

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
December 21, 2023
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: Ms. Butts, Mr. Hairston

Ms. Rodriguez called the Regular Board Meeting to order
at 12:09 p.m.

APPROVAL OF THE MINUTES

Ms. Rodriguez moved approval of the minutes for the
Joint Finance & Human Resources Committee Meeting of
11/14/23; and Regular Board Meeting of 11/16/23.
Mr. Corrigan seconded the motion, which passed
unanimously by roll call vote.

EXECUTIVE SESSION

Ms. Rodriguez moved to adjourn into Executive Session
for the purpose of discussing pending litigation with
counsel. Mr. Corrigan seconded the motion, which passed
unanimously by roll call vote.

The Board adjourned into Executive Session at 12:11 p.m.

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

The Regular Board Meeting resumed at 12:32 p.m.

PRESIDENT'S REPORT

After acknowledging that 2023 has been a very busy year
for Cleveland Public Library, Ms. Rodriguez, on behalf
of the Board of Trustees, thanked leadership and staff
for their hard work on Cleveland READS and other
initiatives that have taken place during the year.

**MINUTES OF
JOINT FINANCE &
HUMAN
RESOURCES
COMMITTEE
MEETING OF
11/14/23; AND
REGULAR
BOARD MEETING
11/16/23**

**PRESIDENT'S
REPORT
Presented**

DIRECTOR'S
REPORT
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas referenced an article published in Ideastream Public Media, **CLEVNET app is out. Here are the workarounds until replacement** and asked John Skrtic, Chief of Special Projects and Collections, to share additional information with the Board.

Mr. Skrtic explained that in April, Jamie Mason, Director of CLEVNET, received information from Sirsi executives about concerns related to the Solus app which is CLEVNET's mobile app for patrons. Sirsi expressed confidence that they would be able to resolve issues at that time. On November 24, 2023, CLEVNET and Sirsi libraries were taken by surprise when the CLEVNET app was completely frozen preventing patrons from accessing it. Mr. Mason alerted all CLEVNET Directors about the app being frozen thus locking out all CLEVNET app users.

Cleveland Public Library communicated this to its patrons but due to the holiday, the notice fell off the website.

As he continued, Mr. Skrtic stated that despite these challenges, all of the libraries maintained full access through their websites and patrons can place holds and access all of their information through their local library websites. We are constantly working on this to find a solution.

After additional discussion, Director Thomas stated that, as a resolution, we will have to build a new app.

Director Thomas asked Tana Peckham, Chief Strategy Officer, to give an update on the Strategic Plan presentation schedule.

Ms. Peckham stated that we surveyed the Strategic Planning Committee to make a recommendation to the full Board to compile a schedule of where we want to take a deeper dive each month. Ms. Peckham presented the Board with a calendar of monthly presentations.

Finally, Director Thomas that Cleveland Public Library is the 2023 recipient of AJC Cleveland's Isaiah Award for Human Relations. The presentation was held on

December 13, 2023 at Cuyahoga Community College. For nearly 60 years, the American Jewish Committee has presented the Isaiah Award to recognize the work of local non-profit organizations committed to human relations and giving back to the community.

After thanking Trustees Shakarian, Corrigan and Parker for attending, Director Thomas thanked Library staff for their hard work.

Finally, Director Thomas recognized Erica Marks, Senior Director of Outreach and Programming Services, Marina Márquez, Manager, The People's University, and Dr. Shenise Johnson Thomas, Chief of External Relations and Development, for their hard work making Cleveland READS the success it was. A film clip was shown highlighting Cleveland READS Victory Bash, held on Saturday, December 2, 2023.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

PUBLIC SERVICES

MAIN LIBRARY

PROGRAMS AND EXHIBITS

Writers Unplugged

Popular Department Manager Jen Jumba hosted several online *Writers Unplugged* events in November:

- 10/26/2023 - Bestselling Writer, Hank Phillippi Ryan

- 10/30/2023 - International Bestselling Writer, Jean Kwok
- 11/1/2023 - Local Writer Nicole D. Miller, (live at Hough Campus)
- 11/8/2023 - Diversity Fiction Writer, Ausma Khan
- 11/15/2023 - Beloved rom-com Writer, Meredith Schorr.

Let's Have a Postcard Party!

Center for Local and Global History Subject Department Librarian Mark Tidrick held three "Let's Have a Postcard Party!" programs in November. There were five participants in the Youth Services event, 23 at the Rice Branch event, and 15 at the Rockport event.

Coffee and Comics

Literature/Ohio Center for the Book Manager Don Boozer hosted a Coffee & Comics with acclaimed comics creator (and Medina County resident) Tony Isabella at Rising Star Roastery as part of the *Superman's Cleveland: Lineage and Legacy* series. Mr. Isabella spoke about the significance of Superman and engaged in a lively conversation with attendees about his vast experience in the comics industry.

Genealogy Family Research Clinic

The Center for Local & Global History hosted a Genealogy & Family History Research Clinic on November 18 in partnership with the African American Genealogical Society of Cleveland. Thirteen patrons received assistance with their personal genealogy research projects.

Notes from Special Collections: Free Black!

The concert *Notes from Special Collections: Free Black!* was held in the Special Collections Reading Room on October 21. The concert, held at 2:00 p.m., was enjoyed by 21 patrons.

Get Graphic! Graphic Novel Discussion

Literature/Ohio Center for the Book Manager Don Boozer hosted the final *Get Graphic! Comics Discussion* for the year at Bookhouse Brewing with a lively conversation among two

full tables of attendees about Sina Grace's *Superman: The Harvests of Youth*. This was the final event in the two-month-long *Superman's Cleveland* series!

Literature Department Book Discussions

Literature/Ohio Center for the Book Public Services Associate Michael Credico hosted an online reading and Q&A with Ohio writer Alison Stine, author of *Trashlands* and *Road Out of Winter* on November 3. Mr. Credico also hosted an online reading and Q&A with Pete Beatty, Ohio writer and author of the novel *Cuyahoga* on November 8.

International Languages Department Programming

International Languages Senior Subject Librarian Caroline Han, hosted two programs in November. Chinese Conversations attracted nine attendees and the Yoga session attracted four attendees.

Greater Cleveland Roll of Honor

The Greater Cleveland Roll of Honor: Men and Women in Service was on display from November 10 until November 15 in Special Collections. The Roll is a listing of greater Clevelanders who served in the armed services compiled from 1942 until 1945.

Music at Main

The Irish band Tween performed at the Main Library on Saturday, November 4.

Lunchtime Knitting at PAL

The Public Administration Library continued their lunchtime gathering for knitters and crochet fans on November 8th. Crafters of every skill level were welcome to attend.

PATRON SERVICES

Covid Test Distribution

Lending Department staff continue to distribute a limited supply of free BiNaxNow at-home COVID tests to patrons via the Drive-Up window.

Passport Services

The Lending Department continues to serve as a Passport Acceptance facility. Lending staff review and process new Passport applications, including providing Passport photograph services.

Passports Processed in November	Photos Taken	Revenue Collected
17	20	\$811

Tours and Classroom Visits

Cleveland Digital Public Library hosted CWRU's Professor Gran and his class of social history graduate students to introduce the library, Digital Collections, and Special collections to the students on November 10.

Tour Groups	# of Groups	# of Participants
General Patron Tours	6	121
New Employee Tours	2	62

Patron Photo Shoots

Photo Shoot Groups	# of Participants	Donations Accepted
39	451	\$1,985

LibChat Main Library Online Reference

Time Period	Chats Answered
10/21/2023 - 11/21/2023	81

Books by Mail Programs:

- **Words on Wheels:** Shelf Department sent ten packages including twenty-four items to Cleveland Public Library patrons through Words on Wheels as of November 14.
- **Homebound:** From October 16 through November 16th, Homebound Services sent out 94 packages for 88 patron requests.

New Material Lists

Popular Library Assistant Ricardo Jackson composed and distributed the new DVD and Book Request lists for both patrons and staff throughout the system.

OUTREACH

Literature/Ohio Center for the Book Manager Don Boozer participated in the two *Superman's Cleveland: Lineage*

and *Legacy* events at the Rock & Roll Hall of Fame, including introducing Laura Siegel Larson, the daughter of Superman co-creator Jerry Siegel. Well over a hundred people attended the events. Mr. Boozer also participated in the screening of *Superman II* at the Cleveland Cinematheque, once again introducing Laura Siegel Larson for her remarks on the making of the motion picture and her family's involvement.

International Languages Senior Subject Librarian Caroline Han conducted bilingual Story Time at partner school GALA (Global Ambassador Language Academy on November 7 (23 students) and November 21 (20) students.

Popular Department Manager Jen Jumba, worked with the new Executive Director, Jenifer Forbes, of the Cleveland Rowing Foundation to order books for each branch and Main of Arshay Cooper's *A Most Beautiful Thing: The True Story of America's First All Black Rowing Team*. Ms. Forbes is looking to connect underrepresented communities to the sport of rowing and is in the process of bringing Arshay Cooper here to Cleveland.

Popular Department Manager Jen Jumba, is also working with Playhouse Square's Marketing Director for opportunities to collaborate. Jen is starting with creating a display of the Broadway Series and Cyndi is working to provide Jen with some brochures about the series as a start.

Literature/Ohio Center for the Book Manager Don Boozer accompanied Cleveland Public Library Foundation Trustee Joe Compton and Senior Director of Development Shirley Leonard for a presentation to the Rowfant Club on the library and the Foundation on October 17. Members in attendance expressed appreciation for the talk and asked several presenters questions.

Social Sciences Subject Department Librarian Pete Elwell arranged to have a sports interview conducted of former Cleveland Browns player, Bobby Franklin, by local researcher, Allen Pfenninger. The interview, conducted out of state, will be added to the Sports Research Center digital gallery.

COLLECTION MANAGEMENT

Popular Subject Department Clerk, Daunte Bolden, processed and shipped 80 periodical titles to Lakeshore for the month of October.

Popular Library Assistant April Lancaster continued the CD weeding and shifting project by completing the Christian/Gospel section on October 30.

Shelf Department Pages Iara Goncalves, and Myra-Mae Bergeron shifted the Youth Services Library of Congress Stack collection on the 5th floor Main building.

Shelf Department Page Michelle Collins has put in order the quarto size Library of Congress collection that will be placed in the oversized Shelving unit.

Shelf Department staff, under guidance of Shelf Department Assistant Manager Cynthia Coccaro, started shifting the Bound Periodicals in Popular Department.

Popular Library Assistant Ricardo Jackson began an extensive reorganization, labeling and shifting project within the "Entertainment" DVD section of the Popular Department, whereby titles will be shelved and cataloged according to their genre, which will allow easier browsing, access and reference for both patrons and staff.

Social Sciences Sr. Subject Department Librarian Eric Hanshaw worked with department Pages Virginia Murphy, and Natasha Rash to start a shelf-reading project. The goal of the project is to complete a shelf-read of the circulating collection in Social Sciences, which includes finding incorrectly shelved items, items missing from the Catalog, and damaged items. The project has already resulted in the discovery of dozens of books not in the catalog.

Cleveland Digital Public Library, working with CPL Legal, finalized the donation of the original plans and drawings of the Cleveland Arcade.

Between Wednesday, November 15 and Friday, November 17 Ray Rozman of Special Collections shelved a backlog of books on carts in the Special Collections Vault.

MAIN LIBRARY RESEARCH HIGHLIGHTS

- Popular Library Assistant April Lancaster, emailed article scans from the 1944 New Yorker for patron request on October 17.
- Popular Subject Department Clerk, Benjie C. Smith, sent an article via email to patron looking for information pertaining to the saying "Move Fast and Break things" on October 31.
- Social Sciences Subject Department Librarian Pete Elwell worked with baseball researchers to help locate information regarding Cleveland Indians teams from the 1940's-1960's. Material in the Sports Research Center, including the Murdoch file and clipping files, were used.
- Social Sciences Subject Department Librarian Forrest Kilb assisted several patrons and colleagues in locating historical yearbook items for research and programming displays.
- Social Sciences Sr. Subject Department Librarian Eric Hanshaw assisted a patron who was looking for information and photos of their brother, who was a 1955 Golden Gloves champion.
- Business Department Librarian Zachary Hay assisted a patron looking for information about a historical Cleveland brewery their grandfather worked at during the late 1800s-early 1900s. Mr. Hay provided scans from the department's reference-only title, *Classified Business and Directors' Directory of Cleveland* (1907). CPL is the only library in the world with this title.
- Subject Department Librarian Mark Tidrick helped a patron find photos of the Elysium Arena and Cleveland Hockey teams that existed in the 1930s and 1940s. When it existed, the Elysium was the largest indoor skating rink in the world.

- Center for Local and Global History Public Service Associate Aimee LePelley digitized four maps of Brookmere Cemetery and one of Newburgh Heights for a patron.
- Center for Local and Global History Librarian Terry Metter used the Plain Dealer on microfilm to provide articles about Armistice Day events in 1927 to a university professor in Massachusetts who is writing a novel set in Cleveland in the 1920s.
- Fine Arts and Special Collections Public Service Associate Kailey Boshara provided an overview of Sabota books, and Honorine Guillbeau prints to a patron. Ms. Boshara also performed a WorldCat search for a printed music piece.
- Fine Arts and Special Collections Librarian Ray Rozman assisted a patron with a 17th -18th century bibliography project and transcribed a manuscript letter from one of the books. Mr. Rozman also pulled two boxes of USCF Chess Tournament Records for another patron.

STAFF DEVELOPMENT

Popular Department Manager, Jen Jumba, is part of the Fall 2023 Civic Leadership Institute class, which is part of the Cleveland Leadership Center.

Literature/Ohio Center for the Book Public Services Associate Alison Guerin participated in the Dublin Literary Award Committee on October 26.

Social Sciences Subject Department Librarian Pete Elwell attended the PLA webinar *Innovative Engagement for Libraries: Using Sport, Physical Literacy, & Wellness to Engage & Support Your Community*, sponsored by Hiveclass.

Social Sciences Subject Department Librarian Forrest Kilb attended the webinar, *Let's Talk Race: Community Healing through Conversation*, through WebJunction.

Social Sciences Sr. Subject Department Librarian Eric Hanshaw attended a meeting of the Rainbow Readers ERG, which was led by Social Sciences Manager Steve Capuozzo.

Social Sciences Public Services Associate Mike Deneen attended the NEO-RLS webinar, *Legal Reference Guidelines & Basic Legal Research Resources*.

Public Administration Library, Library Assistant David Furies participated in the Midwest NCSA Collaborative Collection Development virtual meeting discussing upcoming changes to the Federal Depository Library Program's transition to an all-digital library format.

Business, Economics, and Labor Librarian Susan Mullee attended a webinar from Cabot Wealth Network *Dividend Growth & Megatrends: 2 Ways to Win the Long Game in Uncertain Markets* and one from METRO New York Economics & Business Librarians *SEC Documents: A Financial Analyst's Best Friend*.

Science and Technology Department Clerk Lakitha Tolbert attended the NEO-RLS workshop *Back to the Book*.

Government Documents Library Assistant Alea Lytle attended the webinar *Revolutionizing the Library Experience: Unveiling the New EBSCOhost* from EBSCOhost.

Lending and Circulation Manager Reginald Rudolph attended the NEO-RLS Circulation Networking Meeting on November 2.

General Research Collections Manager Sarah Dobransky viewed two Federal Depository Library Program webinars, *Secrets of the Super Searchers IV - Old School Wisdom, New School Tools for Difficult Questions* and *Secrets of the Super Searchers III - Law*.

OTHER

General Research Collections Manager Sarah Dobransky visited the University of Mount Union along with Center for Local and Global History Manager Olivia Hoge, Senior Director of IT Anthony Long, Immersive Learning and Innovation Manager Jungu Guo, and Creative Technology Engineers Tristan Wheeler and Melissa Cannan. The group met with College of Arts and Humanities Dean Dr. Heather

Duda, E-Sports Director AJ Digby, several faculty, and library staff to discuss possible collaboration with Cleveland Public Library.

Business Department Librarians Zachary Hay and Susan Mullee, Science and Technology Department Librarian Jorge Arganza, and General Research Collections Manager Sarah Dobransky are serving on the Workforce Development Strategic Priority team.

Government Documents Library Assistant Alea Lytle was elected as the new co-chair of the Rainbow Readers ERG.

Cleveland Digital Public Library Senior Clerk Elaine Straka began serving on the ERP Process Improvement Team on November 17.

On November 13, Photograph Collection Librarian Brian Meggitt was interviewed by Cuyahoga Community College photography student Sarah Wilson. In the video-recorded interview

Mr. Meggitt talked about the history and development of the Collection and the services it provides to patrons and researchers. The interview is part of a class project.

Lending and Circulation Manager Reginald Rudolph continued to serve on the Public Service Training Steering Committee and assisted in the facilitation of De-Escalation Training to all CPL staff.

Mr. Rudolph and Sr. Manager of Lending, Logistics, and Circulation Stephen Wohl continued serving on the BookEnds training team.

CLEVELAND DIGITAL PUBLIC LIBRARY

Programs & Exhibits

Staff participated in professional groups and Main Library meetings. Staff monitored environmental conditions in exhibits, showed off the specialized "Archive" display on the touch wall in our space, and prepared appropriate exhibit supports for displays in Main Library display cases. Working with Special Projects and Arts and Culture, staff assisted moving, preserving, storing, framing, and installing art works. Staff held a scan day out at Harvard-Lee branch on November 25.

Public Service Statistics

ClevDPL had 92 in-person visitors during November. Staff had 11 two-hour scanning appointments. From November 1 to November 30, Google Analytics (GA) reports 7235 sessions for 5112 users and 98,394 page-views. Search engines delivered 51% of sessions. Searching in CONTENTdm accounted for 28% of sessions. Referrals were 6% of sessions. 11% of sessions came through social media (an increase this month). About 11% of sessions were unassigned. 48% of users accessed our site using desktop computers, and 52% accessed CONTENTdm through mobile devices (4% tablets and 48% mobile).

Outreach

Community partners' work in November continued. ClevDPL collaborated with Playhouse Square staff and Main Library's Literature Department to enhance the project now up online in the Digital Gallery. The team corresponded with Shaker Area Development Corporation to scan their community newsletter *Connection*. The team scanned scores of original issues of *habitat*, a Cleveland real-estate newspaper and scanned two dozen posters with the Rock & Roll Hall of Fame. ClevDPL had items from family collections scanned. Several local artists scanned their works. Staff created a sample land use collection with Western Reserve Land Conservancy and also collaborated with representatives from the Classic Car Club of America to do a sample collection.

Collection Development

As of November 30, 1063 images were scanned, 287 were post-processed and QA'd, and 253 images were uploaded, many of which were included in multi-image pdfs. The web archives continue to document 44 unique Cleveland and NE Ohio organizations. Scanning highlights include continuing scanning local newspapers, uploading urban planning documents, uploading Cleveland Orchestra scrapbooks, and scanning sheet music. Continued work scanning and uploading *Hi-Gear* Magazine, a local journal documenting unique, diverse communities in Cleveland. The team scanned and processed from microfilm images of the East India Company documents and uploaded documents sent by PAL (Public Administration Library).

ILL

Statistics from OCLC are one month behind and cover October. CDPL had 109 requests from CPL users for materials from other libraries. The response time

averaged 14 days and 20 hours. Partner libraries made 718 requests through OCLC to borrow from CPL; 14 requests were through ALA forms. CPL staff managed a response time for books of 4 days and 22 hours. Staff again had ILL requests from incarcerated persons and general researchers using ALA forms.

Staff Development

CDPL is reviewing digitization procedures with staff. Staff retrained on the i2s Quartz Scanners this month and learned about CONTENTdm. Staff also retrained on ILL procedures this month.

Preservation

As of November 31, Preservation/Conservation did 29 complex repairs and 24 simple repairs on codex books. Currently the Preservation/Conservation team is down to half strength due to a staff member's retirement. The team continued uploading materials for an inventory of artwork in the library system. Working with the new arts director, the team continued planning reinstalls and moves of artwork. Additionally, the team continued enhancing navigation for a staff only interface to a digital art management collection in CONTENTdm. There is added information from special collections files including artist nationality, artist names, accession information, and donor information.

Planning Activities

CDPL continues to plan for art moves and storage of art. Staff are developing and planning programming for next year.

OHIO LIBRARY FOR THE BLIND AND PRINT DISABLED

Activities

For November 2023, OLBDP circulated 54,851 books and magazines directly to patrons. OLBDP registered 117 new readers to the service. The BARD statistics were not available to include in this report when it was due.

A review and update to the OLBDP Reader's Handbook was completed. The handbook is sent to new patrons to help introduce them to the service, offer guidance and answer questions about this program. A new audio version will be prepared and made available to patrons on cartridge.

OLBPD is one of the first National Library Service (NLS) network libraries to move forward on a new routine to streamline the BARD (Braille and Audio Reading Download) application process. BARD is a service that allows OLBPD patrons to download their reading materials instead of receiving them on cartridge. Previously, patrons interested in using BARD would have to submit a separate application. Now with this new routine, a BARD account can automatically be generated from patrons electronic records, eliminating the need for a separate application and review/approval process. Currently, 13% of OLBPD patrons are using BARD. By simplifying the BARD application process, perhaps the number of patrons using BARD will increase.

OLBPD staff participated in remote programming and provided information and talks about the service at the North Royalton Health Fair on November 4; Westlake Porter Public Library Health Fair on November 4; and Euclid Public Library Podcast on November 13.

The OLBPD adult book club met remotely on November 19 to discuss *Remarkably Bright Creatures* by Shelby Van Pelt.

Staff Development

Performance evaluations for Union employees were prepared and completed.

PUBLIC LIBRARY ADMINISTRATION

Programs/Exhibits

Many thanks to the Main Library departments for their assistance with our book displays.

Collections

Two titles were transferred, and three titles were withdrawn.

- *Blazes, Posts, & Stones a History of Ohio's Original Land Subdivisions* by James L. Williams (0009937721919) was sent to Preservation for mending on November 9.
- *Cleveland's Johnson* by Eugene C. Murdock (0009122259717) was loaned to the History Department.

A patron shared the title *Nomination of the Baldwin Water Treatment Plant and Reservoir in Cleveland, Ohio as an ASCE National Historic Civil Engineering Landmark*. A reference copy has been sent to Catalog.

A City Hall worker donated the title *The W. Bingham Building* to PAL.

On November 2, PAL received the donation of scan agreements signed by Rhonda Brown for the Cleveland Hall of Fame plaques and Sister Cities charters. Thanks to Social Sciences/Public Administration Library Manager Steve Capuozzo, and PAL Public Services Associate Denise Williams-Riseng for their assistance in bringing down the cart of Cleveland's Hall of Fame plaques and Sister Cities certificates. Thanks to Cleveland Digital Public Library, Library Assistant Computer Emphasis Curtis Flowers for scanning the oversized piece introducing the Hall of Fame collection. Rows B, C, and D of the Hall of Fame plaques have been scanned this month.

The Cleveland Public Digital Library has added to the Digital Gallery:

- Cleveland Landmark Binders year 2015, and year 2020.
- *The Fairfax Renaissance Plan / Prepared for the Fairfax Renaissance Development*. 0009132319212
- *West Side Neighborhood to Plan its Future / Cleveland City Planning Commission*. 0009947699717

PAL emailed to Cleveland Digital Public Library for future additions to the Digital Gallery:

- *The Charter of the city of Cleveland*. 0009131341431
- *Plat of Property, Showing Existing Buildings, City Farm Colony, Warrensville, Ohio. May 6, 1918; revised to October 1, 1919*. 0009204309760
- *River Park Development: The Forward Look for Cleveland / H. David Howe, architect*. 0009111718863

Reference Questions Unique to PAL

- PAL assisted a patron with learning about filing a petition for civil stalking protection order and provided other information on how to get free legal assistance through the library's partnership with LegalWorks among other sources.
- PAL provided resources for a patron dealing with neighbor boundary issues for fence and tree responsibilities pertaining to permission to enter adjoining premises.
- Staff assisted a patron with Census information.
- Staff assisted with copies of historical City Council rules.
- Staff assisted a patron researching city master plans through the lens of sustainability and demolition in east-side neighborhoods since the 1970's.
- Staff assisted a patron with ward 12 map information.
- Staff assisted patron in locating historical article concerning Eagle Avenue Bridge.
- Staff assisted a patron with Cuyahoga County Regional Planning Commission reports.
- Staff assisted a patron seeking legal forms with information about Cuyahoga County "Great Estates" program.

Outreach

A staff member from Vital Statistics visited PAL to use the microfiche machine to make copies.

Staff

PAL Library Assistant David Furies participated in the Midwest NCSA Collaborative Collection Development virtual meeting discussing upcoming changes to the Federal Depository Library Program's transition to an all-digital library format.

Thanks to Curtis Flowers from Cleveland Digital Library for visiting PAL to demonstrate to staff and patron how to scan negatives on the Epson and providing frame holders for the process.

Issues/Concerns

Plaster is falling from the ceiling in one location.

ARCHIVES**Conservation**

On November 14, Jordan Mesavage, Conservation Preparator with ICA-Art Conservation, installed a new bronze letter "D" in Maya Lin's *Reading a Garden* installation in the Eastman Reading Garden. The letter was reported missing from the "Story of Reading" section of the installation on March 23, 2023, and Maya Lin's studio was contacted immediately; a replacement letter was cast by Walla Walla Foundry in Walla Walla, Washington. During treatment, Mr. Mesavage removed the two pins that had broken off and remained in the stone, installed the new letter, and used epoxy to secure it in place. He returned the following day to remove the wooden jig that held the letter in place while the epoxy cured overnight. Once the letter was set, Andrea Chevalier, Head of Paintings Conservation with ICA-Art Conservation, gave it a patination treatment so that its tone matched the other letters in that section.

(Previously, in 2009, 64 of the 87 white bronze letters were found to have been broken off from their installation on the "Verses Oval," a black cast stone oval table in the Garden. New letters were created by Metallic Arts in Spokane, Washington (the original fabricator of the letters) and installed by ICA-Art Conservation.)

On November 15, Ms. Chevalier spent the day on the fourth floor of Main Library treating the mosaic *Children's Globe* made by Cleveland artists Anna Arnold, George Bowes, and Lyneise Williams in 1998, along with 200 children at 10 Library branches who made the colorful ceramic and glass tiles that cover the globe. The *Children's Globe* has been on view in the public elevator lobby of the fourth floor since 1999, when it was introduced to the public at the reopening of Main Library, following the building's renovation. The *Globe* was among the artworks that were commissioned by the Library's Board of Trustees during the Main Library Project, demonstrating the Library's continuing support for the visual arts.

The *Children's Globe* was very dusty, particularly on its top surface, and during treatment, Ms. Chevalier removed the surface dust, loosened the dust on the rough grout, and conducted an aqueous cleaning. She also found that several mosaic pieces were missing, and she reattached one piece found atop the *Globe*. Following treatment, the piece looks significantly brighter and cleaner. Ms. Chevalier's full treatment report is available in the Archives.

ARTS & CULTURE

The Archive by Rebecca Louise Law continues to be a draw, with well over 40,000 visitors to the exhibition thus far.

Director Tiffany Graham Charkosky conducted a tour of Main Library with Executive Director Felton Thomas and Craig Hassell, President & CEO of Playhouse Square on November 6.

Ms. Graham Charkosky, Chief of External Relations & Development Shenise Johnson Thomas, and Director Thomas met with Rhonda Brown, Senior Strategist for the Arts for the City of Cleveland on November 15 to discuss opportunities for City Hall and CPL to collaborate.

Coco's Selfie Spaces developed two winter-themed "selfie stations" for patrons at Main. These were installed in the LSW Lobby on November 21 and will be in place throughout the winter.

Arts and Cultural offerings that were part of the WinterLand event on Saturday, November 25 included a cello performance by Ida Mercer of the Cleveland Cello Society, classical guitar performance by Thomas Walsh, and a performance of *The Nutcracker* by The City Ballet of Cleveland.

CPL leadership met with CEO of Holden Forest and Gardens, Ed Moydell, and Caroline Tait, Chief of Horticulture for Holden Forest and Gardens on November 28 to discuss potential collaboration.

Ms. Graham Charkosky has continued efforts to build partnerships with area institutions and arts groups and has met with Case Western Reserve University, Lutheran

Metropolitan Ministries, and local artists as planning for 2024 is underway.

YOUTH & FAMILY ENGAGEMENT

Youth Services Department

On November 15, 2023, Youth Services Manager Annisha, and Director of Youth and Family Engagement Jacqueline Lamb facilitated a capacity building workshop for CPL's Youth Services Team. The theme of the meeting was centered around effective after-school programming for children and teens. There were special guest presenters from Ginn Academy High School, Say Yes, Ideastream, and CPL's very own Director of Diversity, Equity & Inclusion, Ashely Boyd.

Throughout November, Senior Librarian Lan Gao made significant contributions to the library's operations and community services. At the CMSD ILL Committee meeting on November 10, she displayed her expertise, presenting a well-prepared "YRead?" book title list. Her insightful presentation on the "YRead?" Class Sets bolstered the library's educational outreach, making it an invaluable resource for CMSD students and educators.

Lan's support for the "Celebrate Kindness Take n' Make" program, a creative initiative envisioned by Maria Lopez and supported by Lan and Tech Central's Technology Associate, Mike McGee, was a highlight. Distributing 11 kits to patrons symbolized the library's active role in community engagement and educational support.

On November 13, Lan, along with Children's Librarian Maria Lopez, Youth Services' Public Services Associate Emily Bollin, and Social Science's Sr. Subject Department Librarian Eric Hanshaw, led an informative and engaging library tour for 60 second-third grade students from Hawken School. This tour underlined the library's commitment to educational outreach, highlighting the library's role in the community's educational framework. On November 14, Lan hosted a captivating Story Time session for families, providing entertainment and reinforcing the library's status as a welcoming space for family learning and enjoyment.

Hispanic Heritage Month and Flags

In November, Maria Lopez led the ";Buscar la Bandera! Find the Flag!" initiative, which takes place from September 15 to December 15. The scavenger hunt aimed to celebrate Hispanic Heritage and involved 45 participants who embarked on a cultural quest within the library's walls. The participants identified various Hispanic countries' flags, culminating in a rewarding prize and a deeper appreciation of Hispanic heritage.

Mystery Lab

On November 12, Ms. Lopez collaborated with the Tech Central staff to facilitate the "Mystery Lab" program. The program attracted a group of 4 patrons, who solved intricate puzzles and fostered a sense of community and collective problem-solving.

Zine Making Workshop

On November 14, Ms. Lopez played a pivotal role in the Zine Making Workshop, primarily facilitated by staff from Lake Erie Ink. Around six attendees explored their creative expressions through zine making.

Outreach - CMSD Administration Building

On November 15, Ms. Lopez extended the library's reach beyond its walls by visiting the CMSD Administration Building. Here, she conducted a fall-themed Story Time, enrapturing 20 students and a teacher. She also distributed ten foam pumpkins to additional students, further broadening the library's impact within the educational sector.

Throughout November, Ms. Lopez displayed an unwavering commitment to cultural, educational, and creative initiatives. Her diverse activities enriched the library's offerings and strengthened its connection with the community, affirming her vital contribution to its mission.

Family Engagement:**0-3 Read to Me**

0 to 3 Read to Me Playdates were conducted at the Carnegie West Branch on Friday, November 17 and on Saturday, November 18. A session was also conducted at the Rice Branch on Saturday, November 18. The goal of the program is modeling Every Child Ready to Read practices for the caring adults of children ages birth

to 36 months, which are proven to improve early literacy skills in young children. This is accomplished through engaging books, lively songs and of course, play! The time for free play is also a chance for staff to get to know families on a deeper level, families to get to know each other and for young children to engage with other children. Each family receives a book to keep, encouraging early literacy practices at home.

Plans are underway to expand the 0 to 3 Read to Me Grant programs and services such as early literacy programming and play spaces at additional branches, bringing the total to four east and four west side branches. As stated earlier, programs and services for families with very young children are crucial for developing early literacy skills which are essential for children being ready to become a reader and having the skills necessary for kindergarten readiness. The 0 to 3 Read to Me programs and services are made possible by a generous donation from the Bruening Foundation.

FamilySpace

FamilySpace continues to see new and returning families at Carnegie West and Hough branches And, with new connections being made with Bright Beginnings, The Cleveland Hearing and Speech Center, Lexington Bell, and other agencies, we only expect visitation to FamilySpace to grow. A FamilySpace "Saturday Special" program was held on November 4 with crafts, Bright Beginnings staff and refreshments was held and there were 46 adults and children in attendance, including three Family Advisory Committee members and their children. We are finalizing plans for a "Saturday Special" program at Hough Branch in December.

The Family Advisory Committees at both locations remain strong and are continuing the process of Participatory Evaluation. The goal of the Family Advisory Committee and the Participatory Evaluation Process are to ensure FamilySpace is meeting the needs of families in our communities. FamilySpace is made possible by a generous grant from Invest in Children and United Way.

BRANCH NARRATIVES

D1 Eastman - Librarian Cassandra Feliciano participated in the Dia de Muertos Parade with the ERG Latinos Juntos. The group made life sized dragon and owl puppets inspired

by Roger Titley's *Creatures*, and handed out free books to promote Cleveland READS as well as candy for the kids and parade attendees. Ms. Feliciano presented the Mindfulness Coping Bowls program teaching participants ways to cope with anxiety and promote calmness. She also presented the MakerLab-Friendship Bracelets.

D1 Lorain - Library Assistant Todd Fagan and Librarian Andrea Csia provided weekly preschool Story Times in the branch and outreach to Stockyard Elementary, Willard Head Start, Cleverbee Daycare, Halle school, and Marion Seltzer. Youth programs included painting mini pumpkins, DIY mugs, and upcycling books into art and tie dye shirts. Young Scholars Academy continued to provide kindergarten readiness activities. Branch Manager Tamara Steward attended the 2nd district policing committee meeting.

D1 Rockport - Library Assistant Bill Petrucz provided a variety of youth programs such as Game Night with Nintendo Switch, Simple STEM building kit, and Chess Club. Librarian Kendra Proctor hosted a Graphic Novel discussion club at John Marshall High School and at the branch. Manager Luigi Russo attended the three-day annual conference for The Clubhouse Network in Boston, Massachusetts.

D1 Best Buy Teen Tech Center (BBTTC) - Members enjoyed a multi-day 3D printing program to learn about the basics. Pathways Facilitator Emily Szymanski hosted an Etsy scavenger hunt to teach e-commerce. Members learned the basics of Photoshop to create movie posters to commemorate last year's blockbuster movies and attended a pizza and paint party to finish the community mural project in the garden. Kelcey Saunders began as the new Assistant Coordinator.

D1 Walz - closed for FMP

D1 West Park - West Park continued to emphasize early literacy programming with *A Very Bluey Morning*, *Sleepy-Time Story Time*, take-home Story Time Kits, and *0-3 Read to Me Playdates*. We also received our new kitchen playset and other toys and learning kits provided by the Bruening Foundation grant. Children's Librarian Tracie Forfia performed outreach Story Times and activities to Al Ihsan, Discovery World, Riverside, Newton D. Baker, Holy Cross Lutheran, Clara Westropp, Valley View, and Our Lady of Angels schools. Manager Forrest Lykins completed

Cleveland Leadership Institute through the Cleveland Leadership Center.

D2 Carnegie West - Children's Librarian Helen Zaluckyj attended Orchard S.T.E.M. School's Literacy Day and shared four of her favorite Fall reads with 53 students. A special Saturday session of Family Space presented by Bright Beginnings had 18 families visit for a total attendance of 46. Manager Angela Guinther attended the monthly Ohio City Inc. meeting.

D2 Fulton - We hosted two Animal Dance Parties featuring Dr. Raquel Ortiz's music and puppets, to film a Music video with a kindergarten class from Denison Elementary. Librarian Beverly Austin and Public Services Associate Rosa Simone attended the YALSA conference in St. Louis. Branch Manager Leslie Barrett attended the 2nd District Meeting.

D2 Jefferson - Public Services Generalist Grafton Lee led an Acrylic Painting for Beginners class focused on Vincent Van Gogh. Public Service Associate Danielle Konkoly led the Robotics: Building and Coding for the Win program. Cleveland based Nigerian artist CHIMI hosted a creative musical program. Branch Manager Nick Durda led a discussion of *We Gather Together: A Nation Divided, a President in Turmoil, and a Historic Campaign to Embrace Gratitude and Grace* by Denise Kiernan for the monthly Think & Drink book club. Librarian Karen Kelly Grasso taught a friendship bracelet making class to students.

D2 South Brooklyn - Librarian Adela Torres in partnership with Tech Central, held a Mystery Lab program that was an "Escape Room" for teens with seven participants. Manager Joanna Rivera held an adult book club and an adult Crafty and Cozy program to engage the Old Brooklyn adult community. CMSD held a "Coffee Chat with CEO Dr. Morgan" with around 25 participants to meet and learn about CMSD's new CEO Warren Morgan.

D2 South - Librarian Jennifer Moncayo guided 38 children in painting mini pumpkins. Manager Jaime Declet and Moncayo transformed 40 pounds of sugar into 60 blank sugar skulls that children then decorated with eight pounds of brightly colored icing which were then placed on the Día de Muertos Ofrenda. Over 50 people came to take free family portraits at a program by Library Assistant Joel Lefkowitz. While the families waited for

their turn, they had the opportunity to make buttons and color at our family coloring station. The Refresh Collective, who teach teens to make beats and rap, will move from CMSD to South.

D3 Garden Valley - Public Services Associate Eren Crebs led STEM Robotics, Winter Crossword, and Chess programs, and engaged in the Rainbow Readers ERG outreach to John Adams High School. Library Assistant Leonard Burks hosted a Puppet Party. Burks and Crebs conducted a preschool Story Time at Rainbow Daycare. Garden Valley gained three new Public Services Generalists: Jyrah Graves, Nell Simmons, and Emma Pavlik. November also welcomed Assistant Manager Tammy Houghton.

D3 Hough - The Hough Campus partnered with Famicos to bring Coffee with Cops to the community, where residents voiced concerns. Author and blogger Nicole Miller was interviewed by Jen Jumba for a podcast. The Hough Campus welcomed two new team members, Jovaughn Gaines and Ryan Clark.

D3 MLK - Branch staff welcomed Public Services Generalist Kassia Osset, and celebrated the promotion of Clerk Bessie Coleman to Public Services Associate. Staff hosted a hard hat tour and luncheon with Director Thomas, the CPL Board of Directors, Executive Board, and other VIP members. Librarian Angela Pope Margerum and Library Assistant Eric Eubanks provided weekly Story Times for Head Start Quincey Place, and Sweet Kiddles Childcare Center. Manager Kimberly Hunter discussed three books with her Fenway Manor Senior Living Book Club. Margerum and Eubanks provided teens with Groovy Tuesdays to learn the history of hip-hop lyrics in celebration of National Hip-Hop Month and the 50th Anniversary of Hip-Hop. Eubanks and Coleman provided a weekly line dancing program.

D3 Sterling - Sterling welcomed new staff members Charles Bailey and Jaysin Kolarik. Public Services Associate Valerie Gee presented a paracord MakerLab. Librarian Sonja McCord presented Story Times at Family First, YWCA, and Where Futures Begin daycares. Manager Monica Rudzinski attended the Central Collaborative and Third District Police Community meetings. Rudzinski met with residents of Joseph's and Mary's Home to promote the new deposit collections at the facilities.

D3 Woodland - Woodland hosted LegalWorks, Young Scholars Academy, and Fall Family Story Time with Councilman Richard Starr. Librarian Lanecia Smith organized a Cricut Sticker program, Tape Art program, Friendship Bracelet MakerLab, Slime Extravaganza, and a UKIT Robotics program. Smith conducted a Story Time at All-Around Daycare and for first graders at St. Adelbert Catholic School. Manager Maria Estrella facilitated the Día de los Muertos: Celebrating Life and Remembrance series. We welcomed Public Services Generalists Brent Fosbrink and Cailyn Jones.

D4 East 131st Street - Manager Tim Greenwood held a fireside chat for community members to share concerns and express ideas. Children's Librarian Kelli Minter conducted an acrylic keychain making program using the Cricut. We bid farewell to Public Services Generalist Sebastian Fickel who transferred to the West Park Branch. Y.O.U Student DaeJonna Dyer rejoined our team for the holiday season, and she is joined for the first time at E.131st with her twin brother Johnny Dyer.

D4 Fleet - Public Services Associate Giovonni Braden Dorsey hosted an open house for the Book Nook pilot project, with local children's author Michael G. Williams. We welcomed new team members Public Services Associate Kathy Bowers, Public Services Generalist Stefanie Helgert, and Public Services Generalist Antonio Musso.

D4 Harvard-Lee - We hosted musician CHIMI for a song-writing workshop with 12 patrons. In partnership with CDPL, Manager Kristen Schmidt and Manager Chatham Ewing held a scanning day with community member Charesha Barrett to digitize neighborhood and family history. Librarian Alycia Woodman and Library Assistant Kevin Moore engaged in outreach Story Times at Louis Stokes Day Care, and Woodman held her first preschool Story Time inside the branch. Public Services Generalist Lily Draheim hosted the Paracord MakerLab. We welcomed new Public Services Associate Keith McNeal and Public Services Generalist BriYanna Graham. Public Services Generalist Chris Kulcsar transferred to Memorial-Nottingham Branch.

D4 Mt. Pleasant - Librarian Dianna Trent hosted a rhinestone shirt program with 10 youth. Staff hosted a Report Card

celebration for 30 youth to celebrate the scholars' scholastic achievements. Manager Shayla Boyce worked with Andrew J Rickoff teacher Anita Guisto to resume the Robotics Program outreach to a second-grade class. Staff welcomed new employees Paige Richardson, Jesse Amesquita, Erin Hayward, and Shawn Wolford.

D4 Rice - In partnership with the Center for Local and Global History, Librarian Whitney Johnson hosted a Post Card Party with Mark Tidrick, teaching scholars the history of and how to send a postcard. Staff welcomed new team members Lily Morris-Mathis and Dwight Flemings. Rice said farewell to long-time Page Claudette Fowler.

D4 Union - Young Scholars Academy welcomed 20 participants. Library Assistant Valerie Johnson's outreach included Nathan Hale, Miles Park, Miles, and Prep Woodland Hills schools. Johnson's True2U mentoring commenced at Stonebrook-White Montessori. An Interactive Story Workshop series with FeltSmart Story Alive LLC welcomed 20 scholars and ended with children demonstrating what they have learned about culture through character, dance, and music for neighborhood partners, family, and friends. Our Spelling Bee engaged 20 scholars.

D5 Addison - Library Assistant Ronald Clark welcomed five patrons for the Great Pumpkin Carving event. Librarian Heidi Malinoski hosted 32 Early STEAM Academy students to learn about library resources. We welcomed new Public Services Generalists Adeline Wallo, Reuben Jolley, and Shakita Miles. Manager Tamara Means met with League of Women Voters to plan a Women's History Month program. We hosted UMADOAP bi-weekly for harm reduction information. Public Services Associate Ashley Martinez connected with community partners at Glenville and Hough MyCom meetings.

D5 Collinwood - Manager Caroline Peak tabled at the ribbon cutting of Langston Senior Apartments and at the Senior Resource Fair at Collinwood Rec and provided free books. Library Assistant Kiaira Jefferson conducted weekly Story Times with Key 4 Kids and Scholars of Tommorrow. Public Services Associate Isabelle Del Turco was accepted as a Tru2U coach for East Clark Elementary and provided Halloween bags to youth at the library. Peak developed a partnership with CWRU and others to continue Healthy Eating for Healthy Living programs in

2024. We welcomed Public Services Generalists Marlon Merritt and Ne'Chelle Moore.

D5 Glenville - We welcomed new staff Sarah DeRosa, Christopher Graves, and Robert Galo. Shelf Page Corwin Kates was promoted to part-time Public Services Generalist. Librarian Maggie Lawrence conducted a large-format paper arts program for youth. Public Services Associate Shawnte Baldwin presented a Shibori Tie Dye program to make tea towels. Manager Peter J Roth did a Stained-Glass Lantern program. Lawrence continued weekly outreach to Wade Early Learning Center and Murtis Taylor Daycare and monthly visits to Stephanie Tubbs Jones and FDR Schools. She maintained weekly visits to the WIC office and Immunization Clinic at the J. Glen Smith Health Center, where she read with families waiting for their appointments.

D5 Langston Hughes - Librarian Christopher Busta-Peck presented nine Story Times each week at Stonebrook Montessori and Wilson Elementary School. Library Assistant Ron English presented Story Time at Early Stem Academy. Manager Bill Bradford attended the Harassment workshop, the Legal Aid Society annual meeting, and continued his Lunch with Mr. B. initiative with individual staff members. The branch welcomed new staff Evan Kern and Holly Vincett.

D5 Memorial-Nottingham - Manager Moncrief Robinson attended Crisis Intervention Training presented by the ADAMHS Board of Cuyahoga County. Public Services Generalist Michael Fillinger hosted a Paint and Sip program. Librarian Adam Tully attended the Little Free Library Installation at East Clark Elementary School with Cleveland Reads ambassador Ebony Donnelly. Tully held a first annual Native American Heritage Month program of crafts and facts about tribes in Ohio. Library Assistant Marvin Benton ended the Teen Fall Film Series with the movie Smoke Signals in honor of Native American Heritage Month. Kanasha Fisher and Christopher Kulcsar joined the staff as Public Services Generalists.

DIVERSITY, EQUITY AND INCLUSION

During the month of November, the Director of Diversity, Equity and Inclusion (DEI) Ashley Boyd has engaged in

and/or championed the following, as CPL strives toward operating with excellence:

- Completed and submitted recommendations stemming from employee complaint.
- Conducted formal meeting with Dr. Akeyi (dermatologist) and members of BERG (Black ERG) to extend formal invite to participate in the February 2024 Natural Hair Summit
- Attended Tri-C Women's Summit meeting as their community representative.
- Provided oversight and planning for the Monday, November 20, 2023, Lunch and Learn presentation from TransOhio in recognition of National Transgender Day of Remembrance.
- Provided HR support and recommendations - Public Service Associate (PSA) discussion.
- Identified and notified CPL's 2023 Unsung Hero recipients. Recipients will be acknowledged in the 2024 Martin Luther King, Jr. televised event.
- Attended Westpark Performing Arts event - Cleveland Association of Black Storytellers.
- Completed Library Journal Professional Development Equity-Centered Library Leadership Course.
- Facilitated formal planning with HR and the Cleveland Sight Center to initiate Blind and Low vision training for staff 2024 (potential collaboration with Ohio Library for the Blind and Print Disabled).
- Participated in the Freeze Reading Flash Mob.
- Began preliminary planning with CPL's Workforce Development Committee as part of CPL's Strategic plan. Followed by a subcommittee meeting - "Keep a Job" workgroup with colleagues Will Reed and Matthew Sucre.
- Planning with members of BERG (Black ERG) in preparation for CPL's Kwanzaa celebration in December. Items discussed included (but not limited to): marketing - signage and program content/distribution.
- Investigation/fact finding - employee email inquiry.

- Planning meeting with AmMoore Consulting for 2024
 - Primary focus:
 - Hispanic Leadership (development from within).
 - Hispanic programming (internally, externally, and community-based).
- Meeting with Erica Marks to discuss and confirm 2024 Black History Month programming.
- Power Point presentation to Youth Services department - My Role as Director of DEI (diversity, equity and inclusion) and how I can support their department.
- Discussion with Cedric Johns regarding employee relations.
- Follow up Property Management -accessibility Eric Herman (inquiry made 11/7/23). Provided recommendations to the team - John Lang, John Skrtic, Robin Wood, Eric Herman and Tana Peckham.
- Attended CLC Way Forward Leader Lunch Break: Felton Thomas, Cleveland Public Library.
- Sulski assessment follow up, refocus and preliminary planning. The team (John Lang, John Skrtic, Robin Wood and Oliver Reyes) will now meet monthly in 2024 to assess progress.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- *Goal: Increase Elected Officials and Key External Stakeholders' Awareness and Understanding of CPL's Community Impact*
-

CPL DEVELOPMENT UPDATES:

- *Goal: Align fundraising to support CPL strategic plan*
 - Fundraising
 - Submitted application for early literacy programming.
 - Hosted design review for new Glenville Branch with funder.
 - Made offer to candidate for new Annual Fund Manager position.

CPL FOUNDATION UPDATES:

- *Goal: Reach Financial Targets*
 - Continued to advance the Foundation's 2023 financial targets.
 - Met with prospective funders around social and criminal justice program opportunities.
 - Met with local corporations.
 - Began FY24 budgeting.
 - Created End of Year Appeal.
 - Began FY2024 Planning
 - Fundraising Calendar
 - FY24 budget
 - Event planning
- Cleveland READS Program Year
 - Evaluated event and created recommendations for next year.
 - Preparations for Victory Bash.

ADDITIONAL DEPARTMENT EFFORTS

- Staff attended *Seeking Corporate Grants in Fundraising*

COLLECTION & TECHNICAL SERVICES

Jessica Williams was selected for a Technical Services Librarian position in the Catalog Department and began working in the Department on November 13. Ms. Williams previously held a Technical Services Librarian position at Tiffin-Seneca Public Library.

Director of Collection and Technical Services Sandy Jelar Elwell worked with EBSCO Customer Service Representative April Harrison to process the 2024 periodical subscription renewals and coordinate changing the mailing address for Technical Services. Ms. Jelar Elwell met again with representatives from the Government Finance Officers Association (GFOA) along with staff from CPL's Financial Services Department and

CLEVNET as part of the Library's ongoing project to evaluate and procure a new financial/HR system. Ms. Jelar Elwell met with OverDrive Account Manager Todd Warhola to learn about Kanopy PLUS subscriptions and review the Library's Pay Per Use (PPU) budget for Kanopy.

Ms. Jelar Elwell met with Chief of Special Projects and Collections John Skrtic, Chief of Public Services Harriette Parks, and Senior Director of Public Services Amiya Hutson to discuss shelving standards for branch collections in the Facilities Master Plan (FMP) and clarify shelving needs for each location. Ms. Jelar Elwell attended the Urban Libraries Council (ULC) Collections Leaders Monthly Call and the ULC webinar on "Socioeconomic Mixing: Creating Welcoming and Inclusive Public Libraries."

Collection and Technical Services staff attended the monthly CPL All-Staff Town Hall meeting. Ms. Jelar Elwell, Ms. Williams, Technical Services Librarians Heather Gohring, Libby McCuan, and Erin Valentine, and Materials Processing Technician Douglas Houston attended the "Trans 101" Lunch & Learn on November 20. Collection and Acquisitions Manager Olivia Morales and Technical Services Librarian Libby McCuan attended the Northeast Ohio Regional Library System (NEO-RLS) webinar "Library Bootcamp: Intro to Cataloging."

Acquisitions: The Acquisitions Department ordered 5,637 titles and 118,148 items (including periodical subscriptions and serial standing orders); received 9,565 items, 784 periodicals, and 48 serials; added 178 periodical items, 19 serial items, 536 comics, and 21 paperbacks; and processed 1,457 invoices.

Acquisitions Coordinator Alicia Naab worked closely with the Main Library selectors who have OverDrive ordering responsibilities to ensure that the available balance for each department's budget was communicated and expended before the ordering deadline. Ms. Nabb also communicated with several Main Library selectors to confirm the available balance for physical book and non-book budgets. New vendors were added en masse to allow selectors to spend the available balances before the end of the year.

Ms. Naab facilitated communication between Acquisitions staff, several vendors, and Director of Collection and Technical Services Sandy Jelar Elwell to clarify when Technical Services deliveries to the Lake Shore facility will cease when a letter was sent to vendors indicating that Technical Services would be moving and the new address for deliveries.

Catalog: Staff cataloged 4,698 titles, including 104 original records and 61 upgrades, added 4,094 items, created 197 Library of Congress call numbers, completed 304 bibliographic quality control transactions, and transferred 197 titles or call numbers for Cleveland Public Library. The Department also added 3,701 titles, made 85 corrections, and performed 78 transfers for CLEVNET member libraries. Librarians handled 80 email and phone requests from Library staff and 261 requests from CLEVNET.

Catalog Manager Andrea Johnson attended a meeting with OCLC representative Kate Howe on November 7 and assisted with providing tours of the Lake Shore facility to four groups of new library employees during their orientation on November 10. Technical Services Librarian Michael Gabe attended the second session of the Northeast Ohio Regional Library System (NEO-RLS) 2023-2024 Leadership Academy on November 16. On the same date, Ms. Williams attended the Ohio Library Council (OLC) 2024 Planning & Leadership Kickoff event.

Technical Services Associate Marquetta Brown began to assist with the cataloging responsibilities for the High Demand Department. Technical Services Librarians Michael Gabe, Heather Gohring, and Erin Valentine continued to catalog High Demand material as well. Ms. Valentine assisted Ms. Johnson with monitoring and correcting several titles with holds which were limited to one copy because of an incorrect volume analytic.

Technical Services Librarian Barbara Satow made her first records for a video game and for a VHS tape for CLEVNET libraries. Ms. Satow upgraded some of CPL's records for folio-sized periodicals as part of the Embedded Cataloger Project. Ms. Satow also began reviewing book trucks.

Collection Management: Collection Management selected 629 titles and 3,097 items and spent \$70,494 on physical materials.

Collection and Acquisitions Manager Olivia Morales attended the following webinars: HarperCollins's Library Love Fest "Galley Gab Fest" for November; Simon & Schuster's "Spring 2024 Adult Librarian Preview"; and Booklist's "Adult Faves for Winter and Beyond."

High Demand: The High Demand Department ordered 451 titles and 3,349 items; received and added 17,361 items; and processed 384 invoices.

Materials Processing: The Materials Processing staff processed 14,513 items.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 10 items to the Main Library for requests and 82 items to fill holds. The Main Library received 129 telescopes, the Branches received 232 telescopes, CLEVNET received 41 telescopes, CASE and CSU each received 3 telescopes, and Tri-C received 1 telescope. A total of 409 telescopes were shipped out. The Technicians unpacked a total of 11,107 new items for the Acquisitions and High Demand Departments.

OUTREACH & PROGRAMMING SERVICES

OUTREACH

On Wednesday, November 1st, Outreach and Programming Services (OPS) staff kicked off the month by joining the Fairhill Book Club, drawing an engaged group of 20 attendees. The primary focus of the discussion revolved around Tina Turner's "Happiness Becomes You." Participants delved into key themes and takeaways from the book, particularly emphasizing concepts related to transforming adversity into personal growth and maintaining an attitude of gratitude. On Thursday, November 2nd, 2023, the Abington Arms Book Club gathered for their meeting, with 15 attendees. The central theme of the discussion once again revolved around Tina Turner's book, "Happiness Becomes You." Participants engaged in conversations that centered on Turner's

insights into clearing away negative thoughts to create space for positivity in one's life. Like the Fairhill meeting, the Abington Arms session prompted a meaningful exchange of ideas and reflections among the participants, fostering a sense of shared understanding and appreciation for the book's message.

The Cleveland READS Freeze Reading Flash Mob called all readers to the Eastman Reading Garden on November 4th. Assisting TPU (The People's University), OPS staff along with Phi Eta Sigma organized the Freeze and Read Flash Mob to promote and support the Cleveland READS initiative by bringing the community together in a unique and engaging literary event that lasted about fifteen minutes. During the Flash Mob, participants received a free book to read for the event while videographers recorded them actively reading. The three hundred participants collectively logged three thousand minutes for the Cleveland READS challenge in Beanstack. This event served as an example of the CPL's commitment to fostering community engagement by supporting literacy initiatives in the Cleveland area.

The Barbershop Books program has been actively promoting a love for reading among Black boys in grades K-3. The initiative has involved stocking selected barbershops with books, bookshelves, flyers, window decals, incentive prizes and unique Barbershop Books capes. The CPL has been the only library to have completed surveys from each participating location, including Champion Barbershop, Cyclebreakers, Diamond Cut Barbershop, First Draft Picks 1 and 2, Jamel's Barbershop, Just Glaze Barbershop, Legoheadz Barbershop, Pendelton Barbershop, Polished Professional, and Solar Mobile Studio.

ARTIST IN RESIDENCE

On November 16th, the Cleveland Public Library's Fulton Branch had the honor of hosting Artist in Residence, Dr. Raquel Ortiz. With the help of branch manager, Leslie Barrett and a group of students, Dr. Ortiz successfully completed the filming of "Animal Dance Party" and Kids' Bomba Tutorial.

TPU

The People's University Manager, Marina Marquez, a member of the Latinos Juntos ERG, participated in the Dia de Muertos Parade at the Cleveland Public Theater on November 4th, 2023.

Additionally, on November 29th, TPU co-hosted the Cleveland Climate Action Community Event at the Cleveland Public Library in collaboration with the City of Cleveland Sustainability Office. This event marked the beginning of a series of public engagement sessions aimed at gathering community perspectives on climate change impacts and updating the Climate Action Plan, focusing on hazards such as extreme heat, precipitation, flooding, and severe storms in Cleveland. The sessions seek input on groups, assets, and systems most at risk in the city.

TPU has actively promoted Cleveland READS by engaging with communities in various neighborhoods, resulting in the enrollment of thousands of participants in the reading challenge. The focus shifted from sign-ups to tracking books read, leading to a significant increase in the number of books read by Clevelanders, surpassing one million. TPU conducted successful Cleveland READS stands at the West Side Market every Friday and Saturday in November, distributing over 2,000 books and registering 1,550 families for Cleveland READS. The initiative involved collaboration with Carnegie West Page Diane Dillon, Outreach Manager Isabelle Rew, Cleveland READS Reading Ambassadors, and community partners Seeds of Literacy and the Kids Book Bank, contributing to the success of the program.

Cleveland READS November 2023 Metrics:

Books Read: 1,478,824

Minutes Read: 7,120,713

Readers: 28,157

Books Distributed: 374,985

ENGAGEMENT

On November 25th, OPS staff held its Winterland festivities in conjunction with the Public Square Tree Lighting. Festivities included live music, ballet excerpts performed by the City Ballet of Cleveland, story time reading with Bill Cotter, hot chocolate, cupcakes, and more. Over 2,000 patrons attended.

SERVICES

LegalWorks is being held at Mt. Pleasant, Fulton, Glenville, and Woodland branches, with Mt. Pleasant being the most popular site location.

In November, the Rice Branch Legal Aid event had 19 attorneys, involving four Legal Aid employees and 15 volunteers, ten intake volunteers, and took on 39 cases.

AFTER-SCHOOL SERVICES

The Express Yourself Art Workshops for grades 3-5, have been continuously held at the Hough branch, allowing beginners to tell their stories through art. The East 121 and Sterling branches held seven workshops, while Hough and Westpark held six, with 125 students attending. In November, College Now saw an average of 15 students per class, holding 16 classes total.

In the month of November, America Reads Tutoring has been assisting scholars by creating their own colored story books, reading "popcorn" style in groups, using popular songs to make multiplication problems, sound out words as a group, and using Think-Pair-Share techniques to assist scholars with learning.

RESERVATIONS

In November, various spaces in the library were reserved for events and activities, with 172 reservations. CPL hosted the Cleveland Mayor's Office of Sustainability on November 10th, the BoarderLight Festival on November 15th, and Young Astronaut Day on November 18th, to name a few. The total meeting room income came to \$2,812.50.

PROFESSIONAL DEVELOPMENT

Community Outreach Manager, Isabelle Rew, attended session 2 of the NEO-RLS 2023-24 Leadership Academy series, held at the Bainbridge Branch of the Geauga County Public Library on November 16th. This meeting covered the topics of Emotional Intelligence and Culture by Design. The month of November was a slightly quiet month for community outreach, as the primary focus and efforts were concentrated on the Cleveland READS Victory Bash in December.

MARKETING & COMMUNICATIONS**EXECUTIVE SUMMARY**

As we near the end of the year, the finish line for Cleveland READS is well within sight and we're all eager to cross and celebrate! Kicking off the month of November was the Cleveland READS Freeze Reading Flash Mob. The flash mob was on Saturday, November 4 in the Eastman Reading Garden. Volunteers, patrons, and staff participated in a 10-minute silent read in the Eastman Reading Garden and we logged approximately 2,000 minutes for the challenge. Shortly after, we unveiled a brand new Little Free Library at CMSD's East Clark Elementary. The LFL was wrapped with Cleveland READS graphics and is the first of twenty that will replace broken down boxes across Cleveland.

All our programming continues to push Cleveland READS and reaching our 10-million-minute goal. Three authors appeared on Writers Unplugged, a series of author discussion events that is also recorded as a podcast. Erica Marks and Cleveland READS co-chair, Connie Hill Johnson, were guests on New Day Cleveland to discuss and promote the Victory Bash.

Capping off the month was Winterland CLE. Each year, Downtown Cleveland Alliance (now Downtown Cleveland), hosts Winterland and invites the Library to participate with our own activities. This year, we had a packed house with a CPL Play tournament, Nutcracker performances, crafts, face painting, balloon animals, and a special reading of Don't Shake The Present, by local children's author Bill Cotter. Out in the Eastman

Reading Garden, you could visit with reindeer, grab a hot drink from the Odd Dog Coffee Truck, or a tasty cupcake. It was a great way to get in the holiday spirit and tell attendees about what was in store the very next weekend for the Victory Bash.

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

Library Programs & Services

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

FACILITIES MASTER PLAN: Work on reimagined branches continues. Patrons enjoy being back at Eastman Campus. Additional coverage on the Walz Campus Karam Senior Living project.

MEDIA COVERAGE:

WKYC:

<https://app.criticalmention.com/app/#/clip/public/10136417-c13d-4411-9b93-33f78bcca712>

<https://plainpress.blog/2023/11/01/cleveland-city-council-authorizes-use-of-american-rescue-plan-act-funds-for-three-west-side-projects/>

CLEVELAND READS EVENTS

Freeze Flash Mob: On November 4, volunteers, patrons, and staff gathered downtown for a unique kind of flash mob. Attendees picked out a free book, then headed to the Eastman Reading Garden for a 10-minute silent read. We logged approximately 2,000 minutes for the challenge.

<https://app.criticalmention.com/app/#/clip/public/58b26331-dc56-47b4-9354-c37c9bc93c0e>

East Clark Elementary Little Free Library: Cleveland READS started an initiative to replace Little Free Libraries across the city. The first of twenty LFLs was installed at East Clark Elementary School on November 8, replacing one that was vandalized over summer. We partnered with the Cleveland Chapter of the National Council for Jewish Women, Ohio Carpenters Apprenticeship & Training Center, the Painters & Allied Trades District

Council #6, CMSD, Rhonda Crowder & Associates, and the Kids Book Bank.

<https://www.news5cleveland.com/news/local-news/cleveland-schools-little-free-library-is-replaced-after-vandalism>

New Day Cleveland: November 15, Erica Marks and Connie Hill-Johnson were guests on New Day Cleveland where they shared details about the upcoming December 2nd Victory Bash celebration.

<https://fox8.com/video/new-day-cleveland-cleveland-public-library/9175442/>

Writers Unplugged: Three Writers Unplugged conversations were held in October. Author Nicole D. Miller visited the Hough Campus on November 1, while Ausma Khan and Meredith Schorr did online discussions on the 8th and 15th. Listen to previous conversations here:

<https://clevelandreads.com/events/writers-unplugged/> or <https://www.youtube.com/@ClevelandPublicLib>

WINTERLAND CLE: On Saturday, November 25 the Library joined in the Downtown Cleveland Winterland festivities with many activities of our own. Visitors were able to meet reindeer, get cocoa, coffee, and cupcakes in the Eastman Reading Garden. Inside, CPL Play hosted a gaming tournament in LSW and City Ballet performed excerpts of the Nutcracker outside of the Auditorium. Over in Main Library, there was balloon twisting, face painting, crafts, musical performances in The Archive exhibit, and a special reading of Don't Shake The Present, by local author Bill Cotter. His book was also featured at the StoryWalk in Public Square.

