

CLEVELAND PUBLIC LIBRARY
Joint Finance & Human Resources Committee Meeting
May 14, 2024
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Ms. Shakarian, Mr. Corrigan, Ms. Rodriguez, Mr. Parker

Absent: Ms. Rashid, Ms. Fryer

Mr. Corrigan called the Joint Finance, Human Resources & Community Services Committee Meeting to order at 12:09 p.m.

Tana Peckham, Chief Strategy Officer, hosted the following two delegates who were visiting the Library as a part of the Young Southeast Asian Leaders Initiative Professional Fellows Program (YSEALI PFP):

Zin Min Thu is from Myanmar and a participant in the Young Southeast Asian Leaders Initiative. She is being hosted by Ward 3 Councilman Kerry McCormack and is interested in public libraries. She is a consultant for the National Democratic Institute (NDI). She provides correspondence on political developments to the NDI-Burma leadership, and technical assistance to organizations that implement democracy-building initiatives. Zin is interested in the collaboration of federal, state, and local government related to policymaking. She is focused on advocating for democracy in Myanmar and wants to learn about power sharing between the different levels of government in the U.S.

"Punch" Krittanan Pensiribomboon is a university lecturer on metropolitan studies from Bangkok, Thailand, is a fellow being hosted by Edward L. Stockhausen, Senior Vice President of Advocacy & External Relations, Cleveland Neighborhood Progress while he is in Cleveland.

Each delegate shared additional information about their backgrounds and their expectation during their visit at Cleveland Public Library.

After Director Thomas and members of the Board welcomed the delegates, pictures were taken.

PRESENTATION: Facilities Masters Plan Update – John Lang, Chief Operating Officer

After a brief introduction by Director Thomas, John Lang, Chief Operating Officer, gave a detailed and thorough update presentation on the Library's Facilities Master Plan. The update included but was not limited to the following:

CLEVELAND PUBLIC LIBRARIES FACILITIES MASTERPLAN

Goal: Reimagine CPL facilities to meet changing service trends and community needs now and in the future.

- 27 branch libraries located in every Cleveland neighborhood.
- Successful levy in 2017 (70% ‘yes’ for a continuous 2 mill increase) ensured the financial capacity for an ambitious building program. This is a once in a generation opportunity to recapitalize our buildings to best meet community needs.
- We evaluated every building:
 - How is it working as a built asset? (age, condition, accessibility, maintenance backlog)
 - How is it working for the community it serves? (location, collections, patron visits, programs)
- We listened to the communities we serve:
 - Partnered with Cleveland Urban Design Collaborative
 - Facilitated library surveys, open-houses, and neighborhood engagement sessions
- Resulting CPL Facilities Masterplan (FMP) was published in 2019 and included a recommended project (renovation, expansion, new building) for every Campus
- All Branch/Campus Libraries categorized as either **Group 1 (2019-2024)** or **Group 2 (2025-2030)** based on the condition of each building and opportunities for joint development partners on a per location basis.
- **Group 1**
 - Jefferson, Hough, West Park, Lorain, Woodland & Central Distribution Facility, Eastman, Brooklyn, Rockport, MLK, Walz
 - **\$62M bond issuance in 2019; updated/current Group 1 budget is \$72.1M** (15.4% cost growth with anticipated overages to be funded from CPL Building & Repair capital account)
 - Working to maximize expenditures of Tax Exempt bond proceeds in 2024, but some work (mostly MLK and Walz construction) will extend into 2025-26
 - Glenville: Was not formally included within Group 1 but is being executed in sequence with Group 1B projects; the Glenville project budget is funded by the CPL Building & Repair fund and a \$3M Mandel Foundation Grant
- **Group 2**
 - Memorial-Nottingham, Sterling, East 131st, Mount Pleasant, Addison, Collinwood, Harvard-Lee, Union, South Brooklyn, Fleet, Fulton, Langston Hughes, Rice, Garden Valley, South, Carnegie West, Maintenance Facility.
 - Similar to Group 1, we anticipate organizing these projects into sub-groups (i.e. Group 2A, 2B, 2C) for budget and design/construction management.

