 2023 through March 2024.			
		As requested by the Communications and External Relations Division.	Thunder Tech		\$39,366.00
7		Deep Freeze licenses for 400 additional computers			
		SUMMARY: Necessary to keep software up to date on all machines system wide.			
		As requested by the Information Technologies Division.	Faronics Technologies		\$43,144.00
8		Office 365 Licenses for 400 additional computers			
		SUMMARY: Necessary for office software operation for computers system wide.	Cornerstone IT Inc		
		As requested by the Information Technologies Division.	dba Logically		\$36,800.00
9		3D printers			
		SUMMARY: Necessary for update of maker-space equipment at 8 locations.	Buckeye		
		As requested by the Information Technologies Division.	Educational System		\$34,770.00
10		Tables and chairs for Mayfield branch			
		SUMMARY: Necessary for meeting room furniture replacement at Mayfield branch.	Contract		
		As requested by the Operations-Facilities Division.	Source Inc		\$35,448.00
11		Roof ladders & landings			
		SUMMARY: Necessary to install safety features at multiple branches.	City Wide		
		As requested by the Operations-Facilities Division.	Facility Solutions		\$55,299.00
12		LED lighting upgrades			
		SUMMARY: Necessary for building system upgrades at Mayfield branch.			
		As requested by the Operations-Facilities Division.	Wire Men LLC		\$63,000.00

CUYAHOGA COUNTY PUBLIC LIBRARY
Purchase Approval List
September 26, 2023

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
13		WorldShare ILL & FirstSearch software, 1 Year			
		SUMMARY: Necessary for access to OCLC WorldCat interlibrary loan services.			
		As requested by the Technical Services Division.	OCLC Inc		\$37,756.00
		GRANT PURCHASES			
14		Bendable consultation & content marketing			
		SUMMARY: Necessary for launch of Bendable software product that connects county residents with workforce resources available through CCPL and community partners.			
		As requested by the Communications and External Relations Division.	Little Jacket		\$32,000.00
15		Advertising			
		SUMMARY: Necessary to advertise ACP Grant funded services.			
		As requested by the Communications and External Relations Division.	Cyrid Media Inc		\$250,000.00
16		Artful Impact programs			
		SUMMARY: Necessary for programs at 5 branches running September through May.			
		As requested by the Learning and Literacy Division.	Art Therapy Studio		\$28,789.00
		CAPITAL FUND NEW PURCHASES			
17		Survey preparations & field work at Beachwood site			
		SUMMARY: Necessary for construction of new Beachwood branch.			
		As requested by the Operations-Facilities Division.	Linn Engineers		\$23,350.00

Gift Report July 1-31 2023

Gift Amount	Donor	Recipient	Purpose
\$1,100.00	Arby's Foundation	CCPL	General Operating
\$15,000.00	Eaton Charitable Fund	CCPL	123 Read
\$467.59	Friends of the Orange Library	Branch Trust Fund Orange	Programming and Supplies
\$664.99	North Royalton Lions Club	Branch Trust Fund North Royalton	Children's Train Table
\$50.00	Anonymous	CCPL	IMO Cheryle Gibson
\$95.00	Friends of the Beachwood Library	Branch Trust Fund Beachwood	Programming and Supplies
\$15.00	Caryl Jacobs	Branch Trust Fund Brooklyn	Miscellaneous

Gift Report August 1-31 2023

Gift Amount	Donor	Recipient	Purpose
\$400.00	Carol Bruml	CCPL	General Operating
\$15,000.00	AT&T Foundation	CCPL	Digital Literacy
\$18.32	Friends of the Bay Village Library	Branch Trust Fund Bay Village	Supplies and Programming
\$241.28	Friends of the Bedford Library	Branch Trust Fund Bedford	Supplies and Programming
\$188.00	Friends of the Berea Library	Branch Trust Fund Berea	Supplies and Programming
\$48.49	Friends of the Brecksville Library	Branch Trust Fund Brecksville	Programming
\$123.55	Friends of the Brook Park Library	Branch Trust Fund Brook Park	Programming
\$661.95	Friends of the Brooklyn Library	Branch Trust Fund Brooklyn	Supplies and Programming
\$566.05	Friends of the Chagrin Falls Library	Branch Trust Fund Chagrin Falls	Supplies, Programming, Chamber Dues
\$16.10	Friends of the Gates Mills Library	Branch Trust Fund Gates Mills	Supplies and Programming
\$119.94	Friends of the Independence Library	Branch Trust Fund Independence	Supplies and Programming
\$360.00	Friends of the North Olmsted Library	Branch Trust Fund North Olmsted	Presenter fee, Gardening Maintenance
\$277.47	Friends of the North Royalton Library	Branch Trust Fund North Royalton	Programming
\$140.39	Friends of the Parma Heights Library	Branch Trust Fund Parma Heights	Supplies and Programming
\$300.00	Friends of the Strongsville Library	Branch Trust Fund Strongsville	Supplies and Programming
\$250.00	Shoba Iyer	CCPL	Bookplate IMO Shri SR Aiyer, IMO
\$180.00	Ben Sheridan	CCPL	In Honor of Hannah and Nate Sheridan
\$100.00	Ronald C. Wise	Branch Trust Fund Berea	BookPlate IMO June Demmerle, Flowers, young readers

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Cuyahoga County Public Library

Resolution To Amend Official Certificate of Estimated Resources and Amend Appropriations

Whereas, the current Certificate of Estimated Resources and Appropriations need to be amended for the year ending December 31, 2023.