MEDIA COVERAGE:

<https://app.criticalmention.com/app/#/clip/public/48263388-7d29-4bf7-8126-ab3e66f1c015>

<https://www.ideastream.org/arts-culture/2023-11-22/5-things-to-do-in-neo-winterland-in-cleveland-ferrari-exhibit-and-more>

<https://www.cleveland.com/entertainment/2023/11/christmas-in-cleveland-70-festive-and-fun-things-to-do-this-holiday-season.html>

SEE ALSO - THE ARCHIVE: The extremely popular "Archive Exhibit" is drawing people from near and far into the

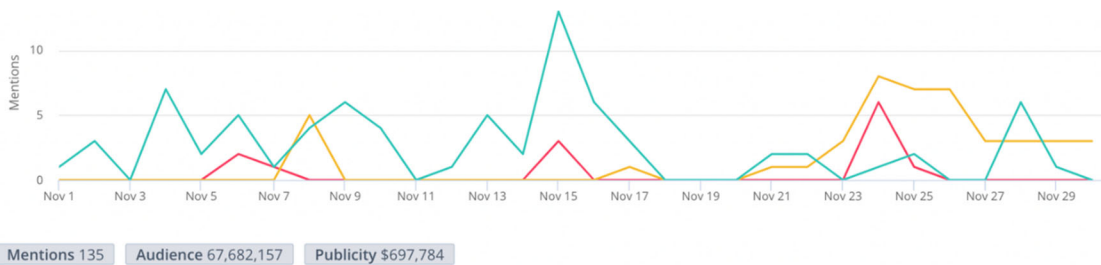
Main Library Campus. Ideastream did a feature on the exhibit with interviews from Director Thomas, Tiffany Graham Charkosky, and Erin Guido of LAND Studio that aired near the beginning of November.

MEDIA COVERAGE:

<https://www.wvxu.org/2023-10-06/cleveland-public-library-dazzles-visitors-with-500-000-floating-flowers>
<https://coolcleveland.com/2023/10/can-journal-celebrates-its-archival-partnership-with-area-libraries/>

PUBLIC RELATIONS OVERVIEW

Cleveland Public Library garnered 135 mentions for the month of November reaching more than 67 million via national and local TV news, radio, and online and print.




SOCIAL MEDIA SUMMARY

Broadcasts, production, multimedia support: Marketing continues to explore streaming opportunities, conversations, and content that promote learning and timely topics.


- **Events:** Writers Unplugged: Authors in conversation; Winterland CLE; Music at Main; Little Free Library Launch; Flash Mob
- **Projects:** Cleveland READS Victory Bash spots; Timelapse of Mass Storage; Director Thanksgiving Message; MLK Commemorative Celebration
- **Podcasts:** Writers Unplugged & Page Count

Most Popular Posts by Platform

 **clevelandpubliclibrary**
Thu 11/2/2023 11:00 am EDT


#TBT November 2nd is National Ohio Day, so we decided to leave Cleveland for the day and visit a 1971 scene of a...



 **clevelandpubliclibrary**
Mon 11/6/2023 8:26 am EST

Everybody on mute! 🤫 We rocked that challenge! 🎉 A huge shoutout to all the incredible readers who made the...



 **clevelandpubliclibrary**
Thu 11/9/2023 4:16 pm EST


In honor of Veterans Day, Our Special Collections Department has set out the Greater Cleveland Roll of Honor,...



 **@Cleveland_PL**
Thu 11/30/2023 12:36 pm EST

Getting ready for the [@ClevelandReads](#) Parade and Victory Bash! 🎉 Don't miss Free books, Trackless Train rides, Free...



 **@Cleveland_PL**
Sat 11/4/2023 11:15 am EDT

Stop, freeze, and READ! Today we're having a flash mob like no other. 200 people reading in the Eastman Readin...



 **@Cleveland_PL**
Tue 11/28/2023 7:04 am EST

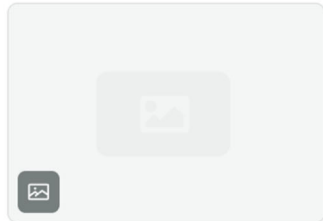
All Cleveland Public Library locations are closed on Tuesday, November 28, due to inclement weather.



PROPERTY MANAGEMENT

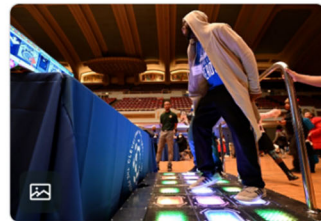
 **Cleveland Public Library**
Thu 11/2/2023 11:00 am EDT

#TBT November 2nd is National Ohio Day, so we decided to leave Cleveland for the day and visit a 1971 scene of a...



 **Cleveland Public Library**
Mon 11/20/2023 11:15 am EST

Get ready for some arcade fun! 🎮 Meet us at CPL Play this Saturday at Main Library! Bring the family to play games...



 **Cleveland Public Library**
Wed 11/1/2023 7:53 am EDT

Halloween's over, but you can still get some sweet treats at the West Side Market! Visit the Cleveland Reads stan...



Carpenters/Painters

- CDF- installed new surveillance monitors.
- Delivered snow blowers and rock salt to begin the winter season.
- On-going A.D.A compliance on door pressure gauge issues.
- Moved new bookshelves that were in storage at Lakeshore to the Brooklyn campus.
- Removed graffiti from E.6TH street side of LSW.

Maintenance Mechanics

- Working on installing panic button on third floor Main Digital Library.
- Working with FMP to bring buildings into operation.
- Boiler repairs for stacks area on-going at Lakeshore.
- LED lighting upgrade to lighting in old gift shop along with added receptacles.
- Started outdoor lighting upgrades at Fulton branch.
- Started heating circulation pump replacement at Fleet branch.
- Continuing to install lighting occupancy sensors in employee restrooms, Main and LSW.
- Yearly boiler P.M's continuing.
- LED lighting conversion continuing in Main and Rice branch.
- Pulled data cable to new Marketing offices in Main and future employee lunch room.
- Ionization installation on-going at Memorial-Nottingham.

SAFETY & PROTECTIVE SERVICES

Safety Services

- 11-2-23: Fulton staff report finding a full gas can beside the building. A review of CCTV reveals a person unknown left a full gas can beside the building. Unknown motive, but abundance of caution because of previous incidents.

- 11-4-23 Downtown Campus-Reading Flash Mob (couple hundred attendees)
- 11-4-23-LSW EMS called for patron with medical emergency. Additionally, police were called for a patron who was assaulted off CPL property.
- 11-4-23-Mt Pleasant-CPD called for unruly patron.
- 11-7-23: Woodland-EMS notified and responded due to a patron on the exterior with medical condition. Patron refused medical services.
- 11-7-23: Addison-unrelated to branch operations-CPD to respond regarding patrons in parking lot arguing.
- 11-8-23: Eastman-EMS for a patron in rear parking lot with med emergency.
- 11-10-23: Sterling-patron possible OD; EMS called, and patron refused further care.
- 11-13-23: Main EMS called for a patron with apparent medical issue. After evaluation, the patron was transported to Lutheran Hospital.
- 11-14-23: LSW EMS notified and responded for a staff member who fell on the premises (refused EMS services).
- 11-16-23: CPD to C. West regarding threats to staff; male was placed in custody after CPD assessment.
- 11-17-23: Tech Central-CPD/EMS called when unprovoked one patron either punches or slaps another in computer area. Subject arrested next day after coming to Library premises.
- 11-21-23: Assist CPD with follow up of individual involved in several assaults in the area. 2023-348693
- 11-22-23: LSW EMS contacted for patron medical emergency. Transported to Lutheran SIR 23-1121
- 11-22-23: Addison-patron contacted emergency services on personal cell for unknown reason. Branch operations not impacted.
- 11-25-23 Winterland at Main
- 11-30-23: Fleet-EMS & CPD notified re patron experiencing a mental health crisis.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Nov 2023	1338	31	32	12	115	119
Oct 2023	1912	42	76	51	152	67
Sept 2023	1418	27	87	12	152	83
Aug 2023	1355	28	101	30	156	103
July 2023	1458	14	76	21	110	161
June 2023	1335	24	72	19	100	47
May 2023	1433	30	38	40	142	Sys upgrade*1396
April 2023	1359	18	73	15	91	79
March 2023	1613	27	72	31	152	47
Feb 2023	1908	26	89	12	107	65
Jan 2023	1485	23	27	15	114	63
Dec 2022	1393	18	20	20	76	39
Nov 2022	1332	19	65	10	96	42

Special Attention, Special Events, and Significant Incidents

- 11-2-23 LSW- Allen Dengler from CPL Foundation
- 11-3-23-Main photo shoots
- 11-4-23-Main photo shoots (153 people)
- 11-8-23 LSW Donna Flynt from CPL Foundation
- 11-10-23: LSW Office of Sustainability (40 guest)
- 11-19-23: Sustainability at LSW

Protective and Fire Systems

- 10-4-23 MLK alarm monitoring panel being evaluated by ATT & Guardian & SA Communale.

Contract Security

- 11-20-23: Solicited proposals from three private security companies to provide security for Cleveland Reads Parade. CPL went with service from Cleveland Public Safety.

Administration

- 11-1-23: Participate in Cleveland Reads Internal Steering and Foundation Black White and Read planning committee.
- 11-6-23: through 11-17-23 participated in Fit Sock challenge.
- 11-11-23: Veteran's Day

- 11-16-23: SPS donated 725 pairs of socks to the FIT challenge.
- 11-28-23: Library special close due to weather

INFORMATION TECHNOLOGY & CLEVNET

- The CLEVNET staff would like to thank the Board of Trustees of Cleveland Public Library for the generous year-end bonus that we all received. Thank you!
- Jamie Mason, Andy Busch, Jesse Scaggs, and Chris Strnad attended virtual planning meetings with Logicalis weekly on Tuesdays and Wednesdays throughout November to plan the Microsoft Office365 Tenant Migration. We are upgrading libraries on Mondays and Thursdays each week. In November, we completed: Mentor, Lorain, McKinley, Orrville, Peninsula, Perry, Rock Creek, and Ritter (Vermilion).
- Jamie Mason gave a brief presentation about CLEVNET to new staff at the CPL Staff Orientation on November 8.
- Jamie Mason and John Malcolm met to discuss 2024 goals for the CPL IT department on November 16.

Team Activities:

SOFTWARE

- Jamie Mason, Jim Benson, Megan Trifiletti, and John Pas met with representatives from SirsiDynix on November 14, 16, and 29.

SOLUTIONS

- Office 365 Tenant migrations performed for: Mentor, Lorain, McKinley, Orrville, Peninsula, Perry, Rock Creek, and Ritter (Vermilion).

HARDWARE

- New hire Clevnet Senior Computer and Networking Technician onboarding- in progress.

- Assistance in the Tenant migrations of: Mentor, Lorain, McKinley, Orrville, Peninsula, Perry, Rock Creek, and Ritter (Vermilion).
- PC Equipment setup for Milan-Berlin.

NETWORK

- Installed new Voice over IP (VoIP) router for Clevnet VoIP.
- Upgraded and refreshed the network at Wickliffe.
- Upgraded Wireless Access Points (AP's) at Medina: Buckeye, Brunswick, Highland, Seville and Lodi.
- Upgraded AP's at Lorain: South
- Ported Perry Library phone numbers to Clevnet VoIP and installed an Analog Telephone Adapter (ATA) for faxing.
- Installed two new security switches at Medina Main.

Executive Panel Updates:

- Panel met November 20. There are two panel positions up for election for a three-year term beginning January of 2024. One eastside representative and one westside representative. Members will vote in December.
- Panel has appointed a search committee to find a Senior Director of CLEVNET. Members of the search committee are: Katie Ringenbach (Burton), Jamie Mason, Jennifer Starkey (Elyria), Joe Zappitello (Harbor-Topky), and Gale Koritansky (Stow-Munroe Falls).
- Search Committee met November 6, 20, and 27. The Senior Director of CLEVNET position was posted in various online locations in November. So far there are 33 applicants for the position. The consultants have performed first and second interviews and narrowed the field to 6

candidates that will be presented to the search committee for their review and interviews.

COMMUNICATIONS

**EMAILS FROM:
JARRETT
BROMBERG PH.
D., PROFESSOR
EMERITUS –
MIAMI
UNIVERSITY;
MELANIE
VICKERMAN
Acknowledged**

Director Thomas acknowledged an email from Shelly Jarrett Bromberg Ph.D, Retired, Professor Emeritus - Miami University, expressing gratitude to Marcie Williams, Manager, Hough Branch and Alexander Leonard, OPS Project Coordinator, for their invaluable assistance in connecting Anne Pereira for a successful zoom call with a lawyer. As a result, Ms. Pereira was able to obtain her birth certificate and can now get an ID and Social Security card. In addition, Ms. Pereira will be able to do everything from opening a bank account to getting on a plane. She has not been home to Puerto Rico in decades.

Director Thomas acknowledged an email that was sent to him and Mayor Bibb from Melanie Vickerman sharing many experiences she and her family had at the Cleveland READS Victory Bash. Ms. Vickerman stated that because her family had lived out of the county for most of their children's lives, this event helped them know more about our city and culture as Americans.

Various Trustees thanked Director Thomas for sharing these heartfelt communications.

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS

Because there was no Joint Finance and Human Resources Committee Meeting on December 19, 2023, Ms. Rodriguez moved to temporarily suspend the Regulations of the Board of Trustees in Article IX and X requiring referral of resolutions to committees to consider the following resolutions. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

FINANCE COMMITTEE REPORT

Mr. Corrigan presented the following report.

Resolution to Accept Gifts for the Month of November

(See page 2338)

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

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of November of 2023; now therefore be it

RESOLVED, That the gifts described in the Gift Report for November of 2023 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Resolution to Accept Grant from United Way of Greater Cleveland for Family Space Program

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

WHEREAS, On October 20, 2022, the Board of Library Trustees accepted a grant from United Way of Greater Cleveland to provide supportive programming by implementing and administering the Family Space program; and

WHEREAS, United Way, the Lead Partner organization, received funding from Cuyahoga County's Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood to establish and implement the Family Space program; and

WHEREAS, Cleveland Public Library was invited to continue this program in 2024 by hosting and staffing Family Space program locations that will provide safe,

**RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF NOVEMBER
2023**

Approved

**RESOLUTION TO
ACCEPT GRANT
FROM UNITED
WAY OF GREATER
CLEVELAND FOR
FAMILY SPACE
PROGRAM**

Approved

accessible, and welcoming places that prioritize the needs of families with young children; and

WHEREAS, This partnership will build on the knowledge that good health, early learning, parental involvement, and supportive communities play a critical role in a young child's growth and development; therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant in the amount of \$23,713.40 from United Way of Greater Cleveland for deposit into the Early Literacy Fund Account 258046-46100-28801; and be it further

RESOLVED, That the Executive Director, CEO or his designee, is authorized to enter into and to execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, including those for amounts in excess of \$75,000, which agreements and instruments shall be subject to the approval of the Library's Director of Legal Affairs.

Resolution to Accept Gift from the Family Trust of
Ronald G. and Joyce T. Sroufe

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

WHEREAS, Representatives of The Family Trust of Ronald G. and Joyce T. Sroufe contacted the Cleveland Public Library on November 10, 2023 to notify the Library that Mr. Ronald G. Sroufe, who passed away on May 15, 2016 at age 83, and his wife, Mrs. Joyce T. Sroufe, who passed away on October 19, 2022 at age 85, bequeathed approximately \$50,000 to the Cleveland Public Library through their family trust. The bequest was directed to be used for the Cleveland Public Library's Talking Book Services Program; and

WHEREAS, Mrs. Joyce Sroufe was a resident of Gahanna, Ohio and a patron of the Ohio Library for the Blind and Print Disabled ("OLBPD") since 2009. As a former English teacher with Columbus City Schools, Mrs. Sroufe taught countless students during her long career, with teaching said to have been her life's mission. She was a

**RESOLUTION
TO ACCEPT
GIFT FROM THE
FAMILY TRUST
OF RONALD G.
AND JOYCE T.
SROUFE**

Approved

passionate reader with a particular fondness for classical literature. She also loved to travel, cook, and sew; and

WHEREAS, Mr. Ronald Sroufe had been a retired teacher, administrator, and personnel director for the Columbus City Schools, a former deacon for the Beebe Chapel Church in Ripley, Ohio, and a United States Korean War Marine veteran; and

WHEREAS, The entire Cleveland Public Library system and, in particular, OLBDP are grateful for Mr. and Mrs. Sroufe honoring literacy in their planned giving, thereby supporting future generations to access materials and services at OLBDP; and

WHEREAS, On January 16, 1929, the Board of Trustees celebrated the sixtieth birthday of the Library by "making it the occasion for requests for donations to an endowment for the work with the blind" (Proceedings, 1929, p. 67), thus formally establishing the Endowment for the Blind Fund. Given the restriction on this bequest, the Library Administration recommends investing this gift in Endowment for the Blind fund; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library, pursuant to the authority set forth in R.C. § 3375.40(K), hereby accepts this generous gift from The Family Trust of Ronald G. and Joyce T. Sroufe to be restricted for Ohio Library for the Blind and Print Disabled and to deposit into the Endowment for the Blind Fund Account No. 202046-46100 (Restricted Gifts); and be it further

RESOLVED, That the Board of Trustees of the Cleveland Public Library expresses its heartfelt gratitude for this generous gift and directs that a copy of this resolution be sent to the family of Mr. and Mrs. Sroufe as an expression of sympathy and appreciation from this Board.

Mr. Corrigan noted that we do these services for all 88 counties in Ohio. This is an appreciation that we are delighted to accept this gift.

**RESOLUTION
AUTHORIZING
AMENDMENT
TO
AGREEMENT
FOR DESIGN
SERVICES
AND
AMENDING
PROJECT
BUDGET FOR
THE NEW
MARTIN
LUTHER KING,
JR. BRANCH**
Approved

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

(See page 2339)

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

WHEREAS, On June 18, 2019, the Board of Trustees of the Cleveland Public Library authorized an agreement with SO-IL Office Ltd and/or JKURTZ Architects Ltd in the amount of \$1,456,525 for architectural and engineering design services for the new Martin Luther King, Jr. Branch. The Library and JKURTZ Architects Ltd. entered into an agreement in the amount of \$1,435,210 on November 15, 2019; and

WHEREAS, On September 17, 2020, October 21, 2021, November 18, 2021, February 15, 2022, and October 20, 2022 this Board authorized the Library to amend the agreement with JKURTZ Architects Ltd. to revise the design of the new Martin Luther King, Jr. Branch to bring the project within budget and to address the redesign of certain elements of the library's exterior and interior features, increasing the total fee to \$2,109,360; and

WHEREAS, On February 15, 2022, this Board approved a total project budget for the construction of the new Martin Luther King, Jr. branch, which budget was amended by this Board on May 16, 2023 as shown in Exhibit "A;" and

WHEREAS, Due to an extended construction schedule, it has become necessary to further amend the agreement with JKURTZ Architects Ltd. to allow for additional construction administration services of approximately 20 hours per week for roughly 40 weeks; and

WHEREAS, The Library desires to amend the agreement with JKURTZ to include expanded construction administration services needed to accommodate the extended construction schedule, and JKURTZ has submitted a proposal in the amount of \$155,750 for the additional services, which would increase JKURTZ's total fee to \$2,265,110; and

WHEREAS, This Board finds that the increase in the fees is fair and reasonable; and

WHEREAS, The Chief Operating Officer recommends that this Board the amended project budget as shown in Exhibit "A" to reallocate funds from the Furniture, Fixtures, and Equipment budget to the Architect Fees budget, which will allow the Library to amend the agreement with JKURTZ Architects Ltd. without increasing the overall project budget; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee(s), to negotiate and execute an amendment to the agreement with JKURTZ Architects Ltd., in an amount not-to-exceed \$155,750, with the expenditure being charged to the Construction - Tax-Exempt fund account 40276705-55300 (Construction/Improvements), and increasing the agreement to a total cost of \$2,265,110, in such form as is approved by the Director of Legal Affairs.

John Lang, Chief Operations Officer, explained that this resolution requests an increase in the fees to the design team on the project. We are not yet requesting an increase to the project budget. Money is essentially being borrowed from other accounts within the project to pay the architects while we accumulate some increase in cost which will be presented to the Board in 2024.

Mr. Lang stated that the original construction period for the project was estimated at 14 months and was extended to 20 months based on negotiations with the architects, at no additional fee. The construction period however has been extended beyond 20 months so additional fee for construction administration is appropriate. We are in discussions with the Developer regarding who is ultimately responsible for the schedule extensions, and for the associated costs.

Finally, Mr. Lane stated that the total project budget of \$20.4 million is accurate, but that does not reflect the sale of our current property for \$5.2 million due to the sale of our current property and air rights over the new property. So the Library's capital outlay for the project is currently \$15.2 million.

In response to Ms. Shakarian's inquiry, Mr. Lang stated that although there are no promises, we may attempt to

recoup a portion of the architect's additional fees through negotiation with the Developer.

In response to Mr. Corrigan's inquiry, Mr. Lang stated that the architect fees on the MLK project are at 13.2% of the total project budget and almost 17% of the construction costs. Although this is higher than our typical range, MLK has been an especially complex project and we need to retain the architect until the finish line.

Director Thomas added that much of the delay is a result of the developers.

Mr. Lang stated that there is an ongoing claim for our project manager Panzica Construction to the Library claiming that the Developer's inability to close in the Lofts' portion of the building, which is above MLK, has impacted construction of the Library. Our contractor was unable to hang drywall because of rain coming through the Lofts.

In response to Mr. Corrigan's inquiry, Mr. Lang stated that the current schedule shows substantial completion in August which, after allowing time for furniture and technology, would put our opening in the fall.

Resolution Establishing Project Budget and Approving Guaranteed Maximum Price Amendment with R.L. Hill Management, Inc. for the Glenville Branch

(See pages 2340-2371)

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

WHEREAS, On March 16, 2023, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a construction manager at risk agreement with R.L. Hill Management, Inc. ("R.L. Hill") for the renovation and expansion of the Glenville branch and authorized R.L. Hill to commence preconstruction services in an amount not-to-exceed \$65,691. The Library and R.L. Hill executed the agreement on March 28, 2023 ("Agreement"); and

WHEREAS, R.L. Hill has completed procurement of

**RESOLUTION
ESTABLISHING
PROJECT
BUDGET AND
APPROVING
GUARANTEED
MAXIMUM
PRICE
AMENDMENT
WITH R.L. HILL
MANAGEMENT,
INC. FOR THE
GLENVILLE
BRANCH**
Approved

subcontractor construction bids for the work at the Glenville branch and, as contemplated by the Agreement, R.L. Hill has prepared a Guaranteed Maximum Price Proposal, which sets forth a maximum construction budget for the project; and

WHEREAS, The Guaranteed Maximum Price ("GMP") for the Glenville branch is \$6,440,024 and does not include the costs of professional design services, permitting, and other purchases that the Library will make directly and outside of the GMP; and

WHEREAS, The Library, in consultation with R.L. Hill, prepared a budget for the Glenville branch project, which consists of: 1) the GMP; 2) an Owner's Contingency Fund to cover additional costs outside of the GMP that arise during construction; 3) estimated costs for furniture, fixtures, and equipment; 4) the architect fees approved by this Board; and 5) Owner Direct costs, all of which are set forth in Exhibit "A" to this Resolution; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee to accept the Guaranteed Maximum Price proposal and enter into and execute an amendment to the agreement between the Cleveland Public Library and R.L. Hill Management, Inc. approving the subcontract packages and establishing the Guaranteed Maximum Price for the Glenville branch in the amount of \$6,440,024 which shall be charged to the Building and Repair fund account 40174805-55300-11748 (Construction/Improvements); and be it further

RESOLVED, That the Executive Director, CEO or his designee, is authorized to establish an Owner's Contingency Fund for the Glenville branch project in the amount set forth in Exhibit "A" to this Resolution and to make expenditures and enter into contracts in excess of \$75,000 to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP. The Library shall report monthly to the Board on expenditures from the Owner's Contingency Fund; and be it further

RESOLVED, That the Board of Library Trustees approves the total project budget for the Glenville branch project as set forth in Exhibit "A" to this resolution,

which expenditures shall be charged to the Building and Repair fund account 40174805-55300-11748 (Construction/Improvements), and authorizes the Executive Director, CEO, or his designee to move forward in taking the steps necessary to complete the Glenville branch project and to execute such instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, including those in excess of \$75,000 and which are payable from the project budget established herein; and be it further

RESOLVED, That the Board of Library Trustees authorizes the Chief Operating Officer to reallocate the budgeted amounts set forth in Exhibit "A" for the Owner's Contingency Funds, Furniture, Fixtures & Equipment, and Owner Direct Costs as needed, provided that such reallocations do not increase the overall budget approved for each individual project.

John Lang, Chief Operations Office, reminded the Board that all of our Group 1 project budgets and GMP's were established in 2021 and 2022 and explained in detail the Library's GMP process.

Mr. Lang stated that for this particular project, there is a \$3 million donation from Mandel Foundation for the execution of the project. The Library's cost will be \$3 million less than the \$8.1 million bottom line total cost of the project.

At the time of budget approval, we generally bring 5% of the Owners Budget Contingency at the time of approval. However, for this one, it was increased to 7% in order to allow for complete replacement of the roof. During assessment of the roof-mounted mechanical equipment, the design team and Library staff have concluded that replacement of the roof is imperative. It has not yet been included in the construction contract, but we are anticipating the first change order to include the roof. It is fully designed by the architect, and we do have competitive bid prices on it.

Mr. Lang noted that the furniture budget is slightly higher than we would make on a dollar by square foot basis and that is to enhance the technological that we planned for the innovation learning centers. Mr. Corrigan asked for information regarding changes in

the look in the front of the building.

Mr. Lang stated that the front will have a totally new envelope and that the architects renderings will be shared with the Board. The new approach will be a raised roof with a vertical façade; perforated panels over the curtain wall system; and diffused light that shines like a lantern at night. The front of the building will noticeably change from the St. Clair Avenue streetscape.

As he continued, Mr. Lang referenced the GMP proposal and noted the breakdown of costs by trade; competitive bids received for every one of the packages through the construction manager; as well as inclusion participation. Mr. Lang stated that project goals are projected to be exceeded for all of categories that the Library tracks, including MBE, WBE, and SBE, as well VOB.

In response to Ms. Shakarian's inquiry, Mr. Lang stated that assuming contracts are approved, the last day the branch will be open is January 13, 2024; groundbreaking will be on February 3, 2024; and reopening the branch in late spring 2025.

Director Thomas acknowledged Peter Roth, Manager, Glenville Branch.

In response to Ms. Rodriguez' inquiry, Mr. Roth stated that the nearest branches are Langston Hughes and Collinwood.

Resolution Authorizing Amendment to Agreement with Vocon Partners, LLC for Design Services and Amending Project Budget for the Brooklyn Branch

(See page 2372)

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

WHEREAS, On November 19, 2020, the Board of Trustees of the Cleveland Public Library authorized the Executive Director to enter into an agreement with Vocon Partners,

**RESOLUTION
AUTHORIZING
AMENDMENT TO
AGREEMENT
WITH VOCON
PARTNERS, LLC
FOR DESIGN
SERVICES AND
AMENDING
PROJECT
BUDGET FOR
THE BROOKLYN
BRANCH**
Approved

LLC in an amount not-to-exceed \$186,951 for the design of the renovation to the Brooklyn branch; and

WHEREAS, As a result of schedule extensions by the construction manager for unforeseen conditions and for architectural bulletins, which Vocon developed at the Library's direction to incorporate scope changes for roof alterations, drainage improvements, and replacement of the driveway at the Brooklyn branch, it has become necessary to extend the period of construction administration; and

WHEREAS, The Library Administration desires to amend the agreement with Vocon to provide for extended construction administration services during the extended construction schedule; and

WHEREAS, Vocon has proposed an additional fee not-to-exceed \$31,875 for the extended construction administration services described in this Resolution. Because there are \$10,000 remaining in Vocon's design contingency, the contract can be increased by \$21,875, thus bringing Vocon's architect fees to a total amount not-to-exceed \$208,826; and

WHEREAS, This Board finds that Vocon's proposed fee increase is fair and reasonable; and

WHEREAS, The Chief Operating Officer recommends that this Board approve amending the Brooklyn branch project budget as shown in Exhibit "A" to this resolution to reallocate \$21,875 from the Furniture, Fixtures, and Equipment budget to the Architect Fees budget, which will allow the Library to amend the agreement with Vocon without increasing the overall project budget; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the agreement with Vocon Partners, LLC for design services to the Brooklyn branch upon such terms and conditions as are approved by the Library's Director of Legal Affairs, increasing the architect fee to a total contract amount not-to-exceed \$208,826, which amount shall be charged to the Construction - Tax-Exempt fund account 40272505-55300 (Construction/Improvements); and be it further

RESOLVED, That the project budget for the Brooklyn branch be amended as shown in Exhibit "A" to this Resolution.

Mr. Corrigan stated that the increase in architect fees remains below 10%.

John Lang, Chief Operations Officer, added that this is 7.5% of the project budget and 9.4% of the construction budget. This is similar to the JKURTZ amendment where we are not seeking a budget increase but to reapportion funds in the already approved budget to pay for additional services from the architect as described in the resolution.

Mr. Lang reported that we are almost close to completion with an anticipated opening date of March 2, 2024. Those fees are not expected to be recouped as we are almost in close out.

Resolution Authorizing Extension of Agreement with Cleveland State University for America Reads Tutoring Services and Authorizing a New Agreement for Tutoring Services from March 2024 through February 2025

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

WHEREAS, The Cleveland Public Library has contracted with Cleveland State University to provide student tutors for America Reads tutoring services at various branches every year since 2012; and

WHEREAS, America Reads tutors children in grades kindergarten through eighth grade by providing tutoring and homework help in math, science, history, and language arts; and

WHEREAS, On December 15, 2022, the Board of Library Trustees authorized the Executive Director, CEO, or his designee to enter into an agreement with Cleveland State University to provide tutoring services at various branches from January 31, 2023 through December 31, 2023 in an amount not to exceed \$78,212; and

**RESOLUTION
AUTHORIZING
EXTENSION OF
AGREEMENT
WITH
CLEVELAND
STATE
UNIVERSITY FOR
AMERICA READS
TUTORING
SERVICES FROM
MARCH 2024
THROUGH
FEBRUARY 2025
Approved**

WHEREAS, Cleveland State University has proposed to extend the term of the current agreement through February 29, 2024 at no additional cost to the Library; and

WHEREAS, Cleveland State University has also proposed to enter into a new agreement for tutoring services at 10 to 13 Library branches, including one remote group of tutors, for a term from March 1, 2024 through February 28, 2025 at the current contract amount of \$78,212; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or his designee to enter into an amendment to the current agreement with Cleveland State University for the America Reads tutoring services in order to extend the term of the agreement until February 29, 2024 at no additional cost to the Library; and be it further

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or his designee to enter into a new agreement with Cleveland State University for America Reads tutoring services from March 1, 2024 through February 28, 2025 at a cost not to exceed \$78,212, with such expenditures to be charged to the Founders Fund Account 20380103-53710 (Professional Services), and which agreement or instrument shall be subject to the approval of the Director of Legal Affairs.

Erica Marks, Senior Director of Outreach and Programming Services, expressed her appreciation for the Library's partnership with Cleveland State University for America Reads Tutoring Services. Families in the community really take advantage of the tutoring services. This year, over 6,000 students have been tutored in person; roughly 80 tutors have tutored throughout all our branch locations. Outreach will work with Marketing to highlight the services and engagements they have within our community.

In response to Ms. Rodriguez' inquiry, Ms. Marks confirmed that the students attend CSU and come out to our branches to provide tutoring services. We also offer virtual services for online engagement.

Ms. Marks stated that we look forward to continuing our relationship with CSU.

Director Thomas stated that he would be happy to help coordinate opportunities so that the Board can personally observe tutoring sessions.

Resolution to Temporarily Increase the Executive Director's Authority to Execute Contracts

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

WHEREAS, On September 21, 2023, the Board of Library Trustees authorized the Executive Director, CEO or his designee to execute on behalf of the Board of Library Trustees all contracts, agreements, documents, and other instruments necessary to conduct the routine business of the Library for amounts up to and including the amount set forth in Ohio Revised Code Section 9.17, which amount currently stands at \$75,000; and

WHEREAS, The Board of Library Trustees desires to temporarily increase the value of contracts and agreements that the Executive Director, CEO or his designee may execute on behalf of the Cleveland Public Library from \$75,000 to \$120,000 for the next thirty (30) days; now therefore be it

RESOLVED, That the Board of Library Trustees temporarily authorizes the Executive Director, CEO or his designee, for thirty (30) days from the date of this Resolution, to execute on behalf of the Board of Library Trustees all contracts, agreements, and other instruments necessary to conduct the business of the Cleveland Public Library for amounts up to and including \$120,000, which contracts, agreements, and other instruments shall be subject to the approval of the Library's Director of Legal Affairs.

**RESOLUTION TO
TEMPORARILY
INCREASE THE
EXECUTIVE
DIRECTOR'S
AUTHORITY TO
EXECUTE
CONTRACTS**
Approved

Resolution Authorizing Maintenance Agreement with
Integrated Precision Systems for Video Surveillance and
Access Control Systems

**RESOLUTION
AUTHORIZING
MAINTENANCE
AGREEMENT
WITH
INTEGRATED
PRECISION
SYSTEMS FOR
VIDEO
SURVEILLANCE
AND ACCESS
CONTROL
SYSTEMS**
Approved

(See pages 2373-2374)

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

WHEREAS, The Board of Library Trustees has authorized the Library to enter into agreements with Integrated Precision Systems, Inc. ("IPS") for annual support services to the Library's security cameras and access control systems at some or all of the Library's locations every year beginning with calendar year 2015; and

WHEREAS, On December 15, 2022, this Board authorized the Library to enter into an agreement with IPS for support services for the Library's security cameras and access control systems in the amount not-to-exceed \$69,640.84, for the period commencing January 1, 2023 through December 31, 2023; and

WHEREAS, The Library desires to again enter into a support agreement with IPS for the Library's video surveillance and access control systems for all locations, including the Phase 1A and 1B locations that were not included closed and not included in the previous year's contract, for the period commencing January 1, 2024 through December 31, 2024 at a contract amount not-to-exceed \$85,634.20; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into an agreement with Integrated Precision Systems, Inc. for support services for the Library's security cameras and access control systems in the amount not-to-exceed \$85,634.20, for the period commencing January 1, 2024 through December 31, 2024, subject to approval of the Director of Legal Affairs, with the expenditure being charged to 12930053-53340 Building Maintenance.

Mr. Corrigan noted that the increase is because of the number of branches involved now.

John Lang, Chief Operations Officer, explained that this contract is shared between Property Management and Safety & Protective Services. As we consider this 23% increase in cost, we opened 5 buildings in 2023 and 3 additional buildings are projected to open in 2024. The new buildings have substantially more cameras and devices than the older buildings. It is necessary to keep the software current.

Resolution Authorizing Transfer of Funds from the General Fund to the Building and Repair Fund and to the Debt Service Fund

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

WHEREAS, **Ohio Revised Code** Section 3375.40 (L) provides for the set aside of unencumbered General Fund balances at the end of each fiscal year; and

WHEREAS, **Ohio Revised Code** Section 5705.14 provides for the transfer and advance of funds from the General Fund to other funds; and

WHEREAS, The estimated December 31, 2023 General Fund Unencumbered Balance is as follows:

Certified Revenue per Amended Official Certificate of Estimated Resources requested December 14, 2023	\$ 99,018,732.34
Appropriation - 9th Amendment	(65,276,234.37)
Repayment of Advance made to the MyCom Fund	75,000.00
Repayment of Advance made to the Coronavirus Relief Fund	138,000.00
Appropriation - 10th Amendment (Proposed, excluding transfer out)	1,060,000.00
Transfer to Building and Repair Fund December 2023	(7,000,000.00)
Estimated Unencumbered Balance as of December 31, 2023	\$ 28,015,497.97
Transfer to Debt Service Fund January 2024	(3,236,624.00)
Estimated Unencumbered Balance as of January 1, 2024	<u>\$ 24,778,873.97</u>

Now therefore be it

RESOLVED, That from the General Fund Unencumbered Balance, the set aside of \$7,000,000 be transferred to the Building and Repair Fund for capital and technology improvements and other capital projects that include the

**RESOLUTION
AUTHORIZING
TRANSFER OF
FUNDS FROM
THE GENERAL
FUND TO THE
BUILDING AND
REPAIR FUND
AND TO THE
DEBT SERVICE
FUND**
Approved

repair, renovation and construction of the Library's buildings and that the set aside of \$3,236,624 for Debt Service payments be transferred to the Debt Service Fund in January 2024 and the remaining General Fund Unencumbered Balance be carried forward for operating expenses.

Mr. Corrigan stated that we do this every year at this time.

In agreement, Carrie Krenicky, Chief Financial Officer, stated that every year we assess our Unencumbered Balance. This will do two things, (1) transfer \$7,000,000 from out General Fund to the Building and Repair Fund this year that will allow us to maintain our sustainability and also fund the Glenville Branch which is funded out of the Building and Repair Fund; and (2) transfer from the General Fund to our Debt Service Fund for our debt service payment for 2024.

Mr. Hairston, who joined virtually, requested information regarding Councilman Kevin Conwell's level of commitment to the Glenville Branch project.

In response, Director and Dr. Shenise Johnson Thomas, Chief of External Relations and Development, shared that Councilman Conwell is very supportive of the Project.

Dr. Johnson Thomas added that she and John Lang, Chief Operations Officer, recently sent Councilman Conwell information on the budget and renderings for the branch and spoke a couple of weeks ago at his neighborhood meeting.

Tenth Amendment to the Year 2023 Appropriation

(See pages 2375-2380)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2023 Appropriation Measure, which complies with the

**TENTH
AMENDMENT TO
THE YEAR 2023
APPROPRIATION**

Approved

Amended Official Certificate of Estimated Resources requested from the Cuyahoga County Budget Commission on December 14, 2023; and

WHEREAS, The aggregate of all appropriation classifications does not exceed the total amount submitted to the Cuyahoga County Budget Commission; now therefore be it

RESOLVED, That the sums indicated on the attached Tenth Amendment to the Year 2023 Appropriation Schedule be approved.

In response to Mr. Corrigan's inquiry, Carrie Krenicky, Chief Financial Officer, noted the main highlights are within the General Fund; (1) decreasing our Salaries & Benefits by \$1.1 million; (2) adding \$40,000 in our Miscellaneous category; and (3) appropriating the transfer just approved in the previous resolution for the Building and Repair Fund.

Year 2024 Annual Appropriation Measure

(See pages 2381-2384)

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

WHEREAS, **Ohio Revised Code** Sections 5705.38-5705.39 provide for passage of an appropriation measure not to exceed certified estimated resources; and

WHEREAS, The appropriation totals on the attached schedules do not exceed the Amended Official Certificate of Estimated Resources requested from the Cuyahoga County Budget Commission dated December 14, 2023; now therefore be it

RESOLVED, That the Year 2024 Appropriation Measure in the amount of \$71,236,216.90 for the General Fund and listed amounts for other funds be approved as detailed in the attached schedules.

Mr. Corrigan requested an explanation of the placeholder.

Carrie Krenicky, Chief Financial Officer, stated that

**YEAR 2024
ANNUAL
APPROPRIATION
MEASURE**
Approved

that we put in estimates for placeholders for our 2 primary revenue sources in our request for Certificate of Estimated Resources because we have not yet received our official Certificate from the Budget Commission that aligns with Schedule A and we have not received our certified Public Library Fund entitlement that is due by the end of December from the Ohio Department of Taxation.

Ms. Krenicky also reported that in the General Fund Appropriation, it does include the transfer out that the Board just approved for the \$3.2 million to the Debt Service Fund which inflates it to just over \$71 million. We have also allocated 67% to our Salaries and Benefits and 12% to our Library Materials to align our resources and stay within our priority for Operating with Excellence. In our Special Revenue Funds, we are appropriating over \$10 million and in our Debt Service Fund we are appropriating our service payment of almost \$3.3 million for our Phase I FMP project. In our Capital Funds, we are appropriating over \$8.7 million, which does include the Glenville Branch. In our Endowment Funds, we are appropriating close to \$189,000. The total appropriation of all funds is \$93.5 million.

In closing, Ms. Krenicky referred the Board to the attachment for an itemized listing.

Mr. Corrigan expressed his appreciation to Ms. Krenicky and her staff for all of their hard work here at the Library.

**FISCAL OFFICER'S
REPORT**

Submitted

Fiscal Officer's Report

(See pages 2385-2394)

**REPORT ON
INVESTMENTS**

Submitted

Report on Investments

(See pages 2395-2428)

**REPORT ON
CONFER. & TRAVEL
EXPENDITURES**

Submitted

Report on Conference and Travel Expenditures

(See pages 2429-2431)

**REPORT ON ALL
VENDOR
EXPENDITURES**

Submitted

Report on All Vendor Expenditures

(See pages 2432-2446)

Report on Expenditures Made from the Owner's Contingency Funds for Hough, Jefferson, West Park, Woodland, Central Distribution Facility, Lorain, Eastman, MLK Jr., Brooklyn and Rockport

(See pages 2447-2478)

Report on Expenditures Made from the Owner's Contingency Fund for the High Density Shelving Project

(See page 2479)

HUMAN RESOURCES COMMITTEE REPORT

In Mr. Hairston's absence, Mr. Fryer presented the following report.

Regular Employee Report

(See pages 2480-2482)

After reviewing monthly highlights, Mr. Fryer moved approval of the Regular Employee Report. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Lynn Sargi, Chief Talent Officer, noted that this is the result of the November hiring blitz when Human Resources partnered with the Public Services leadership team in an effort to get the branches up to full staffing levels.

In response to Mr. Hairston's inquiry, Ms. Sargi provided an update on the successful page hiring blitz in August. As a result, approximately 40 pages were hired.

Ms. Sargi introduced Althea Johnson, Director Human Resources, and Sacheen Dunn-Ford, HR Recruiting Specialist, who are leading our recruitment efforts.

Resolution for Special Closings and Holidays in 2024

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

REPORTS ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUNDS FOR HOUGH, JEFFERSON, WEST PARK, WOODLAND, CENTRAL DISTRIBUTION FACILITY, LORAIN, EASTMAN, MLK, JR., BROOKLYN AND ROCKPORT
Submitted

REPORT ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUND FOR THE HIGH-DENSITY SHELVING PROJECT
Submitted

REGULAR EMPLOYMENT REPORT
Approved

RESOLUTION FOR SPECIAL CLOSINGS AND HOLIDAYS IN 2024
Approved

WHEREAS, The Cleveland Public Library desires to keep the public informed of its hours of operation, and

WHEREAS, The Cleveland Public Library will be closed in 2024 in observance of the following holidays and special closings as listed below:

New Year's Day	January 1, 2024
Martin Luther King, Jr. Day	January 15, 2024
Presidents' Day	February 19, 2024
Memorial Day	May 27, 2024
Juneteenth	June 19, 2024
Independence Day	July 4, 2024
Labor Day	September 2, 2024
Veterans Day	November 11, 2024
Thanksgiving	November 28, 2024
Day After Thanksgiving	November 29, 2024 (Special Close)
Christmas Eve	December 24, 2024 (Special Close)
Christmas Day	December 25, 2024

RESOLVED, That the proposed schedule be approved by the Library Board of Trustees to become effective immediately.

Resolution Approving Non-Bargaining Unit Pay Structure

(See page 2483)

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

WHEREAS, On July 6, 2021, the Board of Library Trustees approved the current non-bargaining unit pay structure and approved revisions to Section 351 of the Human Resources Manual titled, "Total Compensation," which set forth the Library's philosophy concerning non-bargaining unit compensation; and

WHEREAS, Guidelines developed by the Human Resources Department to implement the new pay structure provide that the Library will periodically collect and analyze market data and will adjust pay ranges as warranted in order to align with market and economic conditions; and

**RESOLUTION
APPROVING
NON-
BARGAINING
UNIT PAY
STRUCTURE**

Approved

WHEREAS, With the assistance of a consultant, the Library benchmarked approximately 50 non-bargaining and bargaining unit positions. The results of the benchmarking indicated that the market in Northeast Ohio has moved approximately ten percent since 2019-2020, the last time that a comprehensive benchmarking analysis was conducted; and

WHEREAS, Despite the movement in the market, an analysis of actual incumbent salaries to average market data indicate that CPL salaries remain competitive for both non-bargaining and bargaining unit classifications; and

WHEREAS, The Chief Talent Officer recommends that a two percent adjustment be implemented for 2024, which the Library Administration estimates to be sufficient to provide competitive pay ranges for non-bargaining classifications and to provide flexibility for the Library to manage incumbent compensation and to attract new talent; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed pay structure attached to this Resolution as Exhibit "A" to become effective December 22, 2023, and instructs the Library's Chief Talent Officer to be responsible for implementing and administering the new pay structure.

Lynn Sargi, Chief Talent Officer, was available to answer any questions the Board may have had.

Resolution Authorizing New Employment Agreement with the Director of the Cleveland Public Library

(See pages 2482-2495)

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

WHEREAS, The Board of Trustees of the Cleveland Public Library unanimously and proudly selected Felton Thomas Jr. as its choice for Executive Director, CEO of the Cleveland Public Library on December 18, 2008, and approved a three-year employment agreement on January 22, 2009; and

**RESOLUTION
AUTHORIZING NEW
EMPLOYMENT
AGREEMENT WITH
THE DIRECTOR OF
THE CLEVELAND
PUBLIC LIBRARY**
Approved

WHEREAS, On February 16, 2012, January 15, 2015, and December 20, 2018, this Board unanimously approved subsequent employment agreements with Director Thomas, extending his employment as Executive Director, CEO of the Cleveland Public Library through December 31, 2023; and

WHEREAS, The Board is enthused and looking forward to the continued leadership and energy that Felton Thomas, Jr. has brought to the Cleveland Public Library as its Executive Director. The Board notes that since the beginning of his tenure, the Director has successfully stewarded the Library through two tax levy campaigns, its 150th anniversary, and has successfully led the Library through the challenging times brought on by the COVID-19 pandemic. The Board further notes that the Library has been the recipient of a "Five Star" rating from the Library Journal ten times during the Director's tenure. As the Library continues to work on its Facilities Master Plan and People's University 2030 Strategic Plan, this Board wishes to retain the leadership and talent that Felton Thomas, Jr. brings to this institution and to provide him the support and assistance necessary so that he can implement his vision for the CPL of the future; and

WHEREAS, Based upon all the foregoing, the proposed increased salary for the Executive Director, pursuant to this Resolution, will place the Director's salary in accord with those of leaders of similar public institutions nationwide; and now therefore be it

RESOLVED, That the Board hereby authorizes the annual salary of Two Hundred Ninety-Seven Thousand Dollars (\$297,000.00) for the Executive Director, effective the pay period that includes January 1, 2024, with annual merit-based increases within the range budgeted for other non-bargaining unit staff for that calendar year, a discretionary annual bonus of up to five percent (5%) of the Director's annual compensation based on the Library's achievement of goals or milestones related to The People's University 2030 Strategic Plan, and a payout of 100% of vacation time and 75% of sick time upon expiration or termination of the agreement; and be it further

RESOLVED, That the Board declares that the annual

reimbursement of up to One Thousand Two Hundred Dollars (\$1,200.00) by the Library for professional networking and membership expenses, such as developing connections with potential donors and other individuals and organizations who may be able to provide support to the Library, is a proper public purpose; and be it further

RESOLVED, That the Board of Trustees of the Cleveland Public Library directs and authorizes the President of the Board of Trustees to execute a new employment agreement with Felton Thomas, Jr. in substantially the form of the agreement attached to this Resolution.

In support of this resolution, Ms. Rodriguez and other Trustees expressed appreciation for Director Thomas and his commitment to Cleveland Public Library.

Resolution Authorizing Agreement for Applicant Tracking System

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

WHEREAS, The Cleveland Public Library continues to recruit in a very competitive job market and filled more than 250 positions during 2023; and

WHEREAS, The Library's Human Resources Department has determined that it would be advantageous to obtain an applicant tracking software system to provide a more reliable experience for applicants and manage the recruitment and onboarding efforts more efficiently and effectively by reducing numerous manual processes; and

WHEREAS, The Human Resources Department met with representatives from four different applicant tracking system vendors to evaluate the features and costs of the various systems, with the vendors interviewed as follows: (1) NEOGOV; (2) ICIMS; (3) Workable; and (4) JobVite; and

WHEREAS, The Human Resources Department received the following three quotes, which, for the sake of comparison, are shown below as pricing for a two-year term:

**RESOLUTION
AUTHORIZING
AGREEMENT
FOR
APPLICANT
TRACKING
SYSTEM**
Approved

<u>Vendor</u>	<u>Two-year Pricing</u>	<u>Notes</u>
1) ICIMS	\$95,000	Requires 3-year contract
2) JobVite	\$140,700	Includes implementation fee
3) Workable	\$54,700	Price reflects year-end discount

WHEREAS, The Human Resources Department, in partnership with the IT Department, determined that JobVite offers the best applicant tracking system and contains features such as being configurable to the Library's specific needs, having the ability to integrate with other enterprise resource planning ("ERP") systems, allowing for multiple workflows (e.g., for an internal vs. external candidate), using AI to help identify passive candidates that may be a good fit for a position and inviting them to apply, scheduling interviews, and assisting with new hire paperwork; and

WHEREAS, The Human Resources Department recommends entering into an agreement with JobVite for their standard package for a term of two (2) years at a cost of \$63,000 per year for the subscription and a one-time implementation fee of \$14,700, for a total cost of \$140,700; and

WHEREAS, This Board finds that JobVite's proposed fee is fair and reasonable and finds that the applicant tracking system will be a useful component in the Library's recruitment efforts; now therefore be it

RESOLVED, That the Board of Trustees hereby authorizes the Executive Director, CEO or his designee, to negotiate and execute an agreement with JobVite, subject to the approval of the Director of Legal Affairs, for a two (2) year term subscription for JobVite's applicant tracking system for a total contract amount not-to-exceed \$140,700, which amount shall be charged to the General Fund Account Number 11510053-53710 (Professional Services) and/or 11510053-53360 (Computer Maintenance).

Lynn Sargi, Chief Talent Officer, stated that the Human Resources Department has about 2.5 full-time equivalents who focus on our recruitment efforts. We post positions internally and externally on multiple websites and each of those postings is a separate task. Although MUNIS, which is our current ERP system, does have an online

application tool, we have received a lot of feedback from applicants that there are some problems with the application system itself and it is not particularly user friendly.

Ms. Sargi added that most of the other processes of onboarding or hiring people are all done manually or through spreadsheets. Tasks such as tracking and corresponding with candidates; forwarding resumes to hiring managers; scheduling interviews; etc., is why we began in April to partner with IT to look at some software solutions to remove some of these manual processes.

Ms. Sargi further explained that we worked with IT to determine system requirements. Althea Johnson, Director Human Resources, and Sacheen Dunn-Ford, HR Recruiting Specialist, sat in on many demonstrations from applicant tracking vendors. We obtained quotes from the 3 shortlisted companies. NEOGOV did not meet our systems requirements, so we did not get a quote from them. We completed reference checks and negotiated price in terms of the contract in conjunction with IT.

Ms. Sargi stated that this software application will allow us to scan resumes for key words such as skills or trades rather than reading entire resumes. It will allow us to have email templates to make sure that all correspondence with applicants and candidates is consistent and professional. Currently, we can acknowledge applicants, since now it is not easy to interact with applicants to keep them apprised of their application status. This system will allow us to provide analytics for reporting and will give us more data about where we are getting good candidates from which our current system cannot.

Ms. Sargi added that JobVite is the only of the three platforms that we looked at that will be able to fully integrate into the ERP system. We are not going to integrate it with MUNIS because we are working with GFOA to look at a potentially new ERP system. The other two systems that we looked at are not configurable; does not give us the flexibility for the internal versus external hire process; and do not have the integration capabilities that JobVite has.

Ms. Sargi added that JobVite will help us schedule and reschedule interviews, send reminders, and prepare a dashboard of recruiters and hiring managers.

As she continued, Ms. Sargi shared in detail the challenges of ICIMS, one of the platforms considered, as they request applicants set up a profile. We did not want to be tied to a 3-year contract while we are still working with GFOA.

Ms. Sari stated that although Workable provided the lowest quote, is designed for small businesses and does not meet the needs given the size of the Library, and is not configurable.

Ms. Sargi added that JobVite is a sophisticated system and has a component call a candidate relationship management which none of the others have.

In response to Ms. Rodriguez' inquiry, Ms. Sargi stated that data in the system would remain CPL's even at the end of the contract.

After some discussion about references for JobVite, Ms. Sargi stated we anticipate the contract to be executed by the end of the year followed by a 5-6 month implementation period. In January 2024, we will be working with JobVite to put the implementation plan together.

Ms. Shakarian referenced the DEI component and cautioned that while entering data, we are not making mistakes based on past practices.

Ms. Sargi stated that there is a DEI component to JobVite that will help us remove unconscious bias in terms of looking at the applicants. Hiring managers will not necessarily be looking at demographics about the candidate that they should not.

Ms. Fryer stated that after the implementation phase, she would be interested in the measures taken to get data and feedback from users on usability and their experience that will help inform improvements on the process.

Ms. Fryer also expressed that the quality of the resume may be an equity concern if applicants do not understand how the technology helps the organization to analyze

their candidacy. As we are "The People's University" there may be some opportunity to inform job seekers at every age as to what this technology does so that we can actively work to mitigate as much bias and make sure that applicants for full access to the employment opportunity. Ms. Fryer shared the example of individuals who may have held senior level positions throughout their career and may never have had to work on their resume in many years. If they do not have the opportunity to advance to a stage where they are actually having a conversation, the Library may miss out on top talent.

Ms. Fryer emphasized that we must share information on how to make the most of this technology.

Althea Johnson, Director, Human Resources, acknowledged the partnership between IT and HR. IT has been a large part of this process.

Mr. Rodriguez expressed her appreciation to staff for their hard work on this applicant tracking system.

Resolution Amending Human Resources Manual

(See page 2496)

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

WHEREAS, Pursuant to Section 123.1 of the Human Resources Manual, the Board of Library Trustees must approve all changes to the Human Resources Manual; and

WHEREAS, The Library's Human Resources Department is in the process of conducting a comprehensive review and revision to the Human Resources Manual to reflect the prevailing practices in today's workplaces; and

WHEREAS, The Library's Human Resources Department recommends that the Human Resources Manual be revised to include an updated Section 210, titled "Library Classifications and Employee Status," as set forth in Exhibit "A" to this resolution; now therefore be it

RESOLVED, That the Board of Library Trustees hereby approves the proposed revisions to the Human Resources

**RESOLUTION
AMENDING
HUMAN
RESOURCES
MANUAL**
Approved

Manual as attached to this Resolution to update Section 210 of the Human Resources Manual, with the updates to Section 210 becoming effective December 22, 2023 and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and their related procedures.

Lynn Sargi, Chief Talent Officer, explained that with the introduction of the Page 2 classification, this clarifies that that classification is not considered a regular part time classification which would make them eligible for benefits and paid time off.

Mr. Rodriguez thanked Ms. Fryer for presenting the Human Resources Committee report.

COMMUNITY SERVICES REPORT

Before presenting his report, Mr. Parker who is a member of the Executive Leadership for the International Sunday School Department for the Church of God in Christ, thanked Director Thomas for participating as a guest panelist on December 17, 2023, in a discussion with Leaders in the marketplace from across the country regarding the issue - the difference Sunday School can make in the life of our youth. This program was broadcast nationally on several media platforms as a part of National Giving Day. As a result, we are hoping to begin a national campaign to get libraries involved in Sunday School classes. Director Thomas thanked Mr. Parker for this amazing opportunity.

Finally, Mr. Parker stated that he received a compliment about the wonderful customer service provided by staff at the Fleet Branch.

Monthly Activity Report

(See pages 2497-2503)

Mr. Parker stated that the Monthly Activity Report was available for review.

Building Status Update

John Lang, Chief Operating Officer, reported that our Facilities Master Plan has been focused on our 27 branches. We are entering the final year of Group 1 and are pre-planning for a potential Group 2 bond issuance in 2025 by revalidating projects scopes, sequencing, and estimated costs.

Mr. Lang shared history on the construction of Main Library and stated that we will be celebrating 100 years in 2024.

Below are items outside of the FMP that we are working on now or over the course of 2024:

1. Renovating the LSW lower-level patrons restrooms;
2. Considering lighting enhancements and landscape improvements to the Eastman Reading Garden;
3. Finishing the design and ready to bid on the employee café and catering finishing kitchen on the lower level of Main;
4. Preservation of Main building's façade including masonry and brass at the Main entrance;
5. Lighting renovations to the bookstore that will become Studio 525 for students and Tech Central renovations; and
6. Replacing the roof on LSW

7. Looking at a refresh on the 10th floor of LSW including carpets throughout the floor in and outside offices as well as board room renovations

In response to Ms. Shakarian's inquiry, Director Thomas confirmed that the Library will have plans for a celebration to honor Main's 100th anniversary.

Advocacy Taskforce Update

Dr. Shenise Johnson Thomas, Chief of External Relations & Development, stated that our lobbyist provided legislation update including bills and policies that are happening over the holiday season and noted that the property tax discussion will continue in 2024. At this point there is nothing significant other than what was initially presented by CPL lobbyist during the October board meeting.

Dr. Johnson Thomas reported that she and Director Thomas recently met with State Rep. Bride Rose Sweeney who is such an ally for public libraries. We continue to solidify and cultivate that relationship.

FOUNDATION UPDATE

Presented

Foundation Update

Dr. Shenise Johnson Thomas, Chief of External Relations & Development, expressed her gratitude to all who were able to attend the holiday reception as it was the vision of Director Thomas and Ms. Rodriguez to bring together boards from CLP, CPLF and CMSD. We are hoping to solidify relationships and build rapport so that we can leverage our resources to help the community.

Dr. Johnson Thomas stated that the Foundation has recently sent out their end of the year appeal.

Dr. Johnson Thomas also shared we have been trying to build a relationship with Eaton Corporation for some time. We were recently informed that they would like to "adopt a library" and do good work with them.

Finally, Dr. Johnson Thomas stated that at the January board meeting, she will present a comprehensive report Cleveland READS and a full end-of-the-year report on fundraising that took place this year and discuss goals for next year.

DIVERSITY, EQUITY & INCLUSION UPDATE

Presented

Diversity, Equity & Inclusion Update

Ashley Boyd, Director of Diversity, Equity & Inclusion, highlighted the following three partnerships for the month of December:

Kimberly Campo

You may remember Kim and her salsa performance during Hispanic Heritage Month at our Fulton Campus. Kim is a professional dancer, formerly a performer with Cleveland's Dancing Wheels ensemble. Paralyzed from the waist down, due to an accident in 2015, Kim challenges perceptions about what it means to have a disability and what it means to be a performer with a disability. Kim now works independently as a musical performer and CPL will continue to **build** upon this partnership. I am pleased to report that Kim has been invited back to

perform at this next year's Three Kings Celebration, Thursday, January 4, 2024, at 4:30pm at our Fulton Campus.

On Thursday, February 15, 2024, at our MLK Campus CPL's Black ERG will host its first natural hair event, in support of the Crown Act entitled, "The Crown, The Art of Black Hair". Joining us at the event will be two **new developing partners**: Dr. Tameka Ellington and Dr. Angela Kyei.

Dr. Ellington

A native Clevelander from the Glenville neighborhood, Dr. Ellington has vivid memories spending time at our Glenville Campus where she attended etiquette class and admits to incorporating many of the skills she learned into her work ethic today. Dr. Ellington will serve as our keynote presenter for the event. Ellington is an award-winning author, Black beauty activist and women's confidence coach.

Dr. Kyei

Angela Kyei is the founder of multicultural skin and hair in dermatology, located in our Shaker Heights community. She will take a deep dive into natural hair - kinky, curly, straight, hair loss, how textures evolve and how to maintain healthy hair and skin.

Mr. Parker thanked Ms. Boyd for her update.

OLD BUSINESS

There were no items of Old Business to be discussed.

NEW BUSINESS

Ms. Rodriguez presented the following item of New Business.

Election of Nominating Committee for 2024 Library Officers

Ms. Rodriguez moved to select a Nominating Committee and designated Mr. Parker as Chair with Ms. Shakarian and Mr. Corrigan to serve as members on the Committee. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

**ELECTION OF
NOMINATING
COMMITTEE FOR
2024 LIBRARY
OFFICERS**
Approved

**PUBLIC
COMMENT**

Acknowledged

PUBLIC COMMENT

Ms. Rodriguez acknowledged that a comment was received and referred to Human Resources.

Ms. Rodriguez adjourned the Regular Board at 2:11 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR NOVEMBER 2023

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	2,346	13,471
Periodicals	3	474
Publishers Gifts	1	13
Non-Print Materials	61	1,469
Total Library Service Materials	2,411	15,427

TECHNOLOGY RESOURCES

Tech Gifts	0	4
Total Technology Resources	0	4

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Restricted	\$ 0	\$ 17,505
General Fund	Unrestricted	104	616
Building & Repair Fund	Restricted	0	900,000
Library Fund	Restricted	150	3,914
Young Fund	Restricted	0	38,963
Founders Fund	Restricted	0	173,750
Judd Fund	Restricted	0	203,764
Lockwood Thompson Fund	Restricted	106,792	213,584
Early Literacy	Restricted	6,107	80,236
Tech Centers	Restricted	0	145,000
Total Money Gifts		\$ 113,154	\$ 1,777,332

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	37	321	2,411	15,427
Technology Resources	0	1	0	4
Money Gifts	6	91	6	102
TOTAL GIFTS	43	413	2,417	15,533

Exhibit "A"

MLK Branch Budget	February 15, 2022 Project Budget	May 16, 2023 Project Budget	Increase*	Amended Project Budget
Guaranteed Maximum Price	\$14,486,867	\$14,486,867		\$14,486,867
Owner's Construction Contingency	\$972,005	\$1,347,005		\$1,347,005
Furniture, Fixtures, and Equipment	\$472,201	\$572,201	(\$155,750)	\$416,451
Architect and Engineering Fees	\$2,564,725	\$2,564,725	\$155,750	\$2,720,475
CPL Direct Costs	\$730,750	\$770,750		\$770,750
Developer Shared Costs	\$674,938	\$674,938		\$674,938
TOTAL PROJECT BUDGET	\$19,901,486	\$20,416,486		\$20,416,486

EXHIBIT "A"

Glenville Branch	
Guaranteed Maximum Price¹	\$6,440,024
Owner's Construction Contingency	\$459,360
Furniture, Fixtures, and Equipment	\$407,100
Architect Fees²	\$582,865
Owner Direct Costs³	\$300,000
TOTAL PROJECT BUDGET	\$8,189,349

¹ Guaranteed Maximum Price includes R.L Hill's Pre-Construction fee of \$65,691 as approved by this Board on March 16, 2023.

² Architectural fees with Bialosky Partners, Architects, LLC were separately approved by this Board on November 17, 2022.

³ Owner Direct Costs include, but are not limited to, such project-related costs as surveys, environmental assessments, legal fees, property acquisition, and permits. Engineering support services such as surveying, geotechnical, environmental, and materials testing services from Professional Service Industries, Inc. were authorized by this Board on February 16, 2023 in the amount of \$71,000.



