

CLEVELAND PUBLIC LIBRARY  
 Minutes of the Regular Board Meeting  
 March 15, 2022  
 Learning Commons      Louis Stokes Wing  
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,  
 Ms. Rodriguez, Mr. Hairston, Ms. Thomas,  
 Mr. Parker (arrived, 12:14 p.m.)

Absent: None

Ms. Rodriguez called the Regular Board Meeting to order  
 at 12:06 p.m.

**Approval of the Minutes**

Mr. Corrigan moved approval of the minutes for the  
 Regular Board Meeting of 02/15/22; and Special Board  
 Meeting of 02/22/22. Mr. Seifullah seconded the motion,  
 which passed unanimously by roll call vote.

**PRESENTATIONS**

**C.R.E.W. Foundation - Media Center** - Sheila Wright,  
 Founder and President, C.R.E.W Foundation

Dr. Sadie M. Winlock, Chief Equity, Education, and  
 Engagement Officer, stated that near the beginning of  
 COVID, Director Thomas and her team began discussions  
 about the needs of the community around small  
 businesses. After a review of what the Library offered  
 such as recording, streaming and podcasting and we saw  
 it as an opportunity to support those small businesses  
 in continuing their businesses through marketing,  
 advertising and letting the community know that they  
 were still open or when they would reopen.

Dr. Winlock stated that as the conversation expanded,  
 she met Sheila Wright, Founder and President, C.R.E.W  
 Foundation. We are looking at taking the skills we  
 offer at the Library and partnering with the C.R.E.W.  
 Foundation to expand and become a media center.

As an introduction, Dr. Winlock stated that Ms. Wright

MINUTES OF  
 REGULAR BOARD  
 MEETING OF  
 02/15/22; SPECIAL  
 BOARD MEETING  
 OF 02/22/22  
 Approved

would provide more information about what she is doing to help develop a media center here at Cleveland Public Library.

After thanking Director Thomas and the Board for the opportunity to share this information, Ms. Wright introduced the following team members: Angela Bennett, L.J. Chandler, Handmade Films and Stephanie Wahome Lassiter, The Art of Me. These individuals work with organizations that are already doing this work.

Ms. Wright shared extensive information about her background, the motivation that led her to her current work, and the value that Cleveland Public Library brings to this partnership. Ms. Wright shared in detail the following PowerPoint presentation.

#### BRAINSTORMING

- Director Thomas
- Seek new ways that CPL could support closing the technology and employment gaps in Cleveland.
- Expand/update Tech Central.
- Create a new opportunity for scholars, strivers and seniors to enter into a field that might be otherwise financially unattainable.

#### Experience:

- Utilization of Technology
- Developing and producing live presentations and pre-recordings of projects such as programs, story times, and other events for both our internal and external stakeholders.
- Streaming, podcasting, utilization of social media.

#### COVID-19 Presented a Challenge:

- Small businesses that either reduced or closed their doors, limiting their abilities to advertise their services.
- Individuals in the retail business who needed to consider a potential new career.

#### Discovery

CREW (Creating Real Entertainment Workforce) Foundation

- Mission: To catalyze economic growth by building a more diverse, equitable and inclusive film, television and digital media production industry.

- Vision: A thriving film, television and digital media industry with a culture of belonging where BIPOC can access professional and business opportunities that recognize their value in an ever-changing economy.

#### CREW Foundation Goals

- Promote collaboration of film and television industry professionals, organizations, and supportive partners to design a comprehensive approach to diversity, equity, and inclusion.
- Expand existing production workforce through diverse, equitable and inclusive skill development, and training opportunities.
- Increase supplier diversity for minority businesses and professionals to serve the location, technology, and service needs of the industry.

#### Need: Achieve Racial Equity, Building Black Wealth in Film & TV

- Black talent is underrepresented across the industry particularly in off-screen for above and below the line talent. Essentially, Black talent behind the camera has not improved over the past 15 years.
- Research shows that less than 6% of Hollywood's writers, producers and directors are Black. This persistent failure to achieve racial equities in film and television result in an annual loss of \$10 billion in revenues.

#### Solution

- Develop a media center to provide patrons (scholars, strivers, and seniors) with the opportunity to enhance or build new career skills - LinkedIn Learning Series/Build Profile.
- Increase high school graduation rates while exposing students to sustainable career opportunities in media production.
- Create pathways for patrons into the film and media industry unions.

#### Opportunities for C.R.E.W.

- The 15 highest-grossing movies filmed in Cleveland
- The Avengers. Year: 2012. Worldwide gross: \$1,518,815,515. ...
- Spider-Man 3. Year: 2007.
- Captain America: The Winter Soldier. Year: 2014.

- Air Force One. Year: 1997.
- Bad Grandpa. Year: 2013.
- Major League. Year: 1989.
- The Deer Hunter. Year: 1978.
- The Rainmaker. Year: 1997.

#### Competition - Partners - Collaborators

- Cleveland State University
- Odyssey Online Film School
- Cuyahoga Community College

#### Differentiators - Alignment with Partners

- Accessibility
- Cost
- Flexibility - accommodates non-traditional students
- UDL
- Culturally responsive
- Intergenerational learning community

#### Planning Deliverables

- Space Usage
- Course Offerings
- Timeline
- Communication
- Implementation

After expressing her appreciation to the Board, Ms. Wright was available to answer any questions the Board may have had.

Dr. Winlock stated that we are envisioning that people will come into the Library to gain experience on the things that we need on our stage such as streaming, podcasting and recording. Then they will graduate into the curriculum that the C.R.E.W. Foundation and the Library will build. In addition, they will have jobs to go to. The first jobs that we are looking to prepare people for are the production assistant, electricians, painters, etc.

Dr. Winlock stated that we are looking to create a media center.

Director Thomas stated that we have had TechCentral since 2012 and has been our wow factor for several



years. We are examining how we would transition that and create a new media center within our TechCentral. Not only will we have upgraded to a new wow factor, but we will also provide the opportunities for training.

Director Thomas stated that he has had conversations with those involved in casting for movies here and there have been more incentives provided for movies to come here. During those conversations, he learned that many people from other states came to work here because we did not have the people to do that work.

Director Thomas explained that the resolution that will be considered today seeks authorization to continue to have conversations with the C.R.E.W Foundation.

Ms. Rodriguez stated that many people are unaware that movies are being made here and asked how people will be informed about the movies and the employment opportunities that may be available.

Ms. Butts expressed her concern about the cost of importing people to our town when we should be training and preparing people for those employment opportunities.

Dr. Winlock explained that when films come to this area, they work with the Film Commission and Ms. Wright sits on that board. We now have the film commission on board as well as the State and we plan to build a marketing strategy to let them know that this is coming. We will spend the rest of this year planning, putting the curriculum together and the structure.

Dr. Winlock stated that we are considering three stages in TechCentral. One stage will be used for training and the other two will be used for filming. Although we still have a lot of work to do, we see this as a late 2023 piece that will have a marketing strategy around it.

In conclusion, those who are already in this industry are very excited and have been a part of our meetings. Ms. Wright has brought people in from California, New York and Atlanta to talk with us about this.

Ms. Rodriguez expressed her approval about this initiative and expanding TechCentral to help the Library's patrons and also expressed concern about

prioritizing as we are in the construction phase for many of our facilities.

Dr. Winlock stated that we are looking at late 2023 and Ms. Wright has already begun fundraising. Everything that a student or adult will come here to learn will be free. This is our differentiator from Cleveland State and Tri-C.

Mr. Hairston stated that he has had conversations with Ms. Wright in the past and she has done an excellent job in putting the right leadership together and was pleased to learn that the Library would be a partner. This partnership would give us a robust new facility that is top grade. If the marketing piece is done correctly, Tri-C and Cleveland State would make a change. Although this may be a long run for 2023, this is a good piece.