Now therefore be it resolved, by the Board of Trustees of Cuyahoga County Public Library amend the Official Certificate of Estimated Resources and Amend the Appropriations as follows:

Official Certificate of Estimated Resources

Capital Fund:

402 – Capital Fund	\$ 11,000,000.00
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Appropriations Amendment

Capital Fund:

402 – Capital Fund	\$ 11,000,000.00
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Approved 26 September 2023

Dean E. DePiero
President

Maria L. Spangler
Secretary

CUYAHOGA COUNTY PUBLIC LIBRARY**RESOLUTION TO ADD BRIGHTHOUSE FINANCIAL AS AN ADDITIONAL
403(b) PROVIDER**

WHEREAS, the Library wants to provide to its employees an opportunity to select from several different providers for 403(b) supplement retirement programs and,

WHEREAS, because of changes in the IRS laws governing these programs have changed requiring that companies that could not participate in our vendor's Plan-With-Ease program or in some cases are no longer offering these services.

NOW THEREFORE BE IT RESOLVED THAT: The Board of Trustees of the Cuyahoga County Public Library authorize adding Brighthouse Financial as a provider of 403(b) supplement retirement program.

Approved September 26, 2023

Dean E. DePiero
President

Maria L. Spangler
Secretary

CUYAHOGA COUNTY PUBLIC LIBRARY**A RESOLUTION TO ACCEPT BIDS TO SERVE AS A DEPOSITORY FOR THE
PERIOD OF NOVEMBER 1, 2023 TO OCTOBER 31, 2028**

Whereas, by provision of Section 3375.36 ORC it is required that all monies received by the Fiscal Officer of a free public library for library purposes, from any source whatsoever, be placed by him or her in a depository designated by the Board of Library Trustees and

Whereas, the Cuyahoga County Public Library is a free public library as defined in Section 3375.32 ORC of the act and

Whereas, the Board of Trustees is desirous to designate official depositories for the period from November 1, 2023 to October 31, 2028 inclusive.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CUYAHOGA COUNTY PUBLIC LIBRARY, STATE OF OHIO that the Cuyahoga County Public Library accept the following banks as depositories and execute depository contracts.

Key Bank
Fifth Third Bank
Huntington National Bank
Dollar Bank

Approved September 26, 2023

Dean E. DePiero
President

Maria L. Spangler
Secretary

CUYAHOGA COUNTY PUBLIC LIBRARY

RESOLUTION AUTHORIZING THE LIBRARY TO ADVERTISE FOR BIDS FOR THE SKYLIGHT REPAIR PROJECT AT THE NORTH ROYALTON BRANCH LIBRARY

Whereas, the Cuyahoga County Public Library (the "Library") is a county library district and political subdivision of the State of Ohio organized under the Ohio Revised Code and this Board of Library Trustees (this "Board") is body politic and corporate organized and acting under relevant provisions of the Ohio Revised Code; and

Whereas, Cuyahoga County Public Library previously entered into agreement with Taylor Consulting Group to design the skylight, flashing, and roof system repairs at the North Royalton Branch; and

the cost estimate to repair the skylight, flashing, and roof system at the North Royalton Branch is **Ninety-four thousand eight hundred ten dollars (\$94,810.00)**.

Now, therefore be it resolved, the Board of Trustees of the Cuyahoga County Public Library does hereby authorize the Operations Division to advertise for bids for the skylight, flashing, and roof repairs at the North Royalton Branch.

Approved September 26, 2023

Dean E. DePiero, President

Maria L. Spangler, Secretary

CUYAHOGA COUNTY PUBLIC LIBRARY

A RESOLUTION AUTHORIZING THE LIBRARY TO INCREASE THE PROFESSIONAL FEES WITH CBLH DESIGN FOR DESIGN SERVICES FOR ADDITIONAL WORK IN CONNECTION WITH THE ADDITION AND RENOVATION OF THE SOLON LIBRARY

Whereas, the Cuyahoga County Public Library (the "Library") is a county library district and political subdivision of the State of Ohio organized under the Ohio Revised Code and this Board of Library Trustees (this "Board") is body politic and corporate organized and acting under relevant provisions of the Ohio Revised Code, including sections 3375.22 and 3375.40 of the Ohio Revised Code; and

Whereas, this Board previously authorized the Chief Executive Officer and Staff to enter into Agreement with the Design Firm for the Project for professional design services in the amount of **three hundred twenty-one thousand seven hundred fifty dollars (\$321,750.00)**; and

the Chief Executive Officer and Staff seek to expand the scope of work of the project to include multiple alternatives that will be solicited for competitive bidding through a construction manager at risk with guaranteed maximum price delivery method; and

Whereas, a large portion of the expanded scope of work qualifies the Library for federal incentives as per the Inflation Reduction Act of 2022.

Now therefore be it resolved by the Cuyahoga County Public Library:

Section 1. The Board of Trustees concurs with the expanded scope of work to be solicited through the construction manager at risk with guaranteed maximum price delivery method.

Section 2. That the Board of Trustees hereby authorizes the Chief Executive Officer or Designee to increase the professional design fees to the Design Firm in an amount not to exceed **one hundred forty-nine thousand five hundred dollars (\$149,500.00)**, bringing the total contract amount for design fees to **four hundred seventy-one thousand two hundred fifty dollars (\$471,250.00)**.

Section 3. It is found and determined that all formal actions of this Board concerning and relating to this resolution were adopted in an open meeting of this Board and that all deliberations of this Board and any of its committees that resulted in this formal action were meetings open to the public in compliance with all legal requirements, including relevant provisions of the Ohio Revised Code.