GENERAL CONTRACTORS • CONSTRUCTION MANAGERS

CPL Glenville Branch

Section 1

12/18/2023

Project Cost Breakdown

CONSTRUCTION COST			
Task	WORK PACKAGES	RECOMMENDED BIDDERS	Totals
Items			
BP 01A	Surveyor		\$ 2,500
BP 01K	Final Clean	CCS	\$ 12,983
BP 02A	Demo	Precision Environmental	\$ 179,250
BP 02B	Temp Enclosure	Precision Environmental	\$ 30,350
BP 03A	Concrete & Sitework	Platform	\$ 251,100
BP 04A	Masonry		\$ 237,140
BP 05A	Structural Steel & Misc. Metals	Columbia	\$ 219,500
BP 06A	Millwork	Wood Concepts	\$ 163,423
BP 07A	Roofing	Industrial First	\$ 303,500
BP 08A	Glazing & Panels	RC Glass	\$ 1,397,217
BP 09A	Carpentry	Oppenheim	\$ 740,000
BP 09B	Flooring & Tile	Flooring Specialties	\$ 168,000
BP 09D	Terrazo Substitution		Owner Allowance
BP 09E	Painting	Frank Novak & Sons	\$ 33,505
BP 10A	Signage	Takeform	\$ 27,669
BP 22A	Plumbing	Commerce	\$ 243,230
BP 23A	HVAC	Miles	\$ 763,700
BP 26A	Electrical	Zenith	\$ 601,929
BP 27A	Teledata	Zenith	\$ 102,762
BP 28A	Security	IPS	\$ 110,954
BP 32A	Asphalt		\$ 30,000
BP 32B	Landscape & Site Improvements	Zscape	\$ 152,759
BP 32C	Fencing	Great Northern	\$ 56,810
	Unclaimed Scope Allowance		\$ 5,000
SUBCONTRACTOR COST SUBTOTAL			\$ 5,833,281
Task	APPROVED ALTERNATES		Totals
Items			
1	Remove Raised Access Floor (based on preliminary sketch)		\$ (75,086)
2	Remove new plantings from Annex parking area		\$ (7,500)
3	BP08A - Provide ACMP In lieu of plate panels in lower areas only		\$ (35,000)
4	BP08A - Provide ACMP In lieu of plate panels upper area only		\$ (25,000)
5	BP09A - Eliminate blocking at exterior walls for Z-girts		\$ (5,800)
6	BB22A - Replace (5) instahots with hot water piping		\$ (1,070)
7	BP23A - Insulate unlined supply ductwork with 1-1/2" .75 FSK ductwrap instead of ductboard		\$ (59,000)
8	BP23A - Insulate equipment with 1-1/2" thick fiberglass instead of removable insulation		\$ (3,000)
9	BP32B - Remove Boom Rang Benches from Scope		\$ (17,820)
ALTERNATE SUBTOTAL			\$ 229,276

<i>Task</i>	OWNER ALLOWANCES			
<i>Items</i>				<i>Totals</i>
1	Arborist			\$ 10,000
2	Tuckpointing/Masonry Repair			\$ 5,000
4	Alternate Terrazzo Material			\$ 10,000
5	Design Development			\$ 10,000
6	Seimens Fire Alarm System Reconciliation			\$ 5,000
7	Salvage of Demountable Glazing			\$ 5,000
8	Raised Access Floor Floorboxes/Electrical Accessories (\$6,000 in BP 09B)			\$ -
9	Bench Allowance			\$ 8,000
10	Additional Floor Box and HDMI/USB Budget			\$ 15,000
11	Demo, Building and Sidewalk Closure Permits			\$ 70,000
	OWNER ALLOWANCE SUBTOTAL			\$ 138,000
<i>Task</i>	CONSTRUCTION MANAGEMENT			
<i>Items</i>				<i>Totals</i>
1	Construction Stage Personnel			\$ 253,860
2	CM General Conditions			\$ 74,142
3	CMR Contingency	2%		\$ 114,840
4	CMR Fee	2%		\$ 114,840
5	General Liability Insurance	0.3%		\$ 17,226
6	Contractor's P&P Bonds	1%		\$ 57,420
	CONSTRUCTION MANAGEMENT SUBTOTAL			\$ 632,328
	CONSTRUCTION COST OF WORK TOTAL (GMP)			\$ 6,374,333
	PRECONSTRUCTION COST TOTAL			\$ 65,691
	TOTAL PROJECT CONSTRUCTION COST			\$ 6,440,024

Diversity Participation

CONSTRUCTION COST				DIVERSE PARTICIPATION									
Item	Description	Recommended Trade Contractor	Totals	Bidder has Certification	MBE		WBE		SBE		VOB		Projected Spend Total
					%	Spend	%	Spend	%	Spend	%	Spend	
BP 01A	Surveyor		\$ 2,500										
BP 01K	Final Clean	CCS	\$ 12,983										
BP 02A	Demo	Precision Environmental	\$ 179,250		15%	\$26,888	10%	\$17,925	10%	\$ 17,925			\$206,138
BP 02B	Temp Enclosure	Precision Environmental	\$ 30,350		15%	\$4,553	10%	\$3,035	10%	\$3,035			\$34,903
BP 03A	Concrete & Sitework	Platform	\$ 251,100		10%	\$25,110	5%	\$12,555					\$276,210
BP 04A	Masonry		\$ 237,140										
BP 05A	Structural Steel & Misc. Metals	Columbia	\$ 219,500										
BP 06A	Millwork	Wood Concepts	\$ 163,423										
BP 07A	Roofing	Industrial First	\$ 303,500										
BP 08A	Glazing & Panels	RC Glass	\$ 1,397,217		5%	\$69,861	5%	\$69,861	5%	\$69,861			\$69,861
BP 09A	Carpentry	Oppenheim	\$ 740,000										
BP 09B	Flooring & Tile	Flooring Specialties	\$ 168,000	Yes			100%	\$168,000	100%	\$168,000			\$168,000
BP 09D	Terrazo Substitution	Owner Allowance											
BP 09E	Painting	Frank Novak & Sons	\$ 33,505	Yes			100%	\$33,505	100%	\$33,505			\$33,505
BP 10A	Signage	Takeform	\$ 27,669										
BP 22A	Plumbing	Commerce	\$ 243,230										
BP 23A	HVAC	Miles Mechanical	\$ 763,700	Yes	100%	\$763,700	100%	\$763,700	100%	\$763,700			\$763,700
BP 26A	Electrical	Zenith	\$ 601,929	Yes							100%	\$601,929	\$601,929
BP 27A	Teledata	Zenith	\$ 102,762	Yes							100%	\$ 102,762	\$102,762
BP 28A	Security	IPS	\$ 110,954										
BP 32A	Asphalt		\$ 30,000										
BP 32B	Landscape & Site Improvements	Zscape	\$ 152,759	Yes	100%	\$152,759	100%	\$152,759	100%	\$152,759			\$152,759
BP 32C	Fencing	Great Northern	\$ 56,810										
	Unclaimed Scope Allowance		\$ 5,000										
		Trade Cost Subtotal	\$ 5,833,281		18%	\$1,042,870	21%	\$1,221,340	21%	\$1,208,785	12%	\$704,691	\$2,409,766
		<i>Does not reflect deduct alternate values</i>											
													41%
CM	Construction Manager	RL Hill Management, Inc	\$ 632,328	Yes	100%	\$632,328			100%	\$632,328			\$632,328
		Project Goal			20%	MBE	9%	WBE	15%	SBE	0%	VOB	
		Project Total Participation			26%	Exceeds by 6%	19%	Exceeds by 10%	28%	Exceeds by 13%	11%	Exceeds by 11%	47%

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CPL Glenville Branch

Section 4

12/18/2023

Allowances

Owner Allowances		Cost
1	Arborist (consultation, trimming, root pruning, fertilization, insect treatment)	\$ 10,000
2	Tuckpointing/Masonry Repair (currently undefined)	\$ 5,000
3	Alternate Terrazzo Material	\$ 10,000
4	Misc Additional Scope Items (Crosswalk paint, below grade waterproofing, adding ADA operators, etc)	\$ 10,000
5	Seimens Fire Alarm System Reconciliation (delegated design will request more than CDs)	\$ 5,000
6	Salvage of Demountable Glazing	\$ 5,000
7	Raised Access Floor Floorboxes/Electrical Accessories (\$6,000 in BP 09B)	n/a
8	Bench Allowance	\$ 8,000
9	Additional Floor Box and HDMI/USB Budget	\$ 15,000
10	Demo, Building and Sidewalk Closure Permits	\$ 70,000
Owner Allowance Total		\$ 138,000
CM Allowances		Cost
1	BP2A 160 Labor hours Anticipated for comeback work, labor to move roof protection as work progresses, chainlink fence removal, additional or replacement protection material, unplanned phased work, reconfiguration of temp partitions once high bay needs enclosed, bridge protection	
2	BP2A Unforeseen abatement or demolition Items not identified on asbestos report or concealed	\$ 2,500
3	BP03A (8) Street Sweeping	
4	BP04A Masonry - CM allowance Intermittant weater protection, out of sequence work, premium time	\$ 5,000
5	BP05A Struct & Misc Metals - CM Allowance Unscheduled lintels needed after MEP coordination, galvanizing, acceleration for enclosure	\$ 10,000
6	BP05A Struct & Misc Metals -Shoring Allowance 2 months shoring rental	\$ 30,000

7	BP06A Millwork - CM Allowance Field labor post installation	\$ 1,000
8	BP07A Roofing - 80 labor hours Additional weather protection, spot repairs, unforeseen elevation corrections between façade systems	
9	BP08A Glazing and Metal Panels - 80 labor hours AVB repairs, additional weather protection, out of sequence work	
10	BP09A Carpentry - Removal, reinstall and finishing of existing wallboard for in-wall roughin by others	\$ 5,000
11	BP09A Carpentry - 160 labor hours General CM labor requests, out of sequence work, additional blocking, address wall repairs prior to final paint	
12	BP09B Flooring - CM Allowance Additional floor prep at UG trenches, additional infill and protection of installed materials	\$ 4,000
13	BP09E Painting - CM Allowance Address wall repairs prior to final paint, unforeseen detailing required at transitions to existing structure, prep for concealed lintels or structure	\$ 5,000
14	BP22A Plumbing - 80 labor hours Additional temp water needs, revising temp roof drains, additional mechanical room coordination, out of sequence work	
15	BP23A HVAC - 80 labor hours Additional temp heat needs, additional mechanical room coordination, protection for VAVs during roof replacement	
16	BP23A HVAC - Temporary Heat	\$ 11,700
17	BP26A Electrical - 80 labor hours Relocation of exterior temp lighting and power for temp security, additional hookups for temp equipment, additional mechanical room coordination, additional mechanical connection points	
18	BP26A Electrical - Concrete base or quaside box for future car charger	\$ 2,500
19	BP27A Technology - 40 Labor Hours Additional mechanical connection points, mechanical room coordination, temporary startup	
20	BP27A Technology - Installation and removal of temp security cameras	\$ 3,000
21	BP32B - CM Allowance Out of sequence work, extra labor requests	\$ 3,000
22	CM - Unclaimed scope allowance Bike racks, bike station, grass and snow maintenance	\$ 5,000
	CM Allowance Total	\$ 87,700



CPL Glenville Branch

Section 5

12/18/2023

Alternates

Number	Description	Cost	Provided By	Owner Acceptance	Cost Adjustment
Alt 1	Roof Replacement on East and West Wings	\$ 217,880	Total	No	\$0
	BP05A - Provide 5% metal decking replacement associated with new roof assembly for east and west wings	\$ 5,500	Columbia		
	BP07A - New Roof assembly for east and west wings	\$ 198,200	Industrial First		
	BP22A - (4) New Roof drains for east and west wings	\$ 19,680	Commerce		
	BP04A - Anticipated masonry work associated with east and west wing roof replacement.	InGMP	OA		
Alt 2	Provide shrubs, perennials, and ornamental grasses in a planting bed along the east side.	\$ 6,600	Total	No	\$0
	BP32B - Shrubs, perennials, and ornamental grasses in a planting bed along east side	\$ 6,600	Zscape		
Alt 3	Operable Partition	\$ 42,500	Total	No	\$0
	BP05A - Provide structural components related to the operable partition system.	\$ 9,000	Columbia		
	BP09A - Provide operable partition	\$ 33,500	Oppenheim		
Alt 4	Electrical wiring and provide 1 electric car charging station	\$ 14,695	Total	No	\$0
	BP-26A Provide electrical wire and Leviton Charge Point charging station, No data cables	\$ 14,695	Zenith		
Alt 5	Nordic Brass in lieu of aluminum plate	No bid		No	\$0
Alt 6	Exterior Overhead Door in lieu of SF-6	\$ 47,800	Total	No	\$0
	09A - Overhead Accordion Door	\$ 44,000	Oppenheim		
	08A - Eliminate SF-6 in lieu of hinged automatic door by others	\$ (5,000)	RC Glass		
	23A - Revised HVAC system with installation of overhead door in lieu of fixed glazing.	\$ 7,800	Miles Mechanical		
	26A - Provide power to operable overhead door and CUH3	\$ 1,000	Zenith		
	27A - no work indicated	n/a			
Alt 7	Freestanding 20' x 16' open-air pergola	No bid		No	\$0
	26A - Provide power to structure	\$ 1,560	Zenith		
	27A - no work indicated	n/a			
	32B - Pergola Structure				
					The specified freestanding pergola manufacturer/ installer have been unresponsive. Cost for the pergola are not included in the GMP. CPL has the option to set a budget alternate value now or to include as a change order at a later date.
Alt 8	VS1 Aluminum Blade Mullion Curtain Wall System	No bid		No	\$0
Alt 9	Remove and salvage 10% of existing custom curved face brick veneer	No bid		No	\$0
Vol Alt A	Remove Raised Access Floor (based on preliminary sketch)	-\$75,086	Total	Accept	-\$75,086
	02A - Reduce Demo of Existing Concrete Slab	-\$3,100	Precision Env.		
	02B - Additional Water Protection at Temp Partitions	\$2,100	Precision Env.		
	02A - Additional sf of flooring removal	\$8,700	Precision Env.		
	03A - Reduce New Slab Excavation and Installation	-\$13,000	Platform		
	09B - Eliminate Raised Access Floor	-\$72,100	Flooring Specialties		
	0A - Eliminate Raised Access Floor Electrical Accessory Allowance	-\$6,000	Owner's Allowance		
	BP26A/27A Added In slab work	\$8,314	Zenith		
Vol Alt B	Added Floorboxes and USB/HMDIs per E201 sketch dated 11/16/23	\$31,632	Total	No, Converted to OA to hold budget	\$0
	BP26A/27A - Additional cable, components, etc	\$31,632	Zenith		
	0A - Raised Access Floor Electrical Accessory Allowance	In base GMP	Owner's Allowance		
Vol Alt C	Remove new plantings from Annex parking area	-\$7,500	Total	Accept	-\$7,500
	BP32B - Remove plantings	-\$3,000	Zscape		
	BP03A - Remove stripping topsoil	-\$4,500	Platform		

Vol Alt D	BP02A - Demo wallboard in Flex Meeting Room to studs	\$4,600	Precision Env	Hold	Hold
Vol Alt E	BP07A - Eliminate Coverboard from base bid roofing system Specification 075419 1.9 calls for warranty to cover natural causes and wind damage up to 75 mph. Without the cover board hail damage will not be covered. The coverboard is recommended with wind speeds greater than 80 mph or when there is a significant amount of foot traffic.	-\$13,000	Industrial First	No	\$0
Vol Alt F	BP08A - Provide ACMP in lieu of plate panels in lower areas only	-\$35,000	RC Glass	Accept	-\$35,000
Vol Alt G	BP08A - Provide ACMP in lieu of plate panels upper area only	-\$25,000	RC Glass	Accept	-\$25,000
Vol Alt H	BP08A - Provide Sawtooth panels in standard AAMA-2604 (25 yr warranty)	-\$30,000	RC Glass	No	\$0
Vol Alt I	BP09A - New drywall in reading room 110 and Corridor 112 Alcoves	\$8,000	Oppenheim	Hold	Hold
Vol Alt J	BP09A - Eliminate blocking at exterior walls for Z-girts	-\$5,800	Oppenheim	Accept	-\$5,800
Vol Alt K	Eliminate stretched fabric ceiling	-\$84,308	Total	Hold	Hold
	BP09A - Eliminate stretched fabric ceiling. Maintain folded gypsum ceiling with Level 4 finish.	-\$90,000	Oppenheim		
	BP08A - Paint folded gyp board ceiling.	\$5,692	Frank Novak		
Vol Alt L	BP22A - Eliminate Water Meter	-\$650	Commerce	Hold	Hold
Vol Alt M	BP22A - Standard concrete patch in lieu of detail on S301	-\$9,500	Commerce	Hold	Hold
Vol Alt N	BP22A - Revise the (4) Frost proof wall hydrants to a non-recessed box type	-\$700	Commerce	Hold	Hold
Vol Alt O	BP22A - Delete the (5) Instant hot water heaters and run new domestic hot water piping off the existing overhead mains. A credit from the electrical contractor may also be available	-\$1,070	Commerce	Accept	-\$1,070
Vol Alt P.1	BP22A - Relocate the KS-1 sink in the Steam Classroom from the North wall to the South wall. Also delete the domestic hot water and rec-hot water line and provide (1) instant hot water heater	-\$10,750	Commerce	No	No
Vol Alt P.2	BP22A - In lieu of KS-1 relocation above, the HW and HWR line to the KS-1 and supply an instant HWT heater	-\$2,900	Commerce	No	No
Vol Alt R	BP23A - Insulate unlined supply ductwork with 1-1/2" .75 FSK ductwrap instead of ductboard	-\$59,000	Miles Mechanical	Accept	-\$59,000
Vol Alt S	BP23A - Insulate equipment with 1-1/2" thick fiberglass instead of removable insulation	-\$3,000	Miles Mechanical	Accept	-\$3,000
Vol Alt T	BP32B - Remove Boomerang Benches from Scope	-\$17,820	Zscape	Accept	-\$17,820
Vol Alt U	BP08A - Eliminate sawtooth panel from west elevation above building structure below (approximately south of CL1)			Pending	\$0
Vol Alt V	Reduce exterior hardscape			Pending	\$0

Accepted - \$229,276



CPL Glenville Branch

12/18/2023

Assumptions and Clarifications

General	
1	This GMP is based on receiving a Notice to Proceed by 12/22.
2	A Building Permit will be available prior to 2/1/2024.
3	The GMP is not guaranteed by total amount rather than by bid package or budget line item. With the exception of Owner Allowances, line items will reconcile to Contingency.
4	Acceptance of the GMP constitutes acceptance of the recommended bidders listed. Rejection of a bid of a trade contractor listed within the GMP by the Owner will require an adjustment to the GMP value to accommodate the next responsible bidder.
5	This GMP does not currently incorporate all alternates shown in the Alternates section. Approved alternates will be added or deducted to the GMP total.
6	The alternates listed include pricing by the current most responsive bidder. If this bidder is ultimately not recommended or selected by the Owner, the alternate pricing shall be adjusted to the Owner's preferred bidder's pricing.
7	This GMP assumes normal working hours of 7:00 AM - 4:00 PM.
8	Construction hours are assumed to be 1st shift other than occasional off-hours work to accommodate tie-ins or shut downs / connections of major systems.
9	Schedule is of the essence and critical items requiring compressed review timeframes by the Owner and Architect will be identified and discussed during project team meetings. These may include submittals, Requests for Information Change Order Pricing and other deliverables that may have schedule implications.
10	Design or Owner changes shall not be communicated via submittal comments or markups. Any revisions shall be incorporated into the contract documents via Bulletin or RFI.
11	The GMP is based upon temporary use of some of the building permanent systems such as: heating and cooling equipment and systems, building controls systems, electrical systems, plumbing fixtures and systems, etc. Warranties for the equipment/systems as described above shall commence on the date of Substantial Completion or Owner Occupancy, whichever occurs first.
12	R.L. Hill reserves the right to optimize the sequence of construction at any time. This may include rearranging construction activities, adjustment of activity durations and any other changes which will not affect the final delivery date.

13	It is assumed the GMP Basis documents issued by the Design Team were prepared in a manner that put forth reasonable and professional care to comply with all applicable laws, codes and regulations of various governmental entities having jurisdiction over this project. City, State or other Authorities having Jurisdiction (AHJ) contemplated or pending Code revisions, not indicated in the GMP Basis Documents are excluded from this GMP.
14	This GMP includes the drawings and specifications included in the Basis Document Log included in Section 7. It is not atypical, whether on this project or others, for there to be discrepancies between the drawings and specifications. Every effort has been made to review these documents with Bialosky in conjunction with the Trade Contractors to ensure complete systems are being provided that meet the intent of the design. In general, it is assumed the drawings indicate component locations and quantities, while the specifications provide the corresponding material and quality requirements.
15	All extended Trade Contractor and manufacturer warranties are provided as 'pass-through' warranties from the appropriate party; extended warranties by RL Hill are not included in the GMP.
16	Excludes all cost and schedule impacts resulting from Federal Government proclamations or imposed tariffs enacted after GMP approval.
17	Where CPL requests the project use Procore, LCP Tracker or other software platforms; they shall be provided free of charge.
18	Upon submission of a monthly payment application, any Trade Contractor requesting funds shall be current with Certified Payroll through the previous payment request. RL Hill shall not provide certified payroll for their construction management staff.
19	Due to the coordination and administration required for all changes in work, CM Fee shall not be returned on deduct changes.
20	Due to the speed of construction and design, select Change Orders will need to be executed on estimated values in order to allow for payment to Trade Contractors for expedited work. These Change Orders will be reconciled upon the acceptance of the final value of the Changes.
21	The GMP is based on the Site Logistics plan included.
22	The GMP assumes sidewalk closure will be approved per logistics plan layout. Provisions beyond sidewalk closure signs (i.e. barricades for pedestrian walkway on St Clair) have not been included.
23	No protection for or work related to the bus stop is included. Per project team discussion, it is assumed that the bus stop will be temporarily relocated by RTA.
24	The GMP includes fencing around the project perimeter and will have monitored security cameras on the exterior as noted on the Site Logistics plan. No additional security provisions have been included. RL Hill is receptive to additional options to secure the site; however, our ultimate goal is to ensure CPL's concerns are addressed while still maximizing construction funds going toward programing.
25	Per project team discussion, BIM coordination is not included in the GMP. The design team confirmed their layout is coordinated with the existing structure. RL Hill will provide 2D Coordination Drawings for the MEP systems that allow for verification of access to maintenance zones.
26	Access to design models will be available at no cost.
27	LEED Certification has not been requested for this project and associated requirements are not included in this GMP.
28	Professional video recording of Owner training is excluded. This was previously confirmed with CPL.

- 29 Builder's Risk insurance shall be provided by the Owner. A copy shall be provided to R.L. Hill for review. If the policy does not adequately protect R.L. Hill and the trades under contract, R.L. Hill reserves the right to require additional coverage, purchase a difference in Conditions policy as a Cost of Work. If the insurance requires deductibles, R.L. Hill.

A133-2019 Clarifications

- 30 3.2.4 The GMP includes a Construction Manager's Contingency for the Construction Manager's exclusive use. Supporting documentation shall be provided in Accordance with Article 11.
- 31 3.2.8 - Revised Conformed documents are anticipated that incorporate these GMP assumptions. It is assumed any revisions from previously published documents will be highlighted in way that makes them easily identifiable for review. RL Hill will review and notify CPL of any Inconsistancies; however, RL Hill will not be responsible for locating and reviewing unmarked revisions in the construction documents.
- 32 7.6.3 & 7.6.4 - Per discussion with CPL, an Owner's allowance is included for anticipated Demolition, Building and Sidewalk Closure Permits. An allowance for 3rd party inspection services and laboratory testing is not included as CPL intends to contract directly for these services.
- 33 7.9.1.1 - RL Hill will provide consistant project management and supervision for the project site. Due to global work place changes made during the pandemic, staff may intermittently work remotely but will still be reimbursable to the project.
- 34 11.8.1 - Due to the different nature and size of various bid packages, RL Hill may request an early release of retainage on behalf of select trade contractors where there are no incomplete work or final inspection concerns.
- 35 11.1.8.1 - This GMP assumes no retainage shall be held on R.L. Hill fee, staffing, general conditions or insurance. This is consistant with previous CPL projects.
- 36 11.1.10 - Multiple trade contractor proposals have indicated that specified manufacturers require a deposit to secure material. In these conditions, RL Hill will review the requests with CPL and confirm approval to include these costs in progress billings. Lack of approval may impact the project schedule.

Specification Clarifications

- 37 General - In lieu of paper, electronic document control will be utilized on the project for the processing and turnover of all project documents. This includes closeout and training documentation.
- 38 Procure shall be utilized for processing of Submittals, RFIs, etc. While specification 013000 indicates Submittal and RFI turnaround times of 15 and 7 days respectively, the project schedule will often require a faster response time. Requested response dates shall be indicated when an item is submitted. RL Hill will work cooperatively with the Design team to prioritize open items in coordination with the work.
- 39 017000 Execution and Closeout Requirements- Where areas will become virtually inaccessible once specific equipment demobilizes or other components are installed, RL Hill may request inspection or punchlist of specific items prior to final completion.
- 40 017419 Construction Waste Management- Waste management will be conducted in compliance with applicable regulations related to the materials being removed. Other than regulatory manifests, waste management logs and records shall not be provided.

- 41 General Survey Notes: As built shall be provided with dimensions or grades where necessary. These measurements shall be field measurements and not performed by a licensed surveyor. A post construction topographical survey is not included.
- 42 General - An exterior wall mockup is not included. This is noted in the specifications but sizing and details were not provided. In lieu of the mock-up, samples will be provided for finish selection, and quality details will be reviewed at preinstallation meetings and with a series of 1st installation inspections. This includes, but is not limited to, fluid applied membrane air barrier, glazing systems, metal panel systems, sheet metal flashings and their corresponding supporting structure.

By Owner

- 1 Removal of existing loose shelving and material
- 2 3rd Party Testing Agent
- 3 Preexisting photo documentation
- 4 Builder's Risk Insurance
- 5 Soap Dispensers
- 6 Residential Appliances (OF/OI)
- 7 Library Equipment (OF/OI)
- 8 As indicated on Responsibility Matrix dated 10/23/2023. Paging system eliminated per direction of CPL.
- 9 Cellular Backup Antenna (OF/OI)
- 10 Projectors and Mounts (OF/OI)
- 11 Monitors and Brackets (OF/OI)
- 12 Phones (OF/OI)
- 13 Artwork (OF/OI)
- 14 Library Shelving, canopy tops, or endcaps (OF/OI)
- 15 AED (none currently indicated on documents)
- 16 Fire Extinguishers (OF/OI)
- 17 FF&E (OF/OI)
- 18 Ionization Unit (OF/OI)
- 19 Library Shelving, canopy tops, or endcaps (OF/OI)
- 20 Coordination, communication and approvals with 3rd party vendors (i.e. PSI, Clevnet, Takeform, City) to enable construction work to proceed without delay
- 21 Service applications, work orders, all fees and consumption costs related to utility service
- 22 Owner's vendors, contractors and consultants will be responsible for cleanup of their debris and depositing of the debris into their own onsite dumpsters.

<p><i>The clarifications below are organized by bid package for clarity; however, the clarifications are not limited to the work of one bid package or trade contractor.</i></p>	
<p>BPO2A Demolition</p>	
1	Existing below grade structure will only be removed to a depth required for installation of new systems. For example, mezzanine column foundations will not be fully removed. This matches the extent of work shown on the demolition plans.
2	The existing flooring and housekeeping pads are not shown to be removed from the Mechanical room and are not included in the GMP.
3	Salvage of demountable glass is included as an Owner's Allowance. RLH will coordinate this work.
4	Flooring adhesives and thinsets will be removed with the existing flooring. No topping slabs or fillers are included. These are not anticipated based on project documents.
5	The art niche will be protected by an enclosure at the corridor face during construction. RL Hill will take care and provide due diligence for protection of the art niche contents; however, due to the duration of construction, exposure to unconditioned space and roofing replacement above, RL Hill recommends CPL remove and store the contents of the niche offsite. RL Hill will not restore or replace of any items within the art niche.
6	The documents indicate the wallboard shall remain in the door and water fountain niches along the south corridor, and in the Multipurpose Room. Removal of wall finishes only are included. Removal of wall finishes may damage the existing wall board beyond acceptable level of repair. Additionally, these walls and ceilings may require patching due to new in-wall rough-in or removal of existing devices. This work is included by allowance only.
7	Abatement of lead paint is not anticipated or included. RL Hill will request the Owner's test agent test for lead when steel is exposed.
8	Removal of remaining asbestos containing and regulated materials is included as noted in the Owner provided Asbestos and Regulated Materials Survey dated 8/20/2015.
9	Per project team discussion with the local utility, supplemental protection for the sewer main is not indicated to be needed for construction and is not included in the GMP.
10	No scanning of existing structure or underground is included.

BP02B Temporary Protection

- 1 Protection zones for established trees will be provided; however, the construction documents call for work to occur in close proximity to many existing trees. This includes regrading, removal of existing topsoil, new limestone screenings and hardscape, new stone block seats, lighthouse bases, and pathway trenching. RL Hill cannot guarantee this work will not impact the existing trees. An Owner allowance has been included for arborists services for the project. As needed; this may include, assessment and recommendation reports, trimming for maintenance or branch repair due to construction activity, root pruning, fertilization or insect treatment.
- 2 Per discussion with Bialosky, a SWPPP permit is not required for the project. The project shall maintain standard water pollution control measures where required; however, a SWPPP permit and the associated requirements are not included in the GMP.

BP03A Concrete & Site Utilities

- 1 The exposed aggregate concrete does not include a premium aggregate or dye. This was confirmed with the design team during scope review but is noted here due to the deviation from the specifications. One mockup is included.
- 2 Barrier One our similar products are not included. This was confirmed with the design team during scope review but is noted here due to the deviation from the specifications
- 3 The documents call out a FF/FL requirement for new interior concrete. The FF/FL levels of the existing concrete slab is unknown. Given how the project's new concrete is interspersed with existing, RL Hill recommends suspending the FF/FL requirement in lieu of new concrete being installed to transition to existing concrete. There is potentially an inherent conflict between the FF/FL requirements for the specified RAF and the existing concrete. Additional funds to grind or fill the existing slab adjacent to the new RAF can not be determined at this time and have not been included.
- 4 Casual dewatering only is included. The need for more substantial dewatering is not indicated or anticipated.
- 5 Unsuitable soils have not been indicated in the project documents and are not included.
- 6 No provisions are included to address the existing underground fuel storage tank and any possible remediation of soils on the existing project site.
- 7 Per discussion with Bialosky, the work on the construction documents is not anticipated to encounter any underground remains from structures located on the property prior to construction of the 1980 Library. No removal of these legacy underground structures is included.
- 8 Unforeseen conditions such as unidentified utilities are not included.
- 9 Repair of existing utilities and structures is not indicated on the documents and is not included. Upon excavation, existing conditions or the AHJ may require utility work beyond what is shown on the documents. Per discussion with Bialosky, the existing storm structure on the south side of the project is in poor condition. Prebid RFI-29 confirmed the scope of work includes adjusting this structure to grade only in lieu of replacement.

- 10 The current grading plans do not include sufficient detail for installation of the work. Additional information will be required from the design team. Updated grading shall not significantly revise the intent, details or material quantities currently on the construction documents. The design team is responsible for providing grading that is in compliance with all applicable accessibility codes and needed clearances.
- 11 Per discussion with Bialosky, a first installation inspection will be provided in lieu of a mockup for the vapor barrier.

BP04A Masonry

- 1 The extent of potential tuckpointing and repair of existing masonry is undefined on the documents. Any Owner's Allowance has been included to address repair requests.
- 2 RL Hill will work with local vendors to supply a reasonable matching masonry mix and mortar for infill of existing walls. Premium masonry units or staining is not included.
- 3 A final clean of the exterior masonry is included. Due to masonry being adjacent to metal panels, roofing, etc; RL Hill reserves the right to use a non-acid cleaning agent in lieu of product specified.
- 4 Infill and cleaning of existing Interior masonry is not indicated on the documents. This work is included in the GMP; however, not all areas may appear to be in a 'like new' condition due to existing adhesives, cut ins and patches.
- 5 Control joints are not indicated on the documents. They shall be provided at industry recommended intervals.

BP05A Structural Steel and Misc Metals

- 1 Infill of existing roof deck does not include additional work that may be required if the existing and new roof profiles do not match. Per discussion with Bialosky, this is not anticipated.
- 2 An engineered shoring system is included with a 2 month rental allowance. This system will be utilized to support existing beams that are intended to remain while they are being modified. RL Hill has not included additional engineering for the project as a whole. It is assumed the structural design engineer has verified that the structure will be stable during and after the demolition of the bay between column lines B-E and 1-5.

BP06A Millwork

- 1 The color selected for SSM-1, Alabaster, is discontinued. The GMP includes an alternate selection in the manufacturer's same color grade.
- 2 A 20% deposit is required to secure materials.

BP07A Roofing	
1	100LF of walkway pads are included. There are none shown on the bid documents.
2	A fall protection system is not included. There is none shown on the bid documents.
3	An independent mockup is not included. Samples for finish and bend profile can be provided.
4	The roof insulation system shall be a R25 system. This has been confirmed with the design team but is clarified here due to conflicting notations in the documents.
BP08A Glazing and Metal Panels	
1	No exterior glazing film is included. This has been confirmed with Bialosky; however, it is noted here because of the variance from the drawings. Interior glazing film is included.
2	As confirmed during scope review, the specified hardware requires a wide stile door. These are included in the GMP.
3	A mockup is not included. This is noted in the specifications but sizing and details were not provided. In lieu of the mock-up, samples will be provided for finish selection; CW and panel details will be collaboratively reviewed with the design team; and quality details will be reviewed at a preinstallation meeting and with a series of 1st installation inspections.
4	Attic stock is not included.
5	Support for 3rd party testing is not indicated in the documents and is not included in the GMP.
6	Final clean of the interior and exterior glass is included. The high bay glazing will be final cleaned prior to installation of the sawtooth panels and interior ceiling due to the overlapping nature of these systems.
7	Heat soak to mitigate spontaneous breakage concerns has not been included in the GMP due to the increased cost and material lead time involved. Standard material warranties apply.

BP09A Carpentry	
1	Impact or Abuse board is not indicated on the drawings and is not included in the GMP.
2	Access panels are not indicated on the drawings and are not included in the GMP.
3	Additional wallboard to provide a thermal barrier at spray foam locations is not included. This was clarified with the design team during scope review and they do not anticipate it being needed.
4	Interior walls will be constructed per the wall type details included on A001 but does not include additional measures to ensure the STC rated noted applies to the entire room. No acoustical testing is indicated or included in the GMP.
5	Automatic door openers and associated push buttons are not shown on the documents and are not included in the GMP. The slider doors shall include openers.
6	Room layout and accessory installation shall be provided as indicated on the construction documents. While any concerns will be brought to the design team's attention, RL Hill is not responsible to ensure the documents are code compliant. This includes all grades and clearances associated with accessibility.
7	Control joints are not indicated on the documents. They shall be provided at industry recommended intervals.
8	Level 5 finish is included at the locations noted on the drawings only.
BP09B Flooring, Tile and Raised Access Floor	
1	Please note the profile of the raised access floor may telegraph through the carpet tile. The flooring contractor noted the flooring appeared 'bumpy' in previous installations.
2	No striping, waxing or sealing is included as they are not required by the flooring or tile manufacturers.
3	Preparation of the existing slab for new flooring is included as discing and 1/8" skim of small areas to create a smooth surface and transition between rooms. Significant imperfections or unlevelness of the existing slab requiring more extensive floor preparation have not been included based on visual observations.
4	A tile mockup is not included. It is mentioned in the specifications but there is no corresponding detail on the drawings.
5	A raised access floor mockup is not included. It shall be provided per approved component through the submittal process.

BP09D Terrazzo

- 1 No terrazzo installers have been willing to propose on this project, likely due to market conditions and the small quantity for this project. In consultation with the design team, \$4/sf is suggested for material cost until an alternate material is determined. A \$10,000 owner allowance has been included for the bathroom floor material and installation.

IBP09E Painting

- 1 Intumescent paint is not indicated on the documents and is not included in the GMP. MEP Backboards shall receive a standard finish paint if needed.
- 2 New paint for the ceiling of the Mechanical Room is not indicated on the drawings and is not included.
- 3 Paint is not included for the wallboard behind the stretched fabric ceiling or any structure above. Paint is not indicated on the documents for these surfaces.
- 4 Concrete floor sealer is not included. While sealer is indicated on the finish plan, the existing flooring in the Mechanical Room is not shown to be removed.

BP10A Signage

- 1 RL Hill shall execute a contract and coordinate with Takeform at CPL's request. No scope or design for signage has been provided. The value included in the GMP reflects the signage vendor's proposal dated 11/17/2023 and must be verified for correctness by CPL.
- 2 RL Hill has not verified if the signage vendor has accounted for prevailing wage or providing certified payroll as CPLs expectations for this package are not clear.
- 3 Taxes are shown on the vendor's proposal but have been removed from the GMP line item value.
- 4 No inwall blocking has been included for interior signage. None is indicated on the documents.
- 5 Inserts shall be designed and provided by others

BP22A Plumbing

- | | |
|---|---|
| 1 | Interior trenching for new underground piping is based on 4" existing slab thickness or less. This matches what is show on the original building construction documents but is noted here in case existing conditions do not match. |
| 2 | A roof hydrant is included per SK-3. |
| 3 | There is no fabric encasement of perimeter pipe at the west bump out as none is indicated on the documents. |
| 4 | Gas line and meter relocation is assumed to be by Dominion. The owner shall apply for the relocation request. The GMP does not include any Dominion work order costs or utility consumption. The GMP does not include repairs if Dominion replaces the exisiting gas line back to the street rather than tie-in to the existing line close to the building as shown on C100 and C301. |
| 5 | A full restroom mockup or samples of every restroom component are not required and will not be provided. This was confirmed with the design team during scope review but is noted here due to the deviation from the specifications. |

BP23A HVAC

- | | |
|---|--|
| 1 | Duct cleaning is not included due to new system installation |
|---|--|

BP26A Electrical

- | | |
|---|--|
| 1 | No work related to the existing incoming electrical service is indicated or included in the GMP. |
|---|--|

BP27A Technology/AV	
1	Switches and paging system have been removed from scope per CPL's direction.
2	An Emergency Response System is not included in the GMP.
3	Cellular backup antenna will be installed by Guardian through CPL. RL Hill will coordinate with CPL and Guardian; however, no cost to furnish or Install the antenna, dunnage, cabling or accessories are Included in the GMP.
4	The following items are not included and not anticipated per scope review discussion with BCL; fiber and copper backbone, radius server, KVM and wireless controller
5	No work related to the existing data service is indicated or included in the GMP. The existing infrastructure shall be relocated to the new technology closet location; however, it is assumed the feasibility of this location has been coordinated by the design team and the existing fiber can reach this new location.
BP28A Security	
1	RL Hill shall execute a contract and coordinate with IPS at CPL's request. The value included in the GMP reflects the security vendor's proposal dated 10/26/2023 and must be verified for correctness by CPL.
2	RL Hill has not verified if the security vendor has accounted for prevailing wage or providing certified payroll as CPLs expectations for this package are not clear.
BP32A Asphalt	
1	n/a

BP32B Landscaping / Site Improvements

- | | |
|---|---|
| 1 | Drain tile is not included at the stone step seats. Per previous clarification with Bialosky, there is no additional storm line on the south side of the building. |
| 2 | Eco-Permeable pavers are included as called out on L101. They are available in two colors and one size. Due to weathering and manufacturing differences over time, the currently available pavers may not match the existing pavers. Verification samples will be provided for selection; however, cost for additional products have not been included. |
| 3 | The work called out at the story tree is in conflict with the tree protection details shown on L101. While care will be taken, installation of the work shown on the contract documents will impact the root zone of this tree and may impact its overall health. No warranty or replacement cost are included in the GMP. |
| 4 | Installation of limestone adjacent to the storytree may impact the soil PH and the tree itself. RL Hill recommends alternate material be installed at this location such as small pea gravel, crushed gravel or 304 size stone. No to minimal cost difference would apply. |
| 5 | The Boomerang Benches are included in the GMP with the manufacturer's standard concrete and wood color selection only. |
| 6 | The specified freestanding pergola manufacturer/installer have been unresponsive. Cost for the pergola are not included in the GMP. CPL has the option to set a budget alternate value now or to include as a change order at a later date. |

BP32C Fencing / Ornamental Railings

- | | |
|---|---|
| 1 | Detail 1/A604 calls out a decorative gravel strip at the west bump out. Per clarification with Bialosky, this detail is not intended for the project and it is not included in the GMP. |
| 2 | No work is indicated for the existing exterior retaining wall beyond repainting the pipe rail. |
| 3 | No hardware or security has been indicated for the ornamental fencing gates. A latch only shall be provided. |
| 4 | Removal of the existing fence and installation of the new fence will impact fencing, lawns and plantings on the adjoining property. RL Hill requests CPL reach out to the neighbors to update them on forthcoming work. RL Hill will coordinate with trade contractor's as needed. Recommend leaving existing posts in place to minimize disturbance to neighbors' yards. |



CPL Glenville Branch

Section 7

12/18/2023

Basis Document Log

Number	Drawing Title	Date
TS100	Title Sheet	10/26/2023
V101	Existing Conditions Survey	10/6/2023
C100	Site Demolition Plan	10/6/2023
C200	Site Layout Plan	10/6/2023
C300	Grading Plan	10/18/2023
C301	Proposed Site Utility	10/6/2023
C400	Miscellaneous Details	10/18/2023
C410	City of Cleveland Standard Drawings	10/6/2023
L100	Landscape Plan	10/18/2023
L101	Furnishings and Hardscape	10/18/2023
D101	Demolition Plans	10/20/2023
D102	Demolition Roof Plan	10/18/2023
D301	Demolition RCP	10/18/2023
D401	Exterior Demolition Elevations	10/18/2023
D501	Demolition N/S Building Sections	10/20/2023
A001	Typical Wall Types & Details	10/18/2023
A101	Floor Plans	10/20/2023
A102	Dimension Control Plans	10/20/2023
A103	Roof Plan	10/6/2023
A104	Roof Details	10/18/2023
A201	Enlarged Plans & Details	10/20/2023
SK-1	Sketch 1 Plan Detail SE Corner	11/2/2023
SK-2	Sketch 2 Plan Detail SW Corner	11/2/2023
A202	Enlarged Plans & Details	10/6/2023
A203	Enlarged Plan Details	10/20/2023
A301	First Floor RCP	10/26/2023
A302	First Floor Ceiling Details	10/6/2023
A401	Exterior Elevations	10/26/2023
A402	Exterior Elevations	10/26/2023
A403	Partial Exterior Elevations	10/26/2023
A501	Building Sections	10/20/2023
A600	Perforated Metal Panel Details	10/18/2023
A601	Wall Sections	10/20/2023
A602	Wall Sections	10/20/2023
A603	Wall Sections	10/6/2023
A604	Wall Sections	10/18/2023
A610	Enlarged Section Details	10/20/2023
A611	Enlarged Section Details	10/20/2023
A612	Enlarged Section Details	10/20/2023
A800	Enlarged Restroom Plans & Elevations	10/6/2023
A801	Interior Elevations	10/18/2023
A802	Interior Elevations	10/20/2023
A811	Millwork Plan	10/20/2023

A812	Enlarged Millwork Plans & Details	10/18/2023
A813	Enlarged Millwork Plans & Details	10/6/2023
A814	Enlarged Millwork Plans & Details	10/20/2023
A815	Millwork Details	10/6/2023
A816	Millwork Details	10/6/2023
A901	Door Schedule & Details	10/20/2023
A902	Curtain Wall Schedule & Details	10/18/2023
A903	Storefront Schedule	10/6/2023
A910	Finish Selections & Details	10/20/2023
A911	First Floor Finish Plan	10/20/2023
A921	First Floor Furniture Plan	10/6/2023
AS101	Architectural Site Plan	10/6/2023
AS110	Site Details	10/6/2023
LS101	First Floor Life Safety Plan	10/6/2023
S001	General Notes	10/6/2023
S002	Special Inspections	10/6/2023
S101	Foundation Plan	10/18/2023
S102	Roof Framing Plans	10/26/2023
S201	Sections	10/20/2023
S202	Sections	10/6/2023
S203	Sections	10/26/2023
S301	Typical Details	10/6/2023
S302	Typical Details	10/6/2023
M001	Mechanical Legends & General Notes	10/6/2023
M101	First Floor Mechanical Ductwork Plan	10/18/2023
M103	Roof Mechanical Plan	10/18/2023
M201	First Floor Mechanical Piping Plan	10/18/2023
M401	Enlarged Mechanical Room Plans	10/6/2023
M501	Mechanical Details	10/6/2023
M502	Mechanical Details	10/6/2023
M503	Mechanical Diagrams	10/6/2023
M504	Mechanical Diagrams	10/6/2023
M601	Mechanical Schedules	10/18/2023
MD101	First Floor Mech. Ductwork Demo Plan	10/6/2023
MD103	Roof Mechanical Ductwork Demo Plan	10/6/2023
MD201	First Floor Mech. Piping Demo Plan	10/6/2023
P001	Plumbing Legends & General Notes	10/6/2023
P100	Underground Plumbing Plan	10/18/2023
P101	First Floor Plumbing Plan	10/18/2023
P103	Roof Plumbing Plan	10/18/2023
P501	Plumbing Stack Diagram	10/6/2023
P502	Plumbing Details	10/6/2023
P601	Plumbing Schedules	10/6/2023
PD100	Under Ground Plumbing Demo Plan	10/6/2023
PD101	First Floor Plumbing Demo Plan	10/18/2023
PD103	Roof Plumbing Demo Plan	10/18/2023
E001	Electrical Legends & General Notes	10/6/2023
E101	Electrical Lighting Plan	10/6/2023
E201	Electrical Power Plan	10/20/2023
E203	Roof Electrical Power Plan	10/6/2023
E301	Electrical Technology Plan	10/6/2023
E501	Electrical One-Line Diagram	10/6/2023
E502	Electrical Details	10/6/2023
E601	Electrical Panel Schedules	10/20/2023
E602	Electrical Schedules	10/6/2023

ED101	Electrical Lighting Demo Plan	10/6/2023
ED201	Electrical Power & Systems Demo Plan	10/6/2023
ES101	Electrical Site Plan	10/6/2023
T001	Technology Legends	10/18/2023
T002	Technology Notes	10/18/2023
T011	First Floor Cable Pathway Plan	10/18/2023
T101	Technology And Security First Floor Plan	10/18/2023
T301	Technology Rooms and Elevations	10/18/2023
T501	Technology Details (Face Plates)	10/18/2023
T502	Technology Details (Doors)	10/18/2023
T503	Technology Details (Cameras)	10/18/2023
T601	Technology Security Schedules	10/18/2023

Number	Specification Title	Date
00 0001	Spec Cover	10/31/2023
00 0100	Table of Contents	10/31/2023
00 2600	Procurement Substitution Procedures	10/6/2023
00 2601	Substitution Request Form (During Procurement)	10/6/2023
00 3119	Existing Condition Information	10/6/2023
00 3126	Existing Hazardous Material Information	10/6/2023
00 3132	Geotechnical Data	10/6/2023
00 6000	Project Forms	10/6/2023
00 9111	ADDENDUM #1 Coversheet	10/18/2023
00 9112	ADDENDUM #2 Coversheet	10/20/2023
00 9113	ADDENDUM #3 Coversheet	10/26/2023
00 9114	ADDENDUM #4 Coversheet	10/31/2023
000110	Table of Contents	10/6/2023
01 1000	Summary	10/6/2023
01 2100	Allowances	10/6/2023
01 2200	Unit Prices	10/6/2023
01 2300	Alternates	10/6/2023
012500	Substitution Procedures	10/6/2023
012501	Substitution Request Form (During Construction)	10/6/2023
01 2600	Contract Modification Procedures	10/6/2023
012601	Proposal Request Form	10/6/2023
01 2900	PAYMENT PROCEDURES	10/6/2023
01 3000	Administrative Requirements	10/6/2023
01 3001	REQUEST FOR INFORMATION (RFI) FORM	10/6/2023
01 3113	Project Coordination	10/6/2023
01 4000	Quality Requirements	10/6/2023
01 4216	Definitions	10/6/2023
01 4533	Code-Required Special Inspections and Procedures	10/6/2023
01 5000	Temporary Facilities and Controls	10/6/2023
01 5526	Traffic Control	10/6/2023
01 5723	Temporary Storm Water Pollution Control	10/6/2023
01 6000	Product Requirements	10/6/2023
01 7000	Execution and Closeout Requirements	10/6/2023
01 7419	Construction Waste Management and Disposal	10/6/2023
01 7800	Closeout Submittals	10/6/2023
01 7900	Demonstration and Training	10/6/2023
01 9100	COMMISSIONING OF BUILDING SYSTEMS	10/6/2023
02 4119	Selective Demolition	10/6/2023
03 0516	Underslab Vapor Retarders	10/6/2023
03 1516	Concrete Construction Joint Fillers	10/6/2023

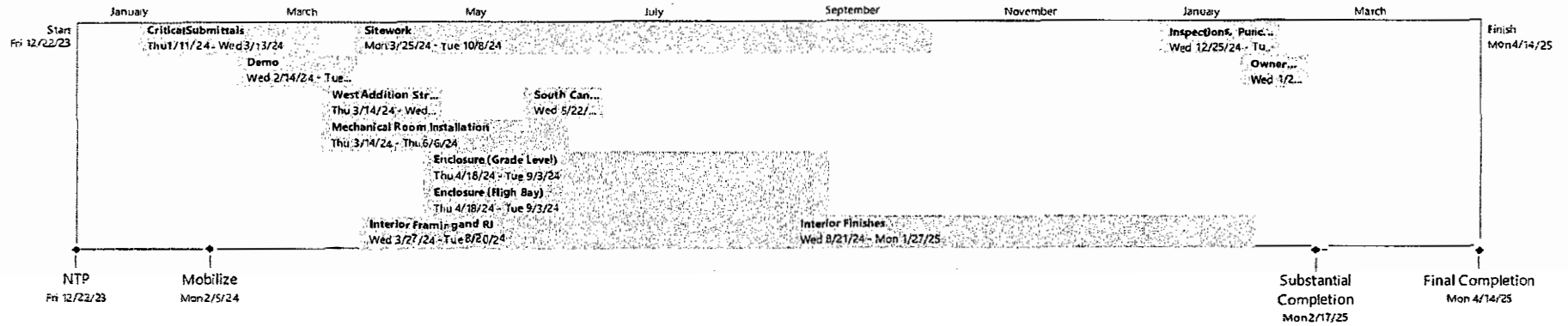
03 3000	Cast-in-Place Concrete	10/6/2023
03 3511	Concrete Floor Finishes	10/6/2023
03 5416	Hydraulic Cement Underlayment	10/6/2023
04 0100	Maintenance of Masonry	10/6/2023
04 2000	Unit Masonry	10/6/2023
05 1200	Structural Steel Framing	10/6/2023
05 3100	Structural Steel Decking	10/6/2023
05 4000	Cold-Formed Metal Framing	10/6/2023
05 5000	Metal Fabrications	10/6/2023
055133	Metal Ladders	10/6/2023
06 1053	Miscellaneous Rough Carpentry	10/6/2023
06 4000	Architectural Woodwork	10/20/2023
06 8316	Fiberglass Reinforced Paneling	10/6/2023
07 0150.19	PREPARATION FOR RE-ROOFING	10/6/2023
07 2100	Thermal Insulation	10/6/2023
07 2119	Foamed-In-Place Insulation	10/6/2023
07 2726	Fluid-Applied Membrane Air Barriers	10/6/2023
07 4213.11	SAWTOOTH METAL PLATE WALL PANELS	10/6/2023
07 4213.16	Flat Metal Plate Wall Panels	10/6/2023
07 5419	PVC THERMOPLASTIC MEMBRANE ROOFING	10/6/2023
07 6200	Sheet Metal Flashing and Trim	10/6/2023
07 9200	Joint Sealants	10/6/2023
08 0671	Door Hardware Schedule	10/6/2023
08 1113	Hollow Metal Doors and Frames	10/6/2023
08 1416	Flush Wood Doors	10/6/2023
08 3100	Access Doors and Panels	10/6/2023
08 4113	Aluminum-Framed Entrances and Storefronts	10/6/2023
08 4229	Automatic Entrances	10/6/2023
08 4413	Glazed Aluminum Curtain Walls	10/6/2023
08 7100	Door Hardware	10/18/2023
08 8000	Glazing	10/6/2023
09 0561	Common Work Results for Flooring Preparation	10/6/2023
092116	Gypsum Board Assemblies	10/6/2023
09 3000	Tiling	10/6/2023
09 5113	Acoustical Panel Ceilings	10/6/2023
09 5421	Metal Pan Ceilings	10/6/2023
09 5443	Stretched-Fabric Ceiling Systems	10/6/2023
09 6500	Resilient Flooring	10/6/2023
09 6623	Resinous Matrix Terrazzo Flooring	10/6/2023
09 6813	Tile Carpeting	10/6/2023
09 6933	Low-Profile Fixed Height Access Flooring	10/6/2023
09 7200	Wall Coverings	10/6/2023
09 9113	Exterior Painting	10/6/2023
09 9123	Interior Painting	10/6/2023
10.06.20	Schedules for Interior Specialties	10/31/2023
10 1100	Visual Display Units	10/20/2023
10 1416	Plaques	10/6/2023
10 1419	Dimensional Letter Signage	10/6/2023
10 1423	Panel Signage	10/6/2023
10 2239	Folding Panel Partitions	10/6/2023
10 2600	Wall and Door Protection	10/6/2023
10 2800	Toilet, Bath, and Laundry Accessories	10/6/2023
10 4400	Fire Protection Specialties	10/6/2023
11 5100	Library Equipment	10/6/2023
113013	Residential Appliances	10/6/2023

12 2400	Window Shades	10/6/2023
12 4813	Entrance Floor Mats and Frames	10/6/2023
21 0000	Fire Protection Narrative	10/6/2023
22 0516	Expansion Fittings and Loops for Plumbing Piping	10/6/2023
22 0517	SLEEVES AND SLEEVE SEALS FOR PLUMBING PIPING	10/6/2023
22 0519	Meters and Gauges for Plumbing Piping	10/6/2023
22 0523	General-Duty Valves for Plumbing Piping	10/6/2023
22 0529	Hangers and Supports for Plumbing Piping and Equipment	10/6/2023
22 0553	Identification for Plumbing Piping and Equipment	10/6/2023
22 0716	Plumbing Equipment Insulation	10/6/2023
22 0719	Plumbing Piping Insulation	10/6/2023
22 1005	PLUMBING PIPING	10/6/2023
22 1006	PLUMBING PIPING SPECIALTIES	10/6/2023
22 3000	Plumbing Equipment	10/6/2023
22 4000	Plumbing Fixtures	10/6/2023
23 0130.51	HVAC AIR-DISTRIBUTION SYSTEM CLEANING	10/6/2023
23 0513	Common Motor Requirements for HVAC Equipment	10/6/2023
23 0516	Expansion Fittings and Loops for HVAC Piping	10/6/2023
23 0517	SLEEVES AND SLEEVE SEALS FOR HVAC PIPING	10/6/2023
23 0519	Meters and Gages for HVAC Piping	10/6/2023
23 0523	General-Duty Valves for HVAC Piping	10/6/2023
23 0548	Vibration and Seismic Controls for HVAC	10/6/2023
23 0553	Identification for HVAC Piping and Equipment	10/6/2023
23 0593	Testing, Adjusting, and Balancing for HVAC	10/6/2023
23 0713	Duct Insulation	10/6/2023
23 0716	HVAC Equipment Insulation	10/6/2023
23 0719	HVAC Piping Insulation	10/6/2023
23 0800	Commissioning of HVAC	10/6/2023
23 0900	BUILDING AUTOMATION SYSTEM	10/6/2023
23 1123	Facility Natural-Gas Piping	10/6/2023
23 2113	Hydronic Piping	10/6/2023
23 2114	HYDRONIC SPECIALTIES	10/6/2023
23 2123	Hydronic Pumps	10/6/2023
23 2300	Refrigerant Piping	10/6/2023
23 2500	HVAC Water Treatment	10/6/2023
23 3100	HVAC Ducts and Casings	10/6/2023
23 3300	Air Duct Accessories	10/6/2023
23 3416	Centrifugal HVAC Fans	10/6/2023
23 3600	Air Terminal Units	10/6/2023
23 3700	Air Outlets and Inlets	10/6/2023
23 4000	HVAC Air Cleaning Devices	10/6/2023
23 5216	Condensing Boilers	10/6/2023
23 7413	Packaged Outdoor Central-Station Air-Handling Units	10/6/2023
23 8200	CONVECTION HEATING AND COOLING UNITS	11/3/2023
23 8300	RADIANT HEATING AND COOLING UNITS	10/6/2023
26 0505	Selective Demolition for Electrical	10/6/2023
26 0519	Low-Voltage Electrical Power Conductors and Cables	10/6/2023
26 0526	Grounding and Bonding for Electrical Systems	10/6/2023
26 0529	Hangers and Supports for Electrical Systems	10/6/2023
26 0533.13	Conduit For Electrical Systems	10/6/2023
26 0533.16	BOXES FOR ELECTRICAL SYSTEMS	10/6/2023
26 0539	Underfloor Raceways for Electrical Systems	10/6/2023
26 0553	Identification for Electrical Systems	10/6/2023
26 0583	Wiring Connections	10/6/2023
26 0923	Lighting Control Devices	10/6/2023

26 0924	LIGHTING CONTROLS	10/6/2023
26 2100	Low-Voltage Electrical Service Entrance	10/6/2023
26 2416	Panelboards	10/6/2023
26 2726	Wiring Devices	10/6/2023
26 2813	Fuses	10/6/2023
26 2816.13	ENCLOSED CIRCUIT BREAKERS	10/6/2023
26 2816.16	ENCLOSED SWITCHES	10/6/2023
26 2924	VARIABLE-FREQUENCY MOTOR CONTROLLERS	10/6/2023
26 3600	Transfer Switches	10/6/2023
26 4300	Surge Protective Devices	10/6/2023
26 5100	Interior Lighting	10/6/2023
26 5600	Exterior Lighting	10/6/2023
27 0500	Common Work Results for Communications	10/6/2023
27 0526	Grounding and Bonding for Communications Systems	10/6/2023
27 0528	Pathways for Communications Systems	10/6/2023
27 0553	Identification for Communications Systems	10/6/2023
27 1000	Structured Cabling	10/6/2023
27 2100	Data Communications Network Equipment	10/6/2023
27 4143	Integrated A-V Systems and Equipment	10/6/2023
27 5116	PUBLIC ADDRESS AND MASS NOTIFICATION SYSTEMS	10/6/2023
27 7000	Wireless Services	10/6/2023
28 4600	Fire Detection and Alarm	10/31/2023
31 0000	Site Clearing	10/6/2023
31 2010	SURVEY LAYOUT	10/6/2023
31 2200	Earth Moving	10/6/2023
31 2300	Excavation and Fill	10/6/2023
32 1216	Asphalt Paving	10/6/2023
32 1313	Concrete Paving, Curbs, and Walks	10/6/2023
32 1313.13	EXPOSED AGGREGATE CONCRETE PAVING	10/18/2023
32 1413.19	PERMEABLE PAVERS	10/6/2023
32 1540	LIMESTONE SCREENINGS PERMEABLE WALKS	10/6/2023
32 3300	Site Furnishings	10/6/2023
32 3313	Site Bicycle Racks	10/6/2023
32 9200	Turf and Grasses	10/6/2023
32 9300	PLANTING	10/6/2023
33 1000	Water Utilities	10/6/2023
33 3000	Sanitary Sewerage Utilities	10/6/2023
33 4000	Stormwater Utilities	10/6/2023
33 4100	Subdrainage	10/6/2023
APDX 01	Subsurface Exploration Report dated 3/28/2023	10/6/2023
APDX 02	Asbestos and Regulated Materials Survey dated 8/15/2023	10/6/2023

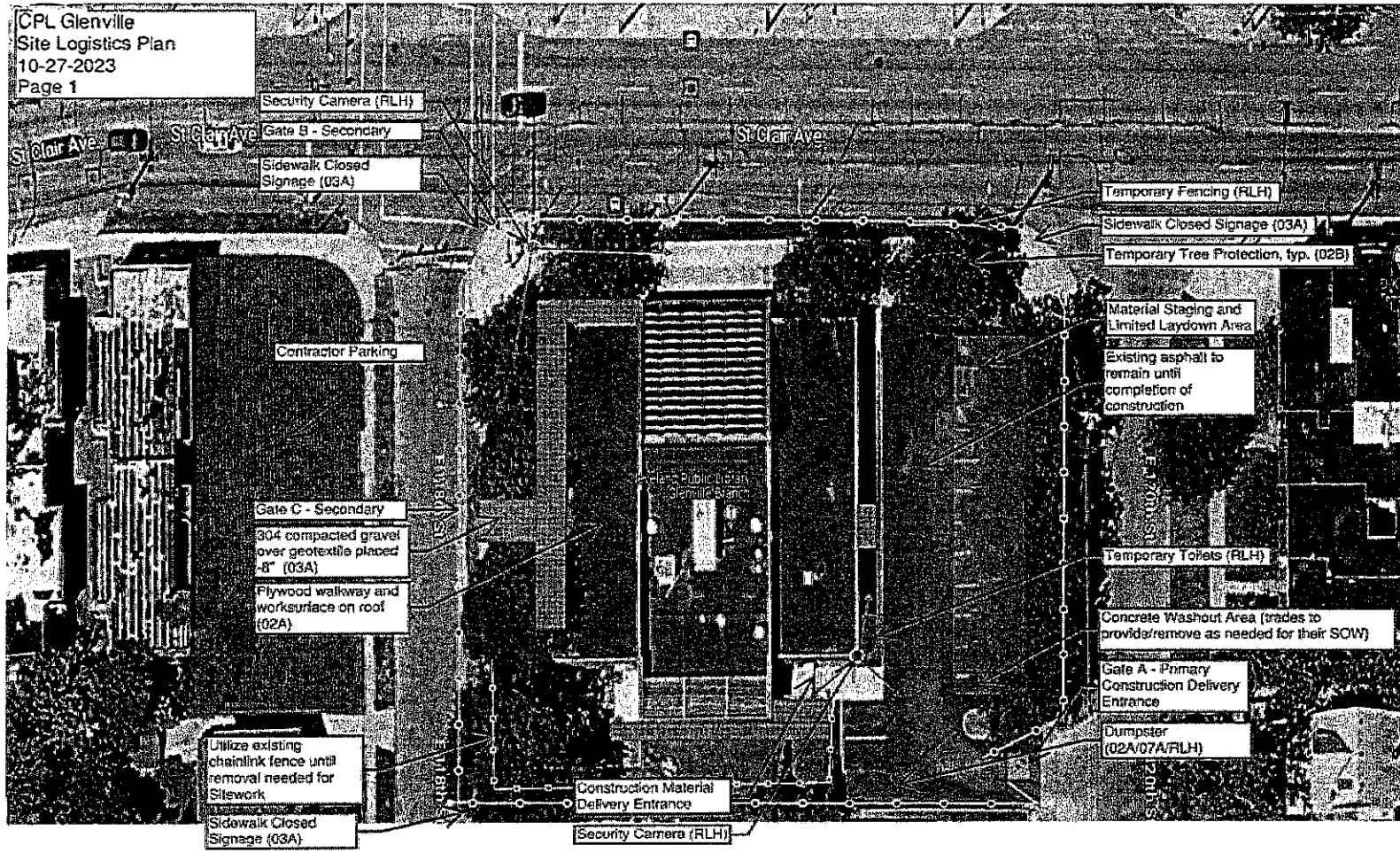
Number	Other Reference Documents	Date
	CPL Glenville Responsibility Matrix	10/23/2023
SK-1 & SK-2	PB-24 Response - Revised 1/A201 Plan Detail - SE Corner	11/2/2023
SK-3	Plumbing Sketch Roof Hose Bibb/Hydrant	11/16/2023
	Heat Trace+Snowment Markup Clarifclaton	11/15/2023
PB01	Substitution Request - AV System	
PB02	Technology- Misc	
PB03	Telephony Enviroment	
PB04	ADA Push Panels/Door Operators	
PB05	Makerspace room 129 In-wall brackets	
PB06	CFMF Walls on Existing Masonry	
PB07	FF/FL Requirements	
PB08	Fire Alarm Specs	
PB09	Window Sills	
PB10	Backsplash	
PB11	Backsplash A802	
PB12	Masonry Toothback Preparation	
PB13	Alternate to demo and salvage masonry	
PB14	Mechanical Openings in Masonry Walls	
PB15	Masonry openings on Mechanical Drawings	
PB16	Through Wall Flashing	
PB17	Electric Snow Melt and Heat Trace	
PB18	Roof Level Kicker	
PB19	Frost Slab Locations	
PB20	Countertops	
PB21	In-wall Rough in Multipurpose Room	
PB22	Interior Wall Type for Storefront Headers	
PB23	Access Floor System Substitution Request	
PB24	Roof Level Existing Masonry Walls to Remain	
PB25	South Vestibule Masonry Opening	
PB26	Firestop	
PB27	IMAR/Intek Metal Panel Substitution Request	
PB28	Staff Room 115 Countertop	
PB29	Catch Basin Clarification	
PB30	Fin Tube Radiators and Unit Heaters	
PB31	AS-1 Remarks Confirmation	
PB32	Div 23 Substitution Requests	

Milestone Schedule



2369

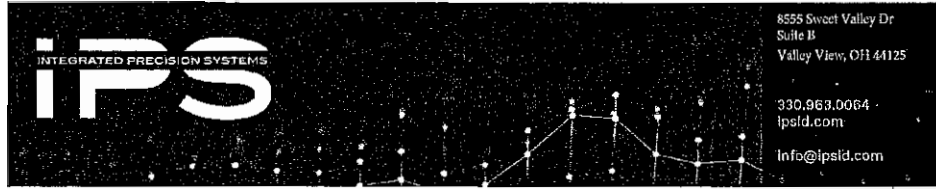
Site Logistics



2370

Exhibit "A"

Brooklyn Branch Budget	May 17, 2022 Project Budget	June 15, 2023 Project Budget	Increase*	Amended Project Budget
Pre-Construction	\$17,105	\$17,105		\$17,105
Guaranteed Maximum Price	\$1,952,269.50	\$1,952,269.50		\$1,952,269.50
Owner's Construction Contingency	\$ 83,959	\$259,959		\$259,959
Furniture, Fixtures, and Equipment	\$ 145,000	\$185,000	(\$21,875)	\$163,125
Architect Fees	\$ 186,951	\$ 186,951	\$21,875	\$ 208,826
Owner Direct Costs	\$ 184,500	\$ 184,500		\$ 184,500
TOTAL PROJECT BUDGET	\$2,569,784.50	\$2,785,784.50		\$2,785,784.50



Quote Name: Cleveland Public Library HQ - 17062 - Security system support plan (2023 - 2024)
 Created Date: 12/19/2023
 Quote ID: 17062 - 5414
 Expiration Date: 2/17/2024

Prepared By: Rob Jackson
 Phone: (216) 644-3505
 Email: rjackson@ipsid.com

Bill To Name: Cleveland Public Library HQ
 Ship To Name: Cleveland Public Library HQ
 Bill To: 325 Superior Ave
 Ship To: 325 Superior Ave
 Cleveland, OH 44114-1271
 Cleveland, OH 44114-1271

Description of Service

This work order outlines the services to be provided by IPS as part of a service contract. The covered contracts include a Software Support Agreement (SSA) and Hardware Support Agreement (HSA). This proposal supports the agreements by clarifying the software applications and hardware that will be supported, the services provided to support the software, and the payment terms during the contract.