Dr. Winlock stated that our theater district is very interested in us supplying for their crew as well. There are a lot of local things happening that we can supply a workforce.

After Mr. Hairston reaffirmed his approval of this initiative and complimented staff for their hard work, he stated that the reality in Cleveland right now is that often times we cannot find the right mixture of what we need for skilled trades. If we stick to what was presented today, this will change all of that.

Mr. Hairston stated that one of the dreams of the C.R.E.W. Foundation is to have a stage similar to Tyler Perry's in Georgia. In that case, the Library has some land available that we can have a conversation about.

Ms. Butts stated that she is aware of some people who were trained at Near West Theater and Karamu who got good jobs. It is important to market this idea to especially young people.

Ms. Rodriguez referred the Board to New Business to consider the Resolution to Explore Options to Develop Media Center in the Louis Stokes Wing.

In closing, Director Thomas thanked Ms. Wright and her team from the C.R.E.W. Foundation for joining the Regular Board Meeting to share this presentation.

**Foundation Fundraising Year-End Report & Fundraising Strategic Business Plan Overview** - Dr. Shenise Johnson Thomas, Chief of External Relations & Development

Dr. Johnson Thomas share in detail the following PowerPoint presentation.

Agenda

- Final Fundraising Numbers, FY21
- CPL Foundation Strategic Business Plan Goals, FY22-24
- Fundraising Goals, FY22
- Q&A

FY21 Final Fundraising Numbers

2021 Fundraising Goal

- Restricted Funding: \$300,000
  - Unrestricted Funding: \$202,500
- Total: \$502,500

2021 Fundraising Actual

- Restricted Funding: \$926,367
  - Unrestricted Funding: \$255,238
- Total: \$ 1,181,605

Dr. Johnson Thomas explained that unrestricted funding supports the operations of the Foundation and the restricted funding is focused on our programmatic work. A good portion of that restricted funding went to digital equity efforts along with education.

Dr. Johnson Thomas applauded her team for their efforts.

CPL FOUNDATION STRATEGIC BUSINESS PLAN GOALS FY22-24

**Timeline**

2019

- CPL Celebrated its 150th Anniversary

- CPL Foundation launched

2020

- Pandemic Year
- CPL continued to advance its strategic planning efforts

2021

- CPL strategic plan announced to staff

- CPL Foundation embarked on developing its first strategic business plan

## **Strategic Business Plan Process and Players**

### **The Process**

Kick Off: 2/24/21

### **Our Foundation**

#### **March**

What we do  
 Funding sources/uses  
 Macro trends  
 Organization  
 Competitors  
 Competitive Advantage  
 Big Questions

### **Develop Strategies**

#### **August**

PAR definition & implications  
 Public library foundation examples  
 Goal setting  
 Strategy framework

### **Make a Plan**

October

Staff to develop strategies and milestones  
 Review outcomes and implementation milestones with Core Committee

### **Tell it. Share it. Own it.**

December

Share final plan with Foundation Board

March 2022

Share final plan with CPL Board of Trustees

### **Core Team Stakeholders**

Our Core Team

- Dr. Shenise Johnson Thomas, CPL Foundation President
- Tracy Martin, Director of Development, CPL
- Tom Dewey, CPLF Board President
- Tracey McGurk, CPLF Board Vice President
- Gregory Stefani, CPLF Board Treasurer
- LaRese Purnell, CPLF Board Secretary

- Tom Corrigan, CPLF Honorary Director & CPL Board Secretary
- Tana Peckham, CPL Chief Strategy Officer
- Dr. Sadie Winlock, CPL Chief Equity, Education, and Engagement Officer

#### Our Consulting Team

- Caroline Taich, Kirtland Consulting President
- Susan Jaros, JarosStrategy President
- Julie Conrad, JarosStrategy Consultant

PAR: Philanthropy Advocacy Relationships

### **Philanthropy**

Definition	Financial Support
Purpose	\$ to advance the Library's mission & priorities
Examples	Funding to support programs, capital enhancement projects, and special initiatives

### **Advocacy**

Definition	Support for or recommendation of funding, a particular policy, issue, and/or legislation
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#### DIRECT

Purpose	\$ for Library; legislation/ policies that support Library priorities
Examples	Lobby for Public Library Funding via testimony and research Includes work that the library cannot do on its own

#### INDIRECT

Purpose	Educate and/ or support issues that impact CPL patrons
Examples	Partner with Food Bank to support SNAP Advocacy

### **Advocacy**

Definition	Awareness Building
Purpose	Shape opinion

Examples            Crain's Opinion Editorial authored by  
Director Thomas educating on the value of  
PLF

### **Relationships**

Definition        Opening Doors  
Purpose            \$, expertise, scale partnerships  
Examples         Emotional Intelligence as product for  
corporations and opportunity to build  
funding relationship

### **Strategic Business Plan Goals**

Goal #1: Achieve Financial Targets to Implement FMP  
(facilities master plan) Capital Enhancements

Goal #2: Ensure the Long-term Financial Sustainability  
of the Foundation

Goal #3: Raise Funding to Support Reading Literacy &  
Digital Equity Programs

Goal #4: Provide Financial Support for Library Programs  
that Address Real-time Community Needs

Goal #5 Bolster the Foundation's Reputation in the  
Region through Enhancing Board Infrastructure to Engage  
New Audiences

#### **Goal #1**

***Achieve Financial Targets to Implement FMP (facilities  
master plan) Capital Enhancements "From Branches to  
Campuses"***

To augment the Cleveland Public Library's ten-year  
capital plan to improve all 27 of its neighborhood  
branches, the Foundation will lead fundraising efforts  
for FMP capital enhancements inclusive of naming  
opportunities.

This project will improve and activate the public spaces  
outside every neighborhood branch through effective  
placemaking. The goal is to create welcoming and  
inclusive outdoor environments that address changing  
service needs and extend the Library's reach directly  
into the communities they serve.

**CPL Priority:**

Build and maintain distinctive environments to meet changing service and community needs

**Goal #1**

*Achieve Financial Targets to Implement FMP (facilities master plan) Capital Enhancements*

**Impact:**

- Increased use of Library services
- Enhanced patron experience
- Community voice and ownership
- Heightened civic participation
- Enhanced quality of life

**Goal #1**

***Achieve Financial Targets to Implement FMP (facilities master plan) Capital Enhancements***

Fundraising Goal: TBD

Timeline: 2022-2024

Staff Time Allocation: 40%

**Goal #2**

***Ensure the Long-term Financial Sustainability of the Foundation***

By 2024, the Foundation will have raised funding for a 3-year operating reserve. The primary strategy to achieve this goal is through fundraising efforts in support of the FMP capital enhancement project that will include naming recognition opportunities. A portion of revenue from this work will be directly allocated to building the organization's operating reserves.

**Impact:**

- Organizational stability

**Goal #2**

***Ensure the Long-term Financial Sustainability of the Foundation***

Fundraising Goal: \$300,000

Timeline: 2022-2024

Staff Time Allocation: 35%

**Goal #3**

***Raise Funding to Support Reading Literacy & Digital Equity Programs***

More than 60% of Cleveland adult residents are functionally illiterate and in 2020 Cleveland was ranked

one of the worst connected cities as it relates to internet access. To help the Library address these issues, the Foundation will raise dollars for reading literacy and digital equity programs.