Approved September 26, 2023

Dean E. DePiero, President

Maria L. Spangler, Secretary

September 19, 2023

Mr. Jeffrey Mori
Director of Facilities
Cuyahoga County Public Library
2111 Snow Road
Parma, Ohio 44134

Re: Additional Service Request (ASR-1)
Cuyahoga County Public Library – Solon Branch Addition and Renovation
34125 Portz Parkway
Solon, Ohio 44139

Dear Mr. Mori:

CBLH Design is requesting additional A/E Professional Design Services for the additional scope of work added to the above project. This amendment will be incorporated into the AIA-B-101 contract for the project. The cost is broken out per alternate below.

Alternate 1: Design Fee \$2,000

Removal of loading dock and associated landscape work.

- Replacement material (hardscape or softscape) to be at discretion of CBLH to fit within the design elements. (Prefer remove/replace trees too close to building/overgrown).
- Replacement of wall packs in the area to brighten the Staff entrance.

Alternate 2: Design Fee \$10,500

Upgrade generator and masonry enclosure to add capacity and tie in the items below which are mostly located in MDF room. Expansion of masonry enclosure as well

- MDF, IDF
- Server Racks
- Security Camera System
- Access Control System
- Building Automation System
- Provide Sound control package
- Investigate transfer switch location options

Alternate 3: Design Fee \$9,000

Improvements to drive-up window area including:

- Improved traffic flow through the circle including expanding the drive lane and new curbing.
 - New 12" curb at window/drop box
- Any affected turf or planting areas considered.
 - Remove/replace overgrown shrubbery
- Adding canopy cover over the drive-up window and book drops
 - Well-lit and with camera coverage
- Repair/replace sandstone accents along the curb.

Alternate 4: Design Fee \$12,000

Interior LED lighting upgrade

- Replace all parabolic fixtures with LED fixtures with built-in lighting levels within the fixture. In adult area, this may lead to replacement of entire ACT ceiling in northern area. This area would be impacted by geothermal upgrade if that occurs.
 - Simple controls preferred (toggle switches).
- Add more lighting to the main entrance and corridor all the way to the public computers area.

Alternate 5: Design Fee \$3,000

Replacement of masonry monument sign (may require addition zoning review)

Alternate 6: Design Fee \$0

Replace concrete walks at entry. Do not provide donor pavers in this location, only concrete with light broom finish. Acceptable to retain newer section immediately south of entry vestibule.

Alternate 7: Design Fee \$8,000

Separate electrical panels from mechanical room pumps, hot water tank, fire lines, etc.

Alternate 8: Design Fee \$105,000

Geothermal upgrade & mechanical room building addition. This includes administration of the federal credit documentation by PTA.

Thank you for the opportunity to provide professional A/E services for this important project. We look forward to the execution of this request for additional services and should you have any questions, please contact our office at 440-243-2000.

Sincerely,

CBLH Design

Jeffrey J. Valus, Principal
AIA, LEED AP BD+C

cc: Nicole Berardi – CBLH Design

Signature_____
Date

CUYAHOGA COUNTY PUBLIC LIBRARY

RESOLUTION AUTHORIZING THE LIBRARY TO ENTER INTO AN AGREEMENT WITH THE GARLAND COMPANY FOR ROOF REPLACEMENT AT THE BROOK PARK BRANCH LIBRARY

- Whereas,** the Cuyahoga County Public Library (the "Library") is a county library district and political subdivision of the State of Ohio organized under the Ohio Revised Code and this Board of Library Trustees (this "Board") is body politic and corporate organized and acting under relevant provisions of the Ohio Revised Code, including sections 3375.22 and 3375.40 of the Ohio Revised Code; and
- Whereas,** the Chief Executive Officer, or designee, is allowed to solicit bids utilizing a cooperative council of governments (CCOG) for certain types of work, including roof replacement, pursuant to the procedures contained in the Ohio Revised Code; and
- Whereas,** the Chief Executive Officer, or designee, did advertise for competitive bids for roof replacement through a cooperative council of governments with Equalis Group and The Garland Company; and
- Whereas,** the Board has determined that it is in the interest of the Library to proceed with the roof replacement at the Brook Park Library Branch.

Now therefore be it resolved by the Cuyahoga County Public Library:

Section 1. The Board of Trustees is hereby authorized to execute the contract for roof replacement not to exceed the amount of **four hundred fifty-five thousand six hundred thirty-five dollars (\$455,635.00)** which is equivalent to the base bid of **four hundred thirty-three thousand nine hundred thirty-eight dollars (\$433,938.00)** plus five percent (5%) contingency.

Section 2. It is found and determined that all formal actions of this Board concerning and relating to this resolution were adopted in an open meeting of this Board and that all deliberations of this Board and any of its committees that resulted in this formal action were meetings open to the public in compliance with all legal requirements, including relevant provisions of the Ohio Revised Code.

Approved September 26, 2023

Dean E. DePiero, President

Maria L. Spangler, Secretary



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

Cuyahoga County Public Library
Brook Park Library
6155 Engles Rd
Cleveland, OH 44142

Date Submitted: 09/15/2023

Proposal #: 91-OH-230088

RFP # COG-2133

Ohio General Contractor License #: Not Required

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Cooperative Purchasing Agreement with Cooperative Council of Governments and Equalis Group. Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work:

1. Remove the existing roof system down the metal decking and dispose of all debris into an approved C&D landfill as required.
2. Install (2) two layers of 2.2" Polyisocyanurate roof insulation (R-25) and mechanically fasten per wind up-lift calculations.
3. Install ½" Dens Deck or wood fiber board (if you choose to do cold system) and adhere with Insulock HR.
4. Install 1/2" diamond saddles between drains.
5. Install One Ply of Stress Base 80 set in Weatherking adhesive OR HPR Torch Base.
6. Install One Ply of Stress Ply Mineral in Weatherking (with heat welded seams) or Stressply IV Plus Mineral over the the base sheet
7. Install the required 2-ply flashing system in adhesive.
8. Install perimeter termination bar and Slip metal flashing, existing metal cooping is to remain.
9. Install new drain inserts.