Summary of Covered Services

Remote Service Calls = Unlimited
 LenelS2 Software Maintenance Cost = included through 12/31/24
 Devices monitored by IPS Network Operations Center = 552 devices
 Application and camera firmware updates/yr = 1
 Training hours/yr = 8
 Onsite service = 80 hours of onsite technical support
 Battery replacements at all panels and door inspections = 1 visit included

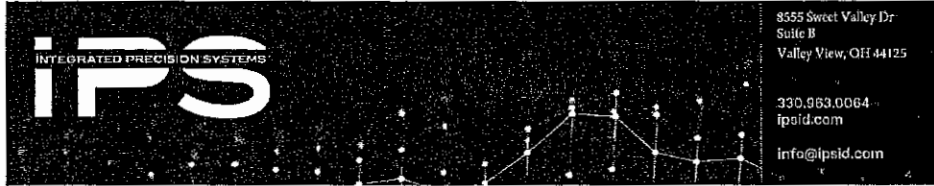
Notes:
 - This is not an extended hardware warranty. Any hardware that must be repaired or replaced will be quoted separately.

Summary of Video System
 Video Servers = 32
 IP Camera Licenses = 418 in S2 + 188 Milestone
 Client Workstations = 0
 Application Software = LenelS2 & Milestone Expert
 File Transfer software = Tiger Surveillance Bridge (322 streams)

Summary of Access Control System
 Access Control Doors = 212
 Branches = 20
 Badging Licenses = 1
 Badge Printers = 1
 Client Workstations = 5
 Application Software = LenelS2

Product Code	Product	Quantity
IPS-SSA-Silver	Silver Maintenance Plan	1.00





IPS00177303	S2 Software Upgrade and Support Plan	1.00
IPS00028737	One year Care Plus for XProtect Corporate Base License	1.00
IPS00022991	One year Care Plus for XProtect Expert Base License	1.00
IPS00023008	One year Care Plus for XProtect Expert Device License	188.00
IPS-NOC-MONITORING	24/7/365 device health monitoring	552.00
IPS-MS-Labor-Onsite	IPS-MS-Labor-Onsite	80.00
IPS-MS-Labor-Remote	IPS-MS-Labor-Remote	1.00
IPS-PS-Labor-Training	IPS-PS-Labor-Training	8.00

Total Price \$85,634.20

*Applicable sales tax not included.

Proposal Terms

General Terms

- A purchase order or signed proposal is required prior to any start of work

Payment terms

- Unless specified In Master Service Agreement, payment is due Net 30 days from invoice date.

This quote and proposed product/service are subject to the "**IPS Terms and Conditions**".

Quote approval

Signature _____

Date _____

Purchase Order # _____



Cleveland Public Library
2023

December 14, 2023

Cuyahoga County Budget Commission
Attention: Bryan Dunn
1219 Ontario Street
Cleveland, Ohio 44113

Dear Bryan,

Cleveland Public Library requests a Certificate of Estimated Resources as noted below for the following funds:

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-23	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 26,231,855.40	\$ 37,673,443.00	\$ 41,133,533.39	\$ 1,779,795.00	\$ 2,836,900.71	\$ 5,156,508.45
Special Revenue Funds							
201	Anderson	\$ 424,347.16			\$ -	\$ 1,890.00	\$ 1,890.00
202	Endowment for the Blind	\$ 3,318,363.09			\$ -	\$ 14,724.00	\$ 14,724.00
203	Founders	\$ 5,424,724.08			\$ 316,018.61	\$ 445,436.61	\$ 129,418.00
204	Kaiser	\$ 163,598.59			\$ -	\$ 638.00	\$ 638.00
205	Kraley	\$ 211,380.69			\$ -	\$ 2,697.00	\$ 2,697.00
206	Library	\$ 224,111.58			\$ 5,000.00	\$ 5,467.00	\$ 467.00
207	Pepke	\$ 194,563.84			\$ -	\$ 873.00	\$ 873.00
208	Wickwire	\$ 1,994,711.91			\$ -	\$ 8,995.00	\$ 8,995.00
209	Wittke	\$ 123,811.42			\$ -	\$ 558.00	\$ 558.00
210	Young	\$ 6,345,312.81			\$ 51,951.12	\$ 71,841.12	\$ 19,890.00
226	Judd	\$ 351,218.30			\$ 271,092.00	\$ 271,092.00	\$ -
228	Lockwood Thompson	\$ 256,527.07			\$ 213,584.00	\$ 213,584.00	\$ -
230	Schweinfurth	\$ 265,993.72			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 1,009,042.85			\$ 5,049,874.94	\$ 5,049,874.94	\$ -
232	Stevens Employee Engagement	\$ 257,732.90			\$ -	\$ -	\$ -
233	Public Artwork	\$ -			\$ 833,333.00	\$ 833,333.00	\$ -
251	OLBPD	\$ 478,948.17			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (74,051.72)			\$ 222,209.39	\$ 222,209.39	\$ -
257	Tech Centers	\$ 73,741.41			\$ 145,000.00	\$ 145,000.00	\$ -
258	Early Literacy	\$ 67,684.03			\$ 348,557.42	\$ 98,557.42	\$ (250,000.00)
259	Rice Solar Panel System	\$ 596.09			\$ -	\$ 300.00	\$ 300.00
260	Coronavirus Relief Fund	\$ (266,379.60)			\$ 367,700.36	\$ 367,699.76	\$ (0.60)
Debt Service							
301	Debt Service	\$ 18,951.22	\$ -	\$ -	\$ 3,282,149.90	\$ 3,331,653.98	\$ 49,504.08
Capital Projects Funds							
401	Building and Repair	\$ 24,799,746.90			\$ 900,000.00	\$ 7,900,000.00	\$ 7,000,000.00
402	Construction -Tax-Exempt	\$ 2,914,747.34			\$ 824,917.32	\$ 883,917.32	\$ 59,000.00
403	Construction -Taxable	\$ 1,500,367.53			\$ 239,201.08	\$ 255,201.08	\$ 16,000.00
Permanent Funds							
501	Abel	\$ 303,163.66			\$ -	\$ 910.00	\$ 910.00
502	Ambler	\$ 3,209.12			\$ -	\$ 15.00	\$ 15.00
503	Beard	\$ 54,829.20			\$ -	\$ 1,178.00	\$ 1,178.00
504	Klein	\$ 7,558.75			\$ -	\$ 36.00	\$ 36.00
505	Maion/Schroeder	\$ 262,358.48			\$ -	\$ 4,229.00	\$ 4,229.00
506	McDonald	\$ 255,305.98			\$ -	\$ 2,614.00	\$ 2,614.00
507	Ratner	\$ 132,374.20			\$ -	\$ 624.00	\$ 624.00
508	Root	\$ 53,121.80			\$ -	\$ 263.00	\$ 263.00
509	Sugarman	\$ 102,414.29			\$ -	\$ 1,013.00	\$ 1,013.00
510	Thompson	\$ 144,038.17			\$ -	\$ 828.00	\$ 828.00
511	Weldenthal	\$ 9,475.68			\$ -	\$ 44.00	\$ 44.00
512	White	\$ 2,591,148.23			\$ -	\$ 18,557.00	\$ 18,557.00
513	Beard Anna Young	\$ 51,740.67			\$ -	\$ 413.00	\$ 413.00
514	Paulson	\$ 8,990.14			\$ -	\$ 532.00	\$ 532.00
Agency Funds							
901	Unclaimed Funds	\$ 12,841.42			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 4,439.34			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

General fund: An increase in Taxes/PLF by \$4,099,402.74 and Other Sources by \$1,057,105.71.

Special Revenue funds: A total net decrease in Other Sources by \$69,550.60 relating to endowment income/investment earnings and adjustments in restricted gifts.

Debt Service and Capital Funds: An increase in Other Sources of \$124,504.08 in investment earnings and \$7m transfer in from the General fund to the Building & Repair fund.

Permanent funds: An increase in Other Sources by \$31,256 in endowment income and gains.

Thank You,
Carnie Krenichy
Treasurer/CFO
Cleveland Public Library

**CLEVELAND PUBLIC LIBRARY
2023 APPROPRIATION: TENTH AMENDMENT
DECEMBER 21, 2023**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	26,231,855.40	-	26,231,855.40
Taxes - General Property	35,173,443.00	3,522,774.89	38,696,217.89
Public Library Fund (PLF)	28,177,130.49	639,312.35	28,816,442.84
State Rollbacks/Homestead	2,500,000.00	(62,684.50)	2,437,315.50
Fines and Fees	149,570.00	8,610.00	158,180.00
Earned Interest	911,700.00	1,038,841.00	1,950,541.00
Restricted Gifts	17,505.00	-	17,505.00
Unrestricted Gifts	-	615.81	615.81
Miscellaneous	776,020.00	9,038.90	785,058.90
Return of Advances/(Advances Out)	(75,000.00)	-	(75,000.00)
TOTAL RESOURCES	93,862,223.89	5,156,508.45	99,018,732.34 (3)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	41,391,795.26	(1,100,000.00)	40,291,795.26
Supplies	783,712.00	-	783,712.00
Purchased/Contracted Services	11,208,919.27	-	11,208,919.27
Library Materials/ Information	7,175,714.00	-	7,175,714.00
Capital Outlay	1,263,633.98	-	1,263,633.98
Other Objects	170,309.96	40,000.00	210,309.96
SUBTOTAL OPERATING	61,994,084.47	(1,060,000.00)	60,934,084.47
Transfers	3,282,149.90	7,000,000.00	10,282,149.90
TOTAL APPROPRIATION	65,276,234.37	5,940,000.00	71,216,234.37

**CLEVELAND PUBLIC LIBRARY
2023 APPROPRIATION: TENTH AMENDMENT
DECEMBER 21, 2023**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1) 30,228,493.23	Increase/ Decrease (69,550.60)	Amended Certificate (2) 30,158,942.63
			(4)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Anderson	-	-	-
Endowment for the Blind	-	-	-
Founders	1,633,452.81	-	1,633,452.81
Kaiser	-	-	-
Kraley	30,000.00	-	30,000.00
Library	20,000.00	-	20,000.00
Pepke	-	-	-
Wickwire	-	-	-
Wittke	-	-	-
Young	-	-	-
Judd	622,310.30	-	622,310.30
Lockwood Thompson	470,111.07	-	470,111.07
Schweinfurth	50,000.00	-	50,000.00
CLEVNET	6,058,917.79	-	6,058,917.79
Stevens	25,000.00	-	25,000.00
Public Artwork	833,333.00	-	833,333.00
LSTA-OLBPD	1,987,142.17	-	1,987,142.17
MyCom	73,157.67	-	73,157.67
Learning Centers	-	-	-
Tech Centers	218,741.41	-	218,741.41
Early Literacy	416,241.45	(250,000.00)	166,241.45
Rice Solar Panel System	-	-	-
Coronavirus Relief Fund	101,320.76	(0.60)	101,320.16
TOTAL APPROPRIATION	12,539,728.43	(250,000.60)	12,289,727.83

**CLEVELAND PUBLIC LIBRARY
2023 APPROPRIATION: TENTH AMENDMENT
DECEMBER 21, 2023**

DEBT SERVICE FUND

CERTIFIED REVENUE	Prior Certificate (1) 3,301,081.12	Increase/ Decrease 49,504.08	Amended Certificate (2) 3,350,585.20
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
DEBT SERVICE	3,294,959.20	-	3,294,959.20

CAPITAL PROJECT FUNDS

CERTIFIED REVENUE	Prior Certificate (1) 31,178,980.17	Increase/ Decrease 7,075,000.00	Amended Certificate (2) 38,253,980.17 (5)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Building & Repair	1,586,165.97	-	1,586,165.97
Construction - Tax-Exempt	3,734,342.06	(107,163.16)	3,627,178.90
Construction - Taxable	1,221,212.46	-	1,221,212.46
TOTAL APPROPRIATION	6,541,720.49	(107,163.16)	6,434,557.33

**CLEVELAND PUBLIC LIBRARY
2023 APPROPRIATION: TENTH AMENDMENT
DECEMBER 21, 2023**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,979,728.37	31,256.00	4,010,984.37 (6)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Abel	-	-	-
Ambler	-	-	-
Beard	8,763.00	-	8,763.00
Klein	-	-	-
Malon/Schroeder	37,700.00	-	37,700.00
McDonald	9,461.00	-	9,461.00
Ratner	-	-	-
Root	-	-	-
Sugarman	5,955.00	-	5,955.00
Thompson	-	-	-
Weidenthal	-	-	-
White	50,000.00	-	50,000.00
Beard Anna Young	15,000.00	-	15,000.00
TOTAL APPROPRIATION	126,879.00	-	126,879.00

AGENCY FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	17,280.76	-	17,280.76

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Fund Balance/
Unclaimed Funds	12,841.42	-	12,841.42
CLEVNET Fines & Fees	4,439.34	-	4,439.34
TOTAL APPROPRIATION	17,280.76	-	17,280.76

**CLEVELAND PUBLIC LIBRARY
2023 APPROPRIATION: TENTH AMENDMENT
DECEMBER 21, 2023**

(1) Certificate dated November 20, 2023

(2) Certificate requested December 14, 2023

(3) \$25,890,475.80 unencumbered cash carried forward plus the repayment of advances to be made from MyCom of \$75,000 and CRF of \$128,379.60 and \$138,000 less advance out to MyCom of \$75,000 plus \$72,861,876.94 certified operating revenue produces the balance available for appropriation in 2023 (plus \$11,573,079.53 12/31/22 encumbered cash).

$$(\$25,890,475.80 + \$75,000 + \$128,379.60 + \$138,000 - \$75,000 + \$72,861,876.94 = \$99,018,732.34)$$

(4) \$21,187,357.99 unencumbered cash carried forward less the repayment of advances to be made from MyCom of \$75,000 and CRF of \$128,379.60 and \$138,000 plus advance in to MyCom of \$75,000 plus \$9,237,264.24 additional revenue to receive in 2023 produces the certified revenue of \$30,158,942.63.

Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances, but are not available for appropriation.

$$(\$30,158,942.63 - \$2,492,057.50 = \$27,666,885.13 \text{ available for appropriation (plus } \$1,491,217.71 \text{ 12/31/22 encumbered cash).}$$

(5) \$29,214,861.77 unencumbered cash carried forward plus the transfer in of \$7m plus additional revenue of \$2,039,118.40 produces the balance available for appropriation in 2023 (plus \$36,094,156.45 12/31/22 encumbered cash).

$$(\$29,214,861.77 + \$7,000,000 + \$2,039,118.40 = \$38,253,980.17)$$

(6) \$4,912,829.15 unencumbered cash carried forward less non-expendable principal amounts of \$933,100.78 plus \$31,256 additional revenue produces the balance available for appropriation in 2023 (plus \$53,117.92 12/31/22 encumbered cash).

$$(\$4,912,829.15 - \$933,100.78 + \$31,256 = \$4,010,984.37)$$

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

Cleveland Public Library
2024

December 14, 2023

Cuyahoga County Budget Commission
Attention: Bryan Dunn
1219 Ontario Street
Cleveland, Ohio 44113

Dear Bryan,

Cleveland Public Library requests a Certificate of Estimated Resources as noted below for the following funds:

Fund Number	Fund Description	Estimated Unencumbered Balance as of 1-Jan-24	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 24,778,873.97		\$ 37,956,608.00		\$ 3,032,265.00	\$ 68,765,806.99
Special Revenue Funds							
201	Anderson	\$ 426,142.51				\$ -	\$ -
202	Endowment for the Blind	\$ 3,333,000.00				\$ -	\$ -
203	Founders	\$ 4,394,462.36				\$ 15,000.00	\$ 15,000.00
204	Kaiser	\$ 164,200.00				\$ -	\$ -
205	Kraley	\$ 184,000.00				\$ -	\$ -
206	Library	\$ 223,400.00				\$ -	\$ -
207	Pepke	\$ 195,400.00				\$ -	\$ -
208	Wickwire	\$ 2,003,652.63				\$ -	\$ -
209	Wittke	\$ 124,300.00				\$ -	\$ -
210	Young	\$ 6,417,100.00				\$ 52,000.00	\$ 52,000.00
225	Friends	\$ -				\$ -	\$ -
226	Judd	\$ 397,500.00				\$ -	\$ -
228	Lockwood Thompson	\$ 75,000.00				\$ 260,000.00	\$ 260,000.00
229	Ohio Center for the Book	\$ -				\$ 210,000.00	\$ 210,000.00
230	Schweinfurth	\$ 215,900.00				\$ -	\$ -
231	CLEVNET	\$ 484,600.00				\$ 50,000.00	\$ 50,000.00
232	Stevens Employee Engagement	\$ 245,600.00				\$ 5,809,081.91	\$ 5,809,081.91
233	Public Artwork	\$ 755,900.00				\$ -	\$ -
251	OLBPD	\$ 603,500.00				\$ -	\$ -
254	MyCom	\$ 47,400.00				\$ 1,508,194.00	\$ 1,508,194.00
256	Learning Centers	\$ -				\$ -	\$ -
257	Tech Centers	\$ 95,200.00				\$ -	\$ -
258	Early Literacy	\$ 50,000.00				\$ -	\$ -
259	Rice Solar Panel System	\$ 880.00				\$ 250,000.00	\$ 250,000.00
260	Coronavirus Relief Fund	\$ -				\$ -	\$ -
		\$ 20,437,137.60				\$ 8,164,275.91	\$ 8,164,275.91
Debt Service							
301	Debt Service	\$ 55,826.00	\$ -	\$ -	\$ -	\$ 3,236,624.00	\$ 3,236,624.00
Capital Projects Funds							
401	Building and Repair	\$ 31,113,500.00				\$ 2,400,000.00	\$ 2,400,000.00
402	Construction - Tax-Exempt	\$ 171,400.00				\$ -	\$ -
403	Construction - Taxable	\$ 531,800.00				\$ -	\$ -
Permanent Funds							
501	Abel	\$ 304,000.00				\$ -	\$ -
502	Ambler	\$ 3,200.00				\$ -	\$ -
503	Beard	\$ 49,000.00				\$ -	\$ -
504	Klein	\$ 7,500.00				\$ -	\$ -
505	Malon/Schroeder	\$ 228,800.00				\$ -	\$ -
506	McDonald	\$ 257,900.00				\$ -	\$ -
507	Ratner	\$ 132,900.00				\$ -	\$ -
508	Root	\$ 53,300.00				\$ -	\$ -
509	Sugarman	\$ 102,400.00				\$ -	\$ -
510	Thompson	\$ 144,800.00				\$ -	\$ -
511	Weldenthal	\$ 9,500.00				\$ -	\$ -
512	White	\$ 2,560,000.00				\$ -	\$ -
513	Beard Anna Young	\$ 52,100.00				\$ -	\$ -
514	Paulson	\$ 9,500.00				\$ -	\$ -
		\$ 4,314,900.00				\$ -	\$ -
Agency Funds							
901	Unclaimed Funds	\$ -				\$ -	\$ -
905	CLEVNET Fines & Fees	\$ -				\$ -	\$ -

The reason for the Increase/decrease in Estimated Resources:

Please reflect the current estimated unencumbered balances for January 1, 2024 and estimated Other Sources as above for a Certificate of Estimated Revenues for 2024.

Placeholders for Property Tax and PIF for based on CY 2023 Schedule A and 2024 collection rate and the PLF from ODT's 7/25/23 estimate.

Thank You,
Cavie Krenichy
Treasurer/CFO
Cleveland Public Library

CLEVELAND PUBLIC LIBRARY - Appropriation for Other Funds

General Fund		Appropriation 2024	
Salaries/Benefits			
67.0%			
	TOTAL	\$	45,559,727.24
Supplies			
1.4%			
	TOTAL		985,101.80
Purchased/Contracted Services			
17.2%			
	TOTAL		11,720,456.29
Library Materials/Information			
12.0%			
	TOTAL		8,159,951.15
Capital Outlay			
2.0%			
	TOTAL		1,361,416.80
Other			
0.3%			
	TOTAL		212,939.62
	Subtotal General Operating Appropriation	\$	67,999,592.90
100.0%			
Transfers/Advances Out			
	TOTAL	\$	3,236,624.00
	Total General Fund Appropriation	\$	<u>71,236,216.90</u>
Note: Percentages based on operating appropriation			

CLEVELAND PUBLIC LIBRARY - Appropriation for Other Funds

Special Revenue Funds	Fund #	Appropriation 2024
Anderson	201	\$ 15,000.00
Endowment for the Blind	202	\$ -
Founders	203	\$ 934,245.54
Kaiser	204	\$ -
Kraley	205	\$ 23,000.00
Library	206	\$ 20,000.00
Pepke	207	\$ 5,000.00
Wickwire	208	\$ -
Wittke	209	\$ -
Young	210	\$ -
Friends	225	\$ -
Judd	226	\$ 260,000.00
Lockwood Thompson	228	\$ 210,000.00
Ohio Center for the Book	229	\$ -
Schweinfurth	230	\$ 50,000.00
CLEVNET	231	\$ 5,809,081.91
Stevens	232	\$ 25,000.00
Public Artwork	233	\$ 755,900.00
LSTA-OLBPD	251	\$ 1,508,194.00
MyCom	254	\$ -
Learning Centers	256	\$ -
Tech Centers	257	\$ 95,200.00
Early Literacy	258	\$ 300,000.00
Rice Solar Panel System	259	\$ -
Coronavirus Relief Fund	260	\$ -
Total Appropriation		\$ 10,010,621.45

Debt Service Fund	Fund #	Appropriation 2024
Debt Service Fund	301	\$ 3,292,250.00
Total Appropriation		\$ 3,292,250.00

Capital Funds	Fund #	Appropriation 2024
Building and Repair Fund	401	\$ 8,482,920.88
Construction - Tax-Exempt	402	\$ 171,400.00
Construction - Taxable	403	\$ -
Total Appropriation		\$ 8,654,320.88

CLEVELAND PUBLIC LIBRARY - Appropriation for Other Funds

Permanent Funds	Fund #	Appropriation 2024
Abel	501	\$ 7,500.00
Ambler	502	\$ -
Beard	503	\$ 7,000.00
Klein	504	\$ 1,000.00
Malon/Schroeder	505	\$ 29,000.00
McDonald	506	\$ 9,461.00
Ratner	507	\$ 5,000.00
Root	508	\$ -
Sugarman	509	\$ 15,000.00
Thompson	510	\$ -
Weidenthal	511	\$ -
White	512	\$ 100,000.00
Beard Anna Young	513	\$ 15,000.00
Paulson	514	\$ -
Total Appropriation		\$ 188,961.00

Agency Funds	Fund #	Appropriation 2024
Unclaimed Funds	901	\$ -
CLEVNET Fines & Fees	905	\$ -
Total Appropriation		\$ -
Total Appropriation For Other Funds		\$ 22,146,153.33
Total ALL Funds		\$ 93,382,370.23

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD NOVEMBER 1 – NOVEMBER 30, 2023

Carrie Kennedy

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending November 30, 2023

	General Fund	Special Revenue	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	38,696,217.89	0.00	0.00	0.00	0.00	0.00	38,696,217.89
42 Intergovernmental	28,756,622.51	1,741,891.70	0.00	0.00	0.00	0.00	30,498,514.21
43 Fines & Fees	149,816.59	0.00	0.00	0.00	0.00	0.00	149,816.59
44 Investment Earnings	1,765,541.22	105,239.54	49,504.08	1,062,447.85	10,137.90	0.00	2,992,870.59
45 Charges for Services	0.00	4,688,380.09	0.00	0.00	0.00	0.00	4,688,380.09
46 Contributions & Donations	18,120.81	859,210.91	0.00	900,000.00	0.00	0.00	1,777,331.72
48 Miscellaneous Revenue	717,831.54	27,206.25	0.00	0.00	0.00	75,884.86	820,922.65
Total Revenues	\$ 70,104,150.56	\$ 7,421,928.49	\$ 49,504.08	\$ 1,962,447.85	\$ 10,137.90	\$ 75,884.86	\$ 79,624,053.74
51 Salaries/Benefits	35,558,272.24	2,945,343.84	0.00	0.00	15,888.69	0.00	38,519,504.77
52 Supplies	636,319.30	319,037.22	0.00	39,711.93	1,776.92	0.00	996,845.37
53 Purchased/Contracted Services	9,186,205.84	3,418,716.85	0.00	11,691.58	16,983.75	0.00	12,633,598.02
54 Library Materials	4,808,766.93	684,286.77	0.00	0.00	27,891.44	0.00	5,520,945.14
55 Capital Outlay	765,692.36	555,356.19	0.00	18,110,534.93	0.00	0.00	19,431,583.48
56 Debt Service	0.00	0.00	1,107,479.60	0.00	0.00	0.00	1,107,479.60
57 Miscellaneous Expenses	99,645.66	325,256.28	0.00	0.00	0.00	76,173.94	501,075.88
Total Expenditures	\$ 51,054,902.33	\$ 8,247,997.15	\$ 1,107,479.60	\$ 18,161,938.44	\$ 62,540.80	\$ 76,173.94	\$ 78,711,032.26
Revenue Over/(Under) Expenditures	\$ 19,049,248.23	\$(826,068.66)	\$(1,057,975.52)	\$(16,199,490.59)	\$(52,402.90)	\$(289.08)	\$ 913,021.48
95 Notes Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Advances	128,379.60	(128,379.60)	0.00	0.00	0.00	0.00	0.00
99 Transfers	(3,282,149.90)	0.00	3,282,149.90	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$(3,153,770.30)	\$(128,379.60)	\$ 3,282,149.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/ (Under) Expenditures & Other Uses	\$ 15,895,477.93	\$(954,448.26)	\$ 2,224,174.38	\$(16,199,490.59)	\$(52,402.90)	\$(289.08)	\$ 913,021.48
Beginning Year Cash Balance	\$ 37,463,555.33	\$ 22,678,575.70	\$ 0.00	\$ 65,309,018.22	\$ 4,965,947.07	\$ 17,280.76	\$ 130,453,308.30
Current Cash Balance	\$ 53,359,018.44	\$ 21,724,127.44	\$ 2,243,105.60	\$ 49,109,527.63	\$ 4,913,544.17	\$ 16,991.68	\$ 131,366,314.96

**Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending November 30, 2023**

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	28,177,130	26,322,727	1,854,403	93%	95%
General Property Tax	35,173,443	38,696,218	(3,522,775)	110%	109%
Rollback, Homestead, CAT	2,500,000	2,433,895	66,105	97%	98%
Fines & Fees	149,570	149,817	(247)	100%	120%
Investment Earnings	911,700	1,765,541	(853,841)	194%	162%
Contributions	17,505	18,121	(616)	104%	17%
Miscellaneous	776,020	717,832	58,188	93%	93%
Return of Advances Out	0	203,380	(203,380)		
Total	\$ 67,705,368	\$ 70,307,530	\$ (2,602,162)	104%	103%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	43,043,979	35,586,008	7,457,971	83%	84%
Supplies	871,927	775,541	96,386	89%	77%
Purchased Services	14,177,717	11,207,650	2,970,067	79%	82%
Library Materials	13,622,742	10,875,074	2,747,669	80%	71%
Capital Outlay	1,672,758	1,135,166	537,592	68%	82%
Other	178,041	116,572	61,469	65%	78%
Subtotal	\$ 73,567,164	\$ 59,696,009	\$ 13,871,155	81%	81%
Advances Out	0	75,000	(75,000)		
Transfers Out	3,282,150	3,282,150	0	100%	100%
Total	\$ 76,849,314	\$ 63,053,159	\$ 13,796,155	82%	83%

Note (1): Certificate from Cuyahoga County Budget Commission dated November 20, 2023.

Note (2): Total Amended Appropriation of \$65,276,234.37 plus carried forward encumbrance of \$11,573,079.53.

Note (3): Subtotal includes 69% expended and 12% encumbered.

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2023**

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	Professional Salaries	13,608,298.31	14,025,768.80	12,048,377.34	0.00	1,977,391.46
51120	Clerical Salaries	10,300,354.57	10,585,010.84	8,435,411.14	0.00	2,149,599.70
51130	Non-Clerical Salaries	956,721.48	983,927.02	796,168.05	0.00	187,758.97
51140	Buildings Salaries	5,306,453.86	5,492,253.26	4,486,225.07	0.00	1,006,028.19
51150	Other Salaries	496,581.15	509,990.63	400,809.39	0.00	109,181.24
51180	Severance Pay	0.00	136,862.30	284,650.86	0.00	(147,788.56)
51190	Non-Base Pay	355,054.37	386,141.10	601,895.87	0.00	(215,754.77)
51400	OPERS	4,342,358.28	4,479,485.63	3,771,271.48	0.00	708,214.15
51610	Health Insurance	5,262,248.65	5,446,600.97	4,054,984.66	0.00	1,391,616.31
51611	Dental Insurance	216,579.66	232,855.17	176,419.59	0.00	56,435.58
51612	Vision Insurance	17,029.03	17,031.12	12,985.37	0.00	4,045.75
51620	Life Insurance	28,347.46	30,929.45	27,966.67	0.00	2,962.78
51625	Short Term Disability Insuranc	46,909.12	48,952.96	44,964.84	0.00	3,988.12
51630	Workers Compensation	82,443.87	93,890.89	7,339.82	0.00	86,551.07
51640	Unemployment Compensation	25,000.00	61,751.37	0.00	24,068.81	37,682.56
51650	Medicare - ER	420,553.67	437,408.91	369,201.94	651.33	67,555.64
51900	Other Benefits	21,861.78	35,118.47	21,177.93	1,810.83	12,129.71
51920	Employee Reimbursement Benefi	25,000.00	40,000.00	18,422.22	1,204.40	20,373.38
	Salaries/Benefits	\$41,511,795.26	\$43,043,978.89	\$ 35,558,272.24	\$ 27,735.37	\$ 7,457,971.28
52110	Office Supplies	30,545.00	25,118.92	17,464.91	1,306.94	6,347.07
52120	Stationery	35,750.00	34,373.58	22,804.18	10,601.62	967.78
52130	Duplication Supplies	22,500.00	29,004.76	20,530.57	5,815.30	2,658.89
52140	Hand Tools	500.00	432.24	411.32	0.00	20.92
52150	Book Repair Supplies	46,600.00	42,359.47	39,006.70	683.27	2,669.50

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2023**

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52210	Janitorial Supplies	115,800.00	124,124.60	103,833.86	14,325.93	5,964.81
52220	Electrical Supplies	60,000.00	63,936.56	59,538.86	1,776.64	2,621.06
52230	Maintenance Supplies	203,000.00	238,719.84	187,832.01	46,259.60	4,628.23
52240	Uniforms	39,900.00	44,389.25	13,431.12	16,671.91	14,286.22
52300	Motor Vehicle Supplies	65,000.00	72,953.64	63,891.26	7,732.18	1,330.20
52900	Other Supplies	164,117.00	196,514.34	107,574.51	34,048.05	54,891.78
	Supplies	\$783,712.00	\$871,927.20	\$ 636,319.30	\$ 139,221.44	\$ 96,386.46
53100	Travel/Meetings	75,000.00	109,975.93	49,003.22	11,864.86	49,107.85
53210	Telecommunications	276,360.00	304,190.97	240,841.30	38,048.49	25,301.18
53230	Postage/Freight	54,100.00	76,123.63	65,153.11	7,670.26	3,300.26
53240	PR/Other Communications	218,000.00	346,595.28	157,780.35	40,103.08	148,711.85
53310	Building Repairs	575,000.00	681,072.03	348,935.75	177,219.34	154,916.94
53320	Machine Repairs	44,000.00	47,164.62	16,012.99	3,891.69	27,259.94
53340	Building Maintenance	568,075.00	852,883.74	395,618.95	144,320.81	312,943.98
53350	Machine Maintenance	156,406.42	217,774.55	112,217.51	59,901.77	45,655.27
53360	Computer Maintenance	340,732.22	408,450.43	272,300.19	36,948.53	99,201.71
53370	Motor Vehicle Repairs/Maint	27,000.00	83,658.73	55,394.31	14,463.20	13,801.22
53380	Contract Security	815,000.00	1,597,833.19	674,662.81	125,337.88	797,832.50
53390	Landscaping	85,000.00	89,382.00	49,788.00	9,792.00	29,802.00
53400	Insurance	562,207.00	598,048.00	596,285.60	0.00	1,762.40
53510	Rent/Leases	137,204.33	176,799.93	104,121.12	31,310.76	41,368.05
53520	Equipment Rental	31,415.72	58,237.85	43,944.15	9,964.82	4,328.88
53610	Electricity	1,501,000.00	1,638,692.29	1,346,592.27	240,032.88	52,067.14
53620	Gas	221,000.00	255,340.69	182,055.30	56,170.51	17,114.88

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2023**

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53630	Chilled Water	677,821.00	778,288.64	499,995.01	193,067.60	85,226.03
53640	Water/Sewer	157,000.00	241,545.93	171,748.87	55,373.84	14,423.22
53710	Professional Services	1,892,715.79	2,552,123.64	919,120.91	691,509.76	941,492.97
53720	Auditors Fees	925,800.00	1,025,493.92	953,740.52	71,753.40	0.00
53730	Bank Service Charges	10,260.00	9,762.68	6,228.38	0.00	3,534.30
53800	Library Material Control	305,750.00	474,573.20	470,167.36	691.42	3,714.42
53900	Other Purchased Services	1,552,071.79	1,553,705.29	1,454,497.86	2,007.50	97,199.93
	Purchased/Contracted Services	\$11,208,919.27	\$14,177,717.16	\$ 9,186,205.84	\$ 2,021,444.40	\$ 2,970,066.92
54110	Books	1,976,000.00	3,768,813.14	1,518,775.62	1,781,028.70	469,008.82
54120	Continuations	341,500.00	827,452.58	263,596.25	394,593.70	169,262.63
54210	Periodicals	755,000.00	1,048,136.42	191,157.46	800,265.05	56,713.91
54220	Microforms	17,550.00	45,323.00	15,418.00	13,075.00	16,830.00
54310	Video Media	1,085,000.00	1,822,283.15	626,985.00	840,866.23	354,431.92
54320	Audio Media - Spoken	55,100.00	121,569.61	19,632.42	80,563.77	21,373.42
54325	Audio Media - Music	122,550.00	221,598.85	87,509.13	111,554.32	22,535.40
54500	Database Services	885,000.00	1,772,278.19	628,368.98	1,137,819.76	6,089.45
54530	eMedia	1,675,414.37	3,363,912.48	1,329,990.54	589,704.56	1,444,217.38
54600	Interlibrary Loan	8,138.00	8,764.16	4,487.34	3,223.74	1,053.08
54710	Bookbinding	30,000.00	39,890.86	9,696.82	22,539.58	7,654.46
54720	Preservation Services	40,650.00	63,690.08	49,636.01	11,190.97	2,863.10
54730	Preservation Boxing	8,000.00	10,342.88	3,004.99	1,079.00	6,258.89
54790	Preservation Reformatting	25,811.63	29,381.50	18,652.34	9,762.20	966.96
54905	Other LM-Hotspots	150,000.00	479,305.55	41,856.03	269,040.00	168,409.52
	Library Materials	\$7,175,714.00	\$13,622,742.45	\$ 4,808,766.93	\$ 6,066,306.58	\$ 2,747,668.94

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2023**

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	<u>Unencumbered Balance</u>
55200	Artwork	0.00	3,000.00	3,000.00	0.00	0.00
55300	Construction/Improvements	0.00	25,266.32	2,516.32	0.00	22,750.00
55510	Furniture	157,932.00	235,736.27	169,035.57	47,618.30	19,082.40
55520	Equipment	224,285.98	352,994.48	201,867.86	102,845.02	48,281.60
55530	Computer Hardware	320,200.00	600,580.94	382,898.53	191,312.58	26,369.83
55540	Software	351,216.00	420,450.00	354.00	27,697.40	392,398.60
55700	Motor Vehicles	90,000.00	34,729.71	6,020.08	0.00	28,709.63
	Capital Outlay	<u>\$1,143,633.98</u>	<u>\$1,672,757.72</u>	<u>\$ 765,692.36</u>	<u>\$ 369,473.30</u>	<u>\$ 537,592.06</u>
57100	Memberships	100,109.96	101,806.88	79,446.46	6,323.42	16,037.00
57200	Taxes	7,200.00	12,484.45	5,152.58	7,331.87	0.00
57500	Refunds/Reimbursements	63,000.00	63,749.25	15,046.62	3,270.86	45,431.77
	Miscellaneous Expenses	<u>\$170,309.96</u>	<u>\$ 178,040.58</u>	<u>\$ 99,645.66</u>	<u>\$ 16,926.15</u>	<u>\$ 61,468.77</u>
59810	Advances Out	0.00	0.00	75,000.00	0.00	(75,000.00)
	Advances	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$ 75,000.00</u>	<u>\$ 0.00</u>	<u>\$(75,000.00)</u>
59900	Transfers Out	3,282,149.90	3,282,149.90	3,282,149.90	0.00	0.00
	Transfers	<u>\$3,282,149.90</u>	<u>\$3,282,149.90</u>	<u>\$ 3,282,149.90</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	TOTAL	<u>\$65,276,234.37</u>	<u>\$76,849,313.90</u>	<u>\$ 54,412,052.23</u>	<u>\$ 8,641,107.24</u>	<u>\$ 13,796,154.43</u>

Cleveland Public Library
Year-To-Date Budget Report
Construction - Tax-Exempt Fund 402
For the Period Ending November 30, 2023

		Original Budget	<u>Revised Budget</u>	<u>YTD Actual</u>	<u>Encumbered and Unpaid</u>	Available Balance
44400	Investment Earnings (Capital)	0.00	-824,917.32	-825,784.69	0.00	867.37
	Investment Earnings	0.00	-824,917.32	-825,784.69	0.00	867.37
52900	Other Supplies	0.00	39,543.28	35,706.12	3,594.07	243.09
	Supplies	0.00	39,543.28	35,706.12	3,594.07	243.09
53710	Professional Services	0.00	88,705.93	1,705.93	87,000.00	0.00
	Purchased/Contracted Services	0.00	88,705.93	1,705.93	87,000.00	0.00
55100	Land	0.00	139,411.65	139,411.65	0.00	0.00
55300	Construction/Improvements	0.00	19,423,116.85	6,118,792.82	11,452,085.66	1,852,238.37
55510	Furniture	0.00	1,222,059.46	1,031,718.60	98,228.51	92,112.35
55520	Equipment	0.00	338,148.64	311,474.79	26,349.85	324.00
55530	Computer Hardware	0.00	188,363.64	148,630.28	37,876.60	1,856.76
	Capital Outlay	0.00	21,311,100.24	7,750,028.14	11,614,540.62	1,946,531.48
	TOTAL Revenues	0.00	-824,917.32	-825,784.69		867.37
	TOTAL Expenditures	0.00	21,439,349.45	7,787,440.19	11,705,134.69	1,946,774.57
				Prior Fund Balance	20,619,754.73	
				Change in Fund Balance	(6,961,655.50)	
				Current Fund Balance	13,658,099.23	

Cleveland Public Library
Year-To-Date Budget Report
Construction - Taxable Fund 403
For the Period Ending November 30, 2023

		Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400	Investment Earnings (Capital)	0.00	-239,201.08	-236,663.16	0.00	-2,537.92
	Investment Earnings	0.00	-239,201.08	-236,663.16	0.00	-2,537.92
52900	Other Supplies	0.00	4,007.31	4,005.81	0.00	1.50
	Supplies	0.00	4,007.31	4,005.81	0.00	1.50
53710	Professional Services	0.00	590.40	590.40	0.00	0.00
	Purchased/Contracted Services	0.00	590.40	590.40	0.00	0.00
55300	Construction/Improvements	0.00	9,032,807.14	4,327,207.77	3,856,655.90	848,943.47
55510	Furniture	0.00	13,580.70	13,580.70	0.00	0.00
55520	Equipment	0.00	7,842.74	7,626.74	0.00	216.00
55530	Computer Hardware	0.00	12,380.76	11,301.76	1,079.00	0.00
	Capital Outlay	0.00	9,066,611.34	4,359,716.97	3,857,734.90	849,159.47
	TOTAL Revenues	0.00	-239,201.08	-236,663.16		-2,537.92
	TOTAL Expenditures	0.00	9,071,209.05	4,364,313.18	3,857,734.90	849,160.97
				Prior Fund Balance		9,350,364.12
				Change in Fund Balance		(4,127,650.02)
				Current Fund Balance		5,222,714.10

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending November 30, 2023**

Balance of All Funds	\$ 131,366,314.96
Huntington - Checking	38,668.05
KeyBank - Checking (ZBA)	1,270,287.36
KeyBank - FSA Account	5,206.19
Petty Cash	695.00
Change Fund	1,365.00
KeyBank-Payroll Account (ZBA)	(717.80)
Cash in Library Treasury	\$ 1,315,503.80
Huntington Escrow Account	102,552.93
U.S. Bank - 2019A-Money Market	0.00
U.S. Bank - 2019B-Money Market	291.93
U.S. Bank - Investments	72,104,263.70
U.S. Bank - Inv - Money Market	67,088.50
U.S. Bank - Series 2019A Notes	0.00
U.S. Bank - Series 2019B Notes	771,187.00
Huntington Trust -Money Market	2,306,787.41
STAR Ohio - 2019A	13,399,952.59
STAR Ohio - 2019B	4,908,283.96
STAR Ohio Investment	14,599,402.63
STAR Plus/GDIP Program	0.00
Investments	\$ 108,259,810.65
PNC- Endowment Account	21,791,000.51
Endowment Account	\$ 21,791,000.51
Cash in Banks and On Hand	\$ 131,366,314.96

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS - NOVEMBER 2023

1. INTERIM DEPOSITS

In accordance with Ohio Revised Code Section 135.14, funds that become available periodically throughout the fiscal year are invested in short-term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury issues, agency issues, municipal bonds, commercial paper, and negotiable certificates of deposit as managed by Meeder Investment Management, STAR Ohio, Government Insured Deposit Program (replaced the STAR Plus program), and a federal money market fund.

Following is a description of interim deposit earnings for the period November 1, 2023 through November 30, 2023.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
OPERATING FUND:						
11/01/23 - 11/30/23	30	Various	STAR Ohio	Various	73,644.37	Investment Pool
11/01/23 - 11/30/23	30	Various	Government Insured Deposit Program	Various	0.00	Bank Deposit Program
11/01/23 - 11/30/23	30	Various	U.S. Bank	Various	3,289.53	Sweep Money Market
03/06/23 - 11/22/23	262	685,000	Natixis	5.425%	25,923.82	Commercial Paper
05/03/23 - 11/03/23	185	315,000	Federal Farm Credit Bank	3.625%	5,709.38	Federal Agency
05/08/23 - 11/08/23	185	500,000	Federal Farm Credit Bank	1.625%	4,062.50	Federal Agency
05/13/23 - 11/13/23	185	500,000	Federal Home Loan Mortgage Corp.	0.300%	1,125.00	Federal Agency
05/17/23 - 11/17/23	185	525,000	Federal National Mortgage Assn.	0.560%	1,470.00	Federal Agency
05/19/23 - 11/19/23	185	315,000	Federal Farm Credit Bank	0.730%	1,149.75	Federal Agency
05/19/23 - 11/19/23	185	725,000	Federal Home Loan Bank	0.920%	3,335.00	Federal Agency
05/29/23 - 11/29/23	185	900,000	Federal Farm Credit Bank	4.000%	18,000.00	Federal Agency
10/01/23 - 11/01/23	32	100,000	Live Oak Banking Co.	1.800%	152.88	Negotiable CD
05/07/23 - 11/07/23	185	248,000	HSBC Bank USA NA	1.300%	1,625.25	Negotiable CD
10/11/23 - 11/11/23	32	249,000	First Internet Bank of Indiana	0.850%	179.76	Negotiable CD
10/15/23 - 11/15/23	32	249,000	Ponce Bank	3.500%	740.18	Negotiable CD
10/18/23 - 11/18/23	32	225,000	Wells Fargo Bank NA	1.950%	372.64	Negotiable CD
05/21/23 - 11/21/23	185	249,000	Third Federal Savings and Loan	0.750%	941.42	Negotiable CD
05/22/23 - 11/22/23	185	246,000	Capital One Bank USA NA	2.650%	3,286.29	Negotiable CD
05/22/23 - 11/22/23	185	246,000	Capital One NA	2.650%	3,286.29	Negotiable CD
10/26/23 - 11/26/23	32	249,000	Axos Bank	1.650%	348.94	Negotiable CD
10/27/23 - 11/27/23	32	249,000	Comenity Capital Bank	2.500%	528.70	Negotiable CD

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
10/30/23 - 11/30/23	32	249,000	Nicolet National Bank	1.150%	235.36	Negotiable CD
10/30/23 - 11/30/23	32	249,000	Celtic Bank	1.850%	391.24	Negotiable CD
05/15/23 - 11/15/23	185	795,000	United States Treasury Note	2.000%	7,950.00	Treasury Security
05/15/23 - 11/15/23	185	960,000	United States Treasury Note	2.375%	11,400.00	Treasury Security
08/15/23 - 11/17/23	95	500,000	United States Treasury Note	0.375%	(16,278.87)	Treasury Security
05/31/23 - 11/30/23	184	1,750,000	United States Treasury Note	0.250%	2,187.50	Treasury Security
05/31/23 - 11/30/23	184	750,000	United States Treasury Note	0.375%	1,406.25	Treasury Security
05/31/23 - 11/30/23	184	810,000	United States Treasury Note	2.625%	10,631.25	Treasury Security
05/31/23 - 11/30/23	184	500,000	United States Treasury Note	4.500%	11,250.00	Treasury Security

Earned Interest November 2023 \$ 178,344.43
 Earned Interest Year To Date \$ 1,765,541.22

SERIES 2019A TAX-EXEMPT NOTES:

11/01/23 - 11/30/23	30	Various	STAR Ohio	Various	62,593.34	Investment Pool
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Earned Interest November 2023 \$ 62,593.34
 Earned Interest Year To Date \$ 825,784.69

SERIES 2019B TAXABLE NOTES:

11/01/23 - 11/30/23	30	Various	STAR Ohio	Various	22,394.69	Investment Pool
11/01/23 - 11/30/23	30	Various	U.S. Bank	Various	324.06	Sweep Money Market

Earned Interest November 2023 \$ 22,718.75
 Earned Interest Year To Date \$ 236,663.16

NOTE RETIREMENT FUND:

11/01/23 - 11/30/23	30	Various	Huntington National Bank	Various	8,361.34	Sweep Money Market
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Earned Interest November 2023 \$ 8,361.34
 Earned Interest Year To Date \$ 49,504.08

ESCROW ACCOUNT:

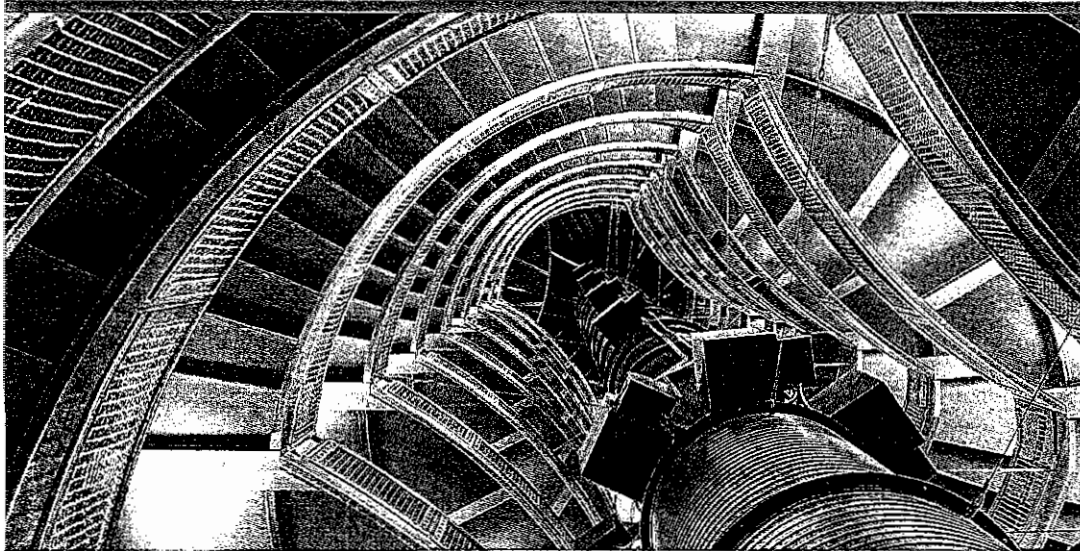
11/01/23 - 11/30/23	30	Various	Huntington National Bank	Various	25.28	Money Market
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Earned Interest November 2023 \$ 25.28
 Earned Interest Year To Date \$ 287.74

Earned Interest November 2023--All Funds \$ 272,043.14
Earned Interest Year To Date--All Funds \$ 2,877,780.89



M E E D E R
PUBLIC FUNDS



Cleveland Public Library Operating Account

Monthly Investment Report
November 30, 2023

Your Investment Representative:

Jim McCourt
(614) 923-1151
jmccourt@meederinvestment.com

For questions about your account please contact your investment representative or contact publicfundsoperations@meederinvestment.com
Dublin, Ohio | Lansing, Michigan | Long Beach, California | Austin, Texas | 866-633-3371 | www.meederpublicfunds.com

PORTFOLIO SUMMARY

As of November 30, 2023



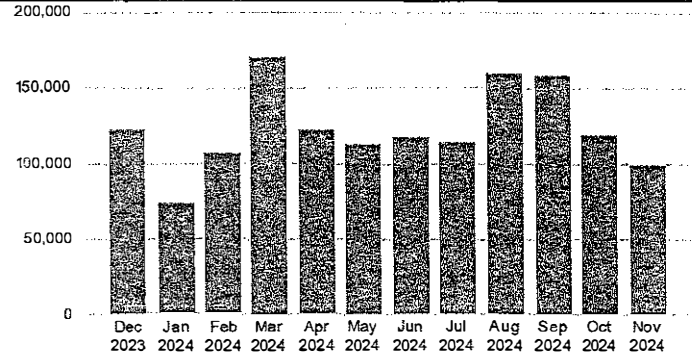
MONTHLY RECONCILIATION

Beginning Book Value	72,057,846.27
Contributions	
Withdrawals	
Prior Month Custodian Fees	(575.57)
Realized Gains/Losses	9,541.01
Purchased Interest	(4,201.43)
Gross Interest Earnings	95,159.05
Ending Book Value	72,157,769.33

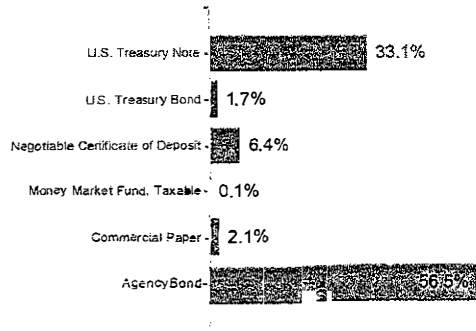
PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	2.55%
Portfolio Effective Duration	2.31 yrs
Weighted Average Maturity	2.48 yrs

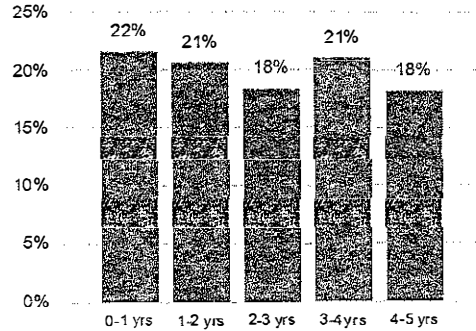
PROJECTED MONTHLY INCOME SCHEDULE



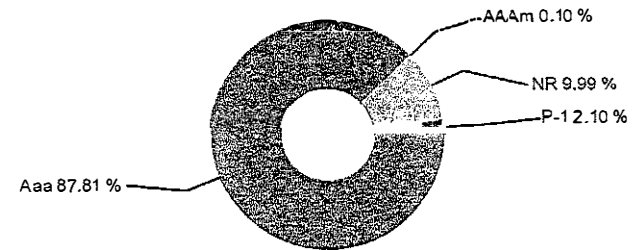
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY



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Cleveland Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of November 30, 2023



CUSIP	SECURITY DESCRIPTION	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024
02589ABQ4	American Express National Bank 2.000% 03/09/2027				2,463						2,490		
05465DAK4	Axos Bank 1.650% 03/26/2024	338	349	349	762								
13607EHP7	Canadian Imperial Holdings Inc. 08/23/2024									61,668			
14042RLP4	Capital One, National Association 2.650% 05/22/2024						4,727						
14042TAP2	Capital One Bank (Usa), National Association 2.650% 05/22/2024						4,727						
15118RRH2	Celtic Bank Corporation 1.850% 08/30/2024	379	391	379	379	391	379	391	379	1,106			
20033AZ58	Comenity Capital Bank 2.500% 06/27/2024	512	529	529	495	529	512	529					
22533THC3	Credit Agricole Corporate and Investment Bank 08/12/2024									41,206			
3130A3VC5	FHLB 2.250% 12/08/2023	8,880											
3130AFBC0	FHLB 3.250% 09/13/2024				13,813						27,327		
3130AJLH0	FHLB 0.920% 05/19/2026						3,335						3,335
3130AJSQ3	FHLB 1.020% 07/06/2027		4,335						4,335				
3130AK6G6	FHLB 0.390% 09/23/2024				1,580						2,511		
3130AKVV5	FHLB 0.500% 02/18/2026			2,500						2,500			
3130ALZ23	FHLB 0.800% 04/28/2025					1,100						1,100	
3130AMNX6	FHLB 1.020% 06/10/2026	3,494						3,494					
3130ANAV2	FHLB 0.550% 01/28/2025		1,045						1,045				
3130ANVB3	FHLB 0.800% 09/17/2025				1,800						1,800		
3130ANYN4	FHLB 1.000% 09/30/2026				2,500						2,500		
3130ANZ60	FHLB 0.700% 06/27/2025	1,313			1,500			1,688			1,875		
3130AP3C7	FHLB 1.100% 09/30/2026				3,300						3,300		
3130APFS9	FHLB 1.050% 10/28/2026					3,596						3,596	

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Cleveland Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of November 30, 2023



CUSIP	SECURITY DESCRIPTION	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024
3130APW43	FHLB 1.500% 12/02/2026	3,750						3,750					
3130AQR8	FHLB 1.300% 02/18/2027			5,200						10,400			
3130ATUS4	FHLB 4.250% 12/10/2027	25,181						25,181					
3130AWMN7	FHLB 4.375% 06/09/2028	14,839						18,047					
3133EK6J0	FFCB 1.625% 11/08/2024						4,063						4,447
3133ELH80	FFCB 0.680% 06/10/2025	2,550						2,550					
3133ELY32	FFCB 0.550% 07/22/2026		2,338						2,338				
3133EMBD3	FFCB 0.360% 09/24/2024				1,800						3,050		
3133EMNG3	FFCB 0.230% 01/19/2024		345										
3133EMQX3	FFCB 0.590% 02/17/2026			1,475						1,475			
3133EMWV0	FFCB 0.350% 04/22/2024					2,625							
3133EMXS6	FFCB 0.720% 04/28/2025					6,300						6,300	
3133EMZW5	FFCB 0.730% 05/19/2025						1,150						1,150
3133EN3H1	FFCB 4.000% 11/29/2027						18,000						18,000
3133EN5N6	FFCB 4.000% 01/06/2028		6,800						6,800				
3133ENG87	FFCB 2.920% 08/17/2027			9,198						9,198			
3133ENJ84	FFCB 3.375% 08/26/2024			12,656						20,404			
3133ENL99	FFCB 3.375% 09/15/2027				16,875						16,875		
3133ENTK6	FFCB 2.51% 04/01/25					6,275						6,275	
3133ENV09	FFCB 2.875% 04/26/2027					4,313						4,313	
3133EPCX1	FFCB 4.375% 03/10/2028				21,875						21,875		
3133EPF91	FEDERAL FARM 4.50% 01/12/2028						20,250						20,250
3133EPGW9	FEDERAL FARM 3.875% 04/25/2028					21,313						21,313	
3133EPHT5	FFCB 3.625 05/03/28						5,709						5,709

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Cleveland Public Library Operating Account
PROJECTED INCOME SCHEDULE



As of November 30, 2023

CUSIP	SECURITY DESCRIPTION	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024
3133EPUN3	FEDERAL FARM 4.5% 08/28/2028			22,500						22,500			
3133EPWK7	FFCB 4.500% 09/22/2028				22,500						22,500		
3134GV7E2	FMCC 0.500% 01/27/2025		1,250						1,250				
3134GW4B9	FMCC 0.500% 10/29/2025					1,250						1,250	
3134GW4C7	FMCC 0.800% 10/27/2026					2,120						2,120	
3134GWUS3	FMCC 0.400% 09/24/2024				2,000					2,050			
3134GWXC5	FMCC 0.350% 03/29/2024				2,250								
3134GWZG4	FMCC 0.600% 10/20/2025					1,950						1,950	
3134GWZV1	FMCC 0.650% 10/22/2025					1,333						1,333	
3134GXFV1	FMCC 0.625% 12/17/2025	1,563						1,563					
3135G05S8	FNMA 0.500% 08/14/2025			1,250						1,250			
3135GA2Z3	FNMA 0.560% 11/17/2025						1,470						1,470
3136G45C3	FNMA 0.540% 10/27/2025					1,350						1,350	
3136G4J95	FNMA 0.550% 08/25/2025			1,375						1,375			
3137EAEX3	FMCC 0.375% 09/23/2025				1,688						1,688		
31422X7K2	FARMER MAC 4.70% 09/27/2028				23,500						23,500		
31422XBN1	AGM 0.690% 02/25/2026			1,725						1,725			
31424WBB7	FARMER MAC 5% 10/23/2028					25,000						25,000	
32056GDH0	First Internet Bancorp 0.850% 05/13/2024	174	180	180	168	180	435						
38149MAZ6	Goldman Sachs Bank USA Holdings LLC 2.700% 06/05/2024	3,330						4,130					
44329ME33	HSBC Bank USA, National Association 1.300% 05/07/2025						1,608						1,625
46640PC43	J.P. Morgan Securities LLC 03/04/2024				20,579								

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Cleveland Public Library Operating Account
PROJECTED INCOME SCHEDULE

As of November 30, 2023



CUSIP	SECURITY DESCRIPTION	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024
538036HC1	Live Oak Banking Company 1.800% 12/11/2023	497											
61760AE88	Morgan Stanley Private Bank, National Association 2.700% 06/06/2024	3,330						4,191					
654062JR0	Nicolet National Bank 1.150% 03/28/2024	243	243	228	3,955								
732329BD8	Ponce Bank 3.500% 09/15/2027	716	740	740	692	740	716	740	716	740	740	716	740
742651DZ2	PEFCO 3.900% 10/15/2027					9,848						9,848	
7954502H7	Sallie Mae Bank 2.800% 04/17/2024					2,039							
856285SN2	State Bank of India 1.900% 01/22/2025		2,347						2,347				
87165E2M8	Synchrony Bank 1.250% 04/24/2025					1,554						1,554	
87270LDK6	Everbank, National Association 0.200% 02/12/2024			998									
88413QCN6	Third Federal Savings and Loan Association of Cleveland 0.750% 05/21/2024						1,180						
89235MPB1	Toyota Financial Savings Bank 3.600% 09/09/2027				4,398						4,446		
9128282R0	UST 2.250% 08/15/2027			12,038						12,038			
9128283P3	UST 2.250% 12/31/2024	5,625						5,625					
9128283Z1	UST 2.750% 02/28/2025			7,700					7,700				
912828U24	UST 2.000% 11/15/2026						7,950						7,950
912828X88	UST 2.375% 05/15/2027						11,400						11,400
912828Z78	UST 1.500% 01/31/2027		6,150						6,150				
912828ZT0	UST 0.250% 05/31/2025						2,188						2,188
91282CAM3	UST 0.250% 09/30/2025				581						581		
91282CAT8	UST 0.250% 10/31/2025					938						938	

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Cleveland Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of November 30, 2023



CUSIP	SECURITY DESCRIPTION	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024
91282CAZ4	UST 0.375% 11/30/2025						1,406						1,406
91282CBC4	UST 0.375% 12/31/2025	1,406						1,406					
91282CBH3	UST 0.375% 01/31/2026		2,344						2,344				
91282CBQ3	UST 0.500% 02/28/2026			1,875						1,875			
91282CBT7	UST 0.750% 03/31/2026				4,688						4,688		
91282CCJ8	UST 0.875% 06/30/2026	2,188						2,188					
91282CCL3	UST 0.375% 07/15/2024		938						31,660				
91282CCW9	UST 0.750% 08/31/2026			1,875						1,875			
91282CCZ2	UST 0.875% 09/30/2026				2,188						2,188		
91282CDB4	UST 0.625% 10/15/2024					1,563						3,652	
91282CEF4	UST 2.500% 03/31/2027				11,938						11,938		
91282CEN7	UST 2.750% 04/30/2027					10,588						10,588	
91282CET4	UST 2.625% 05/31/2027						10,631						10,631
91282CEW7	UST 3.250% 06/30/2027	16,510						16,510					
91282CFA4	UST 3.000% 07/31/2024		11,250						23,232				
91282CFB2	UST 2.750% 07/31/2027		13,750						13,750				
91282CFH9	UST 3.125% 08/31/2027			14,844						14,844			
91282CFU0	UST 4.125% 10/31/2027					20,625						20,625	
91282CFX4	UST 4.500% 11/30/2024						11,250						8,984
91282CGC9	UST 3.875% 12/31/2027	5,813						5,813					
91282CGP0	UST 4.000% 02/29/2028			19,500						19,500			
91282CHK0	UST 4.000% 06/30/2028	20,000						20,000					
91282CHQ7	UST 4.125% 07/31/2028		17,944						17,944				

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Cleveland Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of November 30, 2023



CUSIP	SECURITY DESCRIPTION	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024
949763M78	Wells Fargo Bank, National Association 1.950% 10/18/2024	361	373	373	349	373	361	373	361	373	373	923	
TOTAL		122,989	73,639	119,485	170,612	127,890	113,444	118,166	114,650	233,751	158,293	124,742	99,286

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Cleveland Public Library Operating Account