**CPL Priority:**

Closing the Gap

**Goal #3**

***Raise Funding to Support Reading Literacy & Digital Equity Programs***

**Impact:**

- Increased financial resources to address these issues

**Goal #3**

***Raise Funding to Support the Library's Reading Literacy & Digital Equity Programs***

Fundraising Goal: \$500,000

Timeline: 2022-2024

Staff Time Allocation: 15%

**Goal #4**

***Provide Financial Support for Library Programs that Address Real-time Community Needs***

The Foundation will raise dollars to support other areas of the Library's strategic plan that address real-time community needs.

**CPL Priority:**

The People's University Activation Closing the Gap

Build Distinctive Environments

Operate with Excellence

**Goal #4**

***Provide Financial Support for Library Programs that Address Real-time***

***Community Needs***

Fundraising Goal: \$300,000

Timeline: 2022-2024

Staff Time Allocation: 10%

**CPL Foundation Board Focus**

**Goal #5**

***Bolster the Foundation's Reputation in the Region through Engaging New Audiences***

The Foundation Board will play a critical role with the



execution of the entire strategic business plan however a primary focus for the board will be to build the reputation of the Foundation by engaging new audiences. This will be achieved through the lens of PAR:

**Philanthropy:** Give or get new fundraising dollars

**Advocacy:** Participate in advocacy efforts that yield financial, legislative, and/or policy gains for the Library and its mission

**Relationships:** Identify new audiences to introduce the work of the Foundation

### **Goal #5**

**Bolster the Foundation's Reputation in the Region through Engaging New Audiences**

Fundraising Goal: TBD

Timeline: 2022-2024

Board Time Allocation: 100%

### **Strategic Business Plan Goals**

Goal #1: Achieve Financial Targets to Implement FMP (facilities master plan) Capital Enhancements

Goal #2: Ensure the Long-term Financial Sustainability of the Foundation

Goal #3: Raise Funding to Support Reading Literacy & Digital Equity Programs

Goal #4: Provide Financial Support for Library Programs that Address Real-time Community Needs

Goal #5 Bolster the Foundation's Reputation in the Region through Enhancing Board Infrastructure to Engage New Audiences

### **FY22 Fundraising Goals**

#### **Goal #1**

**Achieve Financial Targets to Implement FMP (facilities master plan) Capital Enhancements**

**Objective:** Advance campaign planning efforts

**Objective:** Develop infrastructure to secure major gifts

#### **Key Performance Indicator (KPI):**

- Stakeholder interviews complete
- Campaign budget set
- Case for support finalized
- Major gift officer hired

- Major gift solicitation strategy developed

### **Goal #2**

#### ***Ensure the Long-term Financial Sustainability of the Foundation***

**Objective:** Raise a minimum of \$50,000 towards operating reserve

**Objective:** Develop financial policies for effective financial management of the Foundation

#### **Key Performance Indicator (KPI):**

- Financial goal attained
- Investment policy adopted by the board
- Financial policies adopted by the board and new accounting procedures instituted with staff

### **Goal #3**

#### ***Raise Funding to Support Reading Literacy & Digital Equity Programs***

**Objective:** Develop reading literacy and digital equity case for support

**Objective:** Build awareness on the need for reading literacy and digital equity funding **Objective:** Secure a minimum of \$167,000 for reading literacy and digital equity programs

#### **Key Performance Indicator (KPI):**

- Case for support finalized
- Reading literacy and digital equity case for support marketing collateral developed
- Financial goal attained

### **Goal #4**

#### ***Provide Financial Support for Library Programs that Address Real-time Community Needs***

**Objective:** Determine Library real-time community needs and raise funding to address these needs

**Objective:** Secure a minimum of \$100,000 for Library real-time community needs

#### **Key Performance Indicator (KPI):**

- Financial goal attained

### **Goal #5**

#### ***Bolster the Foundation's Reputation in the Region through Enhancing Board Infrastructure to Engage New Audiences***

**Objective:** Enhance board infrastructure

**Objective:** Board members to identify 3 new funding audiences for the Foundation

**Objective:** Advocate for Library priorities and build

awareness on the Library’s impact on the community, state, etc. with local, state, and federal elected officials

**Key Performance Indicator (KPI):**

- Board members achieve performance scorecard goals
- Revised onboarding process
- Board document tracking software platform identified
- New Foundation audiences identified

**Board member performance scorecard**

- Board meeting participation
- Financial contributions
- Committee participation
- Volunteerism/Board engagement

**Foundation Strategic Business Plan Annual Scorecard**

CLEVELAND PUBLIC LIBRARY FOUNDATION STRATEGIC BUSINESS PLAN (2022-2024)						
	STRATEGIC OBJECTIVES	FUNDRAISING GOAL	KEY PERFORMANCE INDICATORS	YTD PROGRESS	STAFF TIME ALLOCATION	TIMELINE
GOAL 1 Achieve Financial Targets to Support Library Capital Enhancements	<ul style="list-style-type: none"> <li>☐ Achieve financial targets to fund FMP capital enhancements through naming opportunities</li> <li>☐ Yield an additional \$250K to allocate to operating reserves ensuring the long-term financial sustainability of the Foundation.</li> </ul>	TBD (will include an additional \$250K for the Foundation's operating reserve)	<ul style="list-style-type: none"> <li>☐ Library naming policy adopted</li> <li>☐ # of naming opportunities sold</li> <li>☐ Amount raised for naming opportunity</li> <li>☐ Amount raised for unrestricted dollars</li> </ul>	☐	40%	2022-2024
GOAL 2 Engage the Community to Increase the Sustainability of the Foundation	<ul style="list-style-type: none"> <li>☐ Raise funding to create a 3-year operating reserve of at least \$600K</li> </ul>	\$300,000	<ul style="list-style-type: none"> <li>☐ Amount allocated annually to operating reserve</li> </ul>		35%	2022-2024
GOAL 3 Support Library Programs through Restricted Funding	<ul style="list-style-type: none"> <li>☐ By year-end 2024, raise a minimum of \$300,000 in restricted funding for Library reading/literacy programs</li> <li>☐ By year-end 2024, raise a minimum of \$200,000 in restricted funding for Library digital/literacy programs</li> </ul>	\$500,000	<ul style="list-style-type: none"> <li>☐ Amount raised for early and low literacy education programs</li> <li>☐ Amount raised for digital literacy programs</li> </ul>	☐	15%	2022-2024
GOAL 4 Support Library Programs that Address Community Needs	<ul style="list-style-type: none"> <li>☐ Raise a minimum of \$100,000 annually for library real-time community needs programming</li> </ul>	\$300,000	<ul style="list-style-type: none"> <li>☐ Amount raised for real-time community needs programming</li> </ul>		10%	2022-2024
GOAL 5 Build the Foundation's Reputation by Engaging New Audiences	<ul style="list-style-type: none"> <li>☐ Build the reputation of the organization by engaging new audiences through the lens of PAR (Philanthropy, Advocacy, and Relationships)</li> </ul>	TBD	<ul style="list-style-type: none"> <li>☐ Amount of annual board contributions</li> <li>☐ # of advocacy efforts participated</li> <li>☐ # of new relationships developed for the Foundation</li> </ul>		100% (Board Time)	2022-2024

After stating that these goals will guide the work of the Foundation, Dr. Johnson Thomas added that she will be coming before the Library Board and the Foundation Board on a consistent basis with a performance scorecard. If needed, this will allow us to pivot in real time to assess if we are achieving those goals.

Dr. Johnson Thomas was available for any questions the Board may have had.

Ms. Rodriguez stated that this work is impressive and thanked Dr. Johnson Thomas for her presentation. Ms. Rodriguez requested that the Board receive a copy of this detailed presentation.

Director Thomas and various Trustees applauded Dr. Johnson Thomas for her leadership to progressively move the Foundation forward.