Proposal Price Based Upon Market Experience:	\$ 433,938
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Garland/DBS Price Based Upon Local Market Competition:

AW Farrell Roofing	\$	433,938
Industrial First Inc	\$	435,168
Willham Roofing	\$	552,454

Unforeseen Site Conditions:

Treated Lumber (1 x 4)	\$	4.56	per Ln. Ft.
Treated Lumber (1 x 6)	\$	5.70	per Ln. Ft.
Treated Lumber (1 x 8)	\$	6.84	per Ln. Ft.
Treated Lumber (2 x 4)	\$	5.70	per Ln. Ft.
Treated Lumber (2 x 6)	\$	6.84	per Ln. Ft.
Treated Lumber (2 x 8)	\$	7.98	per Ln. Ft.
Additional New Drain Hercules Drain Inserts	\$	570.00	Each
Metal Deck Replacement	\$	11.40	per Sq. Ft.
Drain insulation	\$	4,560.00	Each
Coping Cap Replacement	\$	42,180.00	Total Cost

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Bonds are included.
2. Plumbing, Mechanical, Electrical work is excluded.
3. Masonry work is excluded.
4. Interior Temporary protection is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

John Petersen

John Petersen
Garland/DBS, Inc.
(216) 302-3777

Summary:

Equalis Group is a cooperative purchasing organization that provides contracts competitively solicited by public agencies ([Lead Agencies](#)) for a wide array of products and services. All Master Agreements are established through rigorous and transparent competitive solicitations conducted in accordance with public procurement guidelines to ensure members stay in compliance.

The Cooperative Council of Governments (CCOG), an Equalis Group Lead Agency, issued RFP #COG[1]2133 for Roofing Products & Services in Ohio on 5/20/2022 and subsequently entered into Contract #COG-2133A with Garland as the lowest responsive and responsible bidder. CCOG is an Ohio regional council of governments and political subdivision formed under Section 167 of the Ohio Revised Code. It is a 501 (c)3 nonprofit organization.

The Equalis contract award to Garland meets the requirements Ohio Revised Code 167.081 as is required under Ohio Attorney General Opinion Letter 2019-028.

Keith McDevitt

Area Vice President, Equalis Group

c: 216.233.2433 | o: 216.478.1040

e: KMcDevitt@EqualisGroup.org



www.EqualisGroup.org

CUYAHOGA COUNTY PUBLIC LIBRARY

A RESOLUTION AUTHORIZING THE LIBRARY TO ENTER INTO AN AGREEMENT WITH CBLH DESIGN FOR DESIGN SERVICES IN CONNECTION WITH CONSTRUCTION OF THE NEW BEACHWOOD BRANCH LIBRARY

Whereas, the Cuyahoga County Public Library (the "Library") is a county library district and political subdivision of the State of Ohio organized under the Ohio Revised Code and this Board of Library Trustees (this "Board") is body politic and corporate organized and acting under relevant provisions of the Ohio Revised Code, including sections 3375.22 and 3375.40 of the Ohio Revised Code; and

Whereas, this Board previously authorized the Chief Executive Officer, or Designee, to negotiate an agreement for Design Services for the new construction of Library facilities located in the City of Beachwood and designated as the Beachwood Branch (the "Project"), based on responses to a Request for Professional Qualifications previously issued; and

the Chief Executive Officer, or Designee, did negotiate with the ranked responders to the Request for Professional Qualifications in accordance with Chapter 153 of the Ohio Revised Code and proposed the contract with CBLH Design (the "Design Firm") for design services for the Project; and

Whereas, this Board has determined that it is in the interest of the Library to proceed with the execution of the Agreement with the Design Firm for design services for the Project.

Now therefore be it resolved by the Cuyahoga County Public Library:

Section 1. The Board of Trustees concurs with the result of negotiations by the Chief Executive Officer, or Designee, for the Agreement with the Design Firm for the Project in the amount of **one million nine hundred five thousand dollars (\$1,905,000.00)** which includes professional design fees of **one million eight hundred ninety thousand dollars (1,890,000.00)** and a reimbursable allowance of **fifteen thousand dollars (\$15,000.00)**.

Section 2. That the Board of Trustees hereby authorizes the Chief Executive Officer to execute and deliver on behalf of the Library the Agreement to the Design Firm in an amount not to exceed **one million nine hundred five thousand dollars (\$1,905,000.00)**.

Section 3. It is found and determined that all formal actions of this Board concerning and relating to this resolution were adopted in an open meeting of this Board and that all deliberations of this Board and any of its committees that

resulted in this formal action were meetings open to the public in compliance with all legal requirements, including relevant provisions of the Ohio Revised Code.

Approved September 26, 2023

Dean E. DePiero, President

Maria L. Spangler, Secretary



Revised August 29, 2023
August 18, 2023

Mr. Jeffery Mori
Director of Facilities
Cuyahoga County Public Library
2111 Snow Road
Parma, Ohio 44134

Re: Architectural Design Services Proposal
Cuyahoga County Public Library (CCPL) – Beachwood Library and Auditorium
25501 Shaker Boulevard
Beachwood, Ohio 44122

Dear Mr. Mori:

CBLH Design + Group 4 is excited to have this opportunity to work with CCPL on the new Beachwood Library and Auditorium. This proposal is based on our understanding of the scope of work for the project and the services CBLH Design + Group 4 will be providing.