POSITION STATEMENT

As of November 30, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	11/30/2023 11/30/2023	\$67,088.50	\$67,088.50	\$67,088.50	5.25%	0.003 0.003	\$1.00 \$67,088.50	\$0.00	0.08%	AAAm
STAROHIO	STAR Ohio XX688	11/30/2023 11/30/2023	\$14,599,402.63	\$14,599,402.63	\$14,599,402.63	5.59%	0.003 0.003	\$1.00 \$14,599,402.63	\$0.00	17.25%	AAAm
SubTotal			\$14,666,491.13	\$14,666,491.13	\$14,666,491.13	5.59%		\$14,666,491.13	\$0.00	17.33%	
Agency Bond											
3130A3VC5	FHLB 2.250% 12/08/2023	3/24/2022 3/25/2022	\$1,000,000.00	\$1,002,370.00	\$1,002,370.00	2.11%	0.022 0.024	\$99.93 \$999,280.00	(\$3,090.00)	1.18%	Aaa AA+
3133EMNG3	FFCB 0.230% 01/19/2024	2/18/2021 2/19/2021	\$575,000.00	\$575,316.25	\$575,316.25	0.21%	0.137 0.136	\$99.29 \$570,894.50	(\$4,421.75)	0.67%	Aaa AA+
3134GWXC5	FMCC 0.350% 03/29/2024	10/21/2020 10/23/2020	\$1,000,000.00	\$999,500.00	\$999,500.00	0.36%	0.329 0.322	\$98.37 \$983,710.00	(\$15,790.00)	1.16%	Aaa AA+
3133EMWV0	FFCB 0.350% 04/22/2024	4/26/2021 4/27/2021	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	0.35%	0.395 0.386	\$98.07 \$1,470,975.00	(\$29,025.00)	1.74%	Aaa AA+
3133ENJ84	FFCB 3.375% 08/26/2024	9/15/2022 9/16/2022	\$750,000.00	\$742,252.50	\$742,252.50	3.93%	0.740 0.715	\$98.61 \$739,590.00	\$0.00	0.88%	Aaa AA+
3130AFBC0	FHLB 3.250% 09/13/2024	9/20/2022 9/21/2022	\$850,000.00	\$836,485.85	\$836,485.85	4.09%	0.789 0.763	\$98.47 \$836,961.00	\$475.15	0.99%	Aaa AA+
3130AK6G6	FHLB 0.390% 09/23/2024	9/29/2020 9/30/2020	\$810,000.00	\$809,068.50	\$809,068.50	0.42%	0.816 0.796	\$96.10 \$778,410.00	(\$30,658.50)	0.92%	Aaa AA+
3134GWUS3	FMCC 0.400% 09/24/2024	9/17/2020 9/24/2020	\$1,000,000.00	\$999,950.00	\$999,950.00	0.40%	0.819 0.798	\$96.10 \$960,960.00	(\$38,990.00)	1.14%	Aaa AA+
3133EMBD3	FFCB 0.360% 09/24/2024	9/24/2020 9/29/2020	\$1,000,000.00	\$998,750.00	\$998,750.00	0.39%	0.819 0.798	\$96.03 \$960,340.00	(\$38,410.00)	1.13%	Aaa AA+
3133EK6J0	FFCB 1.625% 11/08/2024	11/1/2019 11/8/2019	\$500,000.00	\$499,615.00	\$499,615.00	1.64%	0.942 0.916	\$96.81 \$484,055.00	(\$15,560.00)	0.57%	Aaa AA+
3134GV7E2	FMCC 0.500% 01/27/2025	7/8/2020 7/27/2020	\$500,000.00	\$498,600.00	\$498,600.00	0.56%	1.162 1.129	\$94.73 \$473,665.00	(\$24,935.00)	0.56%	Aaa AA+
3130ANAV2	FHLB 0.550% 01/28/2025	5/26/2022 5/27/2022	\$380,000.00	\$359,062.00	\$359,062.00	2.70%	1.164 1.133	\$94.97 \$360,893.60	\$1,831.60	0.43%	Aaa AA+
3133ENTK6	FFCB 2.51% 04/01/25	3/25/2022 4/1/2022	\$500,000.00	\$498,975.00	\$498,975.00	2.58%	1.337 1.287	\$96.86 \$484,320.00	(\$14,655.00)	0.57%	Aaa AA+

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Cleveland Public Library Operating Account

POSITION STATEMENT

As of November 30, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3130ALZ23	FHLB 0.800% 04/28/2025	4/7/2021 4/28/2021	\$275,000.00	\$275,000.00	\$275,000.00	0.80%	1.411 1.371	\$94.26 \$259,220.50	(\$15,779.50)	0.31%	Aaa AA+
3133EMXS6	FFCB 0.720% 04/28/2025	4/26/2021 4/28/2021	\$1,750,000.00	\$1,748,632.81	\$1,748,632.81	0.74%	1.411 1.371	\$94.16 \$1,647,712.50	(\$100,920.31)	1.95%	Aaa AA+
3133EMZW5	FFCB 0.730% 05/19/2025	5/25/2021 5/28/2021	\$315,000.00	\$315,000.00	\$315,000.00	0.73%	1.468 1.428	\$93.99 \$296,059.05	(\$18,940.95)	0.35%	Aaa AA+
3133ELH80	FFCB 0.680% 06/10/2025	6/24/2020 6/26/2020	\$750,000.00	\$750,000.00	\$750,000.00	0.68%	1.529 1.482	\$93.75 \$703,095.00	(\$46,905.00)	0.83%	Aaa AA+
3130ANZ60	FHLB 0.700% 06/27/2025	10/26/2021 10/27/2021	\$750,000.00	\$742,500.00	\$742,500.00	0.96%	1.575 1.525	\$94.12 \$705,870.00	(\$36,630.00)	0.83%	Aaa AA+
3135G05S8	FNMA 0.500% 08/14/2025	11/18/2022 11/21/2022	\$500,000.00	\$446,565.00	\$446,565.00	4.72%	1.707 1.659	\$92.86 \$464,310.00	\$17,745.00	0.55%	Aaa AA+
3136G4J95	FNMA 0.550% 08/25/2025	8/19/2020 8/25/2020	\$500,000.00	\$499,375.00	\$499,375.00	0.58%	1.737 1.688	\$92.86 \$464,280.00	(\$35,095.00)	0.55%	Aaa AA+
3130ANVB3	FHLB 0.800% 09/17/2025	9/1/2021 9/17/2021	\$450,000.00	\$450,000.00	\$450,000.00	0.80%	1.800 1.745	\$93.13 \$419,103.00	(\$30,897.00)	0.50%	Aaa AA+
3137EAEX3	FMCC 0.375% 09/23/2025	9/29/2021 9/30/2021	\$900,000.00	\$885,114.00	\$885,114.00	0.80%	1.816 1.769	\$92.45 \$832,059.00	(\$53,055.00)	0.98%	Aaa AA+
3134GWZG4	FMCC 0.600% 10/20/2025	10/6/2020 10/20/2020	\$650,000.00	\$650,000.00	\$650,000.00	0.60%	1.890 1.836	\$92.41 \$600,665.00	(\$49,335.00)	0.71%	Aaa AA+
3134GWZV1	FMCC 0.650% 10/22/2025	10/18/2021 10/20/2021	\$410,000.00	\$404,260.00	\$404,260.00	1.01%	1.896 1.839	\$92.21 \$378,077.40	(\$26,182.60)	0.45%	Aaa AA+
3136G45C3	FNMA 0.540% 10/27/2025	10/21/2020 10/27/2020	\$500,000.00	\$499,500.00	\$499,500.00	0.56%	1.910 1.857	\$92.38 \$461,895.00	(\$37,605.00)	0.55%	Aaa AA+
3134GW4B9	FMCC 0.500% 10/29/2025	10/9/2020 10/29/2020	\$500,000.00	\$499,000.00	\$499,000.00	0.54%	1.915 1.863	\$92.31 \$461,570.00	(\$37,430.00)	0.55%	Aaa AA+
3135GA2Z3	FNMA 0.560% 11/17/2025	11/12/2020 11/17/2020	\$525,000.00	\$523,818.75	\$523,818.75	0.61%	1.967 1.913	\$92.25 \$484,333.50	(\$39,485.25)	0.57%	Aaa AA+
3134GXFV1	FMCC 0.625% 12/17/2025	12/3/2020 12/17/2020	\$500,000.00	\$499,750.00	\$499,750.00	0.64%	2.049 1.984	\$91.91 \$459,565.00	(\$40,185.00)	0.54%	Aaa AA+
3133EMQX3	FFCB 0.590% 02/17/2026	2/18/2021 2/25/2021	\$500,000.00	\$498,045.00	\$498,045.00	0.67%	2.219 2.149	\$91.00 \$455,015.00	(\$43,030.00)	0.54%	Aaa AA+
3130AKVV5	FHLB 0.500% 02/18/2026	1/28/2021 2/18/2021	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	0.50%	2.222 2.156	\$91.28 \$912,790.00	(\$87,210.00)	1.08%	Aaa AA+
31422XBN1	AGM 0.690% 02/25/2026	2/18/2021 2/25/2021	\$500,000.00	\$499,850.00	\$499,850.00	0.70%	2.241 2.170	\$91.62 \$458,080.00	(\$41,770.00)	0.54%	

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POSITION STATEMENT

As of November 30, 2023



CLISIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3130AJLH0	FHLB 0.920% 05/19/2026	10/18/2021 10/19/2021	\$725,000.00	\$718,272.00	\$718,272.00	1.13%	2.468 2.380	\$91.24 \$661,504.50	(\$56,767.50)	0.78%	Aaa AA+
3130AMNX6	FHLB 1.020% 06/10/2026	5/26/2021 6/10/2021	\$685,000.00	\$685,000.00	\$685,000.00	1.02%	2.529 2.421	\$91.54 \$627,069.55	(\$57,930.45)	0.74%	Aaa AA+
3133ELY32	FFCB 0.550% 07/22/2026	3/30/2023 3/31/2023	\$850,000.00	\$758,616.50	\$758,616.50	4.06%	2.644 2.562	\$90.13 \$766,130.50	\$7,514.00	0.91%	Aaa AA+
3130ANYN4	FHLB 1.000% 09/30/2026	9/14/2021 9/30/2021	\$500,000.00	\$500,000.00	\$500,000.00	1.00%	2.836 2.716	\$90.56 \$452,790.00	(\$47,210.00)	0.53%	Aaa AA+
3130AP3C7	FHLB 1.100% 09/30/2026	10/25/2021 10/26/2021	\$600,000.00	\$594,000.00	\$594,000.00	1.24%	2.836 2.708	\$90.83 \$544,986.00	(\$49,014.00)	0.64%	Aaa AA+
3134GW4C7	FMCC 0.800% 10/27/2026	6/16/2022 6/17/2022	\$530,000.00	\$468,138.40	\$468,138.40	3.72%	2.910 2.801	\$89.58 \$474,763.40	\$6,625.00	0.56%	Aaa AA+
3130APFS9	FHLB 1.050% 10/28/2026	10/18/2021 10/28/2021	\$685,000.00	\$679,040.50	\$679,040.50	1.23%	2.912 2.784	\$90.60 \$620,603.15	(\$58,437.35)	0.73%	Aaa AA+
3130APW43	FHLB 1.500% 12/02/2026	12/16/2021 12/20/2021	\$500,000.00	\$499,925.00	\$499,925.00	1.50%	3.008 2.815	\$91.61 \$458,040.00	(\$41,885.00)	0.54%	Aaa AA+
3130AQPR8	FHLB 1.300% 02/18/2027	3/29/2023 3/31/2023	\$800,000.00	\$743,728.00	\$743,728.00	4.27%	3.222 3.033	\$93.90 \$751,232.00	\$7,504.00	0.89%	Aaa AA+
3133ENVD9	FFCB 2.875% 04/26/2027	4/22/2022 4/26/2022	\$300,000.00	\$298,452.00	\$298,452.00	2.99%	3.405 3.182	\$95.07 \$285,198.00	(\$13,254.00)	0.34%	Aaa AA+
3130AJSQ3	FHLB 1.020% 07/06/2027	4/19/2023 4/20/2023	\$850,000.00	\$747,668.50	\$747,668.50	4.17%	3.600 3.408	\$88.12 \$749,020.00	\$1,351.50	0.88%	Aaa AA+
3133ENG87	FFCB 2.920% 08/17/2027	8/19/2022 8/22/2022	\$630,000.00	\$622,616.40	\$622,616.40	3.18%	3.715 3.433	\$94.84 \$597,466.80	(\$25,149.60)	0.71%	Aaa AA+
3133ENL99	FFCB 3.375% 09/15/2027	9/14/2022 9/15/2022	\$1,000,000.00	\$986,010.00	\$986,010.00	3.68%	3.795 3.483	\$96.34 \$963,400.00	(\$22,610.00)	1.14%	Aaa AA+
742651DZ2	PEFCO 3.900% 10/15/2027	4/27/2023 5/3/2023	\$255,000.00	\$255,408.00	\$255,408.00	3.86%	3.877 3.530	\$97.56 \$248,778.00	(\$6,630.00)	0.29%	Aaa AA+
742651DZ2	PEFCO 3.900% 10/15/2027	4/28/2023 5/3/2023	\$250,000.00	\$249,600.00	\$249,600.00	3.94%	3.877 3.530	\$97.56 \$243,900.00	(\$5,700.00)	0.29%	Aaa AA+
3133EN3H1	FFCB 4.000% 11/29/2027	11/22/2022 11/29/2022	\$900,000.00	\$896,580.00	\$896,580.00	4.08%	4.000 3.649	\$98.44 \$885,960.00	(\$10,620.00)	1.05%	Aaa AA+
3130ATUS4	FHLB 4.250% 12/10/2027	12/14/2022 12/16/2022	\$1,185,000.00	\$1,209,553.20	\$1,209,553.20	3.79%	4.030 3.590	\$99.58 \$1,179,987.45	(\$29,565.75)	1.39%	Aaa AA+
3133EN5N6	FFCB 4.000% 01/06/2028	1/17/2023 1/19/2023	\$340,000.00	\$344,705.60	\$344,705.60	3.69%	4.104 3.677	\$98.39 \$334,536.20	(\$10,169.40)	0.40%	Aaa AA+

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POSITION STATEMENT

As of November 30, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3133EPCX1	FFCB 4.375% 03/10/2028	3/7/2023 3/10/2023	\$1,000,000.00	\$997,460.00	\$997,460.00	4.43%	4.279 3.823	\$99.76 \$997,590.00	\$130.00	1.18%	Aaa AA+
3133EPGW9	FEDERAL FARM 3.875% 04/25/2028	4/19/2023 4/25/2023	\$1,100,000.00	\$1,098,647.00	\$1,098,647.00	3.90%	4.405 3.980	\$97.77 \$1,075,481.00	(\$23,166.00)	1.27%	Aaa AA+
3133EPHT5	FFCB 3.625 05/03/28	4/27/2023 5/3/2023	\$315,000.00	\$313,270.65	\$313,270.65	3.75%	4.427 4.019	\$96.80 \$304,913.70	(\$8,356.95)	0.36%	Aaa AA+
3130AWMN7	FHLB 4.375% 06/09/2028	8/10/2023 8/11/2023	\$825,000.00	\$826,105.50 \$3,007.82	\$829,113.32	4.34%	4.529 3.997	\$100.12 \$825,998.25	(\$107.25)	0.98%	Aaa AA+
3133EPUN3	FEDERAL FARM 4.5% 08/28/2028	8/25/2023 8/28/2023	\$1,000,000.00	\$999,468.20	\$999,468.20	4.51%	4.748 4.183	\$100.22 \$1,002,190.00	\$2,721.80	1.18%	Aaa AA+
3133EPWK7	FFCB 4.500% 09/22/2028	10/4/2023 10/5/2023	\$1,000,000.00	\$984,136.00 \$1,625.00	\$985,761.00	4.86%	4.816 4.253	\$100.83 \$1,008,270.00	\$24,134.00	1.19%	Aaa AA+
31422X7K2	FARMER MAC 4.70% 09/27/2028	9/27/2023 10/2/2023	\$1,000,000.00	\$995,650.00 \$652.78	\$996,302.78	4.80%	4.830 4.248	\$101.35 \$1,013,510.00	\$17,860.00	1.20%	
31424WBB7	FARMER MAC 5% 10/23/2028	10/18/2023 10/23/2023	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	5.00%	4.901 4.293	\$102.54 \$1,025,400.00	\$25,400.00	1.21%	
3133EPF91	FEDERAL FARM 4.50% 011/27/2028	11/22/2023 11/27/2023	\$900,000.00	\$899,037.00	\$899,037.00	4.52%	4.997 4.431	\$100.89 \$908,001.00	\$8,964.00	1.07%	Aaa AA+
SubTotal			\$41,365,000.00	\$40,877,444.11 \$5,285.60	\$40,882,729.71	2.34%		\$39,574,473.55	(\$1,300,308.06)	46.76%	
Commercial Paper											
46640PC43	J.P. Morgan Securities LLC 03/04/2024	6/8/2023 6/9/2023	\$510,000.00	\$489,421.50	\$489,421.50	5.63%	0.260 0.255	\$98.53 \$502,477.50	\$13,056.00	0.59%	P-1 A-1
22533THC3	Credit Agricole Corporate and Investment Bank 08/12/2024	11/16/2023 11/17/2023	\$1,010,000.00	\$968,793.68	\$968,793.68	5.69%	0.701 0.683	\$96.03 \$969,923.20	\$1,129.52	1.15%	P-1 A-1
SubTotal			\$1,520,000.00	\$1,458,215.18	\$1,458,215.18	5.67%		\$1,472,400.70	\$14,185.52	1.74%	
Negotiable Certificate of Deposit											
538036HC1	Live Oak Banking Company 1.800% 12/11/2023	12/6/2019 12/11/2019	\$100,000.00	\$99,700.00	\$99,700.00	1.88%	0.030 0.032	\$99.89 \$99,891.00	\$191.00	0.12%	
87270LDK6	Everbank, National Association 0.200% 02/12/2024	2/18/2021 2/22/2021	\$249,000.00	\$248,253.00	\$248,253.00	0.30%	0.203 0.200	\$98.95 \$246,375.54	(\$1,877.46)	0.29%	

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Cleveland Public Library Operating Account

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As of November 30, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
05465DAK4	Axos Bank 1.650% 03/26/2024	2/27/2020 3/26/2020	\$249,000.00	\$248,564.25	\$248,564.25	1.70%	0.321 0.313	\$98.80 \$246,007.02	(\$2,557.23)	0.29%	
654062JR0	Nicolet National Bank 1.150% 03/28/2024	3/25/2020 3/31/2020	\$249,000.00	\$245,265.00	\$245,265.00	1.54%	0.326 0.319	\$98.63 \$245,583.72	\$318.72	0.29%	
7954502H7	Sallie Mae Bank 2.800% 04/17/2024	4/9/2019 4/17/2019	\$110,000.00	\$109,505.00	\$109,505.00	2.90%	0.381 0.372	\$98.99 \$108,892.30	(\$612.70)	0.13%	
32056GDH0	First Internet Bancorp 0.850% 05/13/2024	5/6/2020 5/11/2020	\$249,000.00	\$248,751.00	\$248,751.00	0.88%	0.452 0.441	\$97.97 \$243,947.79	(\$4,803.21)	0.29%	
88413QCN6	Third Federal Savings and Loan Association of Cleveland 0.750% 05/21/2024	5/6/2020 5/22/2020	\$249,000.00	\$248,751.00	\$248,751.00	0.78%	0.474 0.464	\$97.82 \$243,574.29	(\$5,176.71)	0.29%	
14042TAP2	Capital One Bank (Usa), National Association 2.650% 05/22/2024	5/15/2019 5/30/2019	\$246,000.00	\$244,524.00	\$244,524.00	2.78%	0.477 0.466	\$98.70 \$242,797.08	(\$1,726.92)	0.29%	
14042RLP4	Capital One, National Association 2.650% 05/22/2024	5/15/2019 5/30/2019	\$246,000.00	\$244,524.00	\$244,524.00	2.78%	0.477 0.466	\$98.70 \$242,797.08	(\$1,726.92)	0.29%	
38149MAZ6	Goldman Sachs Bank USA Holdings LLC 2.700% 06/05/2024	6/3/2019 6/5/2019	\$246,000.00	\$245,200.50	\$245,200.50	2.77%	0.515 0.497	\$98.63 \$242,632.26	(\$2,568.24)	0.29%	
61760AE88	Morgan Stanley Private Bank, National Association 2.700% 06/06/2024	6/3/2019 6/6/2019	\$246,000.00	\$245,139.00	\$245,139.00	2.78%	0.518 0.500	\$98.62 \$242,615.04	(\$2,523.96)	0.29%	
20033AZ58	Comenity Capital Bank 2.500% 06/27/2024	6/25/2019 6/27/2019	\$249,000.00	\$249,000.00	\$249,000.00	2.50%	0.575 0.558	\$98.35 \$244,898.97	(\$4,101.03)	0.29%	
15118RRH2	Celtic Bank Corporation 1.850% 08/30/2024	8/16/2019 8/30/2019	\$249,000.00	\$248,285.37	\$248,285.37	1.91%	0.751 0.727	\$97.33 \$242,344.23	(\$5,941.14)	0.29%	
949763M78	Wells Fargo Bank, National Association 1.950% 10/18/2024	10/25/2019 10/29/2019	\$225,000.00	\$224,437.50	\$224,437.50	2.00%	0.885 0.855	\$96.91 \$218,056.50	(\$6,381.00)	0.26%	
856285SN2	State Bank of India 1.900% 01/22/2025	1/8/2020 1/22/2020	\$247,000.00	\$244,777.00	\$244,777.00	2.09%	1.148 1.104	\$96.00 \$237,107.65	(\$7,669.35)	0.28%	

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
87165E2M8	Synchrony Bank 1.250% 04/24/2025	4/20/2020 4/24/2020	\$248,000.00	\$246,326.00	\$246,326.00	1.39%	1.400 1.354	\$94.38 \$234,062.40	(\$12,263.60)	0.28%	
44329ME33	HSBC Bank USA, National Association 1.300% 05/07/2025	4/24/2020 5/7/2020	\$248,000.00	\$247,132.00	\$247,132.00	1.37%	1.436 1.389	\$94.33 \$233,935.92	(\$13,196.08)	0.28%	
02589ABQ4	American Express National Bank 2.000% 03/09/2027	3/2/2022 3/9/2022	\$247,000.00	\$245,765.00	\$245,765.00	2.11%	3.274 3.082	\$90.49 \$223,520.18	(\$22,244.82)	0.26%	
89235MPB1	Toyota Financial Savings Bank 3.600% 09/09/2027	8/30/2022 9/9/2022	\$245,000.00	\$244,142.50	\$244,142.50	3.68%	3.778 3.435	\$94.22 \$230,839.00	(\$13,303.50)	0.27%	
732329BD8	Ponce Bank 3.500% 09/15/2027	8/30/2022 9/15/2022	\$249,000.00	\$248,626.50	\$248,626.50	3.53%	3.795 3.447	\$93.81 \$233,596.86	(\$15,029.64)	0.28%	
SubTotal			\$4,646,000.00	\$4,626,668.62	\$4,626,668.62	2.06%		\$4,503,474.83	(\$123,193.79)	5.32%	
U.S. Treasury Bond											
91282CFA4	UST3.000% 07/31/2024	9/15/2022 9/16/2022	\$750,000.00	\$738,017.58	\$738,017.58	3.89%	0.668 0.646	\$98.50 \$738,720.00	\$702.42	0.87%	Aaa AA+
9128283P3	UST 2.250% 12/31/2024	3/24/2022 3/25/2022	\$500,000.00	\$498,730.47	\$498,730.47	2.34%	1.088 1.045	\$96.98 \$484,885.00	(\$13,845.47)	0.57%	Aaa AA+
SubTotal			\$1,250,000.00	\$1,236,748.05	\$1,236,748.05	3.28%		\$1,223,605.00	(\$13,143.05)	1.45%	
U.S. Treasury Note											
91282CCL3	UST 0.375% 07/15/2024	12/19/2022 12/20/2022	\$500,000.00	\$469,277.34	\$469,277.34	4.47%	0.625 0.609	\$97.00 \$485,000.00	\$15,722.66	0.57%	Aaa AA+
91282CDB4	UST 0.625% 10/15/2024	10/28/2021 10/29/2021	\$500,000.00	\$497,910.16	\$497,910.16	0.77%	0.877 0.854	\$96.09 \$480,450.00	(\$17,460.16)	0.57%	Aaa AA+
91282CFX4	UST 4.500% 11/30/2024	12/19/2022 12/20/2022	\$500,000.00	\$502,265.63	\$502,265.63	4.25%	1.003 0.947	\$99.31 \$496,545.00	(\$5,720.63)	0.59%	Aaa AA+
9128283Z1	UST 2.750% 02/28/2025	10/25/2022 10/26/2022	\$560,000.00	\$539,175.00	\$539,175.00	4.44%	1.249 1.200	\$97.27 \$544,689.60	\$5,514.60	0.64%	Aaa AA+
912828ZT0	UST 0.250% 05/31/2025	4/26/2021 4/27/2021	\$1,750,000.00	\$1,723,544.92	\$1,723,544.92	0.62%	1.501 1.463	\$93.36 \$1,633,782.50	(\$89,762.42)	1.93%	Aaa AA+
91282CAM3	UST 0.250% 09/30/2025	10/14/2021 10/15/2021	\$465,000.00	\$453,938.09	\$453,938.09	0.86%	1.836 1.790	\$92.25 \$428,981.10	(\$24,956.99)	0.51%	Aaa AA+
91282CAT8	UST 0.250% 10/31/2025	10/27/2021 10/28/2021	\$750,000.00	\$728,056.64	\$728,056.64	1.00%	1.921 1.873	\$91.95 \$689,617.50	(\$38,439.14)	0.81%	Aaa AA+

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91282CAZ4	UST 0.375% 11/30/2025	10/28/2021 10/29/2021	\$750,000.00	\$729,462.89	\$729,462.89	1.06%	2.003 1.948	\$91.93 \$689,475.00	(\$39,987.89)	0.81%	Aaa AA+
91282CBC4	UST 0.375% 12/31/2025	10/28/2021 10/29/2021	\$750,000.00	\$728,613.28	\$728,613.28	1.08%	2.088 2.031	\$91.73 \$687,982.50	(\$40,630.78)	0.81%	Aaa AA+
91282CBH3	UST 0.375% 01/31/2026	4/26/2021 4/27/2021	\$1,250,000.00	\$1,225,048.83	\$1,225,048.83	0.80%	2.173 2.114	\$91.39 \$1,142,337.50	(\$82,711.33)	1.35%	Aaa AA+
91282CBQ3	UST 0.500% 02/28/2026	10/28/2021 10/29/2021	\$750,000.00	\$730,751.95	\$730,751.95	1.11%	2.249 2.186	\$91.41 \$685,575.00	(\$45,176.95)	0.81%	Aaa AA+
91282CBT7	UST 0.750% 03/31/2026	4/26/2021 4/27/2021	\$1,250,000.00	\$1,245,654.30	\$1,245,654.30	0.82%	2.334 2.263	\$91.79 \$1,147,312.50	(\$98,341.80)	1.36%	Aaa AA+
91282CCJ8	UST 0.875% 06/30/2026	10/22/2021 10/25/2021	\$500,000.00	\$493,027.34	\$493,027.34	1.18%	2.584 2.492	\$91.42 \$457,110.00	(\$35,917.34)	0.54%	Aaa AA+
91282CCW9	UST 0.750% 08/31/2026	8/26/2021 8/31/2021	\$500,000.00	\$497,734.38	\$497,734.38	0.84%	2.753 2.663	\$90.55 \$452,755.00	(\$44,979.38)	0.53%	Aaa AA+
91282CCZ2	UST 0.875% 09/30/2026	9/29/2021 9/30/2021	\$500,000.00	\$496,699.22	\$496,699.22	1.01%	2.836 2.739	\$90.73 \$453,655.00	(\$43,044.22)	0.54%	Aaa AA+
912828U24	UST 2.000% 11/15/2026	7/13/2022 7/14/2022	\$795,000.00	\$760,467.19	\$760,467.19	3.08%	2.962 2.821	\$93.40 \$742,514.10	(\$17,953.09)	0.88%	Aaa AA+
912828Z78	UST 1.500% 01/31/2027	5/9/2022 5/10/2022	\$245,000.00	\$229,017.58	\$229,017.58	2.99%	3.173 3.022	\$91.59 \$224,405.30	(\$4,612.28)	0.27%	Aaa AA+
912828Z78	UST 1.500% 01/31/2027	6/29/2023 6/30/2023	\$575,000.00	\$520,734.38	\$520,734.38	4.37%	3.173 3.022	\$91.59 \$526,665.50	\$5,931.12	0.62%	Aaa AA+
91282CEF4	UST 2.500% 03/31/2027	5/31/2022 5/31/2022	\$455,000.00	\$447,979.49	\$447,979.49	2.84%	3.334 3.131	\$94.33 \$429,210.60	(\$18,768.89)	0.51%	Aaa AA+
91282CEF4	UST 2.500% 03/31/2027	6/29/2023 6/30/2023	\$500,000.00	\$468,535.16	\$468,535.16	4.33%	3.334 3.131	\$94.33 \$471,660.00	\$3,124.84	0.56%	Aaa AA+
91282CEN7	UST 2.750% 04/30/2027	4/28/2022 5/2/2022	\$245,000.00	\$243,325.20	\$243,325.20	2.90%	3.416 3.277	\$94.97 \$232,674.05	(\$10,651.15)	0.27%	Aaa AA+
91282CEN7	UST 2.750% 04/30/2027	3/9/2023 3/10/2023	\$525,000.00	\$491,777.34	\$491,777.34	4.44%	3.416 3.277	\$94.97 \$498,587.25	\$6,809.91	0.59%	Aaa AA+
912828X88	UST 2.375% 05/15/2027	7/25/2022 7/26/2022	\$960,000.00	\$936,937.50	\$936,937.50	2.91%	3.458 3.258	\$93.70 \$899,472.00	(\$37,465.50)	1.06%	Aaa AA+
91282CET4	UST 2.625% 05/31/2027	5/27/2022 5/31/2022	\$810,000.00	\$807,247.27	\$807,247.27	2.70%	3.501 3.244	\$94.44 \$764,947.80	(\$42,299.47)	0.90%	Aaa AA+
91282CEW7	UST 3.250% 06/30/2027	8/30/2022 8/31/2022	\$266,000.00	\$265,210.31	\$265,210.31	3.32%	3.584 3.287	\$96.44 \$256,525.08	(\$8,685.23)	0.30%	Aaa AA+

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
91282CEW7	UST 3.250% 06/30/2027	3/9/2023 3/10/2023	\$750,000.00	\$716,074.22	\$716,074.22	4.41%	3.584 3.287	\$96.44 \$723,285.00	\$7,210.78	0.85%	Aaa AA+
91282CFB2	UST 2.750% 07/31/2027	9/15/2022 9/16/2022	\$1,000,000.00	\$959,140.63	\$959,140.63	3.67%	3.668 3.399	\$94.67 \$946,680.00	(\$12,460.63)	1.12%	Aaa AA+
9128282R0	UST 2.250% 08/15/2027	1/19/2023 1/20/2023	\$770,000.00	\$729,003.52	\$729,003.52	3.52%	3.710 3.471	\$92.92 \$715,468.60	(\$13,534.92)	0.85%	Aaa AA+
9128282R0	UST 2.250% 08/15/2027	3/9/2023 3/10/2023	\$300,000.00	\$274,523.44	\$274,523.44	4.38%	3.710 3.471	\$92.92 \$278,754.00	\$4,230.56	0.33%	Aaa AA+
91282CFH9	UST 3.125% 08/31/2027	10/25/2022 10/26/2022	\$600,000.00	\$571,195.31	\$571,195.31	4.23%	3.753 3.460	\$95.84 \$575,064.00	\$3,868.69	0.68%	Aaa AA+
91282CFH9	UST 3.125% 08/31/2027	3/9/2023 3/10/2023	\$350,000.00	\$332,390.63	\$332,390.63	4.38%	3.753 3.460	\$95.84 \$335,454.00	\$3,063.37	0.40%	Aaa AA+
91282CFU0	UST 4.125% 10/31/2027	3/9/2023 3/10/2023	\$250,000.00	\$247,519.53	\$247,519.53	4.36%	3.921 3.567	\$99.32 \$248,290.00	\$770.47	0.29%	Aaa AA+
91282CFU0	UST 4.125% 10/31/2027	3/6/2023 3/7/2023	\$250,000.00	\$247,714.84	\$247,714.84	4.34%	3.921 3.567	\$99.32 \$248,290.00	\$575.16	0.29%	Aaa AA+
91282CFU0	UST 4.125% 10/31/2027	9/21/2023 9/22/2023	\$500,000.00	\$488,808.59	\$488,808.59	4.73%	3.921 3.567	\$99.32 \$496,580.00	\$7,771.41	0.59%	Aaa AA+
91282CGC9	UST 3.875% 12/31/2027	11/9/2023 11/10/2023	\$300,000.00	\$290,871.09 \$4,201.43	\$295,072.52	4.69%	4.088 3.673	\$98.42 \$295,266.00	\$4,394.91	0.35%	Aaa AA+
91282CGP0	UST 4.000% 02/29/2028	2/23/2023 3/1/2023	\$575,000.00	\$570,530.27	\$570,530.27	4.17%	4.252 3.826	\$98.89 \$568,600.25	(\$1,930.02)	0.67%	Aaa AA+
91282CGP0	UST 4.000% 02/29/2028	3/9/2023 3/10/2023	\$150,000.00	\$148,125.00	\$148,125.00	4.28%	4.252 3.826	\$98.89 \$148,330.50	\$205.50	0.18%	Aaa AA+
91282CGP0	UST 4.000% 02/29/2028	9/21/2023 9/22/2023	\$250,000.00	\$243,271.48 \$604.40	\$243,875.88	4.68%	4.252 3.826	\$98.89 \$247,217.50	\$3,946.02	0.29%	Aaa AA+
91282CHK0	UST 4.000% 06/30/2028	7/6/2023 7/7/2023	\$1,000,000.00	\$982,109.38 \$760.87	\$982,870.25	4.40%	4.586 4.072	\$98.93 \$989,300.00	\$7,190.62	1.17%	Aaa AA+
91282CHQ7	UST 4.125% 07/31/2028	8/25/2023 8/28/2023	\$870,000.00	\$857,935.55 \$2,730.57	\$860,666.12	4.44%	4.671 4.145	\$99.46 \$865,275.90	\$7,340.35	1.02%	Aaa AA+
SubTotal			\$24,566,000.00	\$23,891,604.87 \$8,297.27	\$23,899,902.14	2.76%		\$23,203,785.63	(\$687,819.24)	27.41%	
Grand Total			\$88,013,491.13	\$86,757,171.96 \$13,582.87	\$86,770,754.83	3.08%		\$84,644,230.84	(\$2,110,278.62)	100.00%	

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TRANSACTION STATEMENT

As of November 30, 2023



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
Pendi									
Pending Purchase	11/30/2023	12/1/2023	13607EHP7	Canadian Imperial Holdings Inc. 08/23/2024	780,000.00	749,166.17		749,166.17	5.57%
Total					780,000.00	749,166.17		749,166.17	
Purchase									
Purchase	11/9/2023	11/10/2023	91282CGC9	UST 3.875% 12/31/2027	300,000.00	290,871.09	4,201.43	295,072.52	4.69%
Purchase	11/16/2023	11/17/2023	22533THC3	Credit Agricole Corporate and Investment Bank 08/12/2024	1,010,000.00	968,793.68		968,793.68	5.69%
Purchase	11/22/2023	11/27/2023	3133EPF91	FEDERAL FARM 4.50% 011/27/2028	900,000.00	899,037.00		899,037.00	4.52%
Total					2,210,000.00	2,158,701.77	4,201.43	2,162,903.20	

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Cleveland Public Library Operating Account
TRANSACTION STATEMENT



As of November 30, 2023

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Maturity								
Maturity	11/13/2023	11/13/2023	3134GXAY0	FMCC 0.300% 11/13/2023	500,000.00	499,625.00	500,000.00	375.00
Maturity	11/22/2023	11/22/2023	63873KYN1	Natixis 11/22/2023	685,000.00	659,076.18	685,000.00	25,923.82
Total					1,185,000.00	1,158,701.18	1,185,000.00	26,298.82

Pending Sell								
Pending Sell	11/30/2023	12/1/2023	3133ENJ84	FFCB 3.375% 08/26/2024	750,000.00	742,252.50	739,597.50	(2,655.00)
Total					750,000.00	742,252.50	739,597.50	(2,655.00)

Sell								
Sell	11/16/2023	11/17/2023	91282CCT6	UST 0.375% 08/15/2024	500,000.00	498,769.53	482,011.72	(16,757.81)
Total					500,000.00	498,769.53	482,011.72	(16,757.81)

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	11/1/2023	11/1/2023	538036HC1	Live Oak Banking Company 1.800% 12/11/2023	152.88
Interest/Dividends	11/1/2023	11/1/2023	31846V567	First American Funds, Inc.	3,289.53
Interest/Dividends	11/3/2023	11/3/2023	3133EPHT5	FFCB 3.625 05/03/28	5,709.38
Interest/Dividends	11/7/2023	11/7/2023	44329ME33	HSBC Bank USA, National Association 1.300% 05/07/2025	1,625.25
Interest/Dividends	11/8/2023	11/8/2023	3133EK6J0	FFCB 1.625% 11/08/2024	4,062.50
Interest/Dividends	11/13/2023	11/13/2023	3134GXAY0	FMCC 0.300% 11/13/2023	750.00

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TRANSACTION STATEMENT

As of November 30, 2023



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends	11/13/2023	11/13/2023	32056GDH0	First Internet Bancorp 0.850% 05/13/2024	179.76
Interest/Dividends	11/15/2023	11/15/2023	912828U24	UST 2.000% 11/15/2026	7,950.00
Interest/Dividends	11/15/2023	11/15/2023	912828X88	UST 2.375% 05/15/2027	11,400.00
Interest/Dividends	11/15/2023	11/15/2023	732329BD8	Ponce Bank 3.500% 09/15/2027	740.18
Interest/Dividends	11/17/2023	11/17/2023	3135GA2Z3	FNMA 0.560% 11/17/2025	1,470.00
Interest/Dividends	11/16/2023	11/17/2023	91282CCT6	Treasury, United States Department of 0.38% 08/15/2024	478.94
Interest/Dividends	11/20/2023	11/20/2023	3130AJLH0	FHLB 0.920% 05/19/2026	3,335.00
Interest/Dividends	11/20/2023	11/20/2023	3133EMZW5	FFCB 0.730% 05/19/2025	1,149.75
Interest/Dividends	11/20/2023	11/20/2023	949763M78	Wells Fargo Bank, National Association 1.950% 10/18/2024	372.64
Interest/Dividends	11/21/2023	11/21/2023	88413QCN6	Third Federal Savings and Loan Association of Cleveland 0.750% 05/21/2024	941.42
Interest/Dividends	11/22/2023	11/22/2023	14042RLP4	Capital One, National Association 2.650% 05/22/2024	3,286.29
Interest/Dividends	11/22/2023	11/22/2023	14042TAP2	Capital One Bank (Usa), National Association 2.650% 05/22/2024	3,286.29
Interest/Dividends	11/27/2023	11/27/2023	20033AZ58	Comenity Capital Bank 2.500% 06/27/2024	528.70
Interest/Dividends	11/27/2023	11/27/2023	05465DAK4	Axos Bank 1.650% 03/26/2024	348.94
Interest/Dividends	11/29/2023	11/29/2023	3133EN3H1	FFCB 4.000% 11/29/2027	18,000.00
Interest/Dividends	11/30/2023	11/30/2023	15118RRH2	Celtic Bank Corporation 1.850% 08/30/2024	391.24
Interest/Dividends	11/30/2023	11/30/2023	654062JR0	Nicolet National Bank 1.150% 03/28/2024	235.36
Interest/Dividends	11/30/2023	11/30/2023	912828ZT0	UST 0.250% 05/31/2025	2,187.50
Interest/Dividends	11/30/2023	11/30/2023	91282CAZ4	UST 0.375% 11/30/2025	1,406.25

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Cleveland Public Library Operating Account

TRANSACTION STATEMENT

As of November 30, 2023



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends	11/30/2023	11/30/2023	91282CET4	UST 2.625% 05/31/2027	10,631.25
Interest/Dividends	11/30/2023	11/30/2023	91282CFX4	UST 4.500% 11/30/2024	11,250.00
Total					95,159.05

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	11/27/2023	11/27/2023	Cash Out	(575.57)
Total				(575.57)

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STATEMENT DISCLOSURE

As of November 30, 2023



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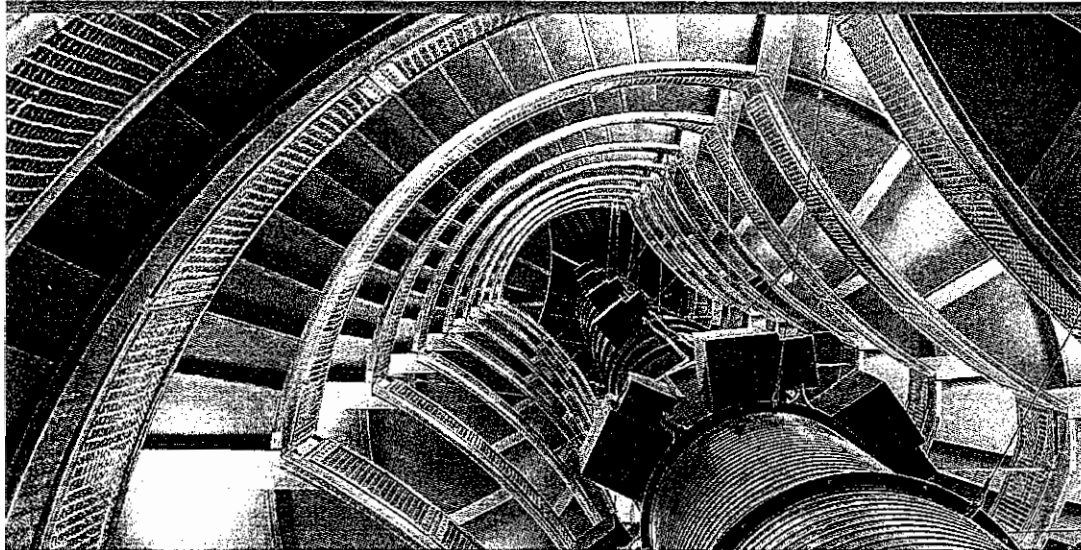
Investing involves risk. Past performance is no guarantee of future results. Debt and fixed income securities are subject to credit and interest rate risk. The investment return and principal value of an investment will fluctuate so that an investors shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance data quoted.

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MEEDER
PUBLIC FUNDS



Cleveland Public Library 2019A Tax-Exempt Bond Proceeds

Monthly Investment Report
November 30, 2023

Your Investment Representative:

Jim McCourt

(614) 923-1151

jmccourt@meederinvestment.com

For questions about your account please contact your investment representative or contact publicfundsoperations@meederinvestment.com

Dublin, Ohio | Lansing, Michigan | Long Beach, California | Austin, Texas | 866-633-3371 | www.meederpublicfunds.com



PORTFOLIO SUMMARY

As of November 30, 2023

MONTHLY RECONCILIATION

Beginning Book Value
Contributions
Withdrawals
Realized Gains/Losses
Gross Interest Earnings
Ending Book Value

PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	0.00%
Portfolio Effective Duration	yrs
Weighted Average Maturity	0.00 yrs

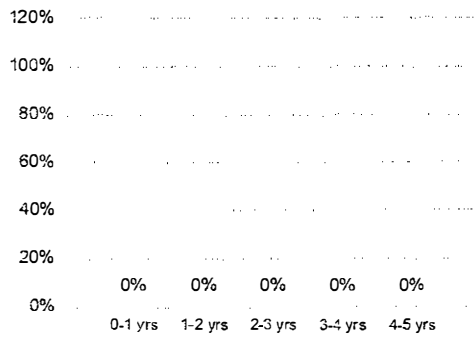
PROJECTED MONTHLY INCOME SCHEDULE

1
1
1
1
0
0
0
	Dec 2023 Jan 2024 Feb 2024 Mar 2024 Apr 2024 May 2024 Jun 2024 Jul 2024 Aug 2024 Sep 2024 Oct 2024 Nov 2024

SECTOR ALLOCATION

No Data Available

MATURITY DISTRIBUTION



CREDIT QUALITY

No Data Available

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POSITION STATEMENT

As of November 30, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
STAROHIO	STAR Ohio XX703	11/30/2023 11/30/2023	\$13,399,952.59	\$13,399,952.59	\$13,399,952.59	5.59%	0.003 0.003	\$1.00 \$13,399,952.59	\$0.00	100.00%	AAAm
SubTotal			\$13,399,952.59	\$13,399,952.59	\$13,399,952.59	5.59%		\$13,399,952.59	\$0.00	100.00%	
Grand Total			\$13,399,952.59	\$13,399,952.59	\$13,399,952.59	5.59%		\$13,399,952.59	\$0.00	100.00%	

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Cleveland Public Library 2019A Tax-Exempt Bond Proceeds
TRANSACTION STATEMENT
As of November 30, 2023



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STATEMENT DISCLOSURE

As of November 30, 2023



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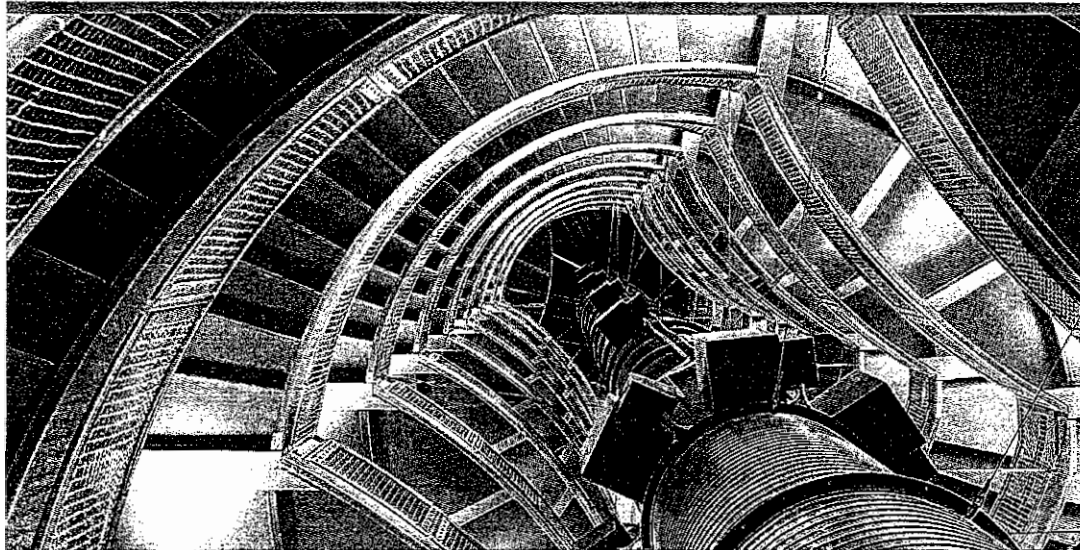
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MEEDER
PUBLIC FUNDS



Cleveland Public Library 2019B Taxable Bond Proceeds

Monthly Investment Report
November 30, 2023

Your Investment Representative:

Jim McCourt
(614) 923-1151
jmccourt@meederinvestment.com

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PORTFOLIO SUMMARY

As of November 30, 2023



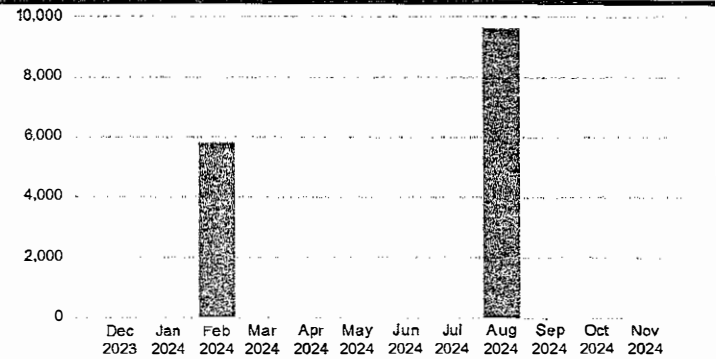
MONTHLY RECONCILIATION

Beginning Book Value	771,162.00
Contributions	
Withdrawals	
Prior Month Custodian Fees	(7.13)
Realized Gains/Losses	
Gross Interest Earnings	324.06
Ending Book Value	771,478.93

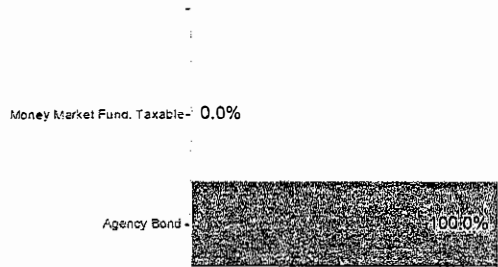
PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	1.61%
Portfolio Effective Duration	0.69 yrs
Weighted Average Maturity	0.71 yrs

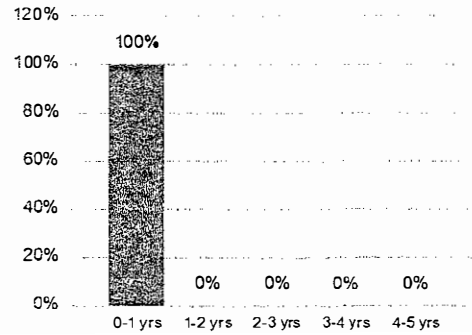
PROJECTED MONTHLY INCOME SCHEDULE



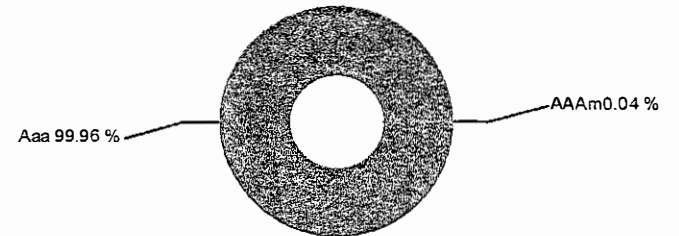
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY



Cleveland Public Library 2019B Taxable Bond Proceeds

PROJECTED INCOME SCHEDULE

As of November 30, 2023



CUSIP	SECURITY DESCRIPTION	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024
3130AGWK7	FHLB 1.500% 08/15/2024			5,813						9,626			
TOTAL				5,813						9,626			

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Cleveland Public Library 2019B Taxable Bond Proceeds

POSITION STATEMENT

As of November 30, 2023



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
STAROHIO	STAR Ohio XX702	11/30/2023 11/30/2023	\$4,908,283.96	\$4,908,283.96	\$4,908,283.96	5.59%	0.003 0.003	\$1.00 \$4,908,283.96	\$0.00	86.67%	AAAm
31846V567	FirstAmerican Funds, Inc.	11/30/2023 11/30/2023	\$291.93	\$291.93	\$291.93	5.25%	0.003 0.003	\$1.00 \$291.93	\$0.00	0.01%	AAAm
SubTotal			\$4,908,575.89	\$4,908,575.89	\$4,908,575.89	5.59%		\$4,908,575.89	\$0.00	86.67%	
Agency Bond											
3130AGWK7	FHLB 1.500% 08/15/2024	9/26/2019 9/27/2019	\$775,000.00	\$771,187.00	\$771,187.00	1.61%	0.710 0.689	\$97.38 \$754,679.50	(\$16,507.50)	13.33%	Aaa AA+
SubTotal			\$775,000.00	\$771,187.00	\$771,187.00	1.61%		\$754,679.50	(\$16,507.50)	13.33%	
Grand Total			\$5,683,575.89	\$5,679,762.89	\$5,679,762.89	5.06%		\$5,663,255.39	(\$16,507.50)	100.00%	

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Cleveland Public Library 2019B Taxable Bond Proceeds

TRANSACTION STATEMENT

As of November 30, 2023



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	11/1/2023	11/1/2023	31846V567	First American Funds, Inc.	324.06
Total					324.06

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	11/27/2023	11/27/2023	Cash Out	(7.13)
Total				(7.13)

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STATEMENT DISCLOSURE

As of November 30, 2023



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CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting

December 21, 2023

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR NOVEMBER 2023

**In accordance with Board Policy adopted by resolution on November 29, 1972,
a description of Conference and Travel Expenditures is submitted.**

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Government Finance Officers Association Annual Governmental GAAP Update (Virtual) Cleveland, Ohio	11/2/2023	Laura Armstrong	135.00
Ohio Library Council Annual Convention and Expo Cincinnati, Ohio	9/27/2023 - 9/29/2023	Donald Boozer	1,006.30
Northeast Ohio Regional Library System Back to the Book XXII Twinsburg, Ohio	10/25/2023	Steven Capuozzo	25.55
Urban Libraries Council Annual Forum Seattle, Washington	10/25/2023 - 10/27/2023	Thomas Corrigan	1,020.37
Ohio Library Council Annual Convention and Expo Cincinnati, Ohio	9/27/2023 - 9/29/2023	Sarah Dobransky	1,127.34
Northeast Ohio Regional Library System Back to the Book XXII Twinsburg, Ohio	10/25/2023	Alison Guerin	63.17
Museum Computer Network Annual Conference Philadelphia, Pennsylvania	11/8/2023 - 11/10/2023	Jungu Guo	812.97
Ohio Library Council Annual Convention and Expo Cincinnati, Ohio	9/27/2023 - 9/29/2023	Eric Hanshaw	882.40
Ohio Library Council Annual Convention and Expo Cincinnati, Ohio	9/27/2023 - 9/29/2023	Lexy Kmiecik	1,224.94
Government Finance Officers Association Annual Governmental GAAP Update (Virtual) Cleveland, Ohio	11/2/2023	Carrie Krenicky	135.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Middle Country Public Library Family Place Libraries Training Institute Long Island, New York	10/16/2023 - 10/19/2023	Jacqueline Lamb	2,247.15
American Library Association Core Forum New Orleans, Louisiana	10/19/2023 - 10/21/2023	Nancy Mocsiran	1,238.82
Northeast Ohio Regional Library System Leadership Academy Cuyahoga Falls, Ohio	10/31/2023	Olivia Morales	44.34
Middle Country Public Library Family Place Libraries Training Institute Long Island, New York	10/16/2023 - 10/19/2023	Sandra Nosse	2,692.65
Ohio Library Council Annual Convention and Expo Cincinnati, Ohio	9/27/2023 - 9/29/2023	Sandra Nosse	1,240.68
American Society of Safety Professionals 2023 Safety Expo Niles, Ohio	9/28/2023	Sherry Parker	125.02
Ohio Library Council Annual Convention and Expo Cincinnati, Ohio	9/27/2023 - 9/29/2023	Carlos Piepenburg	953.89
State Library of Ohio Braille and Talking Book Program Sub-Lending Agency Conference Columbus, Ohio	10/24/2023	Will Reed	119.21
Employers Resource Council Employment Law and HR Essentials (Virtual) Cleveland, Ohio	9/12/2023, 9/19/2023	Angeia Robbins	378.00
International Federation of Library Associations (IFLA) MetLib Conference Buenos Aires, Argentina	9/30/2023 - 10/7/2023	Maritza Rodriguez	345.74
Action Defense Pepper Spray Certification, Use of Continual Force, and Practical Escorting and Detention Training Cleveland, Ohio	10/8/2023, 10/22/2023	SPS employees	7,000.00
Ohio Library Council Annual Convention and Expo Cincinnati, Ohio	9/27/2023 - 9/29/2023	Felton Thomas	801.05
Middle Country Public Library Family Place Libraries Training Institute Long Island, New York	10/16/2023 - 10/19/2023	Helen Zaluckyj	6,408.94
TOTAL			\$30,028.53

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
SUMMARY			
FUND	NOVEMBER	YEAR TO DATE	
General	\$9,238.79	\$49,003.22	
Library for the Blind and Print Disabled	119.21	898.42	
Lockwood Thompson	9,321.79	51,616.96	
CLEVNET	0.00	500.00	
Malon/Schroeder	0.00	(124.48)	
Early Literacy	11,348.74	\$11,348.74	
Tech Centers	0.00	1,010.67	
TOTAL	\$30,028.53	\$114,253.53	

Cleveland Public Library

Board Meeting

December 21, 2023

REPORT ON ALL VENDOR EXPENDITURES

In accordance with the Board Policy on Supplier Diversity adopted by resolution on April 15, 2021, the Fiscal Officer is hereby submitting a monthly report on all expenditures for the period:
11/1/2023 through 11/30/2023

Cert	Vendor	City/Description	State	Check Date	Amount/Total
	4IMPRINT	CHICAGO DEI SUPPLIES FOR EVENTS	IL	11/10/2023	3,188.42 \$3,188.42
	A.J. GATES COMPANY	SOLO JLG LIFT SERVICE/ANNUAL INSPEC	OH	11/03/2023	549.76 \$549.76
	ACCUCARE HOME MEDICAL EQUIPMENT	WESTLAKE LSW/MAIN ADA TRANSPORT EQUIPME	OH	11/17/2023	6,634.00 \$6,634.00
	ADMANAGE LTD	CINCINNATI PRE-EMPLOYMENT BACKGROUND CHEC PRE-EMPLOYMENT BACKGROUND CHEC	OH	11/03/2023 11/17/2023	2,700.05 1,966.55 \$4,666.60
	ADVANCE OHIO MEDIA INC.	DETROIT SEARCH ENGINE MARKETING	MI	11/10/2023	1,200.00 \$1,200.00
	AIRGAS GREAT LAKES	CHICAGO OXYGEN ACELYLENE TANKS FOR WEL	IL	11/17/2023	192.78 \$192.78
MBE	ALGEBRA AEC LLC	CLEVELAND IT SERVER ROOM AND HVAC MODIFI	OH	11/10/2023	4,500.00 \$4,500.00
DOE	ALISON STINE	DENVER OH CTR FOR THE BOOK NANOWRIMO	CO	11/03/2023	200.00 \$200.00
	AMAZON	SEATTLE EASTMAN FMP AMAZON SUPPLIES	WA	11/03/2023 11/10/2023 11/17/2023	4,697.65 287.48 5,061.66 \$10,046.79
	AMERICAN LEGAL PUBLISHING CORPORATION	CINCINNATI	OH	11/03/2023	701.66 \$701.66
	ANSWER UNITED, INC.	KALAMAZOO CALL-OFF SERVICE FOR ALL CPL S	MI	11/03/2023	1,260.94 \$1,260.94
	ANTHONY ISABELLA	MEDINA	OH		

Cert	Vendor	City/Description	State	Check Date	Amount/Total
		OH CTR FOR THE BOOK COFFEE AND		11/17/2023	600.00
					\$600.00
	APLPD HOLDCO, INC. & SUBSIDIARY	BALTIMORE	MD		
		FMP MOVE - STORAGE PODS		11/03/2023	114.99
		FMP MOVE - STORAGE PODS		11/17/2023	114.99
					\$229.98
	ARC DOCUMENT SOLUTIONS LLC	CINCINNATI	OH		
		EASTMAN TEEN AREA GRAPHIC SIGN		11/10/2023	2,456.95
					\$2,456.95
	ARIAS PREMIER LIMOUSINE SERVICE	WALTON HILLS	OH		
		LIMO SERVICES SHAMELE JORDON		11/17/2023	420.00
					\$420.00
	ART THERAPY STUDIO	CLEVELAND	OH		
		ART THERAPY SERVICES FEB 1, 23		11/17/2023	4,456.32
					\$4,456.32
	AT & T	CLEVELAND	OH		
		CPL MEASURED BUSINESS LINES		11/03/2023	2,045.44
		CPL MEASURED BUSINESS LINES		11/10/2023	419.39
		FMP LORAIN CAMPUS AT&T ENGINEE		11/10/2023	4,387.12
		CPL MEASURED BUSINESS LINES		11/17/2023	278.10
		ASE ETHERNET SERVICE		11/17/2023	14,045.74
					\$21,175.79
	B & H PHOTO VIDEO	NEWYORK	NY		
		BHPHOTO ORDER SD CARDS CAMERA		11/10/2023	5,794.50
					\$5,794.50
	BAKER & TAYLOR BOOKS	ATLANTA	GA		
				11/03/2023	9,483.56
				11/10/2023	38,491.40
				11/17/2023	11,119.37
					\$59,094.33
	BARBERTON PUBLIC LIBRARY	BARBERTON	OH		
		ONLINE BILL PAYMENT DIST.		11/10/2023	272.93
					\$272.93
	BELLEVUE PUBLIC LIBRARY	BELLEVUE	OH		
		ONLINE BILL PAYMENT DIST.		11/10/2023	70.80
					\$70.80
FBE	BEREA MOVING & STORAGE COMPANY, INC.	CLEVELAND	OH		
		BOOK DONATION STORAGE		11/03/2023	1,300.00
		EASTMAN BRANCH BOOK MOVE		11/10/2023	450.00
		WOODLAND BRANCH BOOK MOVE		11/10/2023	420.00
		MAP COLLECTION MOVE FROM P.A.L		11/17/2023	1,590.00
					\$3,760.00
	BEST BUY	DALLAS	TX		
		UNION BRANCH STAFF REFRIGERATO		11/10/2023	641.59
					\$641.59
	BEST BUY TIRE & SERVICE	CLEVELAND	OH		

Cert	Vendor	City/Description	State	Check Date	Amount/Total
		EMERGENCY VEHICLE REPAIRS UNDE		11/17/2023	1,335.44
					\$1,335.44
	BIRCHARD PUBLIC LIBRARY	FREMONT ONLINE BILL PAYMENT DIST.	OH	11/10/2023	78.55
					\$78.55
	BLESSED TRINITY PARISH	CLEVELAND ROCKPORT TEMPORARY PARKING LOT	OH	11/10/2023	100.00
					\$100.00
	BLICKART MATERIALS	GALESBURG FOAM BOARD AND SUPPLIES	IL	11/10/2023	181.99
					\$181.99
	BOOKS FROM MEXICO	MOUNT SHASTA	CA	11/10/2023	153.80
					\$153.80
	BRI PARENT, INC.	ROCHESTER FLEXIBLE SPENDING & COMMUTER A	NY	11/10/2023	2,542.00
					\$2,542.00
	BRIAN RHINEHART	STREETSBORO MAIN - FAMILY HISTORY DAY RHIN	OH	11/03/2023	150.00
					\$150.00
	BRIDGEPORT PLACE LLC	CLEVELAND GARDEN VALLEY RENT	OH	11/17/2023	6,610.56
					\$6,610.56
	BRISTOL PUBLIC LIBRARY	BRISTOLVILLE ONLINE BILL PAYMENT DIST.	OH	11/10/2023	19.99
					\$19.99
	BSLONE LLC	CLEVELAND FINAL RENEW MFD & PRODUCTION P	OH	11/17/2023	11,333.36
					\$11,333.36
	BUCKEYE INTERNATIONAL INC.	CLEVELAND STOCK	OH	11/17/2023	2,679.72
					\$2,679.72
	BURTON PUBLIC LIBRARY	BURTON ONLINE BILL PAYMENT DIST.	OH	11/10/2023	1.00
					\$1.00
	CANON SOLUTIONS AMERICA, INC	CHICAGO COPIER MAINTENANCE, COPIES, CO	IL	11/03/2023	80.41
					\$80.41
	CARLO MAGGIORA LLC	CLEVELAND RESTORE OF CASES IN JGW EXHIBI	OH	11/10/2023	8,250.00
					\$8,250.00
	CARMEN'S CUSTOM WINDOW TREATMENTS	CLEVELAND HTS SOUTH BRANCH WINDOW TREATMENTS	OH	11/17/2023	9,835.00
					\$9,835.00
	CAROL & JOHN'S COMIC SHOP	CLEVELAND	OH		