- **2019 Cost estimate for Group 2 was \$41M, or \$48.8M w/Mem-Nott, but is now expected to be ~\$65M.** Currently working with Bialosky to review and validate all Group 2 projects' scopes, schedule, and budget.
- Tentative schedule will be to issue RFQs for Architect-Engineer teams in early 2025, followed by bond issuance later in the year, with construction from 2026-2030.
- **FMP Board Review - Points in the process at which the CPL Board of Trustees is consulted for review/approval:**
 - The FMP itself including composition and phasing of Group 1 and Group 2
 - Selection of all project architects (by shortlist)
 - Final negotiated AE agreements for all projects
 - Selection of all Construction Managers at Risk (CMR, by shortlist) including pre-construction fees and contingency
 - CMR Guaranteed Maximum Price Amendments (GMP, the cost of construction) for all projects
 - Full project budgets (including Architect Fees, GMP, Furniture & Equipment, Owner Direct Costs, and Owner Contingency)
 - Any subsequent modifications to approved project budgets including cost increases and final closeouts
 - FMP Group 2 update (currently in development)

INNOVATIVE AND SUSTAINABLE FEATURES

- Amazon-style book lockers to expand access to collections beyond building hours.
- Flexible floorplans with all furniture and shelving on casters so that spaces can be reconfigured to meet community needs – large gatherings, performances, art installations.
- Large community rooms with after-hours accessibility and smaller collaboration spaces to support a wide range of functions: municipal housing court, telemedicine appointments, music/podcast recording, gaming.
- Enhanced technology including laptop lending, expanded campus-wide outdoor wifi, digital innovation labs, mini-maker spaces (in addition to Tech Central at our Main Campus).
- Focus on sustainability and accessibility; all new buildings on track for LEED-accreditation with energy efficient lighting, HVAC, on-site stormwater management, enhanced outdoor spaces.

GROUP 1 OPENINGS

- JEFFERSON (reno + expand) – 10/15/22
- HOUGH (new bldg.) – 11/12/22
- WEST PARK (reno) – 1/7/23
- LORAIN (reno + expand) – 6/17/23
- WOODLAND (new bldg.) – 8/5/23
- CENTRAL DISTRIBUTION (reno) – 8/5/23
- EASTMAN (reno) – 10/28/23
- BROOKLYN (reno) – 3/2/24
- ROCKPORT (new bldg.) – 6/22/24

FMP Recent Milestones & Upcoming Events

- Rockport Campus: Grand Opening, June 22, 2024
- Walz Campus: Groundbreaking, Fall 2024 (tentative)
- MLK Campus: Grand Opening, MLK Day 2025
- Glenville Campus: Reopening Spring-Summer 2025
- FMP Group 2: Revalidating project scopes, sequence and cost estimates – site visits underway

ROCKPORT CAMPUS

- New building construction 98% Complete
- Final inspections occurring this week
- Circulation desks and shelving have been installed; balance of furniture later in May
- Old Rockport last day open Friday June 7 (Teen Tech Center temporary closing May 31)
- After relocation to new building, old building will be demolished and parking, site improvements will be completed (Jul-Oct 2024)

MARTIN LUTHER KING JR. CAMPUS

- Library construction 71% complete
- Lofts apartments completing top floor (11) structure & roof
- Working on signage, graphics, furniture, shelving, and technology plans
- Tentatively scheduled to reopen by MLK Day 2025
- Project is facing claims for schedule delays, water infiltration, and concrete columns

GLENVILLE CAMPUS

- Construction is underway ~15% complete.
- Steel framing and rough electrical & mechanical installations are ongoing.
- Working on furniture and equipment design now
- On schedule for spring/summer 2025 re-opening

WALZ CAMPUS

- Our partner, Northwest Neighborhoods CDC is still finalizing their financing for Karam Senior Living Apartments
- Building permits have already been issued
- CPL ready to initiate re-bidding for library construction; tentatively planning for fall 2024 groundbreaking and completion by late 2025

After lengthy discussion, Mr. Lang remained available for any questions the Board may have had.