A. Project Description

The scope of services and fees are based upon the CCPL RFQ for architectural services for the design of the new Beachwood branch and auditorium located in the city of Beachwood. The design team is committed to helping CCPL create a landmark building for the City of Beachwood.

- Demolition of the existing building.
- Assist CCPL with temporary library 'fit plan' layouts. Included in the proposal are 60 hours of design team time.
- The new Beachwood Branch will be approximately 29,000 s.f. with the library being 20,000 s.f. and the auditorium 8,000 s.f -9,000 s.f.
- The 20,000 s.f. library shall include typical library space plus the following areas:
 - o A uniquely themed children's space (to be designed by library consultant)
 - o A uniquely themed fireplace
 - o Outdoor programming space
 - o Vehicular drive-up lane with covered transaction window and book drops
- The 9,000 s.f. auditorium will be connected to the library and shall include the following features:
 - o Motorized 400 seat retractable seating
 - o 200 floor seat capacity in front of retractable seating
 - o Green room with attached restrooms
 - o Kitchenette
 - o Technology with streaming capacity
- The construction budget is \$18,000,000.00.
- The construction delivery method will be a Construction Manager at Risk (CMR).
- The design duration will be fourteen (14) months. The bidding and construction duration will be approximately sixteen (16) months with the final timeline being determined by the CMR.
 - o Program/Space Analysis One (1) month
 - o Schematic Design Four (4) months
 - o Design Development Five (5) months
 - o Construction Documents Four (4) months
 - o Bidding & Permitting One (1) month
 - o Construction Administration & Closeout Fifteen (15) months (TBD by CMR).

e of Services

Following firms are included in this proposal:

Architect of Record – CBLH Design

Library Consultant – Group 4 Architecture

- MEPT Engineering – PTA Engineering
- Structural Engineering – Barber & Hoffman
- Civil Engineering – Neff & Associates
- Landscape Architecture – Deru Landscape Architecture
- Theatre Design – About the Stage
- Acoustician – Harrison Acoustics
- Cost Estimating - Blundall and Associates

Program/Space Analysis

- Work with CCPL to confirm/develop the appropriate program.

Community Engagement

- The design team will lead the Community Engagement process with assistance from CCPL as needed. Members of the design team will be in person for all meetings required, which is anticipated to be two (2) or three (3) meetings.

Schematic Design

- Members of the design team will be in person for meetings. At CCPL discretion some meetings can be conducted virtually.
- Review all applicable zoning and planning code requirements. The design team will be present at all required city meetings to achieve project compliance and approval.
- Develop site plan, building floor plan and exterior building elevations.
- Develop preliminary design of MEP systems.
- Develop preliminary design of structural system.
- Develop preliminary design of civil and landscape.
- Provide a building code analysis of all applicable building codes.
- Provide a cost estimate of probable construction cost that is associated with the schematic design.

Design Development

- Members of the design team will be in person for meetings. At CCPL discretion some meetings can be conducted virtually.
- Finalize site plan, building floor plan and exterior building elevations.
- Finalize design of MEP systems
- Finalize design of structural system
- Finalize design of civil and landscape
- Provide a building code analysis of all applicable building codes.
- Provide a cost estimate of probable construction cost that is associated with the design development documents.

Construction Documents

- Provide final architectural and engineering construction documents.
- Provide a cost estimate of probable construction cost that is associated with the construction documents.

Bidding and Permitting

- Submit construction documents to the building department and respond to any adjudication letters.
- Assist CMR with bidding.

Construction Administration and Closeout

- Attend weekly project meetings.
- Observe on-going construction progress for conformance to construction documents.
- Review and respond to RFI's.
- Review shop drawings and submittals.
- Review change orders.
- Review and approve CMR monthly pay applications.
- Prepare final punch list for CMR.
- Provide record documents based on as-builts received by CMR.
- After occupancy, attend eleven (11)-month walk through with CCPL and CMR.

C. Fee Proposal

CBLH Design proposes to provide professional services described within this proposal for a fixed fee of \$1,890,000.00. The basic services fee would not increase unless the project budget grows by more than 10% or new/additional scope is added.

The fee distribution will be the following:

- | | |
|--|-----|
| - Program/Space Analysis | 2% |
| - Schematic Design | 20% |
| - Design Development | 25% |
| - Construction Documents | 30% |
| - Bidding & Permitting | 3% |
| - Construction Administration & Closeout | 20% |

D. Reimbursables

CBLH Design proposes a reimbursable allowance of \$15,000.00. Reimbursable will be invoiced at cost and could include items such as:

- Printing
- Plan Review fees
- Professional Photography

E. Additional Services

The following services are not included in the base fee proposal and will require additional compensation:

- Temporary library construction document drawings
- Geotechnical
- Survey
- Special Inspections/Testing
- Commissioning
- Signage
- Artwork selection
- LEED Certification
- Work required to correct non-conforming work of the contractor
- Other services not specifically identified under Basic Services
- Detailed café design
- Hazardous material assessments or documentation of any removal or abatements if required
- Selection and specification of Automated Materials Handling equipment
- Preparation of communication, marketing and fundraising materials including flyers, kiosks, animations, physical presentation models, videos, web design and content
- Construction phase services other than those described in Basic Services
- Building Commissioning
- Preparation of maintenance programs
- Photovoltaic Systems

August 29, 2023
Mr. Jeff Mori
CCPL – Beachwood Branch and Auditorium

Summary

Thank you for the opportunity to propose professional architectural services for this important project. Upon acceptance of this proposal, we understand a formal AIA agreement will be executed. If you have any questions, please contact me at any time.