Cert	Vendor	City/Description	State	Check Date	Amount/Total
				11/17/2023	326.85
					\$326.85
	CCS CONTENT CONVERSION SPECIALISTS	D-22083 HAMBURG DOCWORKS MAINTENANCE RENEWAL		11/10/2023	3,026.80
					\$3,026.80
	CDW GOVERNMENT, INC	VERNON HILLS INK & PRINTHEAD FOR MAP PRINTE	IL	11/17/2023	416.98
					\$416.98
	CENTER FOR ARTS --INSPIRED LEARNING	CLEVELAND PERFORMING ART WORKSHOPS FALL	OH	11/03/2023	640.00
					\$640.00
	CHINA NATIONAL PUBLICATIONS	BEIJING		11/17/2023	3,074.80
					\$3,074.80
	CINTAS CORPORATION #011	STRONGSVILLE ROCKPORT TEEN CENTER FIRST AID	OH	11/03/2023	66.07
					\$66.07
	CITY OF CLEV DIV OF WATER	CLEVELAND WATER E 131 ST ACCT#6165600000 WATER ADDISON ACCT#7024610000 WATER COLLINWOOD ACCT#12451000	OH	11/03/2023 11/10/2023 11/17/2023	387.28 4,758.85 377.50
					\$5,523.63
	CIVICPLUS, LLC.	DALLAS	TX	11/10/2023	136.24
					\$136.24
	CLEVELAND HEIGHTS - UNIVERSITY HEIGHTS	CLEVELAND HEIGHTS ONLINE BILL PAYMENT DIST.	OH	11/10/2023	290.36
					\$290.36
	CLEVELAND PUBLIC POWER	CLEVELAND ELECTRICITY CARNEGIE WEST ACCT ELECTRICITY ADDISON ACCT#68713 ELECTRICITY COLLINWOOD ACCT#71	OH	11/03/2023 11/10/2023 11/17/2023	5,093.37 1,980.18 36,935.03
					\$44,008.58
	CLEVELAND THERMAL, LLC	CLEVELAND YR 3-OF-10 YR AGMT FOR CHILLED	OH	11/10/2023	53,860.50
					\$53,860.50
	CONNEAUT PUBLIC LIBRARY	CONNEAUT ONLINE BILL PAYMENT DIST.	OH	11/10/2023	2.70
					\$2.70
	CONRAD'S TIRE SERVICE, INC.	CLEVELAND TRUCK 17 REPAIRS	OH	11/03/2023	2,754.55
					\$2,754.55
	CONTRACT SOURCE, INC.	BROADVIEW HEIGHTS POPULAR DEPT. MANAGER CHAIR	OH	11/03/2023	429.55
					\$429.55
	COSGROVE JONHENRY LLC	COLUMBUS	OH		

Cert	Vendor	City/Description	State	Check Date	Amount/Total
		ADVOCACY SERVICES ENGAGEMENT		11/17/2023	4,000.00
					<u>\$4,000.00</u>
	D B JOHNSEN COMPANY	RICHFIELD LAKESHORE FACILITY BOILER TUBE	OH	11/03/2023	1,107.00
					<u>\$1,107.00</u>
	DELTA INDUSTRIAL SERVICES, INC	CLEVELAND CLEAN LSWTECH CENTRALAHU 6	OH	11/03/2023	2,200.00
					<u>\$2,200.00</u>
	DIFRANCO PLUMBING COMPANY	CLEVELAND EMER- EASTMAN MAIN SEWER	OH	11/03/2023	1,455.00
					<u>\$1,455.00</u>
	DOMINION EAST OHIO GAS COMPANY	RICHMOND GAS CARNEGIE WESTACCT#1441200	VA	11/03/2023	2,814.54
		VOID AFTER UPDATE 11/09/2023		11/10/2023	0.00
		GAS COLLINWOOD ACCT#5440100134		11/10/2023	5,168.39
		GAS SOUTH BROOKLYN ACCT#544030		11/17/2023	601.43
					<u>\$8,584.36</u>
	EASTON TELECOM SERVICES LLC	CLEVELAND YR 3-OF-3 YR CONTRACT SIP TRUN	OH	11/03/2023	4,431.22
					<u>\$4,431.22</u>
	EBSCO SUBSCRIPTION SERVICES	DALLAS	TX	11/17/2023	133.10
					<u>\$133.10</u>
	ELYRIA PUBLIC LIBRARY	ELYRIA ONLINE BILL PAYMENT DIST.	OH	11/10/2023	41.93
					<u>\$41.93</u>
	EMPLOYERS RESOURCE COUNCIL	HIGHLAND HTS 2023 HARRASMENT PREVENTION SES	OH	11/03/2023	2,185.00
		2023 HARRASMENT PREVENTION SES		11/17/2023	3,563.08
					<u>\$5,748.08</u>
	EXPLOSION ROBINSON, INC.	WINTER PARK DR.ORTIZ - STEPHEN HERMANN OF	FL	11/17/2023	530.00
					<u>\$530.00</u>
	FAIRPORT HARBOR PUBLIC LIBRARY	FAIRPORT HARBOR ONLINE BILL PAYMENT DIST.	OH	11/10/2023	63.00
					<u>\$63.00</u>
	FAMILY HISTORY INVESTIGATIONS, LLC	PITTSBURGH MAIN FAMILY HISTORY DAY 2023 T	PA	11/03/2023	200.00
					<u>\$200.00</u>
	FEDERAL EXPRESS CORP	PITTSBURGH FEDERAL EXPRESS CHARGES	PA	11/03/2023	60.25
		FEDERAL EXPRESS CHARGES		11/10/2023	46.86
		FEDERAL EXPRESS CHARGES		11/17/2023	46.96
					<u>\$154.07</u>
	FELICIA FILE	CLEVELAND TUITION REIMBURSEMENT 2023	OH	11/10/2023	1,364.00

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					\$1,364.00
	GEAUGA COUNTY PUBLIC LIBRARY	CHARDON ONLINE BILL PAYMENT DIST.	OH	11/10/2023	958.16
					\$958.16
	GEOTAB USA, INC.	LAS VEGAS SOURCEWELL FLEET MANAGEMENT	NV	11/17/2023	490.62
					\$490.62
	GILBANE BUILDING COMPANY	CLEVELAND FMP- PRE-CONSTRUCTION PHASE 1A	OH	11/10/2023	23,655.43
					\$23,655.43
	GIRARD FREE LIBRARY	GIRARD ONLINE BILL PAYMENT DIST.	OH	11/10/2023	5.80
					\$5.80
	GREGORY COLEMAN	SHAKER HTS MUSICAT MAIN - 4 NOV 2023 - T	OH	11/10/2023	500.00
					\$500.00
	GREGORY DEEGAN	UNIVERSITY HTS. MAIN - CLGH - AUTHOR PRESENTAT	OH	11/03/2023	250.00
					\$250.00
	HONG ZENISEK	EUCLID HONG ZENISEK CHINESE AND YOGA	OH	11/17/2023	800.00
					\$800.00
	HUBBARD PUBLIC LIBRARY	HUBBARD ONLINE BILL PAYMENT DIST.	OH	11/10/2023	48.58
					\$48.58
	HUDSON LIBRARY & HISTORICAL SOCIETY	HUDSON ONLINE BILL PAYMENT DIST.	OH	11/10/2023	36.97
					\$36.97
	HUNTINGTON NATIONAL BANK	PITTSBURGH NOVEMBER P-CARD STATEMENT	PA	11/21/2023	22,533.61
					\$22,533.61
	HURON PUBLIC LIBRARY	HURON ONLINE BILL PAYMENT DIST.	OH	11/10/2023	49.69
					\$49.69
	IDENTIPHOTO COMPANY LTD	WILLOUGHBY HID/FARGO ULTRACARD WHITEADHE	OH	11/10/2023	367.95
					\$367.95
	IIMAGE RETRIEVAL	CARROLLTON I2S MAINTENANCE AGREEMENT	TX	11/10/2023	11,370.00
					\$11,370.00
	INDEPENDENCE BUSINESS SUPPLY	CLEVELAND STOCK	OH	11/10/2023	110.88
					\$110.88
	INGRAM LIBRARY SERVICES	ST. LOUIS	MO	11/03/2023	34,353.78

Cert	Vendor	City/Description	State	Check Date	Amount/Total
				11/10/2023	21,657.27
				11/17/2023	14,260.80
					<u>\$70,271.85</u>
	ISMAK PETROLEUM CO INC	CLEVELAND	OH	11/17/2023	164.10
					<u>\$164.10</u>
	J.J. KELLER AND ASSOCIATE, INC	CHICAGO	IL	11/17/2023	299.00
					<u>\$299.00</u>
FBE	JLD RESEARCH	COLUMBUS MAIN - FAMILY HISTORY DAY DAVI	OH	11/03/2023	334.00
					<u>\$334.00</u>
	JOHN KEREZY	CUYAHOGA FALLS MAIN - FAMILY HISTORY DAY KERE	OH	11/03/2023	150.00
					<u>\$150.00</u>
	JOHN MALCOLM	CLEVELAND TUITION REIMBURSEMENT 2023 - J	OH	11/10/2023	2,500.00
					<u>\$2,500.00</u>
	JOSEPH HANNIBAL	CLEVELAND MAIN - HANNIBAL JOE 100TH CORN	OH	11/03/2023	100.00
					<u>\$100.00</u>
	KANOPY, LLC	CLEVELAND	OH	11/17/2023	10,777.00
					<u>\$10,777.00</u>
	KARPINSKI ENGINEERING INC.	CLEVELAND JEFF/WP/LAKESHORE PARKING LOT	OH	11/03/2023	10,750.00
					<u>\$10,750.00</u>
	KEYSTONE SYSTEMS INC	RALEIGH KLAS MAINTENANCE AGREEMENT - T	NC	11/17/2023	7,248.06
					<u>\$7,248.06</u>
	KIERA DANYALE BROWN, THE TWISTER	BEACHWOOD WINTERLAND - TWISTER GIRL	OH	11/17/2023	400.00
					<u>\$400.00</u>
	KINGSVILLE PUBLIC LIBRARY	KINGSVILLE ONLINE BILL PAYMENT DIST.	OH	11/10/2023	6.99
					<u>\$6.99</u>
	KINSMAN FREE PUBLIC LIBRARY	KINSMAN ONLINE BILL PAYMENT DIST.	OH	11/10/2023	147.59
					<u>\$147.59</u>
	KIRTLAND PUBLIC LIBRARY	KIRTLAND ONLINE BILL PAYMENT DIST.	OH	11/10/2023	45.00
					<u>\$45.00</u>
	L'NIQUE RENTAL COMPANY, INC.	VALLEY VIEW LINEN DRY CLEANING	OH	11/03/2023	261.95
		LINEN DRY CLEANING		11/10/2023	351.52

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					\$613.47
	LAKESHORE LEARNING MATERIALS	LOS ANGELES 0 to 3 ITEMS FOR PLAYSPACES AT	CA	11/17/2023	3,176.05
					<u>\$3,176.05</u>
	LAND STUDIO INC	CLEVELAND PROJECT SUPPORT AND CONSULTING	OH	11/03/2023	5,625.00
					<u>\$5,625.00</u>
	LEAFSEEKER CONSULTING	FRENCH VILLAGE FAMILY HISTORY DAY GARNER LADO	MO	11/03/2023	200.00
					<u>\$200.00</u>
	LEAH JOHNSON	INDIANAPOLIS CLEREADS YA BOOK FESTIVAL LEAH	IN	11/17/2023	496.40
					<u>\$496.40</u>
	LEGALWORKS, INC.	CLEVELAND LEGAL WORKS - 2023 AGREEMENT S	OH	11/17/2023	14,000.00
					<u>\$14,000.00</u>
	LIN BENITEZ	VEGA BAJA DR ORTIZ HISPANIC HERITAGE - A	PR	11/03/2023	250.00
					<u>\$250.00</u>
	LISA HELD	CLEVELAND TUITION REIMBURSEMENT - LISA H	OH	11/10/2023	2,500.00
					<u>\$2,500.00</u>
	LORAIN PUBLIC LIBRARY	LORAIN ONLINE BILL PAYMENT DIST.	OH	11/10/2023	112.27
					<u>\$112.27</u>
	LUIGI C RUSSO	VOID AFTER UPDATE 11/14/2023		11/10/2023	0.00
					<u>\$0.00</u>
	MADISON PUBLIC LIBRARY	MADISON ONLINE BILL PAYMENT DIST.	OH	11/10/2023	55.99
					<u>\$55.99</u>
	MAKING A DIFFERENCE COUNSULTING LLC	EUCLID MNT COPING WITH THE HOLIDAYS F	OH	11/10/2023	500.00
					<u>\$500.00</u>
	MAULIK PANCHOLY	BROOKLYN CLE READS YA BOOK FESTIVAL MAU	NY	11/03/2023	4,000.00
					<u>\$4,000.00</u>
	MEDINA CNTY DISTRICT LIBRARY	MEDINA ONLINE BILL PAYMENT DIST.	OH	11/10/2023	525.96
					<u>\$525.96</u>
	MENTOR PUBLIC LIBRARY	MENTOR ONLINE BILL PAYMENT DIST.	OH	11/10/2023	210.86
					<u>\$210.86</u>
	MIDWEST TAPE LLC.	HOLLAND	OH	11/03/2023	14,072.19

<u>Cert</u>	<u>Vendor</u>	<u>City/Description</u>	<u>State</u>	<u>Check Date</u>	<u>Amount/Total</u>
				11/10/2023	63,499.39
				11/17/2023	30,377.41
					<u>\$107,948.99</u>
	MILAN PUBLIC LIBRARY	MILAN ONLINE BILL PAYMENT DIST.	OH	11/10/2023	32.95
					<u>\$32.95</u>
	MILLCRAFT PAPER CO.	CLEVELAND PAPER FOR ROUTING SLIPS	OH	11/03/2023	523.97
					<u>\$523.97</u>
	MISCELLANEOUS VENDORS				
		CONFERENCE/TRAVEL EXPENSES		11/03/2023	378.00
		CONFERENCE/TRAVEL EXPENSES		11/03/2023	10,000.00
		CONFERENCE/TRAVEL EXPENSES		11/10/2023	7,000.00
		PATRON REIMBURSEMENTS - THE DE		11/17/2023	26.00
		PATRON REIMBURSEMENTS - GOLD		11/17/2023	60.36
					<u>\$17,464.36</u>
FBE	MNJ TECHNOLOGIES DIRECT, INC	CHICAGO CLEVNET- HARDWARE- REPLACEMENT	IL	11/03/2023	6,528.00
		CLEVNET- HARDWARE- REPLACEMENT		11/10/2023	1,140.00
		CPL-IT TECH BUY FOR INVENTORY		11/17/2023	7,010.00
					<u>\$14,678.00</u>
	MODEL UNIFORMS, LLC	TWINSBURG UNIFORM RENTAL SERVICES YR 1 O	OH	11/03/2023	718.82
		UNIFORM RENTAL SERVICES YR 1 O		11/17/2023	886.83
					<u>\$1,605.65</u>
	MORLEY LIBRARY	PAINESVILLE ONLINE BILL PAYMENT DIST.	OH	11/10/2023	271.17
					<u>\$271.17</u>
	NAYAX	HUNT VALLEY SERVICE AGREEMENT FOR CASHLESS	MD	11/10/2023	246.45
					<u>\$246.45</u>
	NEOTHINK, LLC	WILLOUGHBY ECOPRINTQ PAPER CUT PRINT MGMT	OH	11/03/2023	12,262.41
		MICROSOFT LICENSES ACTIVE DIR		11/17/2023	1,698.00
		PRTG NETWORK MONITORING SOLUTI		11/17/2023	7,413.76
					<u>\$21,374.17</u>
	NETWORK DYNAMICS LLC	CLEVELAND RUBRIK FOR M365, MANAGED, INCL	OH	11/03/2023	49,200.00
					<u>\$49,200.00</u>
	NEWTON FALLS PUBLIC LIBRARY	NEWTON FALLS ONLINE BILL PAYMENT DIST.	OH	11/10/2023	39.90
					<u>\$39.90</u>
	NORTHEAST OHIO REG SEWER DISTRICT	CLEVELAND SEWER FLEET ACCT#7909850001	OH	11/03/2023	538.62
		SEWER E131 ACCT#1856650002		11/10/2023	147.78
		SEWER ADDISON ACCT#8671350002		11/17/2023	1,021.16

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					\$1,707.56
	NORWALK PUBLIC LIBRARY	NORWALK ONLINE BILL PAYMENT DIST.	OH	11/10/2023	14.99
					\$14.99
	OCLC INC	CINCINNATI CONTENTDM SUBSCRIPTION RENEWAL	OH	11/10/2023	15,218.28
					\$15,218.28
	ODP BUSINESS SOLUTIONS LLC.	CINCINNATI ACCOUNTING - CARD STOCK & EXPA	OH	11/17/2023	745.61
					\$745.61
	ONLY LIBRARIES, LTD	CINCINNATI SHELVING FOR WEST PARK BRANCH	OH	11/10/2023	60,575.86
					\$60,575.86
VOE	ORGANIZATIONAL ARCHITECTURE, INC.	CLEVELAND RECRUITMENT OF SENIOR DIRECTOR	OH	11/17/2023	7,700.00
					\$7,700.00
	ORRVILLE PUBLIC LIBRARY	ORRVILLE ONLINE BILL PAYMENT DIST.	OH	11/10/2023	78.93
					\$78.93
	OVERDRIVE INC	CLEVELAND	OH	11/03/2023	67,754.61
				11/10/2023	33,437.06
				11/17/2023	59,510.50
					\$160,702.17
	PACIFIC TELEMAGEMENT SERVICES	PASADENA COIN PHONE LSW LOBBY	CA	11/03/2023	30.00
					\$30.00
	PAYROLL EMPLOYEE CHECK	RETURN INVAILD ACCT. NO.		11/13/2023	1,558.69
					\$1,558.69
MBE	PEAK ELECTRIC, INC	TOLEDO WOODLAND CAMPUS WALK BEHIND MO ELECTRICAL SUPPLY STORAGE FOR	OH	11/03/2023	2,245.45
				11/17/2023	196.12
					\$2,441.57
	PENINSULA LIBRARY AND HISTORICAL SOCIETY	PENINSULA ONLINE BILL PAYMENT DIST.	OH	11/10/2023	32.50
					\$32.50
	PERRY PUBLIC LIBRARY	PERRY ONLINE BILL PAYMENT DIST.	OH	11/10/2023	18.00
					\$18.00
	PERSONNEL RESEARCH & DEVELOPMENT CORP.	CHAGRIN FALLS COACHING AND WORKSHOPS	OH	11/17/2023	5,000.00
					\$5,000.00
	PETER BEATTY	BIRMINGHAM OH CTR FOR THE BOOK NANOWRIMO	AL	11/10/2023	200.00

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					\$200.00
	PETER MAC EWAN	LYNDHURST CONSULTING SERVICES	OH	11/10/2023	5,500.00
					\$5,500.00
	PLANTSCAPING, INC.	CLEVELAND LSW INDOOR PLANT MAINTENANCE	OH	11/17/2023	486.00
					\$486.00
FBE	POP LIFE - REHIVEAL, LLC	CLEVELAND MNT GUIDED MEDITATION SERIES F	OH	11/03/2023	150.00
					\$150.00
	RAF ACQUISITION CO	VALLEY CITY WOODLAND "DIALOGUE" SCULPTURE	OH	11/03/2023	8,470.25
					\$8,470.25
FBE	REGENCY CONSTRUCTION	BROOKPARK FMP PHASE 1B GMP - ROCKPORT	OH	11/03/2023	494,814.20
					\$494,814.20
	REPUBLIC SERVICES #224	LOUISVILLE YR 1 OF 3 AGMT FOR WASTE MGMT	KY	11/03/2023	1,840.55
					\$1,840.55
	RITTER PUBLIC LIBRARY	VERMILION ONLINE BILL PAYMENT DIST.	OH	11/10/2023	8.69
					\$8.69
	ROBERT A. HENRY	CLEVELAND HTS TWO OIL PAINTINGS FOR WOODLAND	OH	11/10/2023	3,000.00
					\$3,000.00
	ROBERT HALF INTERNATIONAL INC	LOS ANGELES MULTIPLE IT POSITION RECRUITME	CA	11/03/2023	13,592.50
					\$13,592.50
	ROCKY RIVER PUBLIC LIBRARY	ROCKY RIVER ONLINE BILL PAYMENT DIST.	OH	11/10/2023	77.47
					\$77.47
	RONALD CHARLES FRIEDMAN	SHAKER HEIGHTS EASTMAN READING GARDEN LIGHTIN	OH	11/17/2023	12,000.00
					\$12,000.00
	S A COMUNALE CO INC	BARBERTON FIRE ALARM/FIRE PANEL INSPECTI FIRE ALARM/FIRE PANEL INSPECTI FIRE ALARM/FIRE PANEL INSPECTI	OH	11/03/2023 11/10/2023 11/17/2023	7,509.50 12,967.00 875.00
					\$21,351.50
	SANDUSKY LIBRARY ASSOCIATION	SANDUSKY ONLINE BILL PAYMENT DIST.	OH	11/10/2023	69.95
					\$69.95
	SEDGWICK CLAIMS MANAGEMENT SERVICES INC.	CLEVELAND WORKERS COMPENSATION PROGRAM S	OH	11/03/2023	2,986.50
					\$2,986.50

Cert	Vendor	City/Description	State	Check Date	Amount/Total
	SELL FARM ENTERPRISES	WAKEMAN	OH		
		WINTERLAND - REINDEER EXHIBIT		11/10/2023	500.00
		WINTERLAND - REINDEER EXHIBIT		11/17/2023	500.00
					\$1,000.00
	SHAKER HEIGHTS PUBLIC LIBRARY	SHAKER HTS	OH		
		ONLINE BILL PAYMENT DIST.		11/10/2023	74.45
					\$74.45
	SHAMELE JORDON	LINDENWOLD	NJ		
		MAIN FAMILY HISTORY DAY JORDON		11/03/2023	400.00
					\$400.00
	SPACESAVER STORAGE SYSTEM	FORT ATKINS	WI		
		LSW 7-9 HIGH-DENSITY MOBILE ST		11/03/2023	186,000.00
					\$186,000.00
	STAPLES ADVANTAGE	DALLAS	TX		
		STOCK		11/03/2023	1,888.04
		STOCK		11/10/2023	299.70
					\$2,187.74
	STEPHEN YUSKO	LAKESWOOD	OH		
		YUSKO RESTORE OF 1928 DISPLAY		11/17/2023	2,600.00
					\$2,600.00
	STOW MUNROE FALLS PUBLIC LIBRARY	STOW	OH		
		ONLINE BILL PAYMENT DIST.		11/10/2023	508.77
					\$508.77
	SUTTON INDUSTRIAL HARDWARE	CLEVELAND	OH		
		WOODLAND/CDF CAMPUS OUTSIDE MA		11/03/2023	609.96
					\$609.96
	THE FISH BUTLER AQUARIUM SERVICES	ELYRIA	OH		
		AQUARIUM MAINTENANCE SERVICES		11/10/2023	310.00
					\$310.00
	THE ILLUMINATING CO	AKRON	OH		
		ELECTRICITY BROOKLYN ACCT#1100		11/03/2023	67,686.03
		ELECTRICITY WEST PARK ACCT#110		11/10/2023	3,842.19
		ELECTRICITY HOUGH ACCT#1100236		11/17/2023	5,250.87
					\$76,779.09
	THE LAVIN AGENCY INC.	DERRY	NH		
		#CLEREADS YA BOOK FEST-ANGELA		11/03/2023	921.30
					\$921.30
	THE QUIPU GROUP LLC	DENVER	CO		
		CLEVNET QUIPU ECARD SERVICE RE		11/17/2023	21,500.00
					\$21,500.00
	THE SMITH & OBY SERVICE COMPANY	WALTON HILLS	OH		
		LSW DOMESTIC WATER BOOSTER PUM		11/10/2023	685.00
					\$685.00
	TLT PRINT CREATIONS & CRAFTY BLINGZ	CLEVELAND	OH		
		MTP RHINESTONE T-SHIRT FALL 20		11/17/2023	100.00
					\$100.00

Cert	Vendor	City/Description	State	Check Date	Amount/Total
	TORREY MALDONADO	BROOKLYN CLEREADS YA BOOK FESTIVAL TORR	NY	11/03/2023	4,000.00 \$4,000.00
	TREASURER OF STATE	COLUMBUS SALES TAX	OH	11/24/2023	477.07 \$477.07
	TREASURER STATE OF OHIO	REYNOLDSBURG BOILER INSPECTIONS BOILER INSPECTIONS	OH	11/03/2023 11/17/2023	136.50 273.00 \$409.50
	TREASURER, STATE OF OHIO	COLUMBUS OPLIN COLOCATION SERVICES	OH	11/17/2023	8,812.52 \$8,812.52
	TSAI FONG BOOKS INC	HOUSTON	TX	11/03/2023	1,000.66 \$1,000.66
	TWINSBURG PUBLIC LIBRARY	TWINSBURG ONLINE BILL PAYMENT DIST.	OH	11/10/2023	192.66 \$192.66
	TYLER TECHNOLOGIES INC	DALLAS W2 & 1099 FORMS	TX	11/17/2023	446.65 \$446.65
	ULINE	WAUKEGAN FMP EASTMAN SUPPLIES FLOOR SIGN HOLDERS FOR SPECIAL EASTMAN STAFF MAILBOX AND SUPP	IL	11/03/2023 11/10/2023 11/17/2023	3,063.39 238.89 253.89 \$3,556.17
	UNBOUND EVENTS INC.	BEND CLE READS YA BOOK FESTIVAL UNB	OR	11/03/2023	1,585.40 \$1,585.40
	UNIQUE MANAGEMENT SERVICES, INC.	JEFFERSONVILLE CLEVNET NOTICE PRINTING SERVIC MATERIAL RECOVERY SERVICES	IN	11/10/2023 11/17/2023	4,296.81 1,892.12 \$6,188.93
	UNITED PARCEL SERVICE	CHICAGO ACCT# 479584- BKS BY MAIL ACCT 493-688 SHIPPING ACCT 493-688 SHIPPING ACCT# 479584- BKS BY MAIL ACCT 493-688 SHIPPING	IL	11/03/2023 11/03/2023 11/10/2023 11/17/2023 11/17/2023	354.96 1,095.74 976.54 560.83 637.93 \$3,626.00
	UNITED REFRIGERATION INC	COLUMBUS WESTPARK BRANCH HVAC PART	OH	11/03/2023	3,088.00 \$3,088.00
	URBAN LIBRARIES COUNCIL	CHICAGO EDGE360 ULC NATIONAL COLLABORA	IL	11/10/2023	7,500.00

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					\$7,500.00
	US BANK NA	SAINT LOUIS GAS FOR VEHICLES	MO	11/17/2023	6,083.41
					\$6,083.41
	US POSTAL SERVICE	CLEVELAND MERCHANDISE RETURN DEPOSIT	OH	11/10/2023	2,000.00
					\$2,000.00
	US. PROTECTIONS SERVICE LLC	CLEVELAND 1-OF-2 RENEWALS BRANCH SECURIT	OH	11/17/2023	14,713.47
		1-OF-2 RENEWALS BRANCH SECURIT		11/03/2023	16,108.59
		1-OF-2 RENEWALS BRANCH SECURIT		11/10/2023	15,886.62
		1-OF-2 RENEWALS NIGHT ALARM RE		11/17/2023	15,391.74
					\$62,100.42
	V A CONKEY COMPANY	WILLOUGHBY EMER- SOUTH BRANCH GAS LINE LE	OH	11/10/2023	2,067.98
					\$2,067.98
	VALENTINO ZULLO	CLEVELAND HEIGHTS REIMBURSEMENT FOR PRINTING SUP	OH	11/17/2023	117.33
					\$117.33
	VERIZON WIRELESS	NEWARK CELL PHONES	NJ	11/03/2023	6,163.83
					\$6,163.83
	VIRGINIA PAGUAGA	MENTOR DR. ORTIZ VIRGINIA PAGUAGA	OH	11/03/2023	750.00
					\$750.00
	W B MASON CO INC	BOSTON TAMPER EVIDENT DEPOSIT BAGS	MA	11/03/2023	1,791.54
					\$1,791.54
	WAYNE COUNTY PUBLIC LIBRARY	WOOSTER ONLINE BILL PAYMENT DIST.	OH	11/10/2023	193.71
					\$193.71
	WICKLIFFE PUBLIC LIBRARY	WICKLIFFE ONLINE BILL PAYMENT DIST.	OH	11/10/2023	67.53
					\$67.53
	WILLIAM REED	CATERING COSTS FOR SLO - SLA T		11/03/2023	492.82
					\$492.82
	WILLOUGHBY EASTLAKE PUBLIC LIBRARY	WILLOWICK ONLINE BILL PAYMENT DIST.	OH	11/10/2023	76.97
					\$76.97
	WINZER CORPORATION	DALLAS MAINT. MECH/ CARPENTERS SUPPLI	TX	11/03/2023	408.20
		STOCK PPE		11/10/2023	552.96
					\$961.16
	WKYC-TV, LLC	CINCINNATI WKYC 2023 CLEVELAND READS & LI	OH	11/17/2023	1,751.00

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					\$1,751.00
MBE	WONGFACE, LTD	CLEVELAND	OH		
		JORDAN WONG ART FOR SPECIAL CO		11/17/2023	7,000.00
					\$7,000.00
MBE	WORLD JOURNAL/WORLD JOURNAL BOOKSTORE	CLEVELAND	OH		
				11/17/2023	311.56
					\$311.56
	YBP LIBRARY SERVICES	ATLANTA	GA		
				11/03/2023	310.63
					\$310.63
Grand Total for Checks Issued from 11/1/2023 through 11/30/2023:					\$1,977,229.75

If known, vendors were classed:

DOE = Disabled-Owned Enterprise

FBE = Female Business Enterprise

LGBT = LGBTQ Business Enterprise

MBE = Minority Business Enterprise

ODB = Other Diverse Business

VOE = Veteran-Owned Enterprise

CLEVELAND PUBLIC LIBRARY

Board Meeting

December 21, 2023

Hough Branch

In accordance with the Board resolution adopted on July 6, 2021, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending November 30, 2023

				Owner's Contingency Fund*		\$ 505,646.72
Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase
10/19/2021	Gilbane Building Company	210875	Change Order #001			\$ 8,223.00
12/29/2021	Gilbane Building Company	210875	Change Order #002			5,774.00
1/28/2022	Gilbane Building Company	210875	Change Order #003			44,090.00
2/23/2022	Gilbane Building Company	210875	Change Order #004			10,539.00
4/6/2022	Gilbane Building Company	210875	Change Order #005			20,220.00
11/1/2022	Gilbane Building Company	210875	Change Order #006			138,764.00
1/3/2023	Gilbane Building Company	210875	Change Order #007			55,099.00
6/16/2023	Gilbane Building Company	210875	Change Order #008			(64,585.98)
8/23/2023	Gilbane Building Company	210875	Change Order #009			(7,075.47)
				\$ -	\$ -	\$ 211,047.55
				Owner's Contingency Fund Available Balance		\$294,599.17

			Hough Branch Project Budget*		\$ 6,071,485.72
			Encumbered	Expended	
	Moody Nolan, Inc. - Architectural Design Services		\$ 10,115.38	\$ 505,414.62	
	Gilbane Building Company - Construction Manager at Risk		91,714.55	4,747,539.00	
	E-Rate Billed Entity Applicant Reimbursement (BEAR) payment			(79,815.85)	
	Furniture, Fixtures, Equipment and Technology		1,868.23	232,518.00	
	Owner Direct Costs		7,587.77	230,218.25	
	Direct Expenditures paid from Contingency Fund		-	-	
			\$ 111,285.93	\$ 5,635,874.02	
			Available Budget		\$ 324,325.77

*\$221,437.72 will be paid using the Bruening Foundation grant funds paid from the Building and Repair fund 401

Change Order Details

Change Order# 001		\$ 8,223.00
Owner Change Order #001 is submitted to finalize the budget for the approved ATP-001 OS-001 Bulletin 02, for the Hough Branch project. The signed ATP sheet is included in the backup for reference.		
Change Order# 002		\$ 5,774.00
Owner Change Order #002 is submitted to finalize the budget for the approved AT-002 OS-004 RFI-003 Grading Clarifications and AT-003 OS-005 RFI-006 & RFI-010 Pour Stopper / Bent Plate Steel Clarification, for the Hough project.		
Change Order# 003		\$ 44,090.00
Owner Change Order #003 is submitted to finalize the budget for the approved ATP-004 R1 OS-006 RFI-007 Structural Steel for Roof Hatch, ATP-006 OS-008 Domestic Water Tie-in Location, ATP-007 OS-012 Bulletin 03 - Revisions per Cleveland Public Power, & ATP-010 OS-016 Additional 1 Inch Asphalt Binder Course, for the Hough project.		
Change Order # 004		\$ 10,539.00
Owner Change Order #004 is submitted to finalize the budget for the following approved ATPs on the Hough Branch project:		
-ATP-008 OS-007 Legacy Electric Scope Gap from GMP		
-ATP-011 OS-011 ASI 001 HSS Tube Steel		
-ATP-013 OS-018 RFI 030 Bollards for Gas Meter		
-ATP-014 OS-022 Zenith Scope Gap from GMP		
-ATP-016 OS-009 Next Generation Scope Gap from GMP		

Change Order Details**Change Order # 005**

\$ 20,220.00

Owner Change Order #005 is submitted to finalize the budget for the following approved ATPs on the Hough Branch project

- ATP-012 OS-015 RFI-026 Cameras & WAPs In Open Ceilings
- ATP-017R1 OS-026 Bulletin 6 & RFI-045 Exterior Framing Revisions
- ATP-018 OS-013 RFI-019 Gas Meter Location
- ATP-019 OS-019 Bulletin 05 - Revisions Per Commissioning Agent Review
- ATP-020 OS-021 ASI 002 & RFI-028 Storm Line
- ATP-021 OS-023 RFI-032 Fluid Applied Vapor Barrier Substitute - DensElement
- ATP-022 OS-024 RFI-039 Overhead Storm Line Insulation
- ATP-023 OS-028 Weather Temporary Enclosure Build Out for SOD
- ATP-024 OS-039 RFI-026 Cameras & WAPs In Open Ceilings - Billing Correction
- ATP-025 OS-034 Remediation of Concrete Slab per AE Field Report 1.15.22

Change Order # 006

\$ 138,764.00

Owner Change Order #006 is submitted to finalize the budget for the following approved ATPs on the Hough Branch project

- ATP-015 R1 OS-017 Bulletin 04 Remove Generator & Revised Subsequent Systems.
- ATP-026 OS-036 Bulletin 11 Structural Plate at Curtain Wall.
- ATP-027 OS-040 Missing C-Channels on Low Roof West Elevation.
- ATP-028 OS-051 RFI-064 Technology Conduits in Movable Partition Wall.
- ATP-030 OS-042 Exterior Temp Enclosure & Weather Protection.
- ATP-031 OS-046 Sound Absorbing Wall Units In Tech Room 129.
- ATP-032 OS-033 Bulletin 10 Changes to Coordinate Public Art Junction Boxes.
- ATP-033 OS-057 Interior Paint Change to Duration Interior Flat A95 Series.
- ATP-034 OS-030 R1 Bulletin 08 - Roof Gutter, Snow Guards, Storefront Head.
- ATP-035 OS-063 May 2022 Schedule Update - PVC Roofing.
- ATP-036 RFI-090 VAV Conflict with Steel Support I Beam.
- ATP-037 OS-032 Bulletin 09 - Access to Existing Utility Poles for CPP.
- ATP-039 OS-069 Bulletin 15 - Monumental Sign Power and Receptacles.
- ATP-040 RFI-089 Roof Hydrant.
- ATP-041 OS-070 BP32A Hardscape Contract Amount increase from GMP.
- ATP-043 OS-049 Added Roof Blocking.
- ATP-045 OS-064 Bulletin 13 - Owner Directed Security and Door Hardware Changes.
- ATP-046 OS-065 Bulletin 14 - Steel Angle at Sliding Doors & Soffit in Tech Center.
- ATP-047 OS-038 RFI-049 West Elevation Lower Roof/Storefront Detail.
- ATP-048 RFI-088 Duct Conflict with Recessed Light R1.
- ATP-049 OS-052 Revised Exterior Camera Locations.
- ATP-050 OS-075 Hough Staff & Schedule Extension - 9.1.22.
- ATP-051 OS-054 Bulletin 12 AED.
- ATP-053 RFI-085 Faucet Type Selection

Change Order # 007- Revised

\$ 55,099.00

Owner Change Order #007 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the backup for reference.

- ATP-044 R1 OS-072 BP32C South Parking Lot Fence
- ATP-052 OS-073 RFI-107 Fire Extinguisher Cabinet Locks
- ATP-054 R1 OS-076 Bulletin 017 New Floor Boxes at Circulation Desk
- ATP-055 OS-077 Bulletin 018 Emergency Lighting
- ATP-056 OS-078 Bulletin 019 Added Lutron Hub
- ATP-057 OS-079 RFI-127 CAT 6 Required at Doors 124B, 116 and 103A
- ATP-058 OS-074 RFI-109 Garage Opening Ceiling
- ATP-059 OS-082 Final Cleaning Contract Reconciliation
- ATP-060 OS-071 ASI-006 Hardware Modification
- ATP-062 OS-085 Marous Reconciliation
- ATP-063 OS-086 Platform Reconciliation
- ATP-064 OS-087 Additional Atwell Survey for Fencing
- ATP-065 OS-088 Hough Staff & Schedule Extension - 12.14.22

Change Order Details**Change Order # 008**

\$ (64,585.98)

Owner Change Order #007 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the backup for reference.

- ATP-044 R1 OS-072 BP32C South Parking Lot Fence
- ATP-052 OS-073 RFI-107 Fire Extinguisher Cabinet Locks
- ATP-054 R1 OS-076 Bulletin 017 New Floor Boxes at Circulation Desk
- ATP-055 OS-077 Bulletin 018 Emergency Lighting
- ATP-056 OS-078 Bulletin 019 Added Lutron Hub
- ATP-057 OS-079 RFI-127 CAT 6 Required at Doors 124B, 116 and 103A
- ATP-058 OS-074 RFI-109 Garage Opening Ceiling
- ATP-059 OS-082 Final Cleaning Contract Reconciliation
- ATP-060 OS-071 ASI-006 Hardware Modification
- ATP-062 OS-085 Marous Reconciliation
- ATP-063 OS-086 Platform Reconciliation
- ATP-064 OS-087 Additional Atwell Survey for Fencing
- ATP-065 OS-088 House Staff & Schedule Extension - 12 14 22

Change Order # 009

\$ (7,075.47)

Owner Change Order #009 is submitted to finalize the budget for the following previously approved ATP. The signed ATP sheet has been included in the backup for reference. Hough- ATP-073 OS-096 SDI and P&P Bond Credit.

CLEVELAND PUBLIC LIBRARY

Board Meeting
December 21, 2023

Jefferson Branch

In accordance with the Board resolution adopted on June 17, 2021, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending November 30, 2023

				Owner's Contingency Fund : \$ 199,456.15		
Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase
9/15/2021	Gilbane Building Company	210886	Change Order # 001		\$	642.00
12/9/2021	Gilbane Building Company	210886	Change Order # 002			7,890.00
7/6/2022	Gilbane Building Company	210886	Change Order # 003			118,005.64
8/31/2022	Gilbane Building Company	210886	Change Order # 004			3,745.00
10/13/2022	Gilbane Building Company	210886	Change Order # 005			6,751.00
10/13/2022	Gilbane Building Company	210886	Change Order # 006			439.00
1/19/2023	Gilbane Building Company	210886	Change Order # 007			2,553.00
1/19/2023	Gilbane Building Company	210886	Change Order # 008			-
6/20/2023	Gilbane Building Company	210886	Change Order # 009			(18,589.00)
6/20/2023	Gilbane Building Company	210886	Change Order # 010			(13,788.02)
11/6/2023	Gilbane Building Company	210886	Change Order # 011			(6,345.25)
				\$ -	\$ -	\$ 101,303.37
				Owner's Contingency Fund Available Balance \$ 98,152.78		

			Jefferson Branch Renovation Project Budget : \$ 2,483,967.00	
	Encumbered	Expended		
Williams Associates Architects, LTD - Architectural Design Services	\$ 1,370.00	\$ 173,421.00		
Gilbane Building Company - Construction Manager at Risk	19,639.37	1,886,860.00		
E-Rate Billed Entity Applicant Reimbursement (BEAR) payment		(42,142.15)		
Furniture, Fixtures, Equipment and Technology*	525.00	206,393.63		
Owner Direct Costs	4,136.99	126,600.00		
Direct Expenditures paid from Contingency Fund	-	-		
	\$ 25,671.36	\$ 2,351,132.48		
		Available Budget	\$	107,163.16

*\$120,619 will be paid using the Zajac Trust funds paid from the Founders fund 203

Change Order Details

Change Order# 001	\$ 642.00
Owner Change Order #001 is submitted to finalize the budget for the approved ATP001 OS-001 Contractor Default Insurance for Approved GMP Alternates, for the Jefferson project	
Change Order # 002	\$ 7,890.00
Owner Change Order #002 is submitted to finalize the budget for the approved ATP-003 OS-002 Bulletin 01 - Plumbing Revisions, ATP004 OS-003 Bulletin 02 & RFI-007 ETR 4 In. Vent Stack, ATP-005 OS-006 RFI-014 Plumbing Demo Requirements at Existing Sink, ATP-006 OS-007 RFI-012 Existing Window Well Demolition, & ATP-007 OS-009 Temporary Partition at Vestibule 117B, for the Jefferson project. The signed ATP sheets have been included in the backup for reference. Please note, the initially approved value for ATP-004 OS-003 Bulletin 02 / RFI-007 ETR 4" Vent Stack has reduced. This OCO reflects the finalized value for this scope of work.	
Change Order # 003	\$ 118,005.64
Owner Change Order #003 is submitted to finalize the budget for the following previously approved ATPs: 1) ATP-008 OS-004 Bulletin-004 R2 Existing Ductbank Relocation (Contractor Costs Only): Provide the new electrical ductbank and demo the existing per the Bulletin-004 RI drawings dated 01.10.2022. This also includes landscape & hardscape repairs for the new electrical service & patching the existing foundation wall for the existing service. 2) ATP-009 OS-008 Bulletin-003 Floor Box Locations: Provide revised floor box locations per the Bulletin-003RI drawings dated 12.01.21. 3) ATP-012 OS-019 OS-019 RFI-024 Door 108B Locks & Change of Specified Door: Provide 1/2" glazing in lieu of 5/16" at door 108B to allow it to be lockable, per RFI-024 direction. 4) ATP-014 OS-022 AHU Fence Enclosure Removal & Replacement: Remove & replace the existing AHU enclosure fencing to allow HVAC equipment to be removed and replaced. 5) ATP-015 OS-021 Bulletin-004 Schedule Extension: This ATP includes extended staffing to 5/25/22. It also reallocates the following budgets to reduce the total cost impact of the schedule extension: \$5K of OA-005 Additional Repointing of Exterior Brick, \$5K of OA-007 Additional Demo, \$15K of Additional Repointing, \$10K of Gilbane Contingency and \$10K of COVID Contingency. 6) ATP-017 OS-013 Uneven Floor at New Passage to Work Room: Due to the existing conditions of an uneven substrate, demo the existing concrete to allow floor prep to be installed to even out the substrate for a proper flooring installation.	
Change Order # 004	\$ 3,745.00
Owner Change Order #004 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference. 1) ATP-010 OS-010 Matching Trim Panel at Ends of Book Shelves R2 Per RFI-022 direction, which was finalized via an onsite meeting between CPL/GBC/Custom Fabricators, provide (2) painted, wood, tall infill cabinets at the existing to remain bookshelf ends at the north and south walls. 2) ATP-011 R4 OS-015 RFI-010 Access Panel Room 105 Provide a new 24"x24" access panel in lieu of reinstalling an existing 14"x14" access panel, to allow access to all of the existing controls per RFI-010 direction. 3) ATP-019 R2 OS-018 Bulletin-005 Finish Selections Provide Bulletin-005 per the drawings dated 01.14.22. This includes the following: • Carpet pattern simplification. • Paint square foot reduction & paint type revision. This ATP does not include costs for the wall protection; which will be submitted separately. 4) ATP-022 OS-034 Additional Masonry Repointing (Gilbert Ticket #6) Due to existing conditions, reset (4) chimney caps & seal the top of chimney with concrete. The masonry owner allowance was previously fully credited back in ATP-015 OS-021 Bulletin-004 Schedule Extension, so this required work is now an owner change item. 5) ATP-024 OS-037 May Schedule Update	

Change Order Details**Change Order # 005**

\$ 6,751.00

Owner Change Order #005 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

1) ATP-038 OS-046 Roof Parapet Blocking

Provide additional parapet blocking on the roof to allow for proper flashing & roofing termination. This blocking was not captured in the roofing or general trades scope of work.

This is being funded from the General Trades phase code to net a \$0 change.

2) ATP-039 OS-065 Threshold Replacement

Replace threshold to help cover void between concrete slab and curb. This was needed due to field coordination.

This is being funded from the General Trades phase code to net a \$0 change.

3) ATP-040 OS-066 Exterior Handrails

Provide exterior hand railings per the contract drawings.

This is being applied against Gilbane contingency to net a \$0 change as this is a scope gap that was not captured in the BPOSA Structural Steel base bid.

4) ATP-041 OS-067 Door 117A Auto Operator & ADA Paddles

Furnish & install (1) auto operator & (2) ADA push paddles at door 117A per the contract documents.

Please note that this includes standard ADA push paddles and not the motion wave sensors. Per discussion with CPL, the standard ADA push paddles are acceptable as a permanent installation.

This is being applied against Gilbane's COVID Contingency to net a \$0 change, as this is a scope gap that was not captured in BPO8A base bid

5) ATP-044 OS-029 RFI-051 Room 113 Break Room HVAC Modifications

Per RFI-051 direction, modify the existing ductwork in Room 113 & provide supply air ductwork to this space.

6) ATP-045 OS-043 RFI-046 Existing Wall Damage Repairs

Due to existing conditions perform the following:

a) Remove existing wallpaper & skim coat wall to allow for a suitable finish for painting.

b) Perform repairs to the pre-existing damage on the existing walls to allow for a suitable finish.

Please note that these costs are being applied to the General Trades & Temporary Partitions phase code to net a \$0 change.

7) ATP-046 OS-045 Roller Window Shades

Provide roller window shades per the contract documents.

This does not include the (4) upper shades that divide Multi-Purpose 108 from Library 102.

The current lead time on the material is 8 weeks from approval.

This is being funded from Gilbane Contingency as this item is a scope gap.

8) ATP-047 OS-049 Storefront & Exterior Column Flashing

Provide the metal flashing on the exterior side of the 24 Hour Lobby at the north and east elevation.

This cost is being applied to the General Trades phase code to net a \$0 change, as this item is a scope gap.

9) ATP-048 OS-052 Repairs to Existing Ceiling for City Inspector

Per the city inspector, perform repairs to the existing ceiling on the east side of Library 102 to bring it up to code.

10) ATP-049 OS-059 Casework Grilles

Perform the following grille work:

a) Replace the existing grilles at the bottom of the (2) existing bookshelf surrounds in Library 102.

b) Replace the grilles behind the wood bench in Multi-Purpose 108.

c) Provide grilles at the new Children's Casework (toe kick and behind the cabinets).

This is being funded from the General Trades phase code to net a \$0 change.

11) ATP-050 OS-068 Floor Prep to Existing Flooring Substrates

Prep the existing to remain slabs throughout to repair the pre-existing damaged areas and provide a suitable substrate for installing the new finish floors.

Please note that this fully exhausts the \$5K Floor Prep Allowance.

12) ATP-051 OS-069 Existing Bathroom Wall Tile Replacement

Per CPL request, replace the existing, damaged wall tile in the existing Men's & Women's bathrooms.

13) ATP-052 OS-070 Recaulk Existing Windows

Due to existing conditions, recaulk the existing windows so the painting can be completed. The existing caulk was not paintable.

This is being funded from the General Trades phase code to net a \$0 change.

Change Order Details**Change Order # 006**

\$ 439.00

Owner Change Order #006 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

1) ATP-053 OS-072 RFI-081 Additional Concrete Curb at SF2

Per RFI-081 direction, pour a concrete curb at the ADA ramp to transition between grades and conceal the exposed CMU & air vapor barrier outside of the 24 Hour Lobby.

2) ATP-054 OS-073 Ductbank & Footer Coordination

Enlarge the exterior stair concrete footer to coordinate with the as-built location of the electrical ductbank. This is being funded from the General Trades phase code to net a \$0 change, as this relates to contractor coordination.

3) ATP-055 OS-071 Construction Dumpsters

Provide construction dumpsters for the project general use. This is being charged against the Dumpsters phase code to net a \$0 change.

4) ATP-056 OS-078 Structural Steel Coordination

Rework the structural steel bearing plates installed by the masonry contractor to allow the structural steel members to be set properly. This is being funded by Gilbane Contingency to net a \$0 change, as this is related to site coordination.

Change Order # 007

\$ 2,553.00

Owner Change Order #007 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

1) ATP-016 OS-012 RFI-034 Door 109 Lintel Requirement

Due to the existing conditions of the terracotta wall between rooms 108 & 109, provide & install a lintel for Door 109 Storage, per RFI-034 direction.

2) ATP-027 OS-040 Additional Masonry Demolition (Gilbert Ticket #3)

Due to existing conditions, perform additional demolition required at door jamb to complete the opening. Please note that this cost is being applied against the General Trades phase code to net a \$0 change.

3) ATP-028 OS-041 Patch Holes in Masonry (Gilbert Ticket #7)

Patch holes in the existing masonry that were created from the removal of the existing railings. This work was not captured in Gilbert's scope of work but is required per the contract documents.

4) ATP-029 OS-042 Jefferson Man Gate Entrance

Provide a man gate in the site fencing on Jefferson Avenue to serve as a secondary entrance into the building, to safely allow access into the building while the concrete & structural steel for the addition are being installed.

This also includes providing a temporary cylinder to allow the front door to be used as a means of egress.

Please note that this cost is being applied against the Temporary Partitions/Safety phase code to net a \$0 change, as this item is related to Safety.

5) ATP-030 OS-025 Bulletin 8 Masonry Toothling Deducts

Provide the Bulletin-008 drawings dated 03.31.22. This includes providing a credit for no longer having to tooth in the masonry opening between rooms 113 & 115.

This credit is to be applied to the Gilbane Contingency where it can be reallocated as needed.

6) ATP-032 OS-048 Snow Plowing - 02/03/22, 02/05/22 & 02/08/22

Provide snow plowing on 02/03/22, 02/05/22 & 02/08/22 to allow safe access to the site.

This cost is being applied to the General Trades phase code to net a \$0 change.

7) ATP-033 OS-051 Exterior Masonry Cleaning

Provide exterior masonry cleaning per the Exterior Cleaning Notes & Scope document dated 07.15.22. This consists of existing ivy removal (except for the finger roots) & power washing the exterior elevations that do not have existing paint.

8) ATP-034 OS-054 Skylight Putty Replacement Credit

Provide a credit to provide a wet seal at the existing skylights in lieu of replacing the skylight putty as directed per note 307 on drawing A3.1. The existing skylights are glazed with vinyl so there is no putty to be removed and replaced.

This credit is to be applied to the Gilbane Contingency where it can be reallocated as needed.

9) ATP-035 OS-056 Fintube Covers - RFI-028 & RFI-068

Due to COVID related supply chain disruptions, material difference cost to procure Rittling fin tube covers in lieu of the specified, per RFI-068 direction.

This also includes the additional linear footage of material per RFI-028 direction.

This is being funded from the Gilbane COVID Contingency to net a \$0 change, due to this change being a result of COVID related supply chain disruptions.

10) ATP-036 OS-063 HVAC Existing Masonry Openings Coordination

Coordination for installation of HVAC penetrations through new & existing masonry walls, including lintel installations.

This cost is being applied to the General Trades phase code to net a \$0 change.

11) ATP-037 OS-064 Masonry Wall Tie-In Rework (Gilbert Ticket #1)

Rework the masonry wall tie-in as to not disturb and penetrate the existing basement foundation wall waterproofing.

This is being funded from the General Trades phase code to net a \$0 change.

12) ATP-042 OS-080 Jefferson Staff & Schedule Extension - 09/20/22

Please reference the attached ATP-042 Narrative Included in the ATP backup information.

Change Order Details**Change Order # 008**

\$ -

Owner Change Order #008 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

1) ATP-057 OS-074 - Rebuild of Bookshelf Surrounds

Rebuild the existing bookshelf surrounds to allow for the installation of the new casework grilles at the toe-kicks.

This is being funded from the General Trades phase code to net a \$0 change.

2) ATP-059 OS-081 - Flooring Touch-Ups

Provide additional floor prep around the countertop legs on the east wall of Library 102 to allow the floor to flush out around the base plates.

This is being funded from the Temporary Partitions/Safety phase code to net a \$0 change.

3) ATP-060 OS-082 - Additional Demolition & General Labor

Provide additional demolition and general labor clean-up.

This is being funded from the General Trades & Dumpsters phase codes to net a \$0 change.

Change Order # 009

\$ (18,589.00)

Owner Change Order #009

Description: Owner Change Order #009 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

1) ATP-069 OS-055 RFI-075 Site Drainage & Erosion: Per RFI-075 direction, provide the following: (1) Rip rap & non-woven fabric at the bank erosion areas in both basins. (2) Asphalt repair at the locations of eroded asphalt paving in both basins. (3) Additional fill soil for grading adjustment in the west basin. (4) Catch basin repair in the west basin. (5) Replace the previously installed washed river rock at the bottom of both basins. (6) Provide non-float mulch at the native seed areas in both basins. (7) Reseed the native seed areas in both basins. (8) Touchup the mulched areas in both basins. This is being funded from Gilbane's Covid Contingency (which will be fully depleted) and OA-001 New Exterior Monument Sign.

2) ATP-058 OS-00075 - Final Painting Touch-Ups: Touch-ups for final painting. This is being funded from the Temporary Partitions/Safety phase code to net a \$0 change.

3) OS-079 Correction to OS-078 Structural Steel Bearing Plate Coordination: This is a Gilbane accounting adjustment; no costs.

4) ATP-061 OS-0084 - Reconciliation to OS-007 RFI-012: Reconciliation to OS-007 RFI-012 Existing Window Well Demolition. Budget uncommitted from the BP31 phase code & transferred to Gilbane Contingency for future reallocation as required.

5) OS-085 Credit for Bike Repair Stand & Rack: Per CPL request provide a credit for the bike repair stand & rack as shown on the Landscape Drawings.

6) ATP-064 OS-086 Extended Temporary Site Fence Rental: Provide extended temporary site fence rental from September 2022 to October 2022. Extended fence rental is due to Guardian cell dialer installation coordination. This is being funded from the Temporary Partitions/Safety phase code to net a \$0 change.

7) ATP-070 OS-089 Punch List Additional Glazing Work: Per the punchlist, replace the scratched sliding door top track cover in Room 108. This is being funded from the Dumpsters phase code to net a \$0 change order, due to not being able to determine cause of damage.

8) OS-090 Reconcile TA-002 Additional Plumber Hours: Credited the unused Additional Technology Hours trade allowance funds from BP22A Diversified Piping & Mechanical & transferred to Gilbane Contingency for future reallocation as required.

9) ATP-071 OS-091 Replacement of Damaged EM Light Fixture: Replacement of damaged emergency light fixture on the exterior, south elevation of the building. This is being funded from the Temporary Partitions/Safety phase code to net a \$0 change, as the source of the damage could not be identified.

10) ATP-072 OS-092 Reconciliation of OS-067 (Funding for Installation): Reconciliation of OS-067 Door 117A Auto Operator & ADA Paddles to properly account for the installation that was inadvertently not previously funded. This is being funded from the Temporary Partitions/Safety phase code to net a \$0 change.

11) ATP-073 OS-093 Revised Closer Arm for Door 117B: Due to existing conditions, provide a parallel arm closer at door 117B to allow it to open and close properly. This is being funded from the Temporary Partitions/Safety phase code to net a \$0 change.

12) ATP-068 OS-094 Punch List Additional Carpentry Work: Perform additional carpentry work identified on the punch list. This includes additional wall patching & ceiling tile replacement. This is being funded from the Temporary Partitions/Safety Phase code to net a \$0 change.

13) OS-104 OA-003 Miscellaneous Information & Wayfinding Signage Reconciliation: Credit back unused Miscellaneous Information & Wayfinding Signage Owner Allowance funds.

14) OS-105 OA-004 Interior Branding and Graphics for Library Reconciliation: Credit back unused Interior Branding & Graphics for Library Owner Allowance funds.

Change Order Details:**Change Order # 010**

\$ (13,788.02)

Owner Change Order #010

Description: Owner Change Order #010 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

- 1) OA-010 Building Signage (Life Safety): Credit back unused Building Signage Owner Allowance Funds.
- 2) OS-047 United Rentals Temporary Toilets Contract Reconciliation: Credited the unused budget in the temporary toilets contract & applied to the Gilbane Contingency where it can be reallocated.
- 3) OS-087 Reconcile TA-003 Additional Electrician Hours: Credited the unused Additional Electrician Hours trade allowance funds & applied to the Gilbane Contingency where it can be reallocated.
- 4) OS-088 Reconcile TA-005 Additional Technology Hours: Credited the unused Additional Technology Hours trade allowance funds & applied to the Gilbane Contingency where it can be reallocated.
- 5) OS-096 OA-008 Surveying Reconciliation Credit the unused Surveying Owners Allowance funds.
- 6) ATP-074 OS-099 Lockable Light Switch Cover: Per item E-10 in the Osborn Electrical Commissioning Log, provide a clear, lockable cover over the (4) button lighting switch in room 102. This is being funded from Gilbane Contingency to net a \$0 change.
- 7) ATP-075 OS-100 RFI-015 Plumbing Routing for Break Room Sink: Per RFI-015, perform modifications to the plumbing to the sink in Break Room 113 to remove the piping from the floor in the foot area of the sink and conceal it within the base cabinet. This also includes modifications to the casework, flooring & drywall to allow the work to be performed properly. This is being funded from Gilbane Contingency to net a \$0 change.
- 8) ATP-076 OS-101 Room 102 Operable Window Glazing Replacement: Replace the shattered glazing in the operable window along the east elevation in Library 102. This is being funded from Gilbane Contingency to net a \$0 change, as the source of the damage could not be determined.
- 9) OS-102 OA-001 New Exterior Monument Sign Reconciliation: Credit back unused OA-001 New Exterior Monument Sign Reconciliation funds.
- 10) OS-103 OA-002 New Dedication Plaque & Installation Reconciliation: Credit back unused New Dedication Plaque & Installation Owner Allowance funds.

Change Order # 011

\$ (6,345.25)

Owner Change Order #011 - Final Accounting Adjustment

Description: Owner Change Order #011 is the final accounting adjustment to close out the Jefferson Branch financials. This change order includes the following:

- 1) OS-095 General Trades Phase Code Reconciliation: Credit the unused General Trades budget.
- 2) OS-097 Dumpsters Phase Code Reconciliation: Credit the unused Dumpsters budget.
- 3) OS-106 Temporary Partitions/Safety Phase Code Reconciliation: Credit the unused Temporary Partitions/Safety budget.
- 4) OS-107 Gilbane Contingency Reconciliation: Credit the unused Gilbane Contingency budget. This fully exhausts Gilbane's Contingency funds.
- 5) OS-108 Insurance Reconciliation: Credit the unused Subcontractor Default Insurance & P&P Bond budgets.
- 6) OS-109 12 Month Warranty - Additional Carpentry Items: Provide a trim piece above the sliding door track in Multi Purpose Room 108 and repair the existing plaster wall in Break Room 113, per the 12 Month Warranty List. This is being funded from Gilbane Contingency to net a \$0 change.
- 7) OS-110 Budget Transfer for Storm Investigative Work: Perform storm investigative work to investigate the issue with ground water infiltration into basement Electrical 118. This is being funded from Gilbane Contingency to net a \$0 change.
- 8) OS-111 12 Month Warranty - Additional Flooring Items: Replace (1) damaged floor tile in Restroom 107 per the 12 Month Warranty List that previously had a bathroom partition anchored in it. This is being funded from Gilbane Contingency to net a \$0 change.

CLEVELAND PUBLIC LIBRARY

Board Meeting
December 21, 2023

West Park Branch

In accordance with the Board resolution adopted on June 17, 2021, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending November 30, 2023

Owner's Contingency Fund - \$ 442,869.27						
<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	<u>GMP Increase</u>
4/20/2022	Gilbane Building Company	210887	Change Order #001			\$ 41,973.00
4/22/2022	Gilbane Building Company	210887	Change Order #002			146,511.00
6/15/2022	Gilbane Building Company	210887	Change Order #003			75,251.20
10/12/2022	Gilbane Building Company	210887	Change Order #004			52,200.00
10/12/2022	Gilbane Building Company	210887	Change Order #005			12,491.00
10/26/2022	Gilbane Building Company	210887	Change Order #006			28,175.00
10/12/2022	Gilbane Building Company	210887	Change Order #007			-
1/17/2023	Gilbane Building Company	210887	Change Order #008			22,138.00
1/17/2023	Gilbane Building Company	210887	Change Order #009			(12,525.00)
1/17/2023	Gilbane Building Company	210887	Change Order #010			6,860.00
6/28/2023	Gilbane Building Company	210887	Change Order #011			17,330.22
6/28/2023	Gilbane Building Company	210887	Change Order #012			-
10/17/2023	Gilbane Building Company	210887	Change Order #013			(14,514.30)
				\$ -	\$ -	\$ 375,590.12
						Owner's Contingency Fund Available Balance \$ 67,279.15

West Park Branch Renovation Project Budget - \$ 5,409,139.00		
	<u>Encumbered</u>	<u>Expended</u>
Vocon Partners, LLC - Architectural Design Services	\$ 1,127.14	\$ 401,267.86
Gilbane Building Company - Construction Manager at Risk	118,064.12	4,309,985.00
E-Rate Billed Entity Applicant Reimbursement (BEAR) payment		(32,640.00)
Furniture, Fixtures, Equipment and Technology	6,729.20	321,562.41
Owner Direct Costs	9,491.65	207,617.07
Direct Expenditures paid from Contingency Fund	-	-
	\$ 135,412.11	\$ 5,207,792.34
		Available Budget \$ 65,934.55

Change Order Details

Change Order # 001	\$ 41,973.00
Owner Change Order #001 is submitted to finalize the budget for the approved ATP-001 05-001 Contractor Default Insurance for Approved GMP Alternates, ATP-003 05-002 RFI-012 Copper Panel Cladding at Existing Dormers, ATP-004RI 05-007 RFI-011 Drywall Fastening to Plaster Ceiling and Substrate, ATP-005 05-008 RFI-020 Wall Support & Duct Elevation, & ATP-006RI 05-009 Bond Costs for General Trades Contract Commitment, for the West Park project.	
Change Order # 002	\$ 146,511.00
Owner Change Order #002 is submitted to finalize the budget for the following previously approved ATPs ATP-002 05-005 Asbestos Certified Carpenters ATP-007 05-010 Finish Repairs of ETR Plaster Walls ATP-009 05-004 RFI-014 Bearing Plates in Terracotta Wall ATP-010 05-006 RFI OOB Existing Terracotta Masonry Wall Support ATP-011 05-012 Removal of Water on Roof ATP-012 05-013 RFI-024 Existing Roof Drafts Relocation ATP-013 05-015 RFI-017 Exterior Wall Steel Support ATP-014 05-016 RFI-028 Exterior Wall Sheathing Material ATP-015 05-021 RFI-027 Steel Support of Stair Infill ATP-017 05-023 RFI-043 Children's Library Rm. B10 Existing Additional Partition Removal ATP-018 05-024 RFI-046 Blocked Rood Drain Above Stair S01 ATP-020 05-027 RFI-048 Door 101C Conflict with Column Enclosure	
Change Order # 003	\$ 75,251.20
Owner Change Order #003 is submitted to finalize the budget for the following previously approved ATPs. ATP-022 05-029, 036 & 037 Bulletin 01 Elevator Shaft	

Change Order Details**Change Order # 004**

\$ 52,200.00

Owner Change Order #004 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

- 1) ATP-019 OS-026 RFI-042 Parapets Deteriorated Brick Surface The existing conditions of the deteriorated masonry parapet walls does not provide a substrate suitable for the manufacturer's warranty. To provide a substrate that is satisfactory, provide cover board per RFI-042 direction.
- 2) ATP-025 OS-030 RFI-035 RTU 54/24 Return Air Provide sound lining on return air duct tees per RFI-035 direction.
- 3) ATP-026 OS-031 SUB-23 3000-1 Rev. 0: Air Distribution RGD's PD Provide 72/16grilles at return air openings into the Main Library, per the design team comments in SUB-23 3000-1 Rev. 0: Air Distribution RGD's PD.
- 4) ATP-027 OS-033 RFI-069 New Stair Support Steel Elevation Issues Due to the existing conditions of the concrete joist system, perform modifications to the stair support steel, bearing plates & the attachment connections, per RFI-069 direction.
- 5) ATP-028 OS-034 RFI-070 Stair Infill Steel Elevation & Decking Angle Due to the existing conditions of the concrete joist system, provide a revised beam & c-channel & revise lintel & bearing plate elevations per RFI-070 direction.
- 6) ATP-029 OS-038 Plumbing Fixtures COVID Price Increases Increase in plumbing fixtures costs from the manufacturer due to COVID-19 & supply chain issues.

Change Order # 005

\$ 12,191.00

Owner Change Order #005 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

- 1) ATP-040 OS-054 Jobsite Clean-Up Through 03.01.22 Provide labor for general clean-up of the jobsite. Periodic general cleaning is required to keep the jobsite safe and efficient.

Please note that this cost is being applied against the Temporary Partitions/Safety/Dumpsters phase code to net a \$0 change, as this item is related to Safety.

- 2) ATP-041 OS-057 Automatic Mechanical Remobilization Costs Plumbing remobilization costs to finish the balance of the underground sanitary installation. These remobilization costs are required due to improper jobsite coordination with the demolition contractor. Please note that this cost is being applied against Gilbane Contingency to net a \$0 change, as this item falls under Gilbane subcontractor coordination.
- 3) ATP-043 OS-060 Sherwin Williams Duration Paint Provide Sherwin Williams Duration Paint per the paint schedule on drawing A050. The MPI numbers in spec section 099123 indicate that Sherwin Williams Pro Mar and Pro Industrial are to be used. The Finish Schedule on drawing A050 calls out for Sherwin Williams Duration. Frank Novak included Sherwin Williams Pro Mar per the specifications in their base bid. Please note that this cost is being applied against Gilbane Contingency to net a \$0 change.
- 4) ATP-045 OS-058 Egress Stairs Out of Building Build a temporary staircase to safely allow access & egress out of the building. This cost is being applied against the Temporary Partitions/Safety/Dumpsters phase code, as this pertains to safety.

Change Order # 006

\$ 28,175.00

Owner Change Order #006 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

- 1) ATP-052 OS-056 Additional Wall Furring & Finishing Due to existing conditions perform the following:
 - a) Demo of existing masonry to allow the drywall installation to continue & door frames to be installed in various areas.
 - b) Provide additional framing, drywall & finishing that is required to provide a suitable finish substrate for painting in various areas.
 - c) Build window soffit in Room 117 to provide a surface to allow the ACT ceiling to tie into.
 - d) Fur out wall in Room 103 to conceal piping within wall space.
 - e) Repair existing conditions in Staircase S01. This includes framing, drywall & finishing.
 - f) Add framing & drywall in basement bathrooms to allow for a better finish due to existing conditions.
 - g) Repairs to the existing basement concrete ceilings.

Please note that these costs are being applied against the Temp Partitions/Safety/Dumpsters phase code to net a \$0 change.

- 2) ATP-053 OS-063 Struct. Steel Coord. - Infill Top of Existing W10 In order to properly support the existing roof, install CMU block on top of the existing W10 beam that is to remain. This CMU will support the roof joists that are above the beam. Please note that this cost is being applied against Gilbane Contingency to net a \$0 change, as this item falls under site coordination.

- 3) ATP-055 OS-073 Credit for Landscaping - BP01A JWT&A

Provide a credit to not perform the landscaping scope of work through BP01A General Trades. This scope was double bought and will be performed by the BP31A Sitework Contractor.

- 4) ATP-056 OS-077 RFI-122 Cellular Dialer for Elevator Power Outage

Per RFI-122 direction, provide a cellular dialer to allow the elevator panel to dial out in the event of an emergency, in lieu of using building copper phone lines. Please note that this cost includes 12 months of monitoring, but after that, there will be a \$45/month charge for the service.

- 5) ATP-057 OS-080 West Park Staff & Schedule Extension - 09/20/22

Please reference the attached ATP-057 Narrative included in the ATP backup information.

- 6) ATP-058 OS-032 Floor Prep to Existing Flooring Substrates

Prep the existing to remain slabs in the basement & first floor to repair the pre-existing damaged areas and provide a suitable substrate for installing the new finish floors. This also includes moisture mitigation in the basement to properly seal the concrete substrate to allow the new flooring to be installed. This floor prep is in addition to the \$5K that is allocated in OA-005 Additional Floor Prep.

- 7) ATP-059 OS-071 RFI-126 Water Pressure

Per RFI-126 direction, provide a 1-1/2" pressure regulator & three valve bypass to regulate water pressure down from 100 PSIG to 70 GPM. The current lead time on the material is (4) weeks.

- 8) ATP-060 OS-078 HVAC Testing & Balancing

Perform testing & balancing. Specification 23 0300 HVAC Basic Materials & Methods section G.2 states that "The HVAC Systems Adjustment & Balance is not part of the contract and shall be provided by the Owner. This Contractor shall coordinate this work with the testing and balancing agency".

- 9) ATP-062 OS-082 RFI-113 Exterior Light Fixture Outside Entrance 121

Per RFI-113 direction, due to existing conditions, provide a ceiling mounted fixture in lieu of a wall mounted fixture. This includes providing a temporary fixture to allow for the Final Electrical Inspection.

- 10) ATP-063 OS-083 RFI-117 Elevator Lighting

Per RFI-117 direction, provide (3) additional light fixtures at the elevator entrance to provide the required illumination per code requirements.

Change Order Details**Change Order # 007**

Owner Change Order #007 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

1) ATP-067 OS-084 Elevator Pit Ladder Modifications

Modifications to pit ladder to comply with elevator code requirements. This includes modifying the set-back from the wall, the rung spacing & the rung placement. This is being funded from Gilbane Contingency to net a \$0 change

\$

-

Change Order # 008

Owner Change Order #008 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

1) ATP-030 OS-039 RFI-080 Stair S02 Glass Handrail Attachment Angle

Per RFI-080 direction, due to the existing conditions of the concrete joist system, provide an additional 5/16" bent plate & modify the bolt hole locations on (3) bent plates to allow the handrail attachment bent plates to be securely installed to the concrete structure.

2) ATP-031 OS-020 RFI-026 Steel Beam Elevation Under Existing Steel

Per RFI-026 direction, provide material testing for the existing steel beam to confirm that new W14x38 beam can be welded to it. Per the executed GMP, material testing is by the owner.

3) ATP-054 OS-070 Structural Steel Coordination

Due to existing conditions, rework the bearing plates for the steel beams to allow the installation of the new steel. This cost is being applied against the Gilbane Contingency to net a \$0 change, as this item falls under contractor coordination.

4) ATP-061 OS-079 RFI-129 Strainers on Existing Boilers

Per Osborne, due to existing conditions of not having any strainers, provide strainers on the existing boilers before the pumps.

5) ATP-065 OS-081 Remove the Existing Vegetation from the Chimney

Remove the existing vegetation from the chimney & patch any holes in the parging at the cap.

6) ATP-068 OS-053 Reconciliation of OS-024 RFI-046 Blocked Roof Drain

Reconciliation to the \$4,000 plumbing budget that was authorized in OS-024 RFI-046 Blocked Roof Drain Above Stair SOL. The total cost of the actual plumbing work was \$1,698, which warrants a reconciliation of (\$2,302). This credit will be funded to the Gilbane Contingency pool for reallocation as needed by CPL.

\$

22,138.00

Change Order # 009

Owner Change Order #009 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

1) ATP-076 OS-099 Firestopping Existing MEP Penetrations

Due to existing conditions, perform firestopping around the existing mechanical, electrical & plumbing penetrations in the existing basement corridor.

2) ATP-077 OS-041 RFI-071 Existing W10 Demolition

Provide a credit to not demo the existing W10 beam that is shown on drawing 5102.

3) ATP-078 OS-072 Exterior Railings Credit- BPOIA/JWT&A

Provide a credit to not perform the exterior railings scope of work. This scope was double bought from the BP31A Sitework Contractor.

4) ATP-079 OS-085 Flooring Coordination

Perform flooring modifications to coordinate with the MEP installation. This includes flooring replacement to allow installation of the technology floor boxes. This is being funded from Gilbane Contingency to net a \$0 change.

5) ATP-080 OS-088 RFI-124 Sidewalk ADA Markings

Per RFI-124 direction, provide pavement markings at exterior concrete stair adjacent to the parking lot. This is being funded from the Temporary Partitions/Safety phase code to net a \$0 change.

6) ATP-081 OS-091 Repair Existing Boilers

Perform repairs to the existing boilers to make them operational. This includes replacing air vents, relief valves & flow controls.

\$

(12,525.00)

Change Order Details**Change Order # 010**

\$ 6,860.00

Owner Change Order #010 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

1) ATP-088 OS-112 Tackboard Trim Piece & Clear Corner Protection

Per CPL request, add corner trim pieces to the tackboard to provide a clean, finish edge & provide clear corner protectors at (14) casework corners to eliminate the 90 degree corner.

2) ATP-089 OS-114 Atwell Contract Reconciliation

Final reconciliation of Atwell contract for site surveying. This is being funded from the Safety Phase code to net a \$0 change.

3) ATP-090 OS-103 RFI-133 RM 103 & 108 AV Locations

Per RFI-133 direction, provide data for TV monitors in Rooms 103 & 108.

4) ATP-091 OS-075 RFI-114 Counter Top Backsplash

Per RFI-114 direction, provide counter top back splashes at (2) locations to allow cabinets doors to remain inboard of counter top edge.

5) ATP-092 OS-104 RFI-134 Exterior Mechanical Demo and Infills

Per RFI-134 direction, provide removal & infill of exterior masonry at (3) mechanical penetrations in room 103.

6) ATP-093 OS-105 Novak Painting Touch-Ups

Painting touch-ups throughout the building. This is being funded from the Temporary Partitions/Safety/Dumpsters phase code & Gilbane Contingency to net a \$0 change.

7) ATP-094 OS-087 Glass Handrail Panels Replacement

Gilbane agrees to split the cost of replacing (3) glass railing panels. One was shattered & the cause of damage could not be identified. The other two had to be re-cut due to field coordination. This is being funded from the Gilbane Contingency as this item relates to site coordination.

8) ATP-095 OS-121 Jobsite Clean-Up Through 09.01.22

Labor to provide general clean-up. This is being funded from the Gilbane Contingency to net a \$0 change.

9) ATP-096 OS-107 Access Panel in Room B10

Install an access panel in the south west corner of room B10 where there was one previously. This is being funded from the Temporary Partitions/Safety phase code to net a \$0 change.

10) ATP-097 OS-122 Elevator Final Inspection Additional Work

In order to comply with the elevator inspector's requirements, modify the elevator pit ladder to extend the top rails. This is being applied to Gilbane Contingency to net a \$0 change.

11) ATP-098 OS-115 Additional Dumpsters

Provide (9) additional dumpsters beyond what was captured in BPOIA JWTA's base bid. This is being funded from Gilbane Contingency to net a \$0 change.

12) ATP-099 OS-106 Final Clean Touch-Ups

Perform final clean touch-ups throughout the building. This also includes performing a final clean of the existing furniture in the shelled space in the basement. This is being funded through Temporary Partitions/Safety & Gilbane Contingency to net a \$0 change.

13) ATP-100 OS-120 Punch List Additional Carpenter Work

Perform the following additional work:

- Perform additional wall finishing.
- Perform additional ceiling tile replacement.
- Remove and replace the existing handrail in staircase S02 to raise the height to meet code requirements.
- Due to existing conditions, patch the existing void between the door frame & the wall.

This is being funded from Gilbane Contingency to net a \$0 change.

Change Order Details**Change Order # 011**

\$ 17,330.22

Owner Change Order #011 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

- 1) ATP-066 05-043 IPS Security Coordination: Provide additional pathway rough-in & cabling required for the IPS Security system. This includes costs for opening up the walls, framing & drywall rework, finishing & painting. This scope was not previously included in the project.
- 2) ATP-04205-059 RFI-100 Exterior Stair Nosing: Provide stair nosing per RFI-100 direction. Drawing CS02 calls for metal stair nosings but specification 321313 Concrete Paving section 3. 5.Q.1. prohibits them. Following the specification, Platten excluded stair nosing from their bid. Please note that this cost is being applied to the Temporary Partitions/Safety/Dumpsters phase code to net a \$0 change, as this item is related to Safety.
- 3) ATP-071 05-086 RFI-130 TV Rough-In Relocation In Room 808: Per RFI-130 direction, relocate the TV electric & data outlets on the north wall of Multi-Purpose BOB to the center of the wall. Please note that this cost is being credited back via 05-132 due to not being needed.
- 4) ATP-103 05-090 Repair Existing Flntube Covers: Replace (10) missing and/or damaged covers on the existing fintubes throughout the building. This is being funded from Gilbane Contingency to net a \$0 change.
- 5) ATP-072 05-092 Children's Library 810 Lighting Revision: Per CPL direction, provide (9) LP4 light fixtures in Children's Library 810. This includes reworking the rough-in for the previously installed lighting to accommodate the new lighting. Please note this ATP includes 24 hours of GBC staffing costs for field coordination and management while the work is being performed. 24 hours @ \$123/hour = \$2,952. This scope was not previously included in the project.
- 6) 05-093 Structural Steel & Demo Coordination: This is a Gilbane accounting adjustment; no costs.
- 7) ATP-105 05-116 Circulation Desk Wiremold, Power & Data: Per RFI-029, provide the following: 1) Provide double raceway wire mold in lieu of metallic conduit in Adult Library Stacks 123 for the Circulation Desk. 2) Provide data outlets in the double raceway wire mold in Adult Library Stacks 123 for the Circulation Desk. This is being funded from Temporary Partitions/Safety/Dumpsters phase code & Gilbane Contingency to net a \$0 change.
- 8) 05-117 OA-010 Signage Reconciliation: Signage reconciliation to credit back unused portion of the Signage owner allowance.
- 9) 05-118 Alternate #3 Reconciliation: Credit unused portion of budget for Alternate #3 Interior Vestibule.
- 10) 05-119 Reconcile TA-003 Additional Roof Work Not Identified: Credit unused portion of roofing trade allowance.
- 11) 05-127 TA-004 Additional Plumber & HVAC Journeyman Hours Reconciliation: Credit back the unused portion of the plumbing trade allowance.
- 12) 05-132 Correction to 05-086: Credit back the budget provided in 05-086 due to the work not being required to be performed.

Change Order # 012

\$ -

Owner Change Order #012 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the back-up for reference.

- 1) ATP-064 OA-005 Additional Floor Prep: Prep the existing to remain slabs in the basement & first floor to repair the pre-existing damaged areas and provide a suitable substrate for installing the new finish floors. This fully exhausts the Floor Prep Owner Allowance.
- 2) OA-008 Additional Misc. Steel Not Identified: This trade allowance was used to provide structural bearing plates and lintels as intended and is fully exhausted.
- 3) OA-009 Surveying: This trade allowance was used to provide surveying for the project as intended and is fully exhausted.
- 4) ATP-101 05-124 Additional Signage Mobilization: Additional mobilization required per CPL request for signage type A.6 Directory. This is being funded from the Signage Owner Allowance to net a \$0 change.
- 5) ATP-104 05-126 Commissioning Additional Plumbing Work: To support the mechanical commissioning process, perform the following repairs:
 - 1) Repair the existing, fintube heater at the bottom landing in Stair S01 that was discovered to be leaking. 2) Repair the existing, fintube heater in Vestibule 101 that was discovered to be leaking. This is being funded from Gilbane Contingency to net a \$0 change.
- 6) ATP-102 05-128 RFI-137 Rooftop Screen Wall Installation Options: As documented in RFI-137 & the associated email chain, the base bid screen wall system could not be installed due to a variety of reasons. The first reason is due to a change from the rooftop unit basis of design manufacturer. The basis of design per the mechanical schedule is Daikin, but due to supply chain constraints and concerns with procuring the unit in time to meet the project schedule, an AAON unit was submitted. AAON is listed in the mechanical specifications as an approved manufacturer, but was not the basis of design. Additional reasons the base bid screen wall could not be installed include existing conditions conflicts with the parapet walls, conflicts with the elevator shaft overrun, conflicts with the isolation dampers that are required per the mechanical drawings & not being able to fasten the screen wall system to the roof due to structural concerns. In order to provide a screen wall that can work with these issues, we are proposing to provide an Enviro screen wall system in lieu of the base bid Air Control Products screen wall system. This is being submitted for the material and installation cost delta between the two systems, and that cost is to be funded from COVID Contingency to net a \$0 change. This will leave a balance of \$3,765 in COVID Contingency.
- 7) ATP-106 05-129 Temporary Lights for Children's Reading Area Lighting: Per CPL request, provide temporary lighting in the Children's Area to allow continuous lighting throughout the space while the lighting work occurs. This also includes daily clean-up to ensure the space is satisfactory for public use directly after each work shift. Previous pricing was based on closing off the area to the public and disconnecting the circuit until the work is completed. This is being funded from Gilbane Contingency to net a \$0 change.
- 8) 05-130 05-127 Phase Code Correction: This is a Gilbane accounting adjustment; no costs.
- 9) ATP-107 05-131 Commissioning Additional Electrical Work: Per the mechanical commissioning report, the (2) pumps in the Mechanical Room are required to be rotated 90 degrees. This requires the electrical to be disconnected and then new wiring & piping to be ran to the new position. This is being funded from Gilbane Contingency to net a \$0 change.

Change Order # 013

\$ (14,514.30)

Owner Change Order #013 is the final accounting adjustment to close out the West Park Branch financials. This change order includes the following:

- 1) 05-134 SDI Reconciliation: Credit the unused Subcontractor Default Insurance budget.
- 2) 05-135 Performance & Payment Bond Reconciliation: Credit the unused Performance & Payment Bond budget.
- 3) 05-136 BP01A General Trades Phase Code Reconciliation: Credit the unused General Trades budget.
- 4) 05-137 Mechanical Commissioning Back Charge: Back charge to cover the additional costs incurred by CPL for additional time required of their commissioning agent to complete the mechanical commissioning scope of work.
- 5) 05-138 Gilbane Contingency Reconciliation: Credit the unused Gilbane Contingency budget. This fully exhausts Gilbane's Contingency funds.
- 6) 05-139 COVID Contingency Reconciliation: Credit the unused COVID Contingency budget. This fully exhausts Gilbane's COVID Contingency funds.

CLEVELAND PUBLIC LIBRARY

Board Meeting
December 21, 2023

Woodland Branch

In accordance with the Board resolution adopted on July 6, 2021, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending November 30, 2023

Date	Vendor	PO	Description	Owner's Contingency Fund \$ 624,797.52		GMP Increase
				Encumbered	Expended	
11/8/2021	Gilbane Building Company	210885	Change Order # 001			\$ 24,984.00
12/9/2021	Gilbane Building Company	210885	Change Order # 002			111,494.00
4/20/2022	Gilbane Building Company	210885	Change Order # 003			132,816.00
8/30/2022	Gilbane Building Company	210885	Change Order # 004			118,454.00
10/12/2022	Gilbane Building Company	210885	Change Order # 005			148,506.00
12/23/2022	Gilbane Building Company	210885	Change Order # 006			52,990.00
3/29/2023	Gilbane Building Company	210885	Change Order # 007			3,000.00
4/26/2023	Gilbane Building Company	210886	Change Order # 008			40,509.00
4/28/2023	Gilbane Building Company	210887	Change Order # 009			(40,696.29)
6/23/2023	Gilbane Building Company	210887	Change Order # 010			-
8/17/2023	Gilbane Building Company	210887	Change Order # 011			(64,422.88)
				\$ -	\$ -	\$ 527,633.83
						Owner's Contingency Fund Available Balance \$ 97,163.69

	Woodland Branch Project Budget \$ 8,109,156.00	
	Encumbered	Expended
Bostwick Design Partnership - Architectural Design Services	\$ 22,175.86	\$ 584,667.14
Gilbane Building Company- Construction Manager at Risk	20,253.83	6,634,376.00
E-Rate Billed Entity Applicant Reimbursement (BEAR) payment		(55,142.90)
Furniture, Fixtures, and Equipment	7,089.71	341,541.34
Owner Direct Costs	15,368.64	425,768.06
Direct Expenditures paid from Contingency Fund	-	-
	\$ 64,888.04	\$ 7,931,209.64
		Available Budget \$ 113,058.32

Change Order Details

Change Order # 001	\$ 24,984.00
Owner Change Order #001 is submitted to finalize the budget for the approved ATP-001 OS-001 Addendum 02 and ATP-007 OS-013 Discovery for Existing Conditions: Oil Water Separator, Manhole & Oil Drums, for the Woodland project. The signed ATP sheet and the email approval are included in the backup for reference.	
Change Order # 002	\$ 111,494.00
Owner Change Order #002 is submitted to finalize the budget for the approved ATP-004 OS-004 Bulletin 02 - Branch Perimeter Diffusers, ATP-005 OS-008 Bulletin 01A - Branch In-Floor Power Clarifications, ATP-006 OS-011 Removal of Existing Petroleum Tank & Unsuitable Leaded Soils, ATP-008R1 OS-007 Bulletin 08 - Trespa Cladding Optimization, ATP-009 OS-016 Disposal of Soils with Elevated Lead, ATP-010 OS-017 Disposal of Clean Soils, ATP-011 OS-010 Bulletin 07A Site Booster Pumps, & ATP-012 OS-015 Bulletin 07B Site Drainage Updates 9.29.21 - Material Only, for the Woodland project. The signed ATP sheets have been included in the backup for reference. Please note, the initially approved value for ATP-006 OS-011 Removal of Existing Petroleum Tank & Unsuitable Leaded Soils has reduced. This OCO reflects the finalized value for this scope of work. An updated ATP has been generated and will be distributed for the team for record.	
Change Order # 003	\$ 132,816.00
Owner Change Order #003 is submitted to finalize the budget for the approved ATP-013 OS-022 Bulletin 07D - Site Planting Updates, ATP-014 OS-023 Bulletin 07B, 07C, 07E - Site Drainage- Labor & Equipment, ATP-015 OS-025 Bulletin 16 Booster Pump Voltage, and ATP-016 OS-026 Bulletin 18 Electrical & Plumbing Updates, for the Woodland Branch project.	
Change Order # 004	\$ 118,454.00
Owner Change Order #004 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the backup for reference. ATP-017 OS-034 Woodland & CDF Water Service Connection Permits ATP-018 OS-027 Surveying of Aggregate Piers vs Overhead Electrical Lines ATP-019 OS-029 Material Escalation Costs during Submittal Review ATP-020 OS-035 RFI-025 Dual Wall Duct for Rerouted Supply ATP-022 OS-037 RFI-037 Sanitary Line Tie-In at E 61st ATP-023 OS-043 Moisture Resistant Drywall at Priority Walls ATP-024 OS-033 Beam Penetrations for Conduit Routing ATP-026 OS-031 Temporary Exterior Enclosure ATP-029 OS-048 Runtal Radiation Quick Ship	

Change Order Details**Change Order # 005**

\$ 148,506.00

Owner Change Order #005 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP coversheets have been included in the backup for reference.

- A TP-025R1 OS-045 RFI-053 Faucet Type Revision
- A TP-028 OS-047 Canopy Steel Elevation Adjustment
- A TP-031 OS-042 Bulletin 20 Branch Electrical, Technology, and Finishes Revisions
- A TP-032 OS-049 Repair of Damaged Plumbing from Lift during Break-In
- A TP-033 OS-053 Added Isolation Valves from Submittal Comments
- A TP-034 OS-044 RFI-052 Piers at Community Room 210
- A TP-035 OS-051 Bulletin 24 Woodland Branch Updates
- A TP-036 OS-054 RFI-062 DAFS Wall System & Flashing
- A TP-037 OS-056 Revised Framing at Vestibule 210
- A TP-038 OS-059 Final Cleaning Contract Award
- A TP-040 OS-067 Woodland Staff & Schedule Extension - 9.1.22
- A TP-041 OS-058 Bulletin 27 Exhaust and Valve Updates
- A TP-042 OS-069 Corner Mount Camera Powder Coating
- A TP-043 OS-063 Out of Sequence Work at Community Room 210 & Curtain Walls
- A TP-044 OS-064 Exterior Camera Rough-In Requirements & Trespa Rework
- A TP-045 OS-066 Bulletin 30A Restroom Occupied Light Fixtures
- A TP-046 OS-072 Bulletin 28 Site WAPs
- A TP-047 OS-068 Bulletin 31 Woodland Branch Wall Colors
- A TP-021R1 OS-012 Bulletin 03 Hangers and Attachments to Epic Deck

Change Order # 006

\$ 52,990.00

Owner Change Order #006 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP coversheets have been included in the backup for reference.

- ATP-00030R1 OS-00050 HVAC Labor Rate Increase & Material Escalation Impacts
- ATP-00038 OS-00059 Final Cleaning Contract Award (OA)
- A TP-00048 OS-00074 CDF RFI-154 Downspout Tie In to Yard Drain
- A TP-00049 OS-00075 Head & Jamb Flashing SK-06
- ATP-00050 OS-00076 Door 210.3 Center Pivot (CC)
- ATP-00051 OS-00071 RFI-093 Data Connection for Lutron Hub
- ATP-00052 OS-00070 RFI-090 Community Room Diffuser and Acoustical Panel
- ATP-00053 OS-00073 Community Room Jamb Closure Detail (CC)
- ATP-00054 OS-00079 Additional Atwell Surveying - January 2022 (OA)
- ATP-00055 OS-00080 Final Cleaning Contract Reconciliation (OA)
- ATP-00056 OS-00077 RFI-103 Data Points for BAS Panel
- ATP-00057 OS-00081 Landscaping in Newly Purchased Land
- ATP-00058 OS-00036 Additional Site Security (CC)
- ATP-00059 OS-00082 Water Fountain Access Panel (CC)
- ATP-00060 OS-00083 Structural Steel Closeout (CC)
- ATP-00061 OS-00084 Water Line Tie-in to CDF (CC)
- ATP-00062 OS-00052 Temporary Site Security Cameras (CC)
- ATP-00063 OS-00062 Interior Storefront Door Rough Opening Revisions (CC)
- ATP-00064 OS-00090 RFI-96 HVAC Clarifications - Woodland
- ATP-00065 OS-00085 Premium Time for Flooring Install (CC)
- ATP-00066 OS-00092 CDF Existing Sanitary Snaking and Video (CC)
- ATP-00067 OS-00095 Revised Window Film
- ATP-00069 OS-00098 Bulletin 33 Site Concrete and Planting Updates
- ATP-00070 OS-00099 Woodland Staff & Schedule Extension - 12.14.22 (CC)
- ATP-00071 OS-00089 Paving Mobilization and Stone (CC)

Change Order # 007

\$ 3,000.00

Owner Change Order #007 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP coversheets have been included in the backup for reference.

- ATP-00068 OS-00097 Soil Undercut Credit
- ATP-00072 OS-00093 Site Fence around Exterior Unit
- ATP-00073 OS-00096 CDF RFI-164 Cellular Dialer Antenna
- ATP-00074 OS-00088 Damaged Radiation Pipe from Break-in on 4.2.22 (CC)
- ATP-00075 OS-00086 Misc. Sidewalk Repairs (CC)
- ATP-00076 OS-00078 Site Repair from Dominion Gas Damages
- ATP-00077 OS-00091 CDF Existing Sanitary Line Repair (CC)
- ATP-00078 OS-00101 Misc. Drywall Touchup (CC)
- ATP-00079 OS-00102 Conduit Installation between CDF & Woodland (CC)

Change Order Details**Change Order # 008**

\$ 40,509.00

Owner Change Order #008 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP coversheets have been included in the backup for reference.

ATP-0081 OS-00106 Exterior Fence Engineering Drawings

ATP-0082 OS-00100 Bulletin 34 Woodland Electrical Metering, Emergency Lighting

ATP-0083 OS-00087 Bulletin 34 GOBO Projector and Pole Mount

ATP-0084 OS-00108 Bench Moulding Installation (CC)

ATP-0086 OS-00110 Temporary Site Security Cameras Feb-Mar (CC)

Change Order # 009

\$ (40,696.29)

Owner Contract Change Order #009 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP coversheets have been included in the backup for reference.

ATP-088 OS-113 Owner Allowance Reconciliation

Change Order # 010

\$ -

Owner Contract Change Order #10 is submitted to finalize the budget for the following ATPs. The ATP coversheets have been included in the backup for reference.

ATP-0087 OS-00112 Temporary Cameras Installation Reconciliation

ATP-0089 OS-00114 Takeform Final Reconciliation (CC)

ATP-0090 OS-00115 Exterior Fence Reconciliation (CC)

Change Order # 011

\$ (64,422.88)

Owner Contract Change Order #11 is submitted to finalize the budget for the following ATPs. The ATP coversheets have been included in the backup for reference.

ATP-091 OS-116 Final Accounting Reconciliation

ATP-092 OS-117 Spontaneous Glass Breakage Replacement

CLEVELAND PUBLIC LIBRARY

Board Meeting
December 21, 2023

Central Distribution Facility

In accordance with the Board resolution adopted on June 17, 2021, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending November 30, 2023

				Owner's Contingency Fund		\$ 605,499.00
Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase
9/15/2021	Gilbane Building Company	201888	Change Order # 001			\$ 17,219.00
10/20/2021	Gilbane Building Company	201888	Change Order # 002			64,162.00
12/9/2021	Gilbane Building Company	201888	Change Order # 003			80,782.00
2/25/2022	Gilbane Building Company	201888	Change Order # 004			143,336.00
4/28/2022	Gilbane Building Company	201888	Change Order # 005			4,520.00
5/27/2022	Gilbane Building Company	201888	Change Order # 006			120,893.00
10/12/2022	Gilbane Building Company	201888	Change Order # 007			41,396.00
12/21/2022	Gilbane Building Company	201888	Change Order # 008			32,719.00
3/23/2023	Gilbane Building Company	201888	Change Order # 009			10,415.00
4/26/2023	Gilbane Building Company	201888	Change Order # 010			
6/23/2023	Gilbane Building Company	201888	Change Order # 011			(130,640.33)
				\$ -	\$ -	\$ 384,801.67
						Owner's Contingency Fund Available Balance \$ 220,697.33

			Central Distribution Facility Project Budget		\$ 7,247,916.00
			Encumbered	Expended	
Bostwick Design Partnerhip - Architectural Design Services			\$ 23,017.85	\$ 728,592.15	
Gilbane Building Company - Construction Manager at Risk			-	5,430,494.00	
E-Rate Billed Entity Applicant Reimbursement (BEAR) payment				(50,694.00)	
Furniture, Fixtures, Equipment and Technology			29,018.82	546,434.01	
Owner Direct Costs			16,206.10	97,283.65	
Direct Expenditures paid from Contingency Fund			-	-	
			\$ 68,242.77	\$ 6,752,109.81	
					Available Budget \$ 427,563.42

Change Order Details		
Change Order # 001		\$ 17,219.00
To finalize the budget for the approved ATP-001 OS-009 Marous Material Escalation Impacts - BPOBC & BP09A.		
Change Order # 002		\$ 64,162.00
To finalize the budget for the approved ATP-002 OS-003 Car Drive-In Damage Repairs - Demolition and ATP-003 OS-001 Addendum 02, for the Central Distribution Facility project.		
Change Order # 003		\$ 80,782.00
To finalize the budget for the approved ATP-004R2 OS-002 Bulletin 05 - CDF Rooftop Equipment Relocation, ATP-006 OS-005 Bulletin 06 - CDF Roof Drain Relocation, ATP-007 OS-008 Bulletin 08 - Trespa Cladding Optimization, ATP-010 OS-011 Bulletin 07A - Site Booster Pumps, ATP-005 OS-012 Alternate E1 - HVAC Serving Automated Materials Handling 120, & ATP-008 OS-026 RFI-032 Existing Storm Drain Relocation, for the Central Distribution Facility project.		

Change Order Details**Change Order# 004**

\$ 143,336.00

Owner Change Order #004 is submitted to finalize the budget for the following approved ATPs on the Central Distribution Facility project:

- ATP-009r2 OS-024 CDF Floor Leveling - Option 2 with Platform 3
- ATP-012 OS-041 CMU Removal for Install of W21x44 & W25x55 Lintels
- ATP-013 OS-010 Car Drive-In Damage Repairs- Masonry & Materials
- ATP-014 OS-014 RFI-001 Exposed Radiation Pipe Drops
- ATP-015 OS-022 RFI-14 & RFI-15 Infill Interior Oil Separator and Open Grated Sewer
- ATP-017 OS-034 Bulletin 12 CDF Gas Lines
- ATP-018 OS-044 RFI-064 Aluminum Fascia at New Canopy
- ATP-019 OS-045 RFI-083 Cleanout In NW Area of Basement
- ATP-020 OS-025 RFI-006 Existing Plumbing on New Exterior Facade
- ATP-021 OS-020 Bulletin 10 CDF Sanitary Revisions and Eyewash Removal
- ATP-022 OS-046 RFI-090 Relocate Existing Rooftop Drain Piping
- ATP-023 OS-035 Bulletin 13 CDF Electrical Updates
- ATP-026 OS-052 RFI-076 Fire Dampers at Existing Duct Risers

Change Order# 005

\$ 4,520.00

Owner Change Order #005 is submitted to finalize the budget for the following approved ATPs on the Central Distribution Facility project:

- ATP-016R1 OS-038 RFI-058 Repair Displaced Lintel
- ATP-024 OS-039 Bulletin 15 South Vestibule Canopy Lighting Revisions
- ATP-025 OS-047 Bulletin 16 Booster Pump Voltage
- ATP-027 OS-015 RFI-007 Concourse-1 114-1 North Wall Existing Piping
- ATP-028 OS-018 Install Temp Wall for Construction Office
- ATP-030 OS-051 RFI-082 Corridor 111 Piping Relocation & Chase Wall

Change Order# 006

\$ 120,893.00

Owner Change Order #006 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP sheets have been included in the backup for reference.

- ATP-029 OS-050 RFI-089 Beam End Detail for AHU Steel
- ATP-031 OS-017 Break in at Glass Block- 9.27.21
- ATP-032 OS-059 Temporary Exterior Door at 146.1 (CC)
- ATP-033 OS-060 RFI-087 Framing at Existing Columns (CC)
- ATP-034 OS-037 Bulletin 14 CDF Owner Revisions
- ATP-035 OS-055 Bulletin 19 Structural Updates
- ATP-036R1 OS-033 Bulletin 11 Elevator Removal
- ATP-037 OS-019 Bulletin 09 Roof Access Relocation
- ATP-038 OS-049 Perimeter Spray Foam Insulation above Glass Block
- ATP-039 OS-066 RFI-043 Soffit at Existing Windows in Phase 1
- ATP-040 OS-023 RFI-015 Infill of Exterior Oil Interceptor with LSM
- ATP-041 OS-042 RFI-065 Fascia Finish at Existing Canopy
- ATP-042 OS-070 Buyout Reconciliation from GMP
- ATP-043 OS-054 Bulletin 17 CDF Owner Revisions
- ATP-044 OS-067 Schedule Extension
- ATP-045 OS-080 RFI-131 Transfer Duct Relocation in Reception 103
- ATP-046 OS-056 RFI-063 Electrical Room 118 Size & Layout
- ATP-047 OS-068 Relocate Roof Drain Piping for Lintel at New Loading Dock (CC)
- ATP-048 OS-082 Revised Junction Box for Fiber Feed into Basement
- ATP-049 OS-078 CDF Bulletin 21 Structural, Electrical, & IT Updates

Change Order Details**Change Order# 007**

\$ 41,396.00

Owner Change Order #007 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP coversheets have been included in the backup for reference.

- ATP-050 OS-081 RFI-129 Faucet Type Revision
- ATP-051 OS-053 RFI-100 & RFI-101 Lintel Modification & Added Steel Plates
- ATP-053 OS-075 RFI-099 Jamb Condition at Colling Door 121.2
- ATP-054 OS-063 RFI-074 CDF North Display Case
- ATP-055 OS-077 RFI-121 Retaining Wal Along Loading Dock Reconciliation
- ATP-056 OS-079 RFI-129 Drywall Repair in Collections Unstaging Room
- ATP-057 OS-083 Bulletin 23 CDF Civil, Electrical, & IT Updates
- ATP-058 OS-088 Bulletin 23 Painting Scope Reconciliation
- ATP-059 OS-091 Additional Atwell Surveying Services (OA)
- ATP-060 OS-092 RFI-132 Weather Barrier Removal on Exterior Face of Insulation
- ATP-061 OS-093 RFI-125 Curb to Conceal Exposed Waterproofing
- ATP-062 OS-096 Drywall Post Tops around HVAC
- ATP-063 OS-097 Atwell Surveying - December 2021
- ATP-064 OS-102 Temporary Toilets (CC)
- ATP-065 OS-087 Added Sill Flashing at Storefront from Submittal Comment
- ATP-066 OS-094 RFI-139 Deleted Wall Base in Basement
- ATP-067 OS-098 Final Cleaning Contract Award
- ATP-068 OS-099 RFI-144 Opening 146.1 Framing & Metal Panel Modifications
- ATP-069 OS-100 Revised Sill Flashing at New Curtainwall Openings (CC)
- ATP-070 OS-095 RFI-134 XPS Board at Existing Footer (CC)
- ATP-071 OS-107 CDF Staff & Schedule Extension - 9.1.22
- ATP-073 OS-113 RFI-153 Data Connection for LutronVive Hubs
- ATP-074 OS-111 Concrete Repair at Existing Loading Dock Drive (CC)
- ATP-075 OS-073 Petty Group Closeout (OA)

Change Order# 008

\$ 32,719.00

Owner Change Order #008 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP coversheets have been included in the backup for reference.

- ATP-00072 OS-00112 Metal Flashing Under Dumpster Wall Cap (CC)
- ATP-00076 OS-00089 Soffit Rebuild at New Addition
- ATP-00077 OS-00114 Head & Jamb Flashing SK-06
- ATP-00078 OS-00117 Roof Patching at Curb and Penetrations (CC)
- ATP-00079 OS-00116 Misc Drywall Patchwork & Touch up (OA)
- ATP-00080 OS-00104 RFI-148 Drywall Furring for Storefront Depth at Opening 101.3
- ATP-00081 OS-00115 Out of Sequence Drywall Work at Curtainwalls (OA)
- ATP-00082 OS-00119 Final Cleaning Contract Reconciliation (OA)
- ATP-00083 OS-00064 Relocate Existing VAV for Structural Steel in Corridor 111 (CC)
- ATP-00084 OS-00106 Bulletin 29 Security Updates
- ATP-00085 OS-00021 Additional Site Security (CC)
- ATP-00086 OS-00118 Masonry Repair & Tuckpointing (OA)
- ATP-00087 OS-00103 RFI-150 Removal of Fall Protection Anchor at New Addition
- ATP-00088 OS-00120 Welding of Existing Book Drop (CC)
- ATP-00089 OS-00123 Coordination of Deck Demo for Roof Hatch (CC)
- ATP-00090R1 OS-00125 Window Film in CDF
- ATP-00091 OS-00128 RFI-159 HVAC Clarifications - CDF
- ATP-00092 OS-00129 Frank Novak Final Reconciliation (CC)
- ATP-00093 OS-00122 RFI-165 Existing Light Pole Fixture Heads
- ATP-00094 OS-00124 Additional Access Panels (CC)
- ATP-00095 OS-00130 Sanitary Line Backup Cleaning (CC)
- ATP-00096 OS-00136 Water Line Tie-in to CDF (CC)
- ATP-00097 OS-00138 CDF Staff & Schedule Extension - 12/14/22 (CC)

Change Order Details**Change Order# 009**

\$ 10,415.00

Owner Change Order #009 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP coversheets have been included in the backup for reference.

ATP-00106 OS-00146 Legacy Electric Final Reconciliation
 ATP-00105 OS-00145 Marous Brothers Final Reconciliation
 ATP-00104 OS-00131 Electrical Inspection Remedies
 ATP-00103 OS-00144 Electrical Access Panels (CC)
 ATP-00101 OS-00142 RFI-169 Secondary Water and Gas Meter Power Requirements
 ATP-00100 OS-00141 Domestic Cold Water Pipe Insulation
 ATP-00099 OS-00140 Addl Tuckpointing & Glass Blocks
 ATP-00098 OS-00108 Countertop Repairs for Faucet Holes (CC)

Change Order# 010

\$ -

Owner Change Order #010 is submitted to finalize the budget for the following previously approved ATPs. The signed ATP coversheets have been included in the backup for reference.

ATP-00107 OS-00134 Rooftop Stairs Per Sketch SK-17
 ATP-00108 OS-00132 Additional Site Security (CC)
 ATP-00109 OS-00148 Mechanical Room Door and Soap Dispensers Installation (CC)

Change Order # 011

\$ (130,640.33)

Owner Change Order #011 is submitted to finalize the budget for the following previously approved or submitted ATPs. The ATP coversheets have been included in the backup for reference.

ATP-00115 OS-00154 Final Accounting Reconciliation (CC)
 ATP-00111 OS-00151 Owner Allowance Reconciliation
 ATP-00113 OS-00152 Takeform Final Reconciliation
 ATP-00114 OS-00153 The AKA Team Final Reconciliation
 ATP-00112 OS-00149 RFI-174 Boiler Reprogramming (CC)

CLEVELAND PUBLIC LIBRARY

Board Meeting
December 21, 2023

Lorain Branch

In accordance with the Board resolution adopted on October 21, 2021, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending November 30, 2023

				Owner's Contingency Fund \$ 327,457.87		
Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase
3/14/2022	Regency Construction	211407	Change Order #001			\$ 2,149.74
3/28/2022	Regency Construction	211407	Change Order #002			1,183.17
5/6/2022	Regency Construction	211407	Change Order #003			13,339.09
6/24/2022	Regency Construction	211407	Change Order #004			3,381.89
8/1/2022	Regency Construction	211407	Change Order #005			14,360.41
9/12/2022	Regency Construction	211407	Change Order #006			(14,782.91)
10/24/2022	Regency Construction	211407	Change Order #007			43,785.60
11/29/2022	Regency Construction	211407	Change Order #008			6,267.40
1/27/2023	Regency Construction	211407	Change Order #009			55,899.38
3/13/2023	Regency Construction	211407	Change Order #010			100,596.50
4/24/2023	Regency Construction	211407	Change Order #011			44,765.00
7/3/2023	Regency Construction	211407	Change Order #012			13,416.45
8/14/2023	Regency Construction	211407	Change Order #013			41,660.25
9/30/2023	Regency Construction	211407	Change Order #014			1,435.90
				\$ -	\$ -	\$ 327,457.87
			Owner's Contingency Fund Available Balance			\$ -

			Lorain Branch Renovation Project Budget \$ 4,020,292.80	
	Encumbered	Expended		
Holzheimer Bolek + Meehan Architects LLC- Architectural Design Services	\$ 5,881.59	\$ 350,277.41		
Regency Construction - Construction Manager at Risk	271,286.46	2,941,209.90		
Furniture, Fixtures, Equipment and Technology	1,444.00	267,563.41		
Owner Direct Costs	4,949.38	94,334.10		
Direct Expenditures paid from Contingency Fund	-	-		
	\$ 283,561.43	\$ 3,653,384.82		
		Available Budget	\$	<u>83,346.55</u>

Change Order Details		
Change Order # 001		\$ 2,149.74
Removal of Freestanding Shelving		
Change Order # 002		\$ 1,183.17
Light Fixture Change; Bike Rack Model Change Through Bike Cleveland		
Change Order # 003		\$ 13,339.09
PCO #1: For Construction Set		
PCO #7: Front Door Hardware		
PCO #8: Demolition of Unforeseen Ductwork		
PCO #12: RFI #27 Added Wall Furring		
PCO # A6.1: Undercutting Allowance Reconciliation		
Change Order # 004		\$ 3,381.89
PCO #10: Janitor Closet 109 Rework (RFI #17)		
PCO #11: Color Selection for Sliding Doors		
PCO #15: Additional Down Rods for Fixtures (RFI #31)		
PCO #16: TRA Changes (Toilet Paper Dispenser & Changing Station)		
PCO #18: Cast Stone Custom Color		
PCO # A15.1: Water Tap/Street Opening Fee Reconciliation		

Change Order Details	
Change Order # 005	\$ 14,360.41
PCO #2.Rev I: Bulletin #I (Minus Security/Access Control)	
PCO #4: RFI #14 Structural and Layout Changes	
PCO #20: Added Studs for North Wall of RR 106 & I 07 (RFI #39)	
PCO #22: Restroom Door Control Changes (Matching Eastman)	
PCO #24: Furring West Wall of Staff Restroom I 16 (RFI #54)	
PCO #29 Rev.I: Roof Hatch Revision	
PCO #30: Added Annunciator for Fire Alarm	
Change Order# 006	\$ (14,782.91)
PCO #AS. I: Tru-Spun Piping Allowance Credit	
PCO #19: Structural Remediation for New Masonry Openings (RFI #41 & #42)	
PCO #23: Faucet Spec Change	
PCO #26: Bulletin #2	
PCO #28: Add Cold Water to Existing Mop Sink (RFT #63)	
PCO #36: Change Door 109 to HM	
PCO #41: Bulletin #3	
PCO #48: GFCI Receptacles in Staff Break Room and Meeting Room	
Change Order# 007	\$ 43,785.60
PCO #14 Rev.1: Bulletin #1 & IPS Drawings Security & Access Control	
PCO #34: Credit for Mechanical Pads	
PCO #35: Credit for Bench Procurement	
PCO #40: Wall Framing & Receptacles for South Teen III	
PCO #42: Fire Extinguisher Credit & Cabinet Spec Change	
PCO #43: Floor Boxes Per Dimensioned Drawing	
PCO #47: Demo Fixture on Cast Stone Header	
PCO #52: Window Caulk Abatement Allowance Credit	
Change Order# 008	\$ 6,267.40
PCO #44: Furring TB01 for Conduit	
PCO #54: Grilles for Vented Toe Kicks	
PCO #55: Markerboard Adjustments, Concealing Mail Slot	
PCO #58: Paint Color Revisions	
PCO #59: Extension of Adult Collection 101 Countertop	
PCO #60: Landscape Revisions	
Change Order # 009	\$ 55,899.38
PCO #31: Interior Wet Sealing	
PCO #32: Heavy Floor Prep Allowance Overage	
PCO #38: Plaster Patching Allowance Overage	
PCO #65: Relocate Manual Transfer Switch	
Change Order# 010	\$ 100,596.50
PCO #57: Remove Lockdown Features & Patch Floor In Vestibule	
PCO #64: Revised Garden Fence Layout	
PCO #69: Fire Repair -Abatement & Demo	
PCO #70: Fire Repair- Roofing & Coping Replacement	
PCO #73: Fire Repair- South Door Repair	
PCO #74: Motor Starters for Hot Water Pumps	
PCO #75: Fire Repair Permit	
PCO #76: Water Meter Setup Revisions	
PCO #79: Fire Repair- Electrical	
PCO #83: Fire Repair-Additional South Coping	
PCO #88: Balance of Stone Tuckpointing Above Dentil Molding	
Change Order # 11	\$ 44,765.00
PCO #71: Fire Repairs -Plaster & Drywall Patching	
PCO #86: West Wall Moisture - Plaster Demo/Abatement	
PCO #87: Bulletin #4 - Parking Stops	
PCO #89: Replace Balance of Existing Coping & Add Waterproofing	
PCO #91: Replace Existing Children's Area Sills	
PCO #92: Seal Stone Above Dentil Molding	

Change Order Details

Change Order # 12	\$ 13,416.45
PCO #72: Fire Repairs - Painting	
PCO #85: West Wall Moisture Tuckpointing (T&M)	
PCO #102: Fire Repair- South Door Closer	
PCO # 104Rev.1: Additional Data Drops	
PCO #107: Dedication Plaque Allowance Overage	
PCO #109: Window Water Repair Allowance Credit	
PCO #115: Quiet Study 103 Jamb Plaster Demo	
PCO #126: Upgrade Bosch Security Panel	
Change Order # 13	\$ 41,660.25
PCO #66: Paint ETR Vestibule Doors & Children's Windows	
PCO #93: Add Keyed Hook Bolt & Thumbturn to IO0B	
PCO #99: Fire Repair Additional Electrical Troubleshooting	
PCO #100: Lighting Control Modifications	
PCO #121.2Rev2: Fire Repair Roof Hatch	
PCO #113: Siemens HVAC Control Panel Upgrade	
PCO #129: Brake Metal for Exterior Vestibule Storefront	
Change Order # 14	\$ 1,435.90
PCO #127: Film for Interior Storefront	

CLEVELAND PUBLIC LIBRARY

Board Meeting
December 21, 2023

Eastman Branch

In accordance with the Board resolution adopted on December 16, 2021, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending November 30, 2023

				Owner's Contingency Fund \$ 312,486.00		
Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase
5/2/2022	Regency Construction	220203	Change Order #001			\$ 41,333.29
5/16/2022	Regency Construction	220203	Change Order #002			23,860.11
7/11/2022	Regency Construction	220203	Change Order #003			2,013.38
8/8/2022	Regency Construction	220203	Change Order #004			25,696.86
9/6/2022	Regency Construction	220203	Change Order #005			33,608.22
10/31/2022	Regency Construction	220203	Change Order #006			20,606.13
1/27/2023	Regency Construction	220203	Change Order #007			6,340.76
3/20/2023	Regency Construction	220203	Change Order #008			23,659.66
4/17/2023	Regency Construction	220203	Change Order #009			(2,223.47)
7/26/2023	Regency Construction	220203	Change Order #010			89,735.89
10/30/2023	Regency Construction	220203	Change Order #011			2,927.62
11/27/2023	Regency Construction	220203	Change Order #012			8,748.71
				\$ -	\$ -	\$ 276,307.16
						Owner's Contingency Fund Available Balance \$ 36,178.84

				Eastman Branch Renovation Project Budget \$ 3,383,357.66	
				Encumbered	Expended
	Moody Nolan Inc. - Architectural Design Services			\$ 112,755.15	\$ 209,612.51
	Regency Construction - Construction Manager at Risk			175,825.40	2,368,485.38
	Furniture, Fixtures, Equipment and Technology			10,971.12	300,038.66
	Owner Direct Costs			4,312.51	108,370.43
	Direct Expenditures paid from Contingency Fund			-	-
				\$ 303,864.18	\$ 2,986,506.98
					Available Budget \$ 92,986.50

Change Order Details		
Change Order # 001		\$ 41,333.29
	HVAC Controls	
Change Order # 002		\$ 23,860.11
	PCO #4: For Construction Set	
	PCO #5 Rev.2: Bulletin #1	
	PCO #8: Bulletin #2	
	PCO #18: Ground Penetrating Radar Allowance Reconciliation	
Change Order # 003		\$ 2,013.38
	PCO #9: Transition Duct for 2nd Floor (RFI #8)	
	PCO #20: Family Toilet 106 Finned Tube Demo	
	PCO #24: Demo of Duct for Steel (Bulletin #2)	

Change Order Details

Change Order # 004	\$ 25,696.86
PCO #13: Bulletin #3	
PCO #15: Replacing Shutoff Valve on Cold Water Line (RFI #25)	
PCO #16: Bulletin #4	
PCO #19: Replacing Both Foggy Gallery Windows	
PCO #21: Temporary Heat Credit	
PCO #22: Faucet Spec Change	
PCO #25: Replace 5 Missing SA Grilles (RFI #45)	
PCO #26: Demo 5 Branch Ducts, Replace with Louvers (RFI #46)	
PCO #27: Replace Missing RA Grille in North Wall (RFI #47)	
PCO #30: Concrete Infill for Bulletin #2	
PCO #36: Wiremold for South Wall of Multipurpose 206 (RFI #50)	
PCO #37: Buildout for Fire Alarm Pull Box (RFI #55)	
PCO #38: Wiremold for WAP on Exterior of Gallery Wall (RFI #40)	
PCO #39: Misc. Masonry Repairs	
PCO #40: Demo & Reinstall Pipe for Bulletin #2 Steel Layout	
PCO #44: Abatement of Roof Flashing	
Change Order # 005	\$ 33,608.22
PCO #23: Grinding Down Concrete for Tile	
PCO #35: ADA Push Buttons and Operators	
PCO # 43: Bulletin #5	
PCO #46: Misc. Demo (RFI #23, #66, #67, #70)	
PCO #48: Reinstall and Insulate Duct Removed for Steel	
Change Order # 006	\$ 20,606.13
PCO #33: Fire Extinguisher & Cabinet Credit	
PCO #45: Raising Clerestory Sills Allowance Overage	
PCO #49: Credit for Exterior Display Enclosure	
PCO #51: Toilet Paper Dispenser Spec Change	
PCO #52: Bulletin #6	
PCO #55: Mechanical Room 125 Layout Adjustments	
PCO #56: Rework for Overhead Coiling Grille	
PCO #59: Replacing 2 Corroded Drains in RR 104 & 106	
Change Order # 007	\$ 6,340.76
PCO #61: Bulletin #9	
PCO #62: Demo Molded Drywall Under Finned Tubes	
PCO #63: Replacement of Concrete for Trip Hazards	
PCO #66: Patch Drywall Under Finned Tubes	
Change Order # 008	\$ 23,659.66
PCO #58: Patching Drywall in Multipurpose 205	
PCO #64: Relocate and Replace Hose Bib	
PCO #65: Metal Ceiling Coordination for People Counter	
PCO #67: Extended General Conditions	
PCO #71: Existing Boiler Circulating Pump Repair	
PCO #72: Extend Bulletin #4 Infill to CT-1 with Self-Leveling	
PCO #74: Repair for Leaking Elbow Fitting	
Change Order # 009	\$ (2,223.47)
PCO #54: Replace Existing Skylight	
PCO #69: Bulletin #10	
PCO #70Rev. I: Replace Finned Tube in Existing CUH	
PCO #73: South Window Roller Shade Replacement	
PCO #79Rev. I: Bulletin #4 Concrete Infill Credit	

Change Order Details**Change Order # 010**

\$ 89,735.89

PCO #76: Bulletin #11 - Marquee
 PCO #77: Bulletin #12 -Additional Electrical & Data for Monitor
 PCO #80: Repairing Drywall Cracks (Completed)
 PCO #81: Membrane & Metal Cap for Neighboring Parapet Wall
 PCO #82: Replacing Boiler & Adding Controls
 PCO #83: Bulletin #14 - Glass Film
 PCO #89: Additional Return Grilles for Study Rooms (Completed)
 PCO #91: Bulletin #13 - Power Data Relocation, Lighting
 PCO #96: Small Meeting 113 Electric Strike
 PCO #97: Finned Tube End Cap Replacement (Completed)
 PCO #100: Staff Area Shade Repair (Completed)
 PCO #101: Drywall Patch for Leak in Lobby(Completed)
 PCO #104: Add Data Drop for Projector
 PCO #106: Repair Gasketing Material Allowance Credit (Completed)
 PCO #107: Security Panel Upgrade
 PCO #108: Dedication Plaque Allowance Overage (Completed)

Change Order # 011

\$ 2,927.62

PCO #87: South Entrance Tile Replacement & Frost Slab
 PCO #98: Vestibule 110 CUH Replacement
 PCO #99: Add Projector Screen
 PCO #113: Replace Circulating Pump Gaskets
 PCO #116: Signage Allowance Reconciliation
 PCO #117: Landscaping Scope Credit
 PCO #123: Lighting Control Reprogramming and Override
 PCO #126: Signage Revisions per CPL
 PCO #127: Heavy Floor Prep Allowance Reconciliation

Change Order# 012

\$ 8,748.71

PCO # 112 Rev: Extended General Conditions for CO Work
 PCO #129: Clogged Floor Drain Backcharge

CLEVELAND PUBLIC LIBRARY

Board Meeting
December 21, 2023

Martin Luther King, Jr. Branch

In accordance with the Board resolution adopted on February 15, 2022, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending November 30, 2023

Date	Vendor	P.O.	Description	Encumbered	Expended	GMP Increase
				Owner's Contingency Fund \$ 1,391,503.00		
3/28/2022	Gilbane Building Company	201107	Change Order # 001			\$ 475,307.00
4/26/2022	Gilbane Building Company	201107	Change Order # 002			541,196.00
5/25/2022	Gilbane Building Company	201107	Change Order # 003			(675,389.00)
11/2/2022	Gilbane Building Company	201107	Change Order # 004			55,734.00
12/21/2022	Gilbane Building Company	201107	Change Order # 005			108,645.00
3/29/2023	Gilbane Building Company	201107	Change Order # 006			60,021.00
5/8/2023	Gilbane Building Company	201107	Change Order # 007			90,017.00
6/28/2023	Gilbane Building Company	201107	Change Order # 008			120,876.00
7/18/2023	Gilbane Building Company	201107	Change Order # 009			272,273.00
8/10/2023	Gilbane Building Company	201107	Change Order # 010			155,104.00
11/22/2023	Gilbane Building Company	201107	Change Order # 011			39,467.00
				\$ -	\$ -	\$ 1,243,251.00
				Owner's Contingency Fund Available Balance \$ 148,252.00		

			New Martin Luther King, Jr. Branch Project Budget \$ 20,416,486.00	
			Encumbered	Expended
JKURTZ Architects Ltd. - Architectural Design Services			\$ 85,686.04	\$ 2,533,039.49
Panzica Construction Co. - Construction Manager at Risk			9,945,789.38	5,784,328.62
Furniture, Fixtures, Equipment and Technology				
Owner Direct Costs			94,854.79	533,588.70
Direct Expenditures paid from Contingency Fund			-	-
Developer Shared Costs			-	594,677.00
			\$ 10,126,330.21	\$ 9,445,633.81
			Available Budget \$ 844,521.98	

Change Order Details		
Change Order # 001	Cost Escalation Claim	\$ 475,307.00
Change Order # 002	Exterior Glazing Detail Changes; Developer HVAC Changes - Addendum #4; Addendum #2 and #3 Cost Escalation; BASWA Acoustical Plaster; Projection Screen/Holst; Curtain/Rigging Allowance	\$ 541,196.00
Change Order # 003		\$ (675,389.00)

Proposed change to scope of work includes value engineering options selected during the finalization of the project design. These include changing the 6" thick site sidewalks to 4" thick. Eliminating all trap rock aggregate in the CC4 exterior sidewalks. Deleting all exterior aluminum strips embedded in concrete. The CLT monumental stair being vertically laminated, the CLT seat back being constructed segmentally with vertical grain, the canted radius contouring, and an upgraded "bomb-proof" finish, changes south table stairs to horizontal grain in lieu of vertical. Exterior metal panels are changed from a stainless steel finish to aluminum. Canopy aluminum panel will be removed and replaced with metal mesh. Deletion of mesh ceiling panels, structural framing, lighting, hangers at Alternate #11 booth areas. Revision of the elevator cabs to KONE standard in lieu of glass cab. Deleting the property line landscaping/fence. Changing all FL-3 Forbo flooring to sealed concrete. Changing the award of the electrical subcontract. The cost savings for the electrical contractor award also increases the MBE planned participation percentage for the project from 14% to 25%.