Ms. Rodriguez thanked Mr. Lang for sharing this important update.

Finance Committee Meeting (Mr. Corrigan, Chair)

Present: Alice Butts, Melanie Shakarian, Thomas Corrigan, Anthony Parker

Absent: None

Resolution to Accept Gifts for the Month of April

Carrie Krenicky, Chief Financial Officer, stated that for this month, there are just seven dollars noted here and that is from all the patrons saying, “keep the change”.

Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution to Renew OCLC Cataloging, Worldshare ILL and Access Subscription Services

Sandy Jelar Elwell, Director of Collection and Technical Services, explained that this is the renewal for the OCLC subscription that we have had for many years with a 4% increase.

Mr. Corrigan spoke on the importance of this OCLC subscription for Northeast Ohio and CLEVNET

In agreement, Ms. Jelar Elwell state that this is important because there are so many materials and we are the only ones who own it. We are also putting in the records for it.

Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution to Accept Grant from the Cleveland Public Library Foundation for Digital Literacy Programming

Dr. Shenise Johnson Thomas, Chief of External Relations and Development, spoke on how the funding was secured. We worked with PWC, to secure digital funding to invest in our digital efforts, aligned with our strategic plan and the Foundation’s strategic plan and we were able to secure \$25,000. With this resolution John Malcolm, Chief Innovation and Technology Officer, is asking to use the funds for our patrons and our community on digital literacy programming.

Mr. Malcolm expressed his appreciation for the teamwork behind this effort and stated that this request and proposal was created by our team members, Jungu Guo, Manager of Immersive Learning & Innovation; Raghav Rao, Community Innovation & Technology Manager; Prince Foster, Assistant Manager, TechCentral; and Anna Fullmer, Technology Associate.

This resolution requests the utilization of the funds for a couple capstone cohorts. One bridging professional academic entrepreneurial centered around community engagement to foster skill acquisition personal growth for the individuals that participate in the program. There will be teenage youth participating. This program will be used to connect these teams and give them exposures into areas that they typically do not see, such as going in to PWC and working with their team and some of our other industry so that they can have an understanding on how real life

situations and skills that they may have and do not know how they apply and would work in the real world.

In addition, there will be a literacy program or cohort through online literary journal and magazines that will be published for teens and scholars who participate in this program so they can again, build up on basic literacy, creative arts, 21st century skills, and digital and financial skills. The scholars gain skills around experience in online publishing, getting rejections, and how to get better at their craft.

As he further explained, Mr. Malcolm stated that these are two uniquely different cohorts that we can use this funding for with different skill sets. Some are tech driven and others are not tech driven but use technology as their baseline. Studio 525 will serve as the community hub and headquarters for both programs.

In response to Mr. Corrigan's inquiry, Dr. Johnson Thomas explained that PWC was not mentioned in the resolution because the funding was broad enough for digital literacy and it is not restricted. Although the funds will be coming Foundation as opposed to PWC, the Foundation recognizes the gift from PWC.

Mr. Corrigan motioned that this item would go to the full Board for approval. Ms. Shakarian seconded the motion, which passed unanimously by roll call vote.

Resolution to Authorize Director to Negotiate and Enter Into Electricity Contract to Take Effect After Expiration of Current Contract

Bryan Szalewski, Director of Legal Affairs, stated that Library's current electric supply agreements go through August and that he and Carrie Krenicky, Chief Financial Officer, recently spoke with Scott Rafferty of North Shore Energy Consultants who assist us in purchasing our electricity and natural gas services. Mr. Rafferty advised us that, like everything else these days, the cost of electricity service to the Library is going to be going up considerably compared to what our current contract is right now and recommended that there are three different agreement types that the Library can look at for our next contract term called a capacity pass-through contract.

As he continued, Mr. Szalewski explained that there are four charges in every electric bill for (1) the energy that you actually receive; (2) the energy that is lost in transmission; (3) for ancillary charges; and (4) capacity, which is a fee that you pay as a user based on how much energy you use at the peak of time of energy consumption in the summer.

Mr. Szalewski stated that with the capacity pass-through, we have a fixed rate for the first three years, but the capacity charge is going to change on an annual basis.