Sincerely,

CBLH Design, Inc

A handwritten signature in black ink, reading "Jeffrey J. Valus". The signature is fluid and cursive, with the first name "Jeffrey" and last name "Valus" clearly legible.

Jeffrey J. Valus, Principal
AIA, LEED AP BD+C

cc: Nicole Berardi – CBLH Design



AIA® Document B101® – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the day of in the year
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Cuyahoga County Public Library (CCPL)
2111 Snow Road
Parma OH 44134

and the Architect:
(Name, legal status, address and other information)

CBLH Design, Inc.
7850 Freeway Circle #101
Middleburg Heights OH 44130

for the following Project:
(Name, location and detailed description)

CCPL Beachwood Library & Auditorium
25501 Shaker Blvd
Beachwood OH 44122

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

Program shall be developed in collaboration with the Owner; scope as outlined in CBLH's proposal dated August 29, 2023. The new branch will be approximately 29,000 SF; with the Library 20,000 SF and the Auditorium 8,000-9,000 SF

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

The current project site scope entails only the existing property parcel (PPN 741-23-019)

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

\$18,000,000.00

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

Init.

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User Notes:

(877034033)

.3 Substantial Completion date or dates:

.4 Other milestone dates:

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

Construction Manager at Risk via Guaranteed Maximum Price

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

The design of this project shall be based on the current applicable US Green Building Council LEED certification rating system with a goal of minimum certification level. However, this project will not seek LEED certification.

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:
(List name, address, and other contact information.)

Jeff Mori
Director of Facilities
2111 Snow Road
Parma OH 44134

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
(List name, address, and other contact information.)

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

(Paragraphs deleted)

.2 Survey:

Init.

- .3 Other, if any:
(List any other consultants and contractors retained by the Owner.)

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

Jeffrey Valus
 Principal
 CBLH Design
 7850 Freeway Circle, #101
 Middleburg Hts OH 44130

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

1. Library Consultant:

Group 4 Architecture
 211 Linden Avenue
 South San Francisco, CA 94080

2. Mechanical Engineer:

PTA Engineering
 275 Springside Drive
 Akron, OH 44333

3. Electrical Engineer:

PTA Engineering
 275 Springside Drive
 Akron, OH 44333

4. Structural Engineer:

Barber and Hoffman
 2217 E 9th Street
 Suite #350
 Cleveland, OH 44225

5. Civil Engineer:

Neff & Associates
 6405 York Road
 Parma Heights, OH 44130

6. Landscape Architecture:

Deru Landscape Architecture
 812 Huron Road
 Suite #411
 Cleveland, OH 44115

Init.

7. Theatre Design

About the Stage
1715 Allen Drive
Westlake, OH 44145

8. Acoustician:

Harrison Acoustics
212 Terminal Avenue
Glenside PA 19038

9. Cost Estimating:

Blundall and Associates
7223 Engle Road
Fort Wayne, IN 46804

§ 1.1.11.2 Consultants retained under Supplemental Services:

§ 1.1.12 Other Initial Information on which the Agreement is based:

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

Init.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than one million (\$ 1,000,000) for each occurrence and two million (\$ 2,000,000) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than (\$) each accident, (\$) each employee, and one million (\$ 1,000,000) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than two million (\$ 2,000,000) per claim and four million (\$ 4,000,000) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the

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commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design

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Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Procurement Phase Services

§ 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

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§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

(Paragraph deleted)

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and

shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

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(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility (Architect, Owner, or not provided)
§ 4.1.1.1 Programming	Architect
§ 4.1.1.2 Multiple preliminary designs	Architect
§ 4.1.1.3 Measured drawings	Architect
§ 4.1.1.4 Existing facilities surveys	Owner
§ 4.1.1.5 Site evaluation and planning	Architect
§ 4.1.1.6 Building Information Model management responsibilities	Architect
§ 4.1.1.7 Development of Building Information Models for post construction use	Record Model Only
§ 4.1.1.8 Civil engineering	Architect
§ 4.1.1.9 Landscape design	Architect
§ 4.1.1.10 Architectural interior design	Architect
§ 4.1.1.11 Value analysis	Not Provided
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	Not Provided
§ 4.1.1.13 On-site project representation	Architect
§ 4.1.1.14 Conformed documents for construction	Architect
§ 4.1.1.15 As-designed record drawings	Architect
§ 4.1.1.16 As-constructed record drawings	Architect
§ 4.1.1.17 Post-occupancy evaluation	Not Provided
§ 4.1.1.18 Facility support services	Not Provided
§ 4.1.1.19 Tenant-related services	Not Provided
§ 4.1.1.20 Architect's coordination of the Owner's consultants	Owner
§ 4.1.1.21 Telecommunications/data design	Architect
§ 4.1.1.22 Security evaluation and planning	Not Provided
§ 4.1.1.23 Commissioning	Not Provided
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	Not Provided
§ 4.1.1.25 Fast-track design services	Not Provided
§ 4.1.1.26 Multiple bid packages	Not Provided
§ 4.1.1.27 Historic preservation	Not Provided
§ 4.1.1.28 Furniture, furnishings, and equipment design	Architect
§ 4.1.1.29 Other services provided by specialty Consultants	Owner
§ 4.1.1.30 Other Supplemental Services	

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

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(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;

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- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 (Weekly) visits to the site by the Architect during construction
- .3 Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within Thirty (30) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground

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corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

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§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

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§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box.)