In turn, Dr. Johnson Thomas the Director Thomas and the Board for their vision and saluted her team for their very hard work in this effort.

Mr. Hairston thanked Mr. Corrigan for his vision that helped to move the Foundation forward and the work that he has done on behalf of the Library Board.

Mr. Corrigan stated that the Foundation for the Cleveland Public Library should be a grand and professional as the Cleveland Public Library with the sort of community support in its field. This is where the Foundation is headed. Establishing these goals leads us in that director.

In closing, Mr. Corrigan thanked Dr. Johnson Thomas and her team in realizing how critical it is to professionalize and make sophisticated the dream of what the Library Foundation should be. Although, we have a lot of work ahead, this is legitimate and appropriate for the Foundation to continue to move forward.

#### **COMMUNICATIONS**

Director Thomas stated that there were no Communications to be acknowledged.

#### **MOTION TO TEMPORARILY SUSPEND THE REGULATIONS**

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. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of February

(See page 499)

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

WHEREAS, The Board receives gifts of moneys, library service materials, technology resources and 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 February of 2022; now therefore be it

RESOLVED, That the gifts described in the Gift Report for February of 2022 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Third Amendment to the Year 2022 Appropriation

(See pages 500-505)

Mr. Seifullah 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 2022 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources requested from the Cuyahoga County Budget Commission dated March 9, 2022; 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

**RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTH  
OF FEBRUARY  
2022**

Approved

**THIRD  
AMENDMENT TO  
THE YEAR 2022  
APPROPRIATION**

Approved

RESOLVED, That the sums indicated on the attached Third Amendment to the Year 2022 Appropriation Schedule be approved.

Resolution Authorizing Agreement for Fabrication of  
Asiatown Book Box

(See pages 506-510)

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

WHEREAS, Based on the success of the Library's book boxes at Wade Oval and Edgewater Park, the Cleveland Public Library Foundation sought and received a \$15,000 grant from the Ohio Arts Council to hire an artist to design, create, and present art work for a new book box for Cleveland's Asiatown Neighborhood. The Board of Library Trustees formally accepted the grant from the Ohio Arts Council by resolution on January 20, 2022; and

WHEREAS, The Library sought proposals from local businesses to design, fabricate, and outfit a book box for the Asiatown neighborhood and received proposals from Rustbelt Welding Company, LTD (\$62,875) and Northstar Contracting, Inc. (\$85,916). Northstar Contracting, Inc., however, is not able to meet the Library's May 1, 2022 deadline for completing the book box; and

WHEREAS, The Library previously engaged the services of Rustbelt Welding Company, LTD in 2018 to design, fabricate, and outfit the book box for Edgewater Park, and the Library has been very pleased with their work; and

WHEREAS, The Cleveland Public Library Foundation has so far received \$12,500 in pass-through grants from the Cleveland Foundation Equity in the Arts and Cole Funds to offset the cost of fabricating the book box and expects to receive additional contributions from other funders; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO or his designee to execute an agreement with Rustbelt Welding Company, LTD subject to the approval of the

**RESOLUTION  
AUTHORIZING  
AGREEMENT  
FOR  
FABRICATION  
OF ASIATOWN  
BOOK BOX**  
Approved

Director of Legal Affairs in the amount of \$62,875 for the design, fabrication, and outfitting of a new book box, with the expenditure being charged to the General Fund account 19010055-55510 (Furniture).

Ms. Butts asked for details on how the Asiatown Book Box would be outfitted.

Director Thomas stated that although Edgewater and Wade Oval book boxes were not outfitted with computers, as we build new ones, we try to install different types of things that will be needed.

Director Thomas stated that Ngoc Nguyen, Cleveland Foundation Public Service Fellow, has taken the lead on this project and is to be commended for her hard work so that it could be opened by May 28, 2022.

Director Thomas stated that May 21-22, 2022 is the Asian Festival and we hope to be around to let people know that the Artbox will open the following weekend.

Resolution Authorizing Agreement with Cosgrove Jonhenry LLC for Agent and Lobbyist Services

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

WHEREAS, On December 16, 2021, the Board of Library Trustees authorized the Library to enter into an agreement with Timothy J. Cosgrove of Squire Patton Boggs to provide agent and lobbyist services for the period of January 1, 2022 through December 31, 2022 for a total fee of \$48,000; and

WHEREAS, Mr. Cosgrove notified the Library in February 2022 that as of February 28, 2022, he was leaving Squire Patton Boggs to form his own lobbying firm, Cosgrove Jonhenry LLC, with a colleague from Squire Patton Boggs; and

WHEREAS, Mr. Cosgrove is among Ohio's best connected and influential government relations professionals and combines his experience as director of policy and legislation for former Ohio Governor George V. Voinovich with his training and experience as an attorney practicing in the areas of legislative counseling,

**RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH COSGROVE  
JOHHENRY LLC  
FOR AGENT AND  
LOBBYIST  
SERVICES**  
Approved

public finance and administrative law to serve the needs of corporate, nonprofit and trade association clients in Ohio; and

WHEREAS, The Board of Library Trustees has engaged Mr. Cosgrove to provide legislative lobbying and executive agency representation on behalf of the Library over the past several years, and desires to continue to engage his services at the cost of \$4,000 per month through his new firm, Cosgrove Jonhenry LLC; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into an agreement with Timothy J. Cosgrove of Cosgrove Jonhenry LLC for the period commencing March 1, 2022 through December 31, 2022 in an amount not-to-exceed \$4,000 per month and \$40,000 per year, which expenditure shall be charged to General fund account 11200053-53710 (Professional Services), which agreement shall be subject to review and approval of the Director of Legal Affairs.

In response to Mr. Hairston's inquiry, Dr. Shenise Johnson Thomas, Chief of External Relations & Development, confirmed that Mr. Cosgrove's fees for lobbying services for January and February 2022 have already been paid.

Ms. Butts asked for the location of Mr. Cosgrove's new offices.

Dr. Johnson Thomas stated that she would share the updated address when it becomes available.

Resolution Authorizing Agreement for Removal of Existing Chiller at the Lakeshore Facility

(See page 511)

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

WHEREAS, The Library Administration has determined that it is necessary to replace the older of the two chillers at the Library's Lakeshore Facility as it is past its useful life, and on January 20, 2022, the Board of Library Trustees authorized the Library to purchase a new chiller from Gardiner Services Co., LLC; and

**RESOLUTION  
AUTHORIZING  
AGREEMENT  
FOR REMOVAL  
OF EXISTING  
CHILLER AT  
THE  
LAKESHORE  
FACILITY**

Approved



WHEREAS, Before the new chiller can be installed, it is necessary to completely remove the existing chiller, which will involve disconnecting the chiller from the HVAC and electrical systems, evacuating and recovering the existing chiller refrigerant, providing a refrigerant monitoring system, and removing and hauling away the existing chiller; and

WHEREAS, The Library sought quotes from vendors to remove the chiller and provide the related services described in this Resolution, and the Library received one proposal in the amount of \$42,890 from The AKA Team, Inc.; and

WHEREAS, The AKA Team, Inc. is certified as both a minority business enterprise and a female business enterprise and is currently working in partnership with Regency Construction Services, Inc. on the Phase 1A branches of the Library's Facilities Master Plan; and

WHEREAS, The Chief Operating Officer recommends that this Board authorize the Library to enter into an agreement with The AKA Team, Inc. for the removal of the existing chiller at the Lakeshore Facility; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an Agreement with The AKA Team, Inc. subject to approval of the Director of Legal Affairs, for the removal of the existing chiller at the Cleveland Public Library Lakeshore Facility in the amount of \$42,890 with the expenditure being charged to the Building and Repair Fund Account 40141105-55300 (Construction/Improvements).