Mr. Szalewski added that we also have another option, which is called a bilateral agreement, where all four are fixed for the first year. After that point, the capacity charge can go up or it can go down. Finally, we have the option to enter into what is called an all-in contract, which is all four of those features in an electricity bill are locked in somewhat for the term. If the capacity

rate goes up from what the energy companies anticipated when they quoted the price, they will pass that charge along to us on an annual basis. Therefore, it is not really fixed.

As he continued, Mr. Szalewski stated that through our discussions with Mr. Rafferty, he recommended that the Library look at pricing under either the capacity pass through or through the bilateral contract and indicated that we should look at pricing from all three and we would be best served to look at pricing for more than a 12-month term, perhaps along 24 or 36 months.

As he closed, Mr. Szalewski stated that this resolution is asking for authority to work with our energy consultant to find the best price for a 24 or 36-month term in either of the three pricing formats or contract formats that are available to us and then to enter into a contract. We will then present it at the next board meeting after we enter into a contract.

Lengthy discussion continued but was not limited to Library facilities and branches affected; they types of contract; solar energy projects; and the suggestion to get contracts that include 48- and 60-month options.

Mr. Corrigan motioned that this item would go to the full Board for approval to include 48- and 60-month options in the resolution. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Year 2025 Tax Budget

Carrie Krenicky, Chief Financial Officer, stated that this is our annual resolution must be passed before June 1, 2024, so that we could get on the CMSD board meeting agenda for June so that they can pass our tax budget on or before July 19, 2024 per Ohio Revised Code in order to submit our alternate tax budget information forms to the Cuyahoga County Budget Commission.

As she continued, Ms. Krenicky explained that we have determined that we will request \$69,500,000 from our tax sources. This demonstrates our need for these tax sources for our expenditures. We will be requesting \$42,000,000 from our property tax and \$27,500,000 from the Public Library Fund. Ms. Krenicky referred the Board to background and detailed information attached to the tax budget.

Ms. Krenicky was available to answer any questions the Board may have had.

Mr. Corrigan added that, as historically discussed, this is the needs budget that demonstrates the need. We cannot apply for what we get until first showing our need.

Ms. Krenicky stated that this is based on 100% collection rate from our property taxes as well.

In response to Ms. Shakarian's inquiry, Ms. Krenicky stated that it must be approved by the CMSD Board and we will be on the agenda for the CMSD Board Work Session and CMSD Business Meeting on June 11, 2024 and June 25, 2024, respectively.

Mr. Corrigan motioned that this item would go to the full Board for approval. Ms. Shakarian seconded the motion, which passed unanimously by roll call vote.

Fifth Amendment to the Year 2024 Appropriation

Carrie Krenicky, Chief Financial Officer, explained that we updated our Estimated Certificate of Resources to include the \$25,000 grant from the Cleveland Public Library Foundation and we will be appropriating that amount in our Founders Fund.

In response to Mr. Corrigan’s inquiry, Ms. Krenicky reported that the Public Library Fund was down by just over 8% on last month’s distribution. This is about \$414,000 less than where we were currently certified as of December. Overall, the Public Library Fund is down by about \$12 million of what was anticipated.

In response to Ms. Shakarian’s inquiry regarding that decrease, Ms. Krenicky that there were more tax refunds and the CAT tax is down as well.

Mr. Corrigan motioned that this item would go to the full Board for approval. Ms. Shakarian seconded the motion, which passed unanimously by roll call vote.

Human Resources Committee Meeting (Ms. Shakarian, Chair)

Present: Alice Butts, Melanie Shakarian, Thomas Corrigan, Anthony Parker

Absent: None

Regular Employment Report

Ms. Shakarian reviewed some highlights of the Regular Employment Report and motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Retirement Recognition Citation

After acknowledging retirees Shannon Muhammad, Caroline Peak, Jamie Lauver, and Christine Feczkanin for their years of dedicated service at the Library, Ms. Shakarian motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Mr. Corrigan adjourned the Joint Finance, Human Resources & Community Services Committee Meeting at 1:02 p.m.