- ☐ Arbitration pursuant to Section 8.3 of this Agreement
- ☒ Litigation in a court of competent jurisdiction
- ☐ Other: (Specify)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

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§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum (Insert amount)

\$1,890,000.00 for professional services; \$15,000.00 for reimbursables
If the project budget grows my more than ten percent (10%), the basic services fee will increase.

.2 Percentage Basis
(Insert percentage value)

() % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

.3 Other
(Describe the method of compensation)

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

Negotiated fee or time and materials based on CBLH 2023 rate schedule

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent (10 %), or as follows:

(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Programming/Space Analysis	two	percent (2	%)
Schematic Design Phase	twenty	Percent	20	
Design Development Phase	twenty-five	percent (25	%)
Construction Documents Phase	thirty	percent (30	%)
Bidding & Permitting Phase	three	percent (3	%)
Construction Phase	twenty	percent (20	%)
<hr/>				
Total Basic Compensation	one hundred	percent (100	%)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

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Employee or Category**Rate (\$0.00)****§ 11.8 Compensation for Reimbursable Expenses**

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus zero percent (0 %) of the expenses incurred.

§ 11.9 Architect's Insurance. If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

§ 11.10 Payments to the Architect**§ 11.10.1 Initial Payments**

§ 11.10.1.1 An initial payment of (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of (\$) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid () days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

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User Notes:

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§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:
(Include other terms and conditions applicable to this Agreement.)

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- 1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect
- 2 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203-2013 incorporated into this agreement)

- 3 Exhibits:
(Check the appropriate box for any exhibits incorporated into this Agreement.)

☐ AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this agreement.)

☒ Other documents, including but not limited to, the following, are incorporated into this Agreement by reference:

Contract Documents, including but not limited to, the following, are incorporated into this Agreement by reference:

Exhibits, including but not limited to, the following, are incorporated into this Agreement by reference:

Other documents, including but not limited to, the following, are incorporated into this Agreement by reference:

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

ARCHITECT (Signature)

(Printed name and title)

(Printed name, title, and license number, if required)

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Additions and Deletions Report for **AIA® Document B101® – 2017**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 08:50:15 ET on 09/19/2023.

PAGE 1

Cuyahoga County Public Library (CCPL)
2111 Snow Road
Parma OH 44134

...

CBLH Design, Inc.
7850 Freeway Circle #101
Middleburg Heights OH 44130

...

CCPL Beachwood Library & Auditorium
25501 Shaker Blvd
Beachwood OH 44122

PAGE 2

Program shall be developed in collaboration with the Owner; scope as outlined in CBLH's proposal dated August 29, 2023. The new branch will be approximately 29,000 SF; with the Library 20,000 SF and the Auditorium 8,000-9,000 SF

...

The current project site scope entails only the existing property parcel (PPN 741-23-019)

...

\$18,000,000.00
PAGE 3

Construction Manager at Risk via Guaranteed Maximum Price

...

The design of this project shall be based on the current applicable US Green Building Council LEED certification rating system with a goal of minimum certification level. However, this project will not seek LEED certification.

...

Jeff Mori
Director of Facilities
2111 Snow Road

Parma OH 44134

...

~~2~~ Civil Engineer:

~~2~~ Survey:

PAGE 4

Jeffrey Valus
Principal
CBLH Design
7850 Freeway Circle, #101
Middleburg Hts OH 44130

...

~~1~~ Structural Engineer: 1. Library Consultant:

Group 4 Architecture
211 Linden Avenue
South San Francisco, CA 94080

~~2.~~ Mechanical Engineer:

PTA Engineering
275 Springside Drive
Akron, OH 44333

~~3.~~ Electrical Engineer:

PTA Engineering
275 Springside Drive
Akron, OH 44333

~~4.~~ Structural Engineer:

Barber and Hoffman
2217 E 9th Street
Suite #350
Cleveland, OH 44225

...

~~5.~~ Civil Engineer:

Neff & Associates
~~2~~ Mechanical Engineer: 6405 York Road
Parma Heights, OH 44130

6. Landscape Architecture:

Deru Landscape Architecture
812 Huron Road
Suite #411
Cleveland, OH 44115

7. Theatre Design

About the Stage
1715 Allen Drive
Westlake, OH 44145

8. Acoustian:

Harrison Acoustics
212 Terminal Avenue
Electrical Engineer: Glenside PA 19038

9. Cost Estimating:

Blundall and Associates
7223 Engle Road
Fort Wayne, IN 46804

PAGE 6

§ 2.5.1 Commercial General Liability with policy limits of not less than one million (\$ 1,000,000) for each occurrence and two million (\$ 2,000,000) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

...

§ 2.5.5 Emp
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§ 2.5.6 Prof
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 aggregate.