Change Order # 004	Glazed Façade Profile; Revolving Door Finish; Level 2 Concrete Sandblasting; Sidewalks Change From 4" Back to 6"	\$ 55,734.00
Change Order # 005	Roof Insulation Allowance; South West Canopy Steel Modifications; All Glass Entrances Glass Type Change; Curtain Wall Shallower Section; RFI #48 - Roof Drain Changes; Floor Box Changes	\$ 108,645.00
Change Order # 006	Issued For Permit and Construction Documents; RFI#24 - All Glass Threshold Issue Revised; Revolving Door ADA Bollard Alternate	\$ 60,021.00

Change Order # 007	\$ 90,017.00
Plywood & Blocking at Roof Perimeter; Walk Off Mat Product Change; Hand Dryers; VAV Boxes	
Change Order # 008	\$ 120,876.00
SA Light Fixture Changes; RFI #047 Elevator Control Closet Dimensions; Plan Review Drawing Updates; SE Entrance Steel and Curtain Wall; Floor Box Relocation and Teledata; Carpet Tile Layout and Selections; Mezzanine Slab Steel Fire Rating- RFI #83	
Change Order # 009	\$ 272,273.00
Exterior Canopy Ceiling	
Change Order # 010	\$ 155,104.00
Lighting Design Finalization; Alternate Air Curtain Revised; SE Stair Layout; Projector Screen Revisions; NE Corner Stair Modification; Circulation Workroom Cabinets; 2nd Floor Slab Sandblasting; RFI #81 - Ductless Split A/C System	
Change Order # 011	\$ 39,467.00
Projector and Technology Scope; Metal Ceiling Trim; SE Entry CW Support Angle	

CLEVELAND PUBLIC LIBRARY

Board Meeting
December 21, 2023

Brooklyn Branch

In accordance with the Board resolution adopted on May 17, 2022, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending November 30, 2023

						Owner's Contingency Fund	\$ 259,959.00
Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase	
9/12/2022	Regency Construction	220256	Change Order #001			\$ 17,752.13	
10/24/2022	Regency Construction	220256	Change Order #002			10,277.64	
11/29/2022	Regency Construction	220256	Change Order #003			17,733.30	
1/27/2023	Regency Construction	220256	Change Order #004			7,920.28	
2/27/2023	Regency Construction	220256	Change Order #005			(4,087.36)	
4/24/2023	Regency Construction	220256	Change Order #006			17,041.67	
7/3/2023	Regency Construction	220256	Change Order #007			81,448.62	
7/27/2023	Regency Construction	220256	Change Order #008			53,685.89	
9/28/2023	Regency Construction	220256	Change Order #009			3,764.10	
				\$ -	\$ -	\$ 205,536.27	
						Owner's Contingency Fund Available Balance	\$ 54,422.73

				Brooklyn Branch Renovation Project Budget		\$ 2,785,784.50	
				Encumbered	Expended		
	Vocon Partners LLC - Architectural Design Services			\$ 22,525.97	\$ 164,425.03		
	Regency Construction - Construction Manager at Risk			308,660.32	1,866,250.45		
	Furniture, Fixtures, Equipment and Technology			113,552.71	36,135.73		
	Owner Direct Costs			15,480.61	62,466.62		
	Direct Expenditures paid from Contingency Fund			-	-		
				\$ 460,219.61	\$ 2,129,277.83		
						Available Budget	\$ 196,287.06

Change Order Details

Change Order # 001		\$ 17,752.13
PCO #1: Bulletin #1/Permit Set		
PCO #3: Added Stud Ceilings (RFC #2)		
PCO #4: Hardware Change for Door 113		
PCO #5: Painting New Finned Tubes		
PCO #6: Hardware Revisions per Retemed Submittal		
PCO #7: Additional Abatement in Multipurpose Area 13		
PCO #10: Ground Penetrating Radar Allowance Credit		
Change Order # 002		\$ 10,277.64
PCO #12: Structural Support for Beams		
PCO #13: Allowance Credit for HVAC Insulation		
PCO #14: CFMF for Meeting Room & Offices		
PCO #17: Multipurpose Area 113 Sink Vent Routes		
PCO #20: Furring in Staff Break 115		
PCO #22: Furring for ADA in All Gender 110		
Change Order # 003		\$ 17,733.30
PCO #18: Soffit Rework including RFI #19		
PCO #19: Extending Walls to Meet Ceiling Heights		
PCO #26: Recessed Outlets for East Wall Countertops		
PCO #27: Extend Meeting Room Wall for Data Box		
PCO #31: Replace Gate Valve		
PCO #33: Surface Mounted Changing Station		

Change Order Details

Change Order # 004	\$ 7,920.28
PCO #15: Lobby Knee Wall Reframing	
PCO #30: Relocate Outlet for Monitor Build Out	
PCO #32: Millwork Revisions per Submittal	
PCO #37: Covering Power Lines	
PCO #39: Multipurpose Area 113 Wall Repairs	
PCO #42: Bulkhead and Patchwork In Janitor's Closet	
PCO #46: Frame and Hang Lobby 102 Soffit	
Change Order # 005	\$ (4,087.36)
PCO #40: Credit for Tapered Insulation	
PCO #48: Painting Exterior Railings In Lieu of Galvanizing	
PCO #50: Drywall Repair for Water Damage	
PCO #52: Replace ETR Finned Tube Covering and Backing	
Change Order # 006	\$ 17,041.67
PCO #23: Column A1 Repair	
PCO #29: Misc. Vestibule Door Repairs	
PCO #35Rev.1: Stripping IT Room Wall for Moisture	
PCO #41: Brick Infill for Duct Removed for MTS	
PCO #44: Adjust ETR Pipe for Drywall Finish	
PCO #45: Freight Cost & Additional LF for Linear Grilles.	
PCO #47: Replace Door 113 Glass & Security Film Add (100A & 113)	
PCO #51: Additional Receptacle Above Office 106	
PCO #53: Additional Light Fixtures Above Meeting Rooms	
PCO #63: Replace Moldy Drywall In Janitor's Closet	
PCO #55: Tuckpoint Exterior Wall for Wall Infiltration	
Change Order # 007	\$ 81,448.62
PCO #28: Floor Prep Allowance Overage	
PCO #38: Bulletin #2 & RFI #71 Clarifications	
PCO #6 IRev: Roller Window Shades for Rear Windows	
PCO #65Rev: Scrape Loose Paint from Outdoor Storage	
PCO #66: Replace Water Damaged Drywall In Storage Room	
PCO #71: Credit for Painting New Finned Tubes	
PCO #73: Rework Mop Sink In Janitor's Closet	
PCO #76: Extended General Conditions for RTU Delay	
PCO #77: Electrical Service Disconnect/Reconnect for Turnover	
Change Order # 008	\$ 53,685.89
PCO #36.2: Bulletin #3 & Drive Replacement	
PCO #60Rev: Roller Window Shades - Entry	
PCO #79: Extended General Conditions for Change Order Work	
Change Order # 009	\$ 3,764.10
PCO #81: Painting Basement Stair Walls	

CLEVELAND PUBLIC LIBRARY

Board Meeting

December 21, 2023

Rockport Branch

In accordance with the Board resolution adopted on July 21, 2022, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending November 30, 2023

				Owner's Contingency Fund		\$ 432,746.22
Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase
4/17/2023	Regency Construction	221040	Change Order #001			\$ 235,606.15
8/16/2023	Regency Construction	221040	Change Order #002			3,694.85
9/25/2023	Regency Construction	221040	Change Order #003			(8,887.50)
				\$ -	\$ -	\$ 230,413.50
						Owner's Contingency Fund Available Balance \$ 202,332.72

			Rockport Branch Project Budget		\$ 8,635,042.00
			Encumbered	Expended	
	CBLH Design, Inc. - Architectural Design Services		\$ 88,179.01	\$ 556,560.99	
	Regency Construction - Construction Manager at Risk		3,504,457.91	3,628,911.37	
	Furniture, Fixtures, Equipment and Technology		-	-	
	Owner Direct Costs		26,102.65	137,139.16	
	Direct Expenditures paid from Contingency Fund		-	-	
			\$ 3,618,739.57	\$ 4,322,611.52	
					Available Budget \$ 693,690.91

Change Order Details

Change Order# 001		\$ 235,606.15
PCO #1Rev.2: Permit Drawings		
PCO #2: Bid Package Reconciliation (HVAC)		
PCO #3Rev.1: Revised Civil per WPC Comments		
PCO #4: Accoustical Wall Panel Allowance Overage		
PCO #6: Additional Undercutting per PSI		
PCO #8: Contractor LEED Consultant		
PCO #9Rev 1: Temporary Walkway		
PCO #10: Fire Line & Final WPC		
PCO #13: Floor Box Clarifications		
PCO# 16: Removal of Concrete Foundation (Meter Vault)		
PCO # 17: Removal of Foundation Walls (CB #9 & #10)		
Change Order# 002		
PCO #21: Southeast Soffit Horizontal Member Adjustment		
PCO #23: Utility Permit Fee Allowance Overage		\$ 3,694.85
Change Order# 003		
PCO #12: Restroom Door Indicator Light & Intercom System Credit		
PCO #26: Teen Lounge Window Wall Supports		
PCO #27: Staff Area Countertop Credit		\$ (8,887.50)

CLEVELAND PUBLIC LIBRARY

Board Meeting
December 21, 2023

Louis Stokes Wing High Density Shelving Project

In accordance with the Board resolution adopted on December 16, 2021, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from changes and additions to the Project which may be made in the future by the Library, is hereby submitted:

For the Period Ending November 30, 2023

				Owner's Contingency Fund	\$ 605,779.00
Date	Vendor	PO	Description		Amount
			Change Order #003-7th floor, tube storage in elevator lobby size increased to maintain 150 tube capacity		\$ 4,170.31
6/23/2022	Spacesaver Storage System	220526			
10/19/2022	Spacesaver Storage System	220526	Change Order #007 - LED Lighting for LSW8		247,802.00
11/11/2022	Spacesaver Storage System	220526	Change Order #008 - 8th Floor Fire Park		16,935.00
11/29/2022	Spacesaver Storage System	220526	Change Order #009 - (6) Nantucket tray and cabinet		59,072.00
12/6/2022	City of Cleveland	P-Card	Permit-Street Opening-Sidewalk Obstruction-Working in Right of Way		2,879.83
10/12/2023	Spacesaver Storage System	220526	Change Order #010 - Wire covers for end of ranges		6,450.00
11/1/2023	Spacesaver Storage System	220526	Change Order #011 - Removal of 8th floor carriage		9,889.00
					\$ 347,198.14
			Owner's Contingency Fund Available Balance		\$ 258,580.86

				High Density Mobile Shelving Project Budget	\$ 6,663,571.50
PO 220526 - Purchase & Installation of High Density Shelving for LSW				Original as Executed*	\$ 5,887,015.92
*12/26/2021 Board approved amount not-to-exceed \$6,057,792.50					
Additions to the project (taken from the Owner's Contingency Fund)					\$ 347,198.14
Decreases to the project					
6/23/2022	Spacesaver Storage System	220526	Change Order #002-9th floor, change from cantilever to 4-post shelving to increase weight capacity		(1,707.31)
6/23/2022	Spacesaver Storage System	220526	Change Order #004-8th floor, northernmost section/row of shelving removed to ensure no contact with wall		(3,042.47)
9/1/2022	Spacesaver Storage System	220526	Change Order #001 - Shelving deduct		(16,884.34)
9/1/2022	Spacesaver Storage System	220526	Change Order #005 - Touchscreen Deduct		(51,540.00)
9/28/2022	Spacesaver Storage System	220526	Change Order #006 - Platform Deduct for Existing		(8,130.92)
11/7/2023	Spacesaver Storage System	220526	Change Order #012 - 7th Floor Reused Shelf Credit		(153,029.80)
PO 220526 + P-Card purchase - Purchase & Installation of High Density Shelving for LSW					\$ 5,999,879.22
				Available Budget	\$ 663,692.28

CLEVELAND PUBLIC LIBRARY
 EMPLOYMENT REPORT
 Nov. 01- Nov. 30, 2023

First Name	Last Name	Title	Department/Branch	Effective Date	Compensation (hourly)
New Hires					
Adeline	Wallo	Public Services Generalist	Addison	11/08/2023	20.6960
Aislinn	Hall	Public Service Sub	Branch Substitues	11/08/2023	21.2160
Antonio	Musso	Public Services Generalist	Fleet	11/08/2023	20.6960
Askat	Dukenbaev	Public Services Generalist	Lorain	11/08/2023	20.6960
Benjamin	Eberle	Public Services Generalist	Lorain	11/08/2023	20.6960
Brent	Fosbrink	Public Services Generalist	Collinwood	11/08/2023	20.6960
Bri'yanna	Graham	Public Services Generalist	Harvard Lee	11/08/2023	20.6960
Cailyn	Jones	Public Services Generalist	Woodland	11/08/2023	20.6960
Christine	Van farowe	Public Services Associate	South Brooklyn	11/08/2023	21.9440
Christopher	Graves	Public Services Generalist	Glenville	11/08/2023	20.6960
Clinton	Kieffer	Public Services Generalist	South	11/08/2023	20.6960
David	Maruscsak	Sr. Computer & Networking Tech	IT-CPL/CLEVNET	11/08/2023	27.8824
Donald	Williams	Safety&Protective Officer	Security	11/08/2023	18.0000
Dwight	Fleming	Public Services Associate	Rice	11/08/2023	21.9440
Emily	Poor	Public Services Associate	Carnegie West	11/08/2023	21.9440
Emma	Pavlik	Public Services Generalist	Garden Valley	11/08/2023	20.6960
Erin	Hayward	Public Services Generalist	Mount Pleasant	11/08/2023	20.6960
Evan	Kern	Public Services Associate	Langston Hughes	11/08/2023	21.9440
Fatima	Pearson	Public Services Generalist	Lorain	11/08/2023	20.6960
Holly	Vincett	Public Services Generalist	Langston Hughes	11/08/2023	20.6960
Jaysin	Kolarik	Public Services Generalist	Sterling	11/08/2023	20.6960
Jessica	Williams	Tech Services Librarian	Catalog	11/08/2023	27.5512
Jovaugh	Gaines	Public Services Generalist	Hough	11/08/2023	20.6960
Jyrah	Graves	Public Services Generalist	Garden Valley	11/08/2023	20.6960

**CLEVELAND PUBLIC LIBRARY
EMPLOYMENT REPORT
Nov. 01- Nov. 30, 2023**

**Internal
Movement**

Anna	Fullmer	Technology Associate F/T	Tech Central	11/05/2023	
Antoinette	Allen	Senior Shelf Dept Clerk	Shelf Office	11/05/2023**	*Date Correction
Christopher	Kulcsar	Public Services Generalist F/T	Memorial Nottingham	11/19/2023	
Corina	Spirchez	Public Services Generalist	Fulton	11/19/2023	
Corwin	Kates	Public Services Generalist P/T	Glenville	11/5/2023	
Gary	Johnson	Property Mgmt Generalist	Buildings Office	11/19/2023	
Jesse	Amesquita	Public Services Generalist	Mount Pleasant	11/5/2023	
Keely	Schulz	Grant Funded Family Spaces Asst.	Youth Services	11/19/2023	
Michael	Deneen	Public Services Associate	Social Sciences	11/5/2023	
Michael	Earley	Subject Department Clerk	Lending	11/5/2023	
Michael	McGee	Technology Associate F/T	Tech Central	11/5/2023	
Maxine	Williams	Public Services Associate	Union*	10/1/2023	*Location Correction
S. Sebastian	Fickel	Public Services Generalist	West Park	11/19/2023	

Resignations

Anthony	Green	Driver	Shipping	11/6/2023
David	Borocz-Johnson	External Relations & Development Coordinator	ER & D	11/17/2023
Heather	Shannon	Mgr. Fine Arts & Special Collections	Fine Arts	11/13/2023
Isys	Garcia	Public Services Associate	Woodland	11/1/2023
Jose	Sierra	Page	Shelf	11/11/2023
Macario	Perkins	Page	Martin Luther King Jr.	11/24/2023
Teddy	Reed	Safety & Protective Services	SPS	11/25/2023

Terminations

Amoni	Graves	Sub	Public Services	11/22/2023
Edward	Melton	Page	Popular	11/8/2023

CLEVELAND PUBLIC LIBRARY
 COMPENSATION CHANGES REPORT
 Period: Nov. 1 - Nov. 30, 2023

<u>First Name</u>	<u>Last Name</u>	Title	Effective Date	<u>Compensation</u> Rate	<u>Previous</u> Rate	Reason
Andrew	Busch	Lead Solutions Architect	11/05/2023	50.1105	47.7243	Market Adjustment
Brooke	Hodge	Marketing Coordinator	11/05/2023	32.1904	30.6575	Promotion
Carol	Hubler	Procurement Manager	11/05/2023	40	34.4948	Promotion
Christopher	Strnad	Solutions Architect	11/5/2023	41.0846	39.0304	Market Adjustment
Corwin	Kates	Public Services Generalist	11/19/2023	20.696	15	Promotion
Gary	Johnson	Property Mgmt Generalist	11/05/2023	19.5208	18.2473	Promotion
Jesse	Amesquita	Public Services Generalist	11/05/2023	20.696	15	Promotion
Jesse	Scaggs	Solutions Architect	11/05/2023	44.7569	42.6256	Market Adjustment
Keely	Schulz	Grant Funded Family Spaces Asst.	11/05/2023	23	15	Promotion
Melissa	Carr	Organizational Archivist	11/5/2023	29.7843	28.366	Promotion

Exhibit "A"

CLEVELAND PUBLIC LIBRARY PAY STRUCTURE 2024

Grade	Minimum	Midpoint	Maximum	Pay Structure Job Title
1	\$31,425	\$39,250	\$47,100	Clerk (HR)
2	\$36,575	\$45,725	\$54,875	Assistant I (Outreach and Programming; Capitol Projects) Coordinator I Specialist I
3	\$42,600	\$53,275	\$63,925	Assistant II Coordinator II (BBTTC, Property Management, OLBPD, HR, HR Recruitment, ER&D) Specialist II (Payroll and Benefits, Inventory, Recruitment) Supervisor I
4	\$49,650	\$62,075	\$74,450	Coordinator III (Development; ER&D; Marketing; Public Services Training; Public Services/Special Projects; HRIS) Specialist III (Recruitment) Supervisor II (Lending, Property Management, Custodial, SPS, Logistics and Circulation; Substitute) Assistant Manager I (Assistant Branch, Shelf) Paralegal, Archivist
5	\$57,825	\$72,300	\$86,750	Coordinator IV (Operations Project; TPU; Procurement; DEI) Specialist IV (Employee and Labor Relations, Web; Occ. Health & Safety; Engagement, Creative Technology Engineer) Assistant Manager II (Tech Central; Facilities - Maintenance Mechanic; Facilities - Carpentry/Paint) Manager I (BBTTC, Shelf Division, IT, Logistics and Circulation, Annual Giving) Executive Assistant; Fellow - Ohio Center for the Book; Organizational Archivist
6	\$67,100	\$83,875	\$100,650	Specialist V Manager II (Capitol Projects, SPS, Institutional Giving, Collections/Acquisitions, Lending & Circulation; Facilities; Public Services/Neighborhood; OPS; Capital Operations; Procurement; Immersive Technology; Knowledge/Strategy Ofc; Special Projects-Collection; Accounting) Analyst I (Data and Insights)
7	\$77,825	\$97,275	\$116,750	Manager III (Tech Central, Subject Dept.-Med, Catalog; Youth Services, Public Services/Anchor; Hub, IT; IT Network; TPU Marketing & Communications; Organizational Performance; Public Services Training; Benefits and Comp) Analyst II
8	\$90,275	\$112,875	\$135,425	Senior Manager (Subject Dept. Large, General Research Collections, Digital and Preservation, Lending and Logistics) Regional Director (Public Services East/West) Director (Financial Services, HR, Labor/Employee Relations, OLBPD, DEI, Education, Board & Executive Operations; Property Management, Library Innovation, Digital Content, Technical Services; Safety; Youth and Family Engagement; Arts and Culture) Legal Officer
9	\$108,350	\$135,425	\$162,500	Senior Director (PS-Main, PS- Branches, Legal, IT, OPS, Development)
10	\$130,000	\$162,500	\$195,000	Chief (ER&D, Talent, Public Services, Collections/Special Projects, Strategy, Operations, Financial, Innovation/Technology)

CLEVELAND PUBLIC LIBRARY
EMPLOYMENT AGREEMENT

THIS AGREEMENT made as of and effective January 1, 2024, by and between **TRUSTEES** of the CLEVELAND PUBLIC LIBRARY, hereinafter referred to as the "Board" and **FELTON THOMAS, JR.**, hereinafter referred to as "Director".

WITNESSETH:

WHEREAS, the Board of Trustees of the Library has determined that Felton Thomas Jr. has served as an outstanding Director of the Cleveland Public Library over the last 10 years, having lead the Library through two successful tax levy campaigns, guided the Library to the status of a "Five Star" library 10 times in his tenure as Director of the Cleveland Public Library, and having garnered national and global recognition as a leader of innovation in public libraries.

WHEREAS, The Board of Trustees of the Library desires to renew Mr. Thomas' contract, and adopted a resolution on December 21, 2023 authorizing the Board President to work with legal counsel to finalize a contract with Mr. Thomas to continue to serve as Director of the Cleveland Public Library.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the Board and Felton Thomas do hereby agree as follows:

1. EMPLOYMENT.

The Board hereby employs Director, and Director hereby accepts employment as Executive Director and Chief Executive Officer of the Cleveland Public Library upon the terms and conditions hereinafter set forth.

2. TERM.

The term of employment of Director shall be for a period of five (5) years and one (1) month beginning on January 1, 2024 and ending January 31, 2029.

3. EXTENSION AND MODIFICATION.

The parties hereto may extend the term hereof, the compensation payable hereunder, and any other provisions hereof by mutual agreement. This agreement shall automatically be extended for additional periods of one year, as it is written or may be hereafter modified, unless either party gives to the other party written notice to renegotiate or terminate this agreement at least ninety (90) days prior to its expiration.

4. SCOPE OF EMPLOYMENT.

The Board and Director agree that he will devote his full time to the position, that he will perform to the best of his ability, and that the Board will give him its full support in the execution of his responsibilities and directives in compliance with the philosophy, objectives, and policies established by the Board. As a description of his position and certain of its duties and obligations, the parties agree, and hereby adopt and incorporate by reference the job description is attached hereto as Exhibit "A." During the period of employment hereunder, Director agrees to perform the functions and duties of Director of Library according to applicable laws and rules and policies established by the Board, and to act as the agent of the Board in managing the Library and in communicating between Library staff and Board. Director shall report faithfully and regularly to the Board on the affairs of the Library. No policy of the Board shall be circumvented by Director, nor shall the Board invoke any changes in policy or procedures without consultation with Director.

Amendments to or changes in Library policy shall be effective only upon formal vote of the Board.

5. COMPENSATION.

5.1 As compensation for the services to be rendered by Director hereunder, the Board shall pay Director, so long as he shall be employed hereunder, a salary at the rate of Two Hundred Ninety-Seven Thousand Dollars (\$297,000.00) per annum, effective January 1, 2024, subject to applicable withholdings, payable not less frequently than twice monthly, plus all fringe benefits available to other Library employees, except as otherwise provided herein. Director shall be eligible to receive an annual increase during each year of the Term, including in the first year of the Term, at a rate determined by the Board. The Board shall base the increase on the Director's performance during the prior year, and such increase shall be determined at the discretion of the Board provided, however, that the percentage rate of such increase shall fall within the range of merit-based increases offered to the Cleveland Public Library's other non-bargaining unit staff during the year in question. Each such annual increase shall be made retroactively effective to the pay period that includes January 1 of that year.

5.2 The Board may, at its sole discretion, pay to the Director not more than once per year a bonus not-to-exceed five percent (5%) of the Director's annual salary in recognition of the Cleveland Public Library's achievement of milestones or goals related to The People's University Strategic Plan 2030 adopted by the Board on June 15, 2023.

6. BENEFITS.

Except as otherwise provided, the Board shall provide the benefits described in this Section 6, as well as such other benefits that are provided generally to non-bargaining unit employees of the Library.

- (a) **Public Employees Retirement System.** During the term hereof, the Board shall pay Director's periodic employee contribution to the Public Employees Retirement System (P.E.R.S.), pursuant to a "pick up" plan, without reducing Director's salary. The Board shall also pay to P.E.R.S. the amount required to be paid by the Library to P.E.R.S. as an employer contribution with respect to Director without a reduction of Director's salary.
- (b) **Automobile.** In order to facilitate Director's performance of his responsibilities as Director, the Board shall continue to provide to Director an automobile designated by the Board. The Board shall satisfy all reasonable expenses related to the vehicle, including, but not limited to, the costs of maintenance, gasoline, repair, and insurance.
- (c) **Vacation and Sick Leave.** During each year of this Agreement, the Director shall be entitled to vacation and sick leave in amounts equivalent to those available to non-bargaining unit employees of the Library.
- (d) **Conferences.** In addition to vacation and sick leave, the Director shall be entitled to devote a reasonable period of time in each year of this Agreement, to attend professional conferences within the library field, to enhance the position of the Library and to continue the professional growth of the Director and all reasonable

expenses associated with such professional conferences shall be satisfied by the Board.

- (e) Professional Networking and Membership Reimbursement. In order to facilitate additional opportunities for the Director to make networking connections for the benefit of the Library, such as developing connections with potential donors and other individuals and organizations who may be able to provide support to the Library, the Director shall be entitled to receive reimbursement up to One Thousand Two Hundred Dollars (\$1,200) per year during the term of this agreement for costs associated with memberships in social and/or professional organizations. Such reimbursement shall be subject to the Library's then-current policies and procedures regarding the reimbursement of expenses and guidance issued by the Ohio Auditor of State.

7. ASSOCIATED PROFESSIONAL ACTIVITIES.

The Board recognizes that the Director may be asked from time to time to serve on professional and governmental panels and advisory groups. The Board agrees that the Director has the Board's encouragement to become actively involved with the various professional associations and activities of the Library and information science community. The Director agrees to avoid involvement or activities that represent a conflict of interest with his position or that appear to conflict with his responsibilities to the Board and the Library. Any speaking, writing, or other activities for which a fee or honorarium are awarded will be performed on the Director's time off from his full-time position.

In addition, the Director shall not serve on the Board of Directors for a non-profit corporation or other for-profit entity without the prior consent of the Board, or without

notice to the Board of service on the Board of Directors (or Board of Trustees) of any non-profit corporation or other entity.

8. CONSULTATION.

Upon prior consent, the Board agrees to permit Director to provide professional consultation advisory services to other library entities during annual vacation leave, or during such other periods as may be previously agreed to by the Board, so long as such consultative services do not conflict with or otherwise impede Director's performance hereunder.

9. CONFIDENTIAL INFORMATION.

During the term of this Agreement and thereafter, the Director shall not disclose to any third party, entity or person, other than personnel of the Library, any confidential or proprietary information, data, know-how, processes, or trade secrets of the Library, without prior written consent of the Board.

10. NOTICE OF TERMINATION.

10.1. During the term of this Agreement, including any extensions to the term as set forth in Section 3 above, Director may only be terminated by the Board for cause. In the event the Board determines to terminate Director for cause, it shall provide Director with a written notice setting forth the charges supporting the cause determination and give Director a hearing before the Board within thirty (30) days of such notice. Until a final decision is rendered by the Board, Director may be suspended with or without pay.

10.2. Following the conclusion of the term set forth in Section 2 above, either party may, without cause, terminate this Agreement by giving ninety (90) days written notice to the other party. In such event, Director shall, unless otherwise directed by the

Board, continue to render his services until the expiration of the ninety (90) day period. So long as the Director complies with the foregoing, he shall be paid his regular compensation through such period of ninety (90) days.

10.3. If the Board terminates this Agreement for cause pursuant to Section 10.1 above, then the Director shall be paid one hundred percent (100%) of his accrued vacation time and fifty percent (50%) of his accumulated sick time. If this Agreement is not extended beyond the term set forth in Section 2 above or if the Board or the Director terminates this Agreement without cause pursuant to Section 10.2 above, then the Director shall be paid one hundred percent (100%) of his accrued vacation time and seventy-five percent (75%) of his accumulated sick time, upon application to Ohio Public Employee's Retirement System for retirement.

10.4. If this Agreement is not extended beyond the term set forth in Section 2 above or if the Board or the Director terminates this Agreement without cause pursuant to Section 10.2 above, then the Board shall pay for the continuation of health insurance coverage for the Director and his spouse pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA) until the earlier of (a) eighteen (18) months following the termination of this Agreement; (b) the Director's sixty-fifth birthday; (c) the Director becomes eligible for health insurance coverage through a subsequent employer; or (d) the Director becomes eligible for health insurance coverage offered through his spouse's employer or other source.

11. NOTICE.

Any notice required pursuant to this Agreement shall be made by hand-delivery, facsimile, or certified mail, postage prepaid, to the following addresses:

To the Board:
Cleveland Public Library
Attention: President of Board of Trustees
325 Superior Avenue
Cleveland, Ohio 44114-1271

To the Director:
Felton Thomas
c/o Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114-1271

The Board or Director may change the address to which notice is sent by giving notice of the new address to the other party in the manner provided in this Section.

12. DEATH OR DISABILITY.

In the event of the disability of the Director which renders him incapable of performing his duties hereunder or the death of the Director prior to the completion of the term of this Agreement, the Board shall pay compensation and benefits to the Director (or his heirs, executors, administrators as the case may be) through the end of the month in which such disability or death may occur. Thereafter, the Board shall have no further obligation to the Director or his heirs, executors or administrators, but the foregoing is not intended to limit or restrict Director's heirs from benefits to which they may be entitled from PERS, Social Security, or other similar program of insurance.

13. ENTIRE AGREEMENT.

This Agreement constitutes the entire understanding and agreement between the Board and Director with respect to all matters herein. There are no other agreements,

conditions or representations, oral or written, express or implied, with regard thereto. This Agreement may be amended only in writing, signed by both parties.

14. GOVERNING LAW.

This Agreement shall be governed by and construed according to the laws of the State of Ohio. The validity of any provision of this Agreement shall not invalidate any other provision hereof.

15. DISPUTE RESOLUTION.

Any dispute between the parties relating to the terms of this Agreement, including but not limited to the termination of employment of Director, shall be resolved solely through arbitration, to be conducted in the City of Cleveland under the rules of the American Arbitration Association ("AAA"). Either party may invoke arbitration by giving notice to the other and to the AAA.

Both the Board and Director shall have all applicable remedies at law, including but not limited to remedies available under Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and the Ohio Civil Rights Laws.

The fees and expenses of the arbitrator and AAA will be borne equally by the parties.

IN WITNESS WHEREOF, and in accordance with the applicable sections of Ohio Revised Code, Chapter 3375, the parties hereto have duly executed this agreement as of the day and year first written above.

[Signatures follow on the next page]

IN THE PRESENCE OF:

THE BOARD OF TRUSTEES OF THE
CLEVELAND PUBLIC LIBRARY

MARITZA RODRIGUEZ, President of the
Board of Trustees

FELTON THOMAS, JR.
Executive Director, CEO



Title: Chief Executive Officer
Supervisor Responsibilities: Per Organization Chart
Bargaining Unit: N/A
Job Code:

Reports to: Board of Trustees
Department: Administration
FLSA Status: Exempt
Hours: Minimum of 7.5 hours per day. Must be able to work flexible and/or additional hours as mandated by library operational needs.
Last Revised: 2024

Pay Grade: N/A

JOB SUMMARY: This position reports to the Board of Trustees and is responsible for leading, directing, and managing the Cleveland Public Library's operations and serving as the primary Library representative in local, state, national, and international settings.

JOB REQUIREMENTS:

Education: Master's degree in library and information science.

Experience:

10-15 years' leadership experience in a large library system in a mid-to-large sized city; experience in a research library.

5-10 years' leadership experience in community outreach and relationships.

5-10 years' experience working with a Board of Trustees/Directors.

Technical Expertise:

1. Knowledge of public library philosophy, financing, administration, principles, and procedures.
2. Ability to advocate on local, statewide, and national levels.
3. Experience cultivating and nurturing community partnerships and relationships.
4. Governmental budgetary principles, practices and procedures.
5. Experience in public library, public-sector, and a union environment is preferred.

OTHER EXPECTATIONS:

1. Attendance – Adhere to Library attendance and work schedule policies.
2. Collaboration – Establish and maintain cooperative working relationships. Work in a complex institutional structure requiring significant collaboration.
3. Communication – Read, understand, and communicate information and ideas presented in writing. Listen to, understand and communicate information and ideas.
4. Customer service – Determine and meet customer needs. Work effectively with external entities and the public.
5. Initiative – Work independently with minimal supervision.
6. Positive and enthusiastic attitude – Be courteous and respectful.
7. Quality of work – Effectively manage time to meet operation needs and desired outcomes and plan and organize the steps to implement new projects. Adhere to Library work rules, procedures and policies, and collective bargaining agreements.
8. Reliability – Consistently perform required duties.
9. Teamwork – Work as part of a team and work effectively with persons and communities from diverse cultural, social and ethnic backgrounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Evaluation of this position is based primarily on performance of the following essential functions, which include, but are not limited to:

1. Serve as the Library's Chief Executive Officer. Lead the Executive Leadership Team.
2. Serve as the strategic advisor to the Board of Trustees. Prepare materials for and participate in committees and Board meetings. Inform Board as to local, regional, state, and national developments in the library field.



3. Support, promote, implement, and make decisions based on established library policies and procedures.
4. Prepare annual budget for the Board of Trustees' review and approval. Receive and expend library funds according to established guidelines and budgets. Demonstrate fiscal accountability for the library's resources and the ability to achieve outcomes within allocated resources.
5. Recruit, select, hire, supervise, evaluate, and terminate library staff in conformity with Library policies and practices, federal and state laws, and collective bargaining agreements.
6. Design, implement, and evaluate the strategic and annual/operating plan for the Library.
7. Oversee the collection of library materials.
8. Develop, direct, implement and evaluate high-quality library programs and services that meet the community's needs and are accessible to all.
9. Manage the Library's property, facilities, and buildings.
10. Represent the Library on appropriate committees/collaboratives. Represent and promote the library in a variety of venues, organizations and activities within the community. Cultivate community partnerships and maintain high visibility in the community; foster relationships with community leaders, public officials, donors and other supporters of the library.
11. Establish, implement and oversee policies and procedures.
12. Prepare necessary Board, annual and other required reports, and communications.
13. Oversee productivity standards and efficiency of staff and operating systems.
14. Oversee record and reporting systems.
15. Promote professional development through appropriate educational and organizational activities.
16. Perform other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. The library environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
2. The noise level in the work environment is usually quiet to moderate.
3. This position is performed in an office setting although frequent offsite meetings in various settings occur.
4. There is no set schedule for this position due to the requirements to attend meetings and events before or after normal working hours and occasionally on weekends and evenings.
5. Some travel by personal automobile and a valid State of Ohio drivers' license is required. Occasional overnight travel is required.

ACKNOWLEDGEMENT:

The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a comprehensive listing of all the work requirements that may be inherent in the job.

I understand that the Cleveland Public Library is a non-hostile and non-discriminating work environment and I will always adhere to the respectful conduct and language. I understand that the Library expects all employees to follow policies/procedures of the department and rules and regulations of the Library.

My signature below signifies that I have reviewed my job description and that I am aware of the contents and the requirements of the positions.

Employee Signature:

Date:

Exhibit "A"

EMPLOYMENT PRACTICES – 200
LIBRARY CLASSIFICATIONS AND EMPLOYEE STATUS- 210

Job descriptions indicate whether a job classification is exempt or non-exempt. The Fair Labor Standards Act (FLSA) requires the Cleveland Public Library to track and record all hours worked in a work week for non-exempt employees, and to pay nonexempt employees overtime at a rate of one and one-half times the employee's regular rate of pay or compensatory time in lieu of overtime.

Employees are additionally classified as either bargaining unit or non-bargaining unit. A Collective Bargaining Agreement outlines the terms and conditions of employment for a bargaining unit employee.

Employees are "full-time" when they are assigned to work a regular schedule of at least 37 ½ hours per week. Full-time regular employees are eligible for all time allowances with pay (sick time, vacation time, etc.) and health and welfare benefits offered by the Library.

Employees are "part-time regular" when they are assigned to work a regular schedule of at least 20 but fewer than 30 hours per week. Part-time regular employees are eligible for time allowances with pay (sick time, vacation time, etc.) on a pro-rated basis. Part-time regular employees are not eligible for select health and welfare benefits.

Employees are "part-time" when they are regularly scheduled to work 20 or fewer hours per week or have the classification of substitute, Page 1, or Page 2. Part-time employees are not eligible for time allowances and most health and welfare benefits.

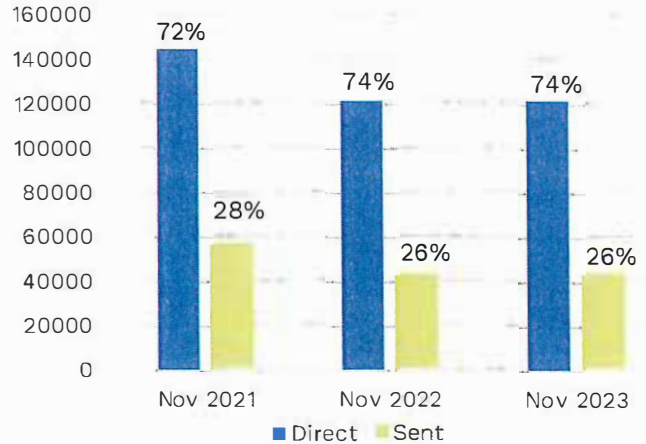
A "temporary role" is defined as an employee who is scheduled to work at least 20 hours per week to meet a temporary or short-term need (e.g., provide coverage during an employee absence, address short-term project needs, etc.) Existing employees who fill a temporary role will be eligible for health and welfare and paid time off benefits based on their status before being appointed to a temporary role. Employees hired to fill a temporary role are not benefit-eligible. An employee appointed to a temporary role may be eligible for paid time off based on actual hours worked.

Circulation

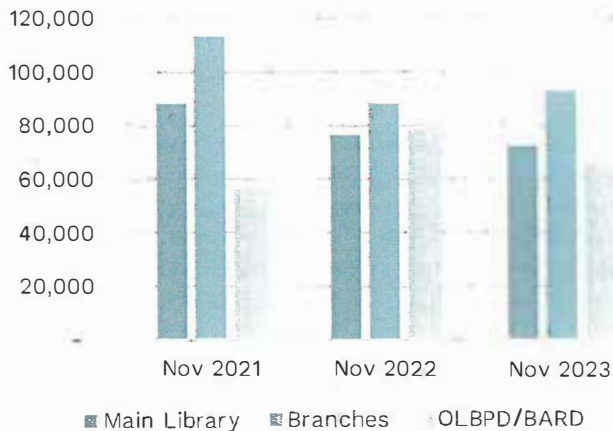
Physical Circulation



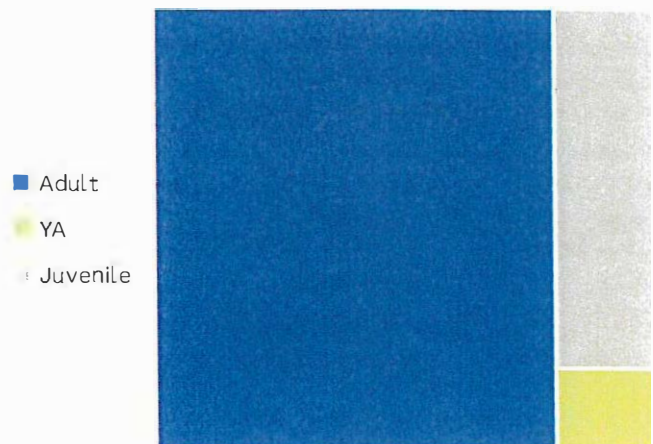
Direct vs Sent



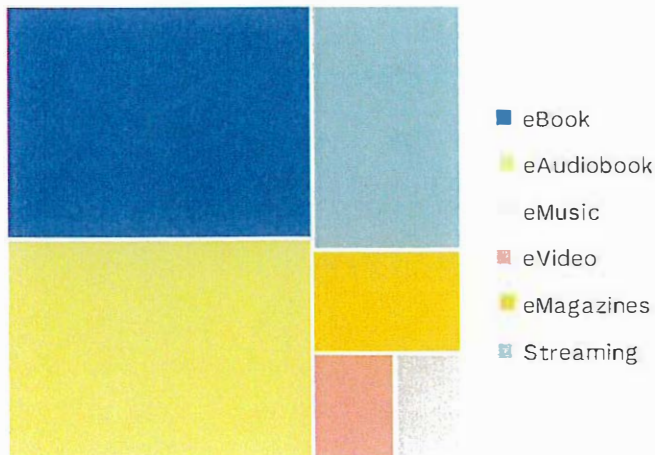
Circulation Trends



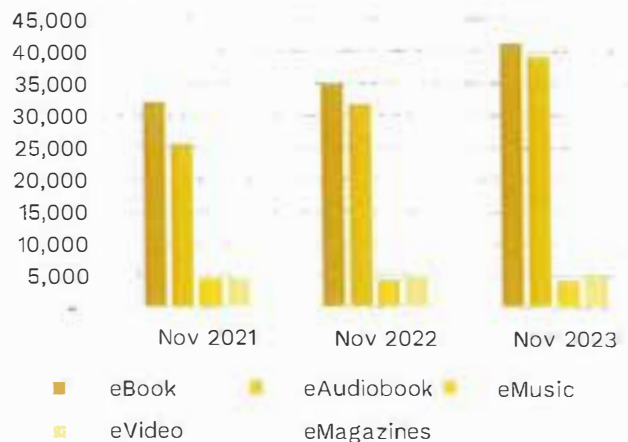
Circulation by Reading Level



Electronic Circulation

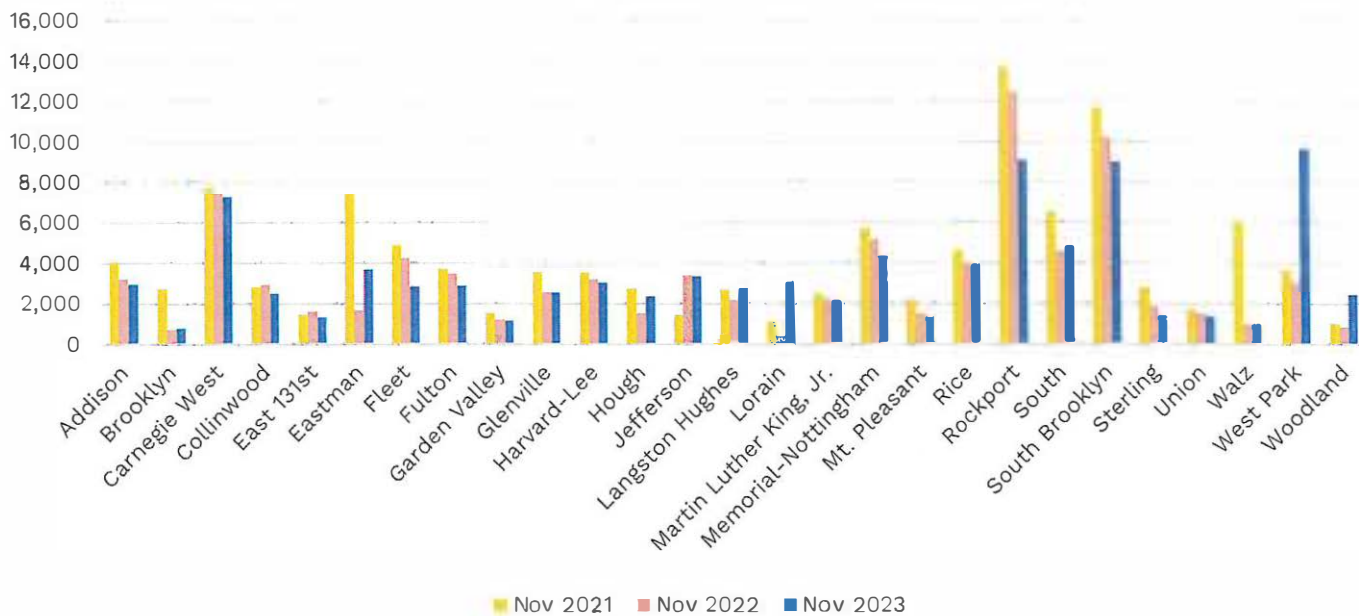


Emedia Circulation Trends

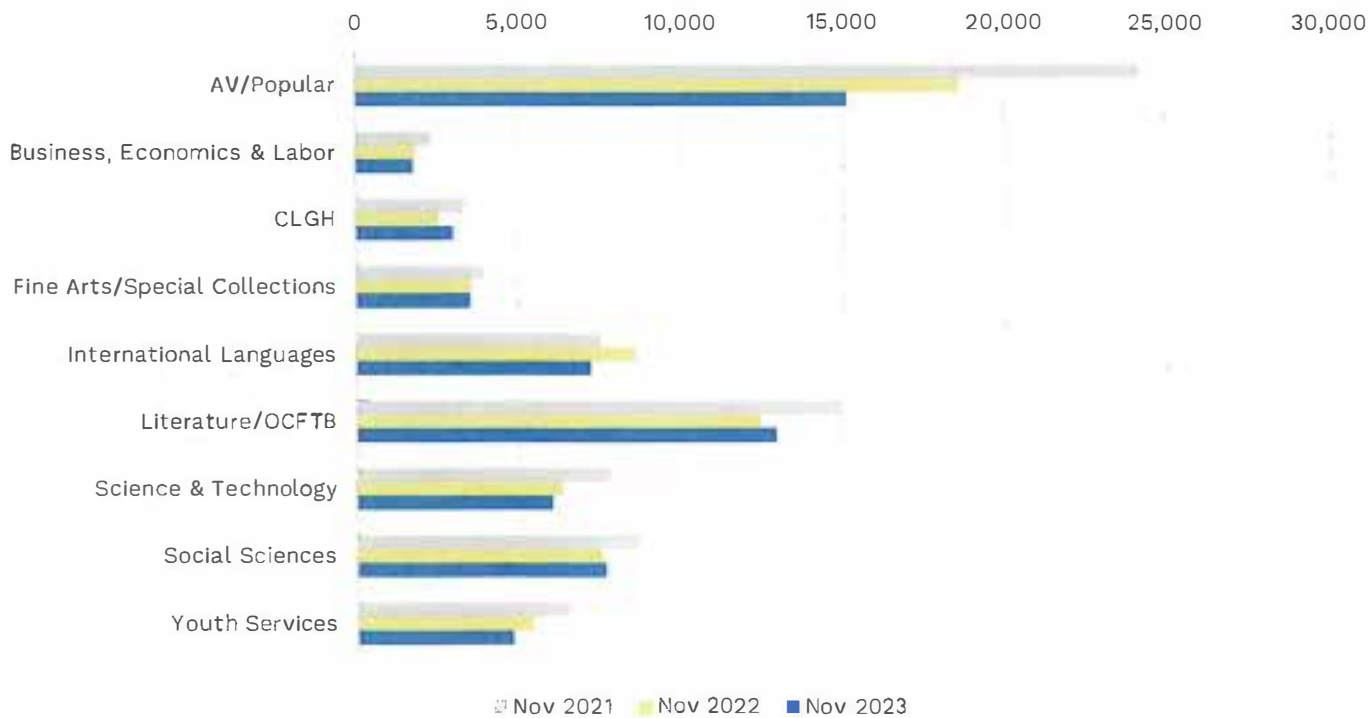


Circulation

Branch Circulation

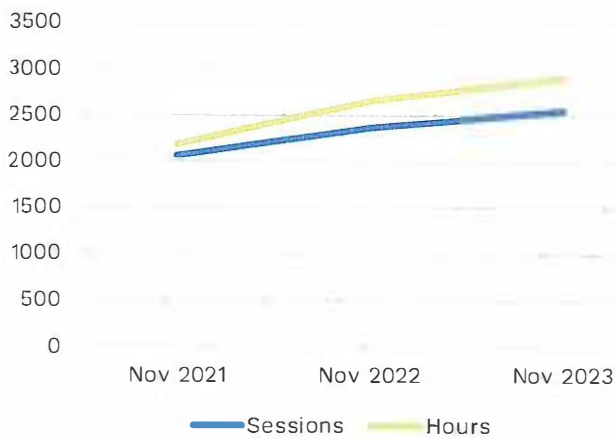


Main Library Circulation

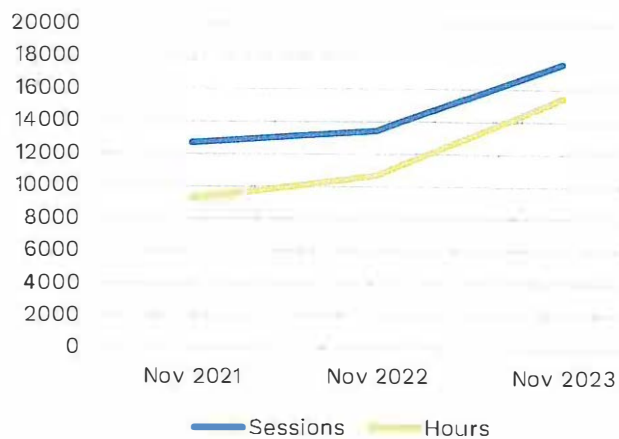


Technology & Services

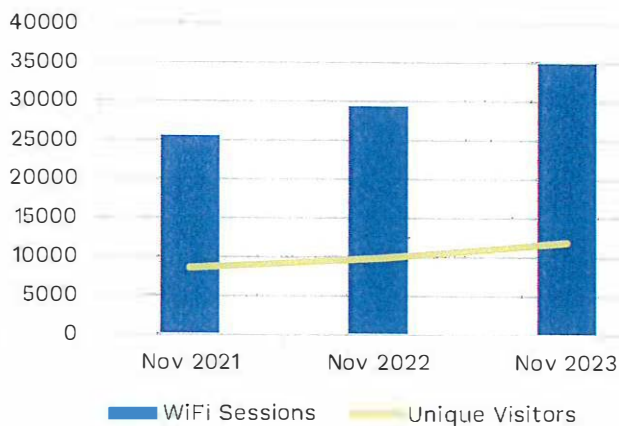
Computer Use - Main



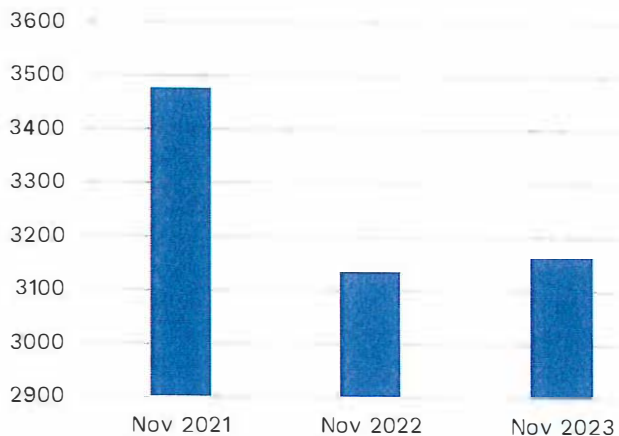
Computer Use - Branches



WiFi Use

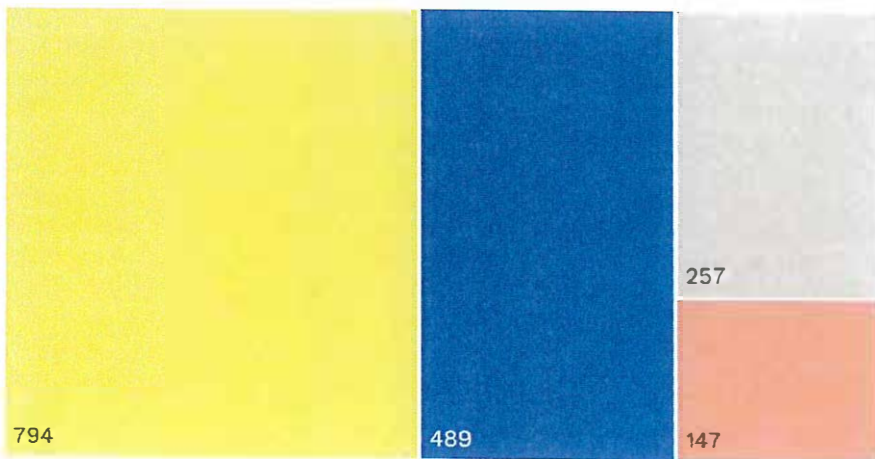


Virtual Reference

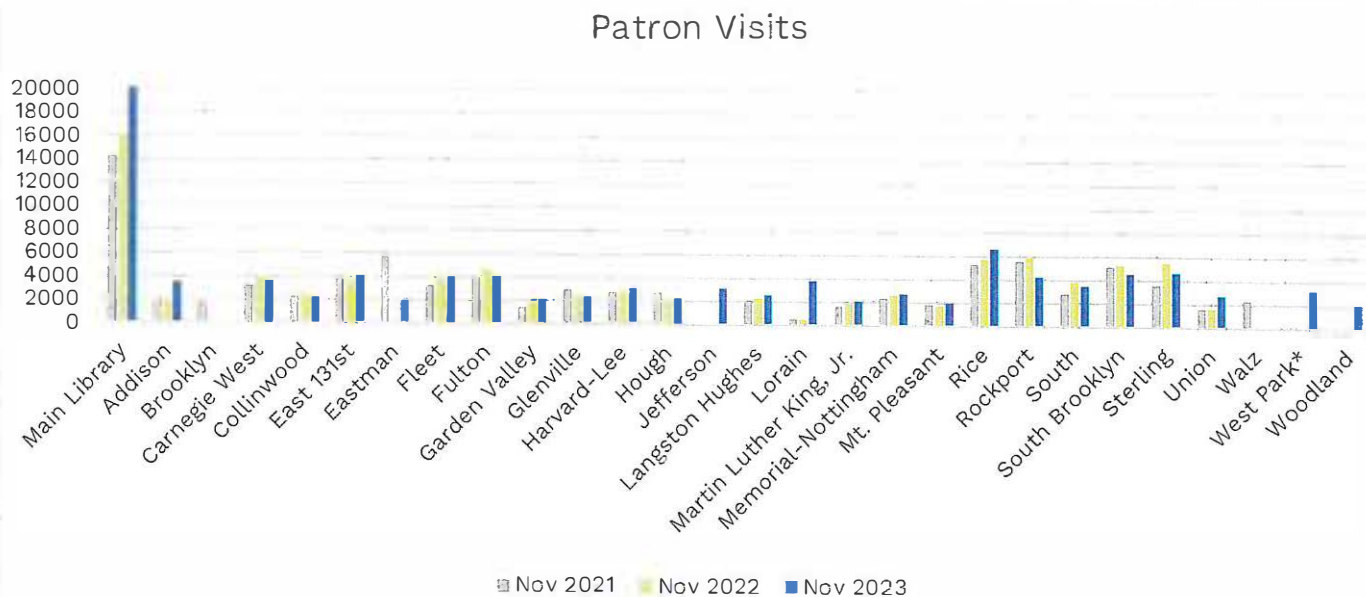


New Cards Issued

■ Adult ■ Online/Ecard ■ Juvenile ■ Seniors

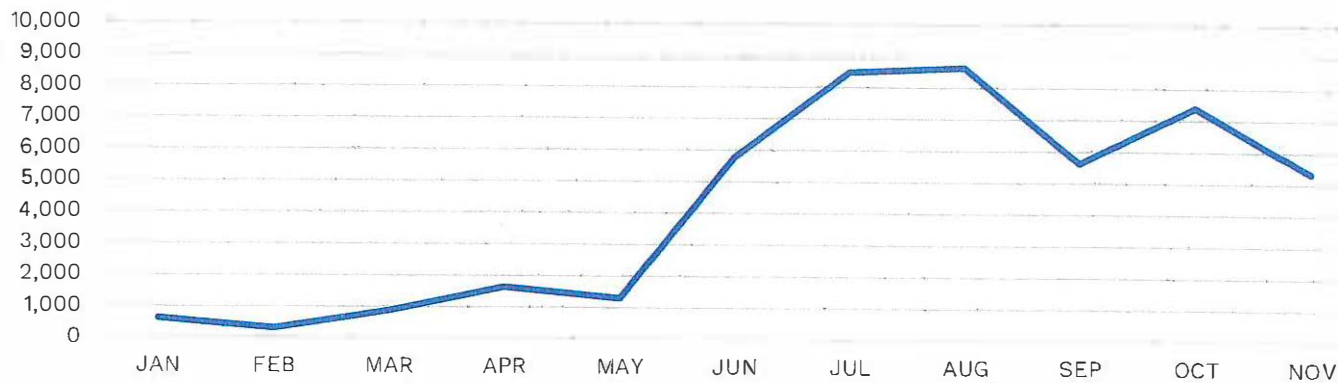


Patron Visits

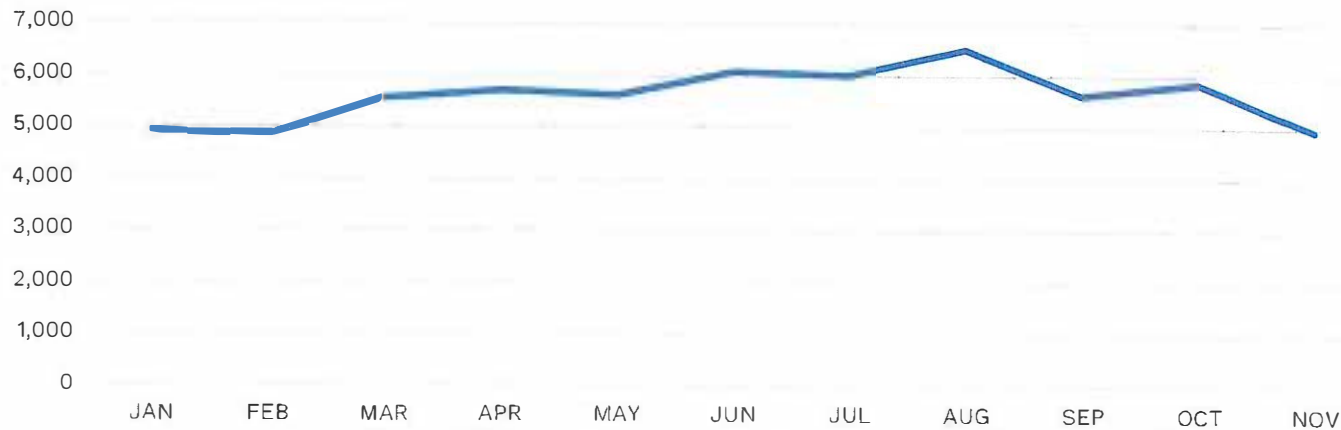


Nov 2021 Nov 2022 Nov 2023

Brett Hall Visitors YTD

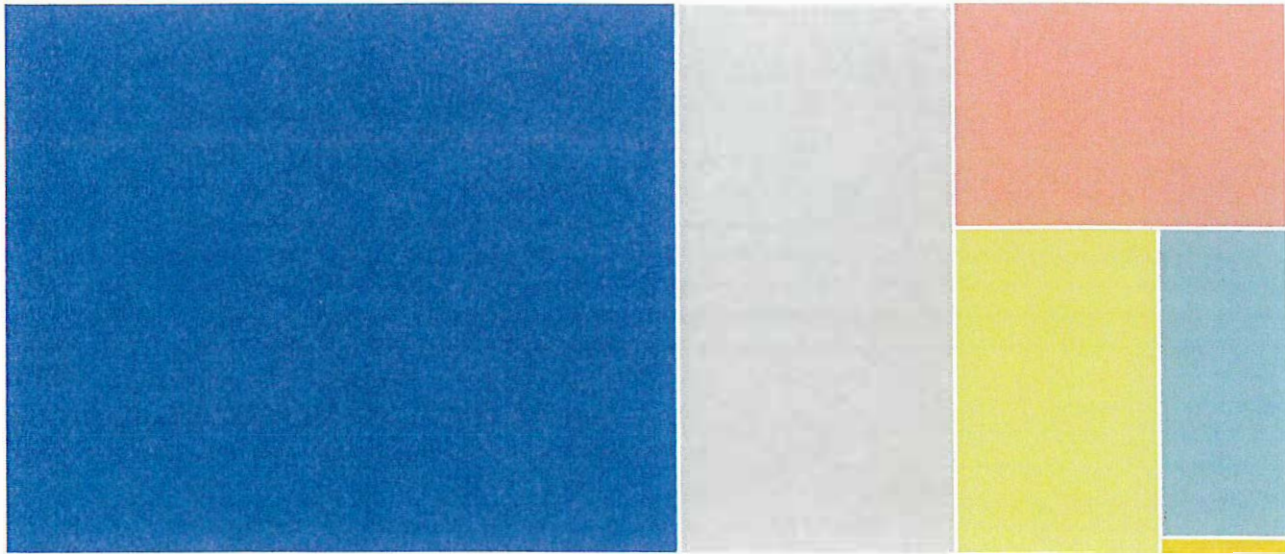


TechCentral Visitors YTD



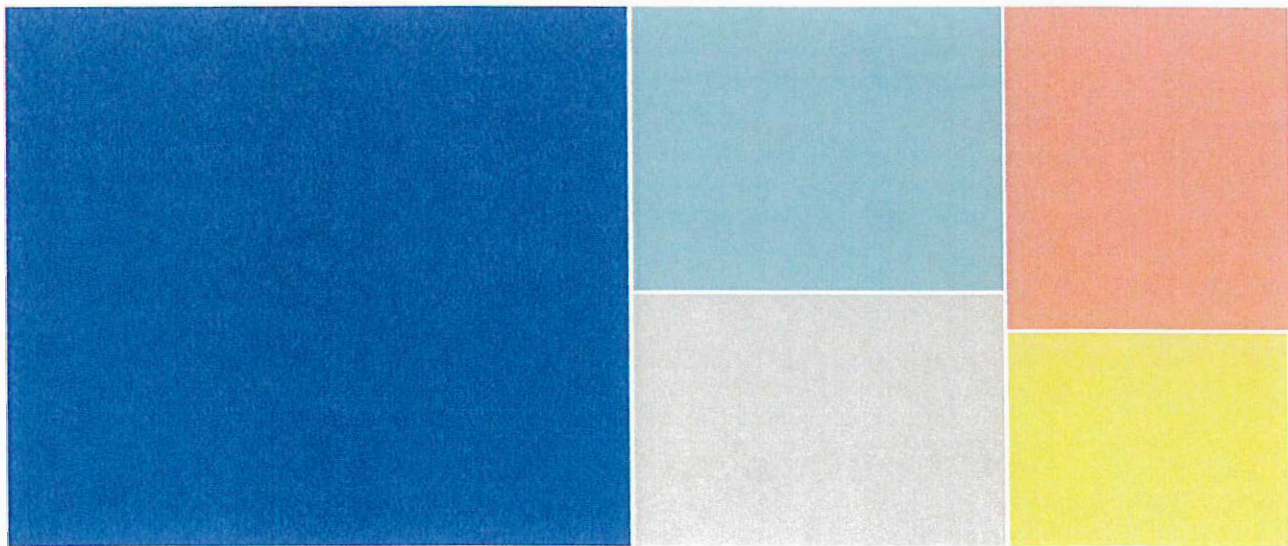
Programming

Programs per Target Audience



■ 0-5 ■ 6-11 ■ 12-18 ■ 19+ ■ Seniors ■ All Ages

Attendance by Audience

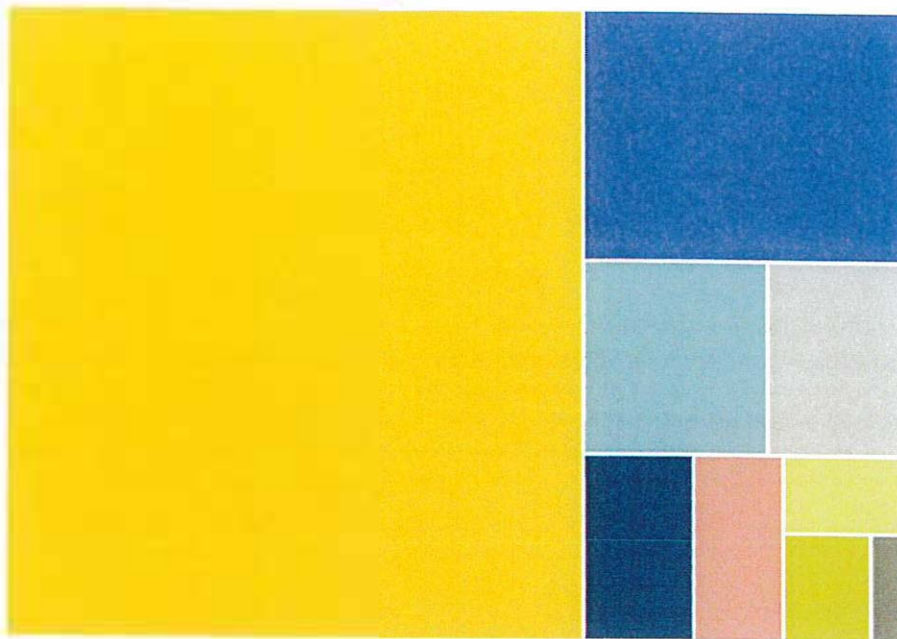


■ 0-5 ■ 6-11 ■ 12-18 ■ 19+ ■ Seniors ■ All Ages

Programming

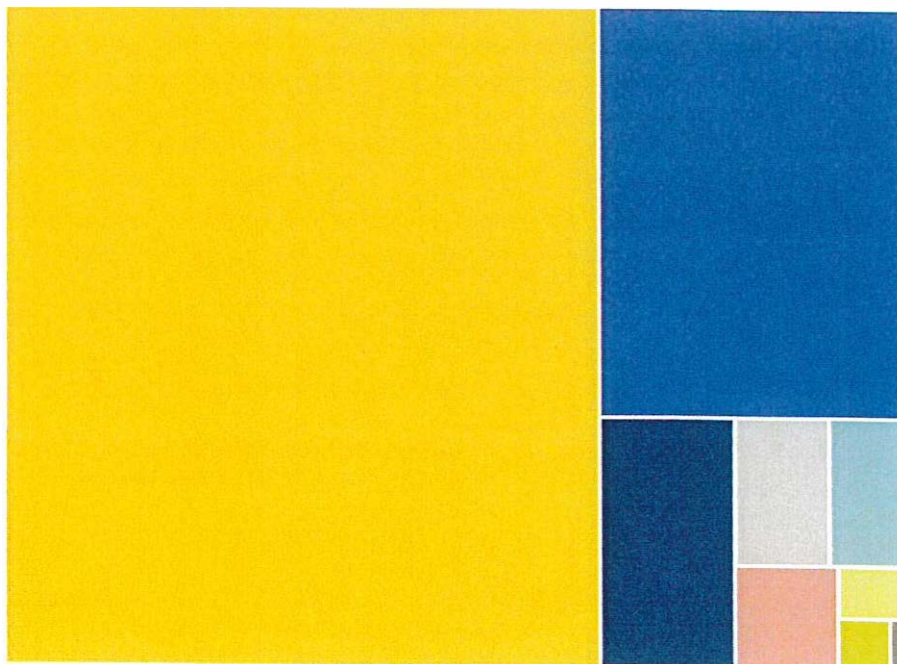
Programs per Topic

- Arts/Creative
- Civic/Community Engagement
- Digital Literacy
- Diversity/Multicultural
- Early Childhood Literacy/School Visits
- Education/Lifelong Learning
- Games/Gaming
- Health/Wellness
- Job Skills



Attendance by Topic

- Arts/Creative
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Patron Interests

Print Top 10

Adult		Juvenile	
Holly	Stephen King	Bob Books	Bobby Lynn Maslen
23 1/2 lies	James Patterson	Dog Man	Dav Pilkey
Tom Lake	Ann Patchett	Paw Patrol	Jennifer Liberts
The Heaven & Earth Grocery Story	James McBride	Catwad	Jim Benton
12 Months to Live	James Patterson	How to Catch a Turkey	Adam Wallace
Things We Left Behind	Lucy Score	Pete the Cat	James Dean
The Covenant of Water	Abraham Verghese	The Sour Grape	Jory John
Payback in Death	J. D. Robb	Hard Luck	Jeff Kinney
When a Rich Thug Wants You	Pebbles Star	Frank and Bean	Jamie Michalak
Out of Nowhere	Sandra Brown	Thankful for Family	Stan Berenstain

OverDrive Ebook Top 10

**Closures**

Facilities Master Plan: Jefferson Branch closed for construction 4/5/2021-10/14/2022. West Park Branch closed for construction 4/5/2021-1/6/2023. Woodland Branch closed for construction 4/5/2021-8/5/2023. Lorain Branch closed for construction 10/9/2021-6/17/2023. Eastman Branch closed for construction 12/13/2021-10/28/2023. Walz Branch closed for construction as of 3/5/2022. Brooklyn Branch closed for construction as of 5/7/2022. Hough Branch opened at new facility 11/12/2022.

COVID: Curbside/walk-up services only: 11/21/2020-2/21/2021; 12/27/2021-1/17/2022; Open with occupancy restrictions/time limits: 2/22/2021-12/25/2021, 1/18/2022-11/5/2022.

Other: Garden Valley Branch closed due to building issues 12/17/2022-1/31/2023

Nancy Mocsiran | Strategy Office | December 21, 2023