Resolution Accepting Bid and Awarding Contract for  
Installation of New Chiller at the Lakeshore Facility

(See page 512)

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

WHEREAS, On January 20, 2022, the Board of Trustees of the Cleveland Public Library authorized the Library to purchase a new chiller for the Lakeshore Facility from

**RESOLUTION  
ACCEPTING BID  
AND  
AWARDING  
CONTRACT  
FOR  
INSTALLATION  
OF NEW  
CHILLER AT  
THE  
LAKESHORE  
FACILITY  
Approved**

Gardiner Services Co., LLC for a total price of \$125,960; and

WHEREAS, On February 21, 2022 and February 28, 2022, a Notice to Bidders was published in the Cleveland Plain Dealer requesting bids for installation of the new chiller at the Lakeshore Facility; and

WHEREAS, Sealed bids were received for the installation of the new chiller at the Lakeshore Facility by 12:00 Noon (local time) on March 8, 2022 from the following contractors: The John F. Gallagher Plumbing Co.; E.B. Katz, Inc.; and The AKA Team, Inc. A summary of the amount of all base bids and alternate bid items submitted by all bidders is attached to this Resolution.

WHEREAS, The Library Administration tabulated the bids received on March 8, 2022, evaluated the bids as to compliance with the specifications and bid documents as written, investigated responsiveness and responsibility of the lowest bidders, and has recommended the lowest, responsible bidder for the base bid and all option bids for installation of the new chiller at the Library's Lakeshore Facility; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby accepts the recommendation of the Library Administration and awards a contract for the base bid portion and option bid portions for the installation of the chiller at the Lakeshore Facility to The John F. Gallagher Plumbing Co. which this Board determines is the lowest, responsible bidder for a total cost of \$207,600, with the cost being charged to the Building and Repair Fund Account 40141105-55300 (Construction/Improvements); and be it further

RESOLVED, That this Board also authorizes the Library to establish a contingency fund for this project in an amount not-to-exceed \$20,760 being charged to the Building and Repair Fund Account 40141105-55300 (Construction/Improvements), in the event of unforeseen conditions or Library requested changes resulting in change orders. The Library Administration shall have the authority to approve change orders from the contingency and shall report any change orders entered into at the next regular meeting of the Board of Trustees; and be it further

RESOLVED, That the Executive Director, CEO, or his designee is hereby authorized to negotiate and execute a contract for the above awarded bid package, and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Director of Legal Affairs.

Mr. Corrigan, for the record, asked an explanation on why it costs twice as much to install rather than repair the chiller.

John Lang, Chief Operations Officer, stated that this was a competitive open bid. We were pleasantly surprised with the cost of the purchase of equipment that this Board approved in January 2022. We had thought that the work might come in between \$15,000-\$175,000 for the chiller and the same for the installation. As it happens, the chiller came in cheaper than the installation which came in higher.

Mr. Lang stated that as said in previous discussions, the lack of construction trades in east Ohio has become an issue and has resulted in a labor shortage which could be impacting pricing. Additionally, the chiller installation work incorporates controls and integration with the CPL building automation system, so the scope is more extensive than just the chiller installation.

Resolution Authorizing Upgrades to Louis Stokes Wing Staff Elevators

(See pages 513-516)

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

WHEREAS, On September 26, 2019, the Board of Library Trustees authorized the Library to enter into an agreement with KONE Inc. through the US Communities cooperative purchasing program for maintenance to the elevators located in the Main Library, Louis Stokes Wing, Carnegie West, Eastman, Martin Luther King, Jr., and South Brooklyn branches, and the Lakeshore Facility; and

**RESOLUTION  
AUTHORIZING  
UPGRADES TO  
LOUIS STOKES  
WING STAFF  
ELEVATORS**  
Approved

WHEREAS, The Chief Operating Officer recommends that the Library upgrade the elevators in the Main Library and Louis Stokes Wing by retrofitting them with rope grippers, which serve as an enhanced safety feature; and

WHEREAS, The Chief Operating Officer further recommends that these upgrades be undertaken in a phased approach with two elevators per year being upgraded until all of the elevators in the Main Library and Louis Stokes Wing are complete; and

WHEREAS, KONE submitted a quote to the Library to upgrade the two staff elevators in the Louis Stokes Wing with rope grippers for a total fee of \$63,681.32, which fee reflects the discounted rate through the US Communities cooperative purchasing program; and

WHEREAS, KONE has an existing competitively bid contract for elevator maintenance and repair services through the U.S. Communities Government Purchase Alliance, an OMNIA Partner, that encompasses KONE's retrofitting of the elevators with rope grippers; and

WHEREAS, Pursuant to Ohio Revised Code Section 9.48, political subdivisions such as the Library are not required to engage in competitive bidding when purchasing materials and services through participation in joint purchasing programs in which contracts with the suppliers have been procured through competitive bidding; now therefore be it now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the expenditure of \$63,681.32 with KONE Inc. for upgrades to the two staff elevators located in the Louis Stokes Wing, with the expenditure being charged to the General Fund account 12100053-53310 (Building Repairs), and authorizes the Executive Director, CEO or his designee to execute any instruments or agreements as are necessary to effectuate such expenditure, which shall be subject to the approval of the Director of Legal Affairs.

Resolution Authorizing Agreement for Demolition of the Walz Branch Building

(See pages 517-546)

**RESOLUTION  
AUTHORIZING  
AGREEMENT  
FOR  
DEMOLITION  
OF THE WALZ  
BRANCH  
BUILDING**  
Approved

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

WHEREAS, On February 20, 2020, the Board of Library Trustees approved the selection of the Gilbane Building Company as construction manager at risk for Phase 1A of the Library's Facilities Master Plan and authorized Gilbane to proceed with pre-construction services; and

WHEREAS, As part of the pre-construction services, Gilbane sought bids for the work needed to demolish the existing Walz branch building in order to prepare the site for construction to begin on the new Walz Branch and Karam Senior Living mixed use project that the Library is developing in partnership with Northwest Neighborhoods Community Development Corporation; and

WHEREAS, A summary of the bids received by Gilbane for the demolition of the existing Walz branch is attached to this Resolution as Exhibit "A;" and

WHEREAS, The total cost to the Library of the demolition of the existing Walz branch, including Gilbane's contingency, general conditions, staffing, and fee, will be \$254,905; and

WHEREAS, Gilbane's charges for contingency, general conditions, and fee are costs that would be included in the Guaranteed Maximum Price were the Library to authorize Gilbane to proceed with the demolition after the GMP is set and will not be duplicated in the final GMP; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute such agreements or instruments as are necessary to effectuate the early construction phase services as shown in Exhibit "A" for the new Walz branch by Gilbane Building Company in the amount of \$254,905, to be charged to the Construction-Tax-Exempt fund account 40279405-55300 (Construction/Improvements), which agreements or instruments shall be subject to the approval of the Director of Legal Affairs; be it further

RESOLVED, That this Board also authorizes the Library to establish an Owner's Contingency Fund in an amount not-to-exceed \$16,850 being charged to the Construction-Tax-

Exempt fund account 40279405-55300 (Construction/Improvements), to cover additional costs that arise during the demolition of the existing Walz branch. The Library Administration shall have the authority to approve change orders from the contingency and shall report any change orders entered into at the next regular meeting of the Board of Trustees.

In response to Ms. Butts' inquiry, John Lang, Chief Operations Officer, stated that we will not know the total cost on Walz Branch until we receive the GMP for the construction contract which we are hoping to bring to the Board in June. We are, however, budgeting \$8 million for the project.

Ms. Rodriguez thanked staff responsible for the Facebook advertisement of the Walz Branch commemoration on May 3-5, 2022, giving staff and patrons the opportunity to say good-bye to the old branch building, leave a message, take a photo, or purchase a book for a nominal fee.

Resolution Authorizing Agreement with FRONT Exhibition Company for 2022 Contemporary Art Exhibition

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

WHEREAS, FRONT Exhibition Company ("FRONT") is a nonprofit exhibition company that is planning an exhibition of contemporary art to take place across the City of Cleveland and northeast Ohio, including such venues as the Cleveland Museum of Art, the Museum of Contemporary Art, Spaces, and the Transformer Station; and

WHEREAS, FRONT's exhibition, titled "Oh, Gods of Dust and Rainbows," which will embrace art as an agent of transformation, a mode of healing, and a therapeutic process, will run from July 16, 2022 through October 2, 2022, and is expected to achieve unique attendance of over 100,000 and reach a \$40 million economic impact during its run; and

WHEREAS, Cleveland-based artist Paul O'keefe will install his sculpture *In Memoriam (My Only Path)*, part of a larger body of work that aims to memorialize his late son. The large 15 by 10-foot floor piece is

constructed of steel and includes lines of poetry written by his son; and

WHEREAS, Jace Clayton's interactive sound installation *40 Part* takes the form of a circle of 40 speakers facing inward with two auxiliary cables accessible to the public. A complex algorithm will reorganize the audio input, creating a new kaleidoscopic sonic experience; and

WHEREAS, Kameelah Janan Rasheed's *Scoring the Stacks IV*, will be the newest iteration of a participatory public art exhibition that asks visitors to explore their library by performing a set of "scores," or directions, which offer a means to experiment with different modes of learning and unlearning through wandering and play; and

WHEREAS, Andrea Carlson will install a pair of works: *Cast a Shadow*, a large drawing based on a proposed headstone by the late George Morrison, and *Never-Ending Monument*, a collection of sculptures inspired by effigy poles, arranged in close proximity to the drawing and partially obscuring it; and

WHEREAS, In the Treasure Room of the Library, New York-based video artist Moyra Davey will install her new video work *Horse Opera*, which explores the sense of community found through music and dance parties; and

WHEREAS, FRONT has requested that the Cleveland Public Library contribute \$40,000 of the overall project cost of producing the exhibition and the above-described installations that will be featured in the Main Library, which is expected to be approximately \$179,200; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee, is hereby authorized to negotiate and execute an agreement with FRONT Exhibition Company, subject to the approval of the Director of Legal Affairs, for the production and commission of the exhibition titled "Oh, Gods of Dust and Rainbows" for a total contract price not-to-exceed \$40,000 and to charge such funds to the Lockwood Thompson special revenue fund, which is restricted to four purposes: art books or exhibit work of contemporary artists; expense of staff travel by

attending learned conferences; lectures in the field of literature or the visual arts; and staff recognition.

Ms. Butts asked for additional information about this Exhibition.

Dr. Sadie M. Winlock, Chief Equity, Education, and Engagement Officer, showed the Board a rendering of what will be in Brett Hall and explained that this part of the exhibit will consist of be 10 suspended screens with different stories and visuals from the past to the imagined future. Each one will take about five to ten minutes for a patron or visitor to view. There is a very diverse group of artists involved in the four exhibits.

In response to Mr. Corrigan's inquiry, Director Thomas confirmed that two of the installations will be at Main Library and one will be at Hough.

After Mr. Hairston acknowledged the \$40 million economic impact during its run, Dr. Winlock stated that she believed that this is based on their past history of attracting many people to their exhibits including people from all over the country.

In response to Mr. Hairston's inquiry, Director Thomas stated that other contributing partners include the Cleveland Museum of Art as well as many foundations and businesses. There is an overall fee of approximately \$5 million to do this exhibit.

Ms. Butts noted that these exhibits are participatory.

Director Thomas stated that this exhibit was supposed to happened last year. Because of COVID, it was rescheduled. This is an amazing opportunity for the city as well as Cleveland Public Library.

In closing, Dr. Winlock stated that this continues to put the Library in the center of major things happening in the city and the things that many people are interested in.



Fiscal Officer's Report

(See pages 547-558)

Report on Investments

(See pages 559-594)

Report on Conference and Travel Expenditures

(See page 595)

Report on All Vendor Expenditures

(See pages 596-609)

Report on Security Services Expenditures - Final Report

(See page 610)

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

(See pages 611-618)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 619-620)

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

Harriette Parks, Chief of Public Services, introduced Director of Safety, Monroe Goins who began on February 28, 2022. Mr. Goins will be responsible for leading and managing the Library's Safety and Protective Services unit, while examining the infrastructure inclusive of our complement, training design, and practices.

**FISCAL  
OFFICER'S  
REPORT**  
Submitted

**REPORT ON  
INVESTMENTS**  
Submitted

**REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES**  
Submitted

**REPORT ON ALL  
VENDOR  
EXPENDITURES**  
Submitted

**REPORT ON  
SECURITY  
SERVICES  
EXPENDITURES -  
FINAL REPORT**  
Submitted

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

**REGULAR  
EMPLOYMENT  
REPORT**  
Approved

After sharing some details about his background including over twenty-five years of experience in law enforcement, security operations, and investigations; Mr. Goins thanked Director Thomas and the Board for the opportunity to serve in this capacity.

Director Thomas and the Board welcomed Mr. Goins.

Retirement Citation Recognition

Mr. Hairston moved approval of the Retirement Citation Recognition. Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

A Citation has been issued for the following staff member on the occasion of their retirement:

Shirley Jones (30 years of service); Technical Services Senior Clerk; Catalog Department; retired 02/01/2022

Be it resolved that the citation for the above staff members be presented by the Board of Trustees in appreciation of their faithful and dedicated service given to the Library by them be recorded in the minutes of this meeting, and

Be it further resolved that the citation be sent to them forthwith if they are not present at this meeting of the Board of Trustees.

Resolution to Revise the Human Resources Manual

(See page 621)

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

WHEREAS, Pursuant to Section 121.2 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

**RETIREMENT  
RECOGNITION  
CITATION**

Approved

**RESOLUTION  
TO REVISE  
THE HUMAN  
RESOURCES  
MANUAL**

Approved

WHEREAS, The Library's Human Resources Department recommends that the Human Resources Manual be revised to include an updated Section 260, titled "Employee References and Recommendations," as set forth in Exhibit "A" to this resolution; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revision to the Human Resources Manual as set forth in Exhibit "A" to this Resolution to update Sections 260 of the Human Resources Manual effective as of March 16, 2022 and instructs the Library's management to be responsible for implementation and execution of the provisions of this policy and its related procedure.

Lynn Sargi, Chief Talent Officer, explained that this policy provides the outline for Library personnel to either provide employment reference, personal references, and/or educational references and recommendations for people going to graduate school.

Mr. Hairston thanked Ms. Sargi for her explanation.

### **COMMUNITY SERVICES**

Mr. Corrigan submitted the following report.

#### **Monthly Activity Report**

(See pages 622-625)

Mr. Corrigan thanked Nancy Mocsiran, Knowledge Manager, for the newly formatted Monthly Activity Report and stated that you are able to visualize the big picture as well as the details.

Mr. Corrigan noted that in February 2022, more books left the Main Library than the books that left all of the branches combined. We are still the center of a very important collection.

#### **Building Status Update**

John Lang, Chief Operating Officer, referred Trustees to the FMP Update below which can also be found in the Director's Report.

**MONTHLY  
ACTIVITY  
REPORT**  
Submitted

**BUILDING  
STATUS UPDATE**  
Presented

Mr. Lang stated that he has been working with Director Thomas and Tana Peckham, Chief Strategy Officer, came up with three key performance indicators for the facilities projects: (1) budget; (2) schedule; and (3) diversity and inclusion specifically contract participation.

Mr. Lang explained that the charts below are for the following Group 1A branches: Jefferson, West Park, Hough, Woodland, and Central Distribution Facility. Indicated on each chart are: FMP cost estimates established in 2019; actual cost of the project at the time of Board approval; Construction Manager's GMP; and current budget which is also Board approved; the difference from GMP to current; and the cost dashboard representing green is for 0-5%, yellow 5-15%, and red for costs exceeding 15%.

On the schedule, we are showing the substantial completion date which is the date that the fire Marshall issues the certificate of occupancy. This is also contract date that the Construction Manager is obligated to. Final completion occurs at a later date, after the furniture fit out, the AV-IT installation and the move in. Green is ahead of schedule; 20-50 days is yellow; red is higher than 50 days.

For diversity and inclusion, we are showing the Library's MBE participation goal; contract participation established at the time that the GMP was approved. We will be updating that in terms of the actual expenditure. For now, this is GMP versus the Library's established goals.

After sharing highlights from each branch, Mr. Lang stated that each month he will rotate branches.

Mr. Lang was available for any questions the Board may have had.

Jefferson Branch				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$1,900,000	\$2,351,967	\$2,483,967	5.61%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	4/6/2022	5/25/2022	49	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	35%	9%	51%	

West Park Branch				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$4,700,000	\$5,139,779	\$5,329,779	3.70%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	6/8/2022	6/30/2022	22	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	35%	9%	33%	

Hough Branch				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$4,600,000	\$5,754,048	\$5,754,048	0.00%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	6/2/2022	6/2/2022	0	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	26%	9%	26%	

Woodland Branch				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$2,600,000*	\$7,527,592	\$7,808,306	3.73%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	7/7/2022	9/1/2022	56	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	20%	9%	26%	
* The FMP indicated a renovation project. The plan subsequently evolved to a new Branch Building.				

Central Distribution Facility				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$6,300,000	\$6,937,066	\$6,937,066	0.00%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	8/3/2022	8/3/2022	0	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	23%	9%	38%	

**ADVOCACY TASKFORCE UPDATE**  
Presented

Advocacy Taskforce Update

Because of time constraints, Dr. Shenise Johnson Thomas was unable to provide an update on Ohio House Bill 327.

Director Thomas stated that a presentation would be provided to the Board at an upcoming Regular Board Meeting.

**FOUNDATION UPDATE**  
Presented

Foundation Update

This update was covered in the Foundation Fundraising Year-End Report & Fundraising Strategic Business Plan Overview Presentation as provided by Dr. Shenise Johnson Thomas, Chief of External Relations & Development.

**DIVERSITY, EQUITY & INCLUSION UPDATE**  
Presented

Diversity, Equity & Inclusion Update

Dr. Sadie Winlock, Chief Equity, Education & Engagement Officer, thanked the Board and members of the Executive Leadership Team and staff in all that we have offered so

far relative to diversity, equity and inclusion. In January we had great support around MLK; Black History Month in February that include wonderful support from internal and external stakeholders; and Women's History Month this month; and the ERG's that have really supported education and training around those particular issues and topics.

Dr. Winlock announced that tonight in our auditorium, we have Linda Hart, an award-winning author who is going to talk about challenges that women of color have in the workplace. It is documented that Cleveland is one of the worst places for African American women to work, live and play. Other speakers and authors will talk about how we can change that. Approximately 230 people have registered for this event tonight.

On Saturday, March 19, 2022, Misty Copeland, author of *Black Ballerinas: My Journey to Our Legacy*, will be with us virtually. Approximately 1,142 people have registered for this Writers & Readers Series event. We are drawing in crowds all over the country for the things that we are doing.

In conclusion, Dr. Winlock stated that our ERG's are really exposing us to not only education about those different issues and populations, but really engaging in the community to support us in letting people know that Cleveland Public Library is concerned, and we are working on being as inclusive as possible.

Again, Mr. Corrigan thanked Dr. Winlock for her update.

### **OLD BUSINESS**

There were no items of Old Business to be discussed.

### **NEW BUSINESS**

Ms. Rodriguez presented the following items of New Business.

**RESOLUTION  
TO EXPLORE  
OPTIONS TO  
DEVELOP  
MEDIA CENTER  
IN THE LOUIS  
STOKES WING**  
Approved

Resolution to Explore Options to Develop Media Center in  
the Louis Stokes Wing

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

WHEREAS, Since May 2021, the Cleveland Public Library has been in discussions with the CREW Foundation ("CREW"), a non-profit Cleveland-based organization, regarding the possibility of developing a media center in partnership with the Library where patrons can learn new skills to position them for careers in the film and media industries; and

WHEREAS, CREW, which stands for "Creating Real Entertainment Workforce," has a mission of creating a more diverse, equitable, and inclusive film, television and digital media production industry, which it strives to accomplish by expanding the existing media production workforce through diverse, equitable and inclusive skill development and training opportunities; and

WHEREAS, CREW desires to work with the Cleveland Public Library to develop a media center in the Louis Stokes Wing to provide scholars, strivers, and seniors with the opportunity to enhance or build new career skills, increase high school graduation rates while exposing students to sustainable career opportunities in media production, and create pathways for patrons into the film and media industries; and

WHEREAS, The Library requests authority to explore issues relating to creating and operating a media center in the Louis Stokes Wing including, but not limited to, renovation of space, purchasing equipment, programming, logistics, staffing, and feasibility; now therefore be it

RESOLVED, The Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee to explore the issues related to creating and operating a media center in the Louis Stokes Wing in partnership with the CREW Foundation as described in this Resolution and to execute such agreements or instruments as are necessary to effectuate this Resolution, which agreement or instruments shall be



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

Resolution to Honor Fran DeWine

**RESOLUTION TO  
HONOR FRAN  
DEWINE**  
Approved

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

WHEREAS, Fran DeWine established the Ohio Governor's Imagination Library in 2019—in partnership with Dolly Parton's Imagination Library—in order to send a free book every month to Ohio children from birth to age five; and

WHEREAS, Mrs. DeWine partnered with Ohio's public libraries and other community organizations to expand the Ohio Governor's Imagination Library to all 88 counties in Ohio; and

WHEREAS, Mrs. DeWine was instrumental in enrolling more than 309,000 children into the program; and

WHEREAS, Mrs. DeWine ensured all children between birth and age five, regardless of where they live in Ohio, are eligible to be enrolled in the Ohio Governor's Imagination Library; and

WHEREAS, Mrs. DeWine continues to recognize the value of public libraries and the role they play in supporting early childhood education; and

WHEREAS, Mrs. DeWine shares the Cleveland Public Library's goal of ensuring every child experiences the joy of reading and enters kindergarten prepared for success; now therefore be it

RESOLVED, On this 15<sup>th</sup> day of March, 2022 that the Board of Trustees of the Cleveland Public Library formally commends and gratefully acknowledges Ohio First Lady Fran DeWine for her lasting contributions to early childhood literacy in our community and across the state.

---

Maritza Rodriguez,  
President  
Board of Trustees  
Cleveland Public Library

Ms. Butts asked for clarification on how children who may change residence often continue to receive books in the mail.

Director Thomas stated that we have found that Cleveland has a large transient population. For children who are transient, the post office will hold those books and return them to the Literacy Cooperative who has taken on the role of working on that for the City of Cleveland. They have found that approximately 20% of the items are not reaching their destinations which may be higher than other cities. However, 80% of the books are reaching the children.

Ms. Butts expressed her approval and emphasized the importance of getting books into the hands of children.

Resolution Adopting Philanthropic Naming Recognition Policy

(See pages 626-627)

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

WHEREAS, On October 21, 2021, the Board of Library Trustees authorized the Cleveland Public Library Foundation Board of Directors to develop a draft policy on naming insular Library spaces and to present the draft to this Board for review, consideration, and discussion; and

WHEREAS, The Board of Directors of the Cleveland Public Library Foundation developed the draft Philanthropic Naming Recognition Policy, which is attached to this Resolution as Exhibit "A;" and

WHEREAS, The policy proposed by the Foundation's Board of Directors sets forth general parameters for naming Library-owned property, such as lobbies, benches, and

**RESOLUTION  
ADOPTING  
PHILANTHROPIC  
NAMING  
RECOGNITION  
POLICY**  
Approved

meeting rooms, in recognition of philanthropic support or in honor of an individual's commitment to the Library's mission and the community that it serves; and

WHEREAS, Under the proposed policy, the Library would develop a naming recognition opportunity plan for each capital campaign that will establish valuations for namable assets, durations of naming rights, and a review process for all naming opportunities. Naming of all Library property will be subject to final approval by this Board; and

WHEREAS, The proposed policy also allows this Board the discretion to consider making an exception to its prevailing practice for naming branches when appropriate, which is consistent with the position adopted by this Board by resolution on February 15, 2007; now therefore be it

RESOLVED, The Board of Trustees of the Cleveland Public Library adopts the attached Philanthropic Naming Recognition Policy effective as of the date of this Resolution and authorizes the Library Administration to develop naming recognition opportunity plans in accordance with the Policy, which plans shall be presented to this Board for approval.

Mr. Hairston stated that he approved of this policy and requested information regarding the possibility of implementing monetary thresholds. Perhaps financial thresholds would be a part of the criteria.

Dr. Shenise Johnson Thomas, Chief of External Relations & Development, stated that before we do any solicitations, we will develop those monetary thresholds. The next step would be for those monetary thresholds to come back before the Library Board for approval for the FMP Capital Enhancement Campaign naming recognition plan.

Mr. Corrigan stated that although the Foundation Board helped to write these, the committee was careful to recognize this Board's role in the tradition of naming branches after their location not after individuals with a few notable exceptions. This policy that we are considering today both recognizes that and provides the possibility for an exception in the right circumstances which may be a multimillion-dollar gift or someone as

unique as Dr. King or Langston Hughes. Those were relatively unique situations.

Mr. Corrigan continued to explain that Rice and Walz were the functions of contributions of space and property at that time. If it were in modern times, it would be in the millions in terms of what happened there.

Mr. Corrigan stated that it is important to recognize that one of the more disturbing things about the Cleveland Metropolitan School District is that they went through a period of time where they were naming almost every school building after living people. Over a period of time this got embarrassing and political. This is certainly not appropriate for this Library.

Mr. Corrigan stated that he was proud of the aspects that are being restated and this policy does not change them and gives this Board the same authority that it has always had.

Dr. Johnson Thomas expressed her appreciation to Mr. Corrigan and Mr. Parker for helping to solidify this policy.

#### **PRESIDENT' S REPORT**

Ms. Rodriguez deferred this time for the Public Comments.

#### **PUBLIC COMMENT**

Ms. Rodriguez read the following public comment that was submitted by Ms. Tracie Brooks regarding parents and students.

*"I would like to see a program implemented throughout all branches for parents and students of Cleveland public school system where the library and the schools could come together with a plan that the parents can further educate themselves beside children and receive scholarships to further their education with the children to go higher. Also I would like for the board members to come out to different branches a-few months out of the year so we can meet the members face-to-face."*

**PUBLIC  
COMMENT**  
Acknowledged

In response to Ms. Brooks inquiry, Ms. Rodriguez stated that we have been talking a lot about connecting libraries with the schools and how we can help educate. Some discussion in today's Board Meeting entailed what we want to do and the direction that we want to go so that we can help students and parents educate themselves in a nontraditional school setting. We are in the mindset to help our community and our children.

Director Thomas asked Dr. Winlock to share what she has been working on.

Dr. Winlock, Chief Equity, Education, and Engagement Officer, stated that Charles Byrd, Director of Education, and the education team have been examining this coming out of our Young Scholars Academy. The Young Scholars Academy helps parents or caregivers how to teach their children to read and other types of skills. At those Young Scholars Academy classes, parents are asking for more support. We are now trying to design a Parent Academy that will be a transition from the Young Scholars Program into the Parent Academy to continue to support parents and caregivers as they support their children. We have been working on this for about three months.

After thanking Dr. Winlock for sharing this information, Ms. Rodriguez stated that there is obviously a need for this type of support and we are on the right track in trying to help the community meet these needs.

To address the final inquiry, Ms. Rodriguez stated that many of our Trustees are visiting branch libraries of which they have been assigned. However, now that the branches are fully open to the public and the weather changes for the better, we should and will visit different branches and letting the community know when we will be there should library patrons, visitors and community residents like to meet us.

Mr. Hairston asked that staff keep the Board informed of branch events, meetings, activities, and other opportunities to meet the community.

Mr. Hairston stated that the Library is on the right track and it is essential to have reinforcement in the home. Axillary programs will not work unless you

involve the community as well as an older sibling, parent or guardian.

Ms. Rodriguez expressed her appreciation to Ms. Brooks for her inquiries.

**DIRECTOR'S  
REPORT**  
Presented

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas referred the Board to the section under Archives where it is noted that the Library purchased the transcript of a 1963 oral history interview with former Library staff member and winner of the Nobel Prize in Physics Polykarp Kusch from the Columbia University Libraries and was also a page at Cleveland Public Library.

In addition, students from Ursuline College, accompanied by their professor, visited the Literature Department to view primary source material from several local authors, including the late Library staff member and award-winning author Andre Norton, who died in 2005 also worked at the Library as a page.

In a recent discussion with approximately 30 newly hired pages, Director Thomas encouraged and inspired them that by being a page at Cleveland Public Library could lead them to great things.

Finally, Director Thomas saluted Trustee Teleange' Thomas for the cover feature story in Phenomenal Woman Magazine announcing her newly appointed role as Chief Operations & Relationships Officer at JumpStart, Inc.

Director Thomas, the Board and staff applauded Ms. Thomas for this wonderful accomplishment.

Mr. Seifullah stated that legislation was recently passed that would allow people to carry a concealed firearm without a permit or training and requested an update be provided on the affect this will have on the Library.

Director Thomas stated that the State previously put in rules not allowing concealed or any weapons into libraries. We do not know how this new law will affect that.

Bryan Szalewski, Director of Legal Affairs, reported that the new legislation signed into law by Governor DeWine yesterday will become effective in 90 days. Mr. Szalewski explained that as it pertains to the Library, this new law says that anyone can now carry a concealed weapon without a license and they can carry that weapon anywhere that someone with a license could carry a weapon. This does not change the Statute 2923.126(B)(7) that says that weapons may not be carried in any facility of a political subdivision other than some very specific exceptions such as facilities used as restrooms and parking lots among some other places that do not apply here. Unless the Board of Library Trustees adopts a resolution permitting concealed weapons, we still have our same right to prohibit the possession of concealed weapons.

Ms. Butts asked for a clarification on the new legislation.

Mr. Szalewski explained that the new legislation now allows anybody who is lawfully able to own and possess a firearm to carry that in a concealed manner without having a license as was previously required. Although you will not need a CCW, the legislation will not allow you to just carry the weapon anywhere.

Director Thomas stated that no