PAGE 10

~~§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.~~

PAGE 12

§ 4.1.1.1 Programming	<u>Architect</u>
§ 4.1.1.2 Multiple preliminary designs	<u>Architect</u>
§ 4.1.1.3 Measured drawings	<u>Architect</u>

§ 4.1.1.4	Existing facilities surveys	<u>Owner</u>
§ 4.1.1.5	Site evaluation and planning	<u>Architect</u>
§ 4.1.1.6	Building Information Model management responsibilities	<u>Architect</u>
§ 4.1.1.7	Development of Building Information Models for post construction use	<u>Record Model Only</u>
§ 4.1.1.8	Civil engineering	<u>Architect</u>
§ 4.1.1.9	Landscape design	<u>Architect</u>
§ 4.1.1.10	Architectural interior design	<u>Architect</u>
§ 4.1.1.11	Value analysis	<u>Not Provided</u>
§ 4.1.1.12	Detailed cost estimating beyond that required in Section 6.3	<u>Not Provided</u>
§ 4.1.1.13	On-site project representation	<u>Architect</u>
§ 4.1.1.14	Conformed documents for construction	<u>Architect</u>
§ 4.1.1.15	As-designed record drawings	<u>Architect</u>
§ 4.1.1.16	As-constructed record drawings	<u>Architect</u>
§ 4.1.1.17	Post-occupancy evaluation	<u>Not Provided</u>
§ 4.1.1.18	Facility support services	<u>Not Provided</u>
§ 4.1.1.19	Tenant-related services	<u>Not Provided</u>
§ 4.1.1.20	Architect's coordination of the Owner's consultants	<u>Owner</u>
§ 4.1.1.21	Telecommunications/data design	<u>Architect</u>
§ 4.1.1.22	Security evaluation and planning	<u>Not Provided</u>
§ 4.1.1.23	Commissioning	<u>Not Provided</u>
§ 4.1.1.24	Sustainable Project Services pursuant to Section 4.1.3	<u>Not Provided</u>
§ 4.1.1.25	Fast-track design services	<u>Not Provided</u>
§ 4.1.1.26	Multiple bid packages	<u>Not Provided</u>
§ 4.1.1.27	Historic preservation	<u>Not Provided</u>
§ 4.1.1.28	Furniture, furnishings, and equipment design	<u>Architect</u>
§ 4.1.1.29	Other services provided by specialty Consultants	<u>Owner</u>

PAGE 14

4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,

...

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 (Weekly) visits to the site by the Architect during construction
- .3 Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) inspections for any portion of the Work to determine final completion.

...

§ 4.2.5 If the services covered by this Agreement have not been completed within Thirty (30) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

PAGE 18

☒ Litigation in a court of competent jurisdiction

PAGE 20

\$1,890,000.00 for professional services; \$15,000.00 for reimbursables

If the project budget grows my more than ten percent (10%), the basic services fee will increase.

PAGE 21

Negotiated fee or time and materials based on CBLH 2023 rate schedule

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent (10 %), or as follows:

...

<u>Programming/Space Analysis</u>	<u>two</u>	<u>percent (</u>	<u>2</u>	<u>%)</u>
<u>Schematic Design Phase</u>	<u>twenty</u>	<u>percent</u>	<u>20</u>	<u>%)</u>
		<u>(Percent</u>		
<u>Design Development Phase</u>	<u>twenty-five</u>	<u>percent (</u>	<u>25</u>	<u>%)</u>
<u>Construction Documents</u>	<u>thirty</u>	<u>percent (</u>	<u>30</u>	<u>%)</u>
<u>Phase</u>				
<u>Procurement-Bidding &</u>	<u>three</u>	<u>percent (</u>	<u>3</u>	<u>%)</u>
<u>Permitting Phase</u>				
<u>Construction Phase</u>	<u>twenty</u>	<u>percent (</u>	<u>20</u>	<u>%)</u>

PAGE 22

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus zero percent (0 %) of the expenses incurred.

...

§ 11.10.1.1 An initial payment of (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

PAGE 23

☒ Other Exhibits incorporated into this Agreement:

...

Exhibit A: CBLH Design's proposal dated August 29, 2023

Exhibit B: CCPL Supplemental Conditions

Certification of Document's Authenticity
AIA® Document D401™ – 2003

I, Michael D. Liezert , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 08:50:15 ET on 09/19/2023 under Order No. 2114424639 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B101™ – 2017, Standard Form of Agreement Between Owner and Architect, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

EXHIBIT B – CCPL SUPPLEMENTAL CONDITIONS

SUPPLEMENTAL CONDITIONS TO AIA DOCUMENT B101-2017

FOR THE CCPL BEACHWOOD LIBRARY & AUDITORIUM

These Supplemental Conditions to the Standard Form of Architect Services Agreement between Owner and Architect are as follows:

1. Architect grants to Owner access to all of Architect's books and records of the [above-referenced](#) project at all times during the project and for a period of time no less than three (3) years following completion of the [above-referenced](#) project. The owner shall have the right to audit architect's books and records related to the project at any time.

2. The Dispute Resolution procedures set forth in the contract are modified as follows:
 - Prior to the initiation of litigation, the parties shall endeavor to resolve their dispute by direct communications between the representatives of each party.

 - Prior to the initiation of litigation by Architect, Architect's Representative must advise Owner's Representative of any and all claims that could be the basis for the initiation of litigation. Following notification, Owner's Representative and Architect's Representative shall meet and confer to discuss the claims, which meet and confer must occur within twenty-one (21) days following receipt of notification of the claim from Architect to Owner. Once either the representative of the Architect or Owner deem such negotiations unsuccessful, only then may Architect initiate litigation. Such meeting must occur in or about Cuyahoga County, Ohio.

3. Architect shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, sexual preference, gender or national origin. Architect shall take affirmative action to ensure that all consultants employed by Architect are aware of this provision and strictly enforce it. Architect shall further ensure that all applicants and employees are treated during employment without regard to race, color, religion, sex, sexual preference, gender or national origin. Such actions shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, lay-off, termination, rates of pay, or other forms of compensation and selection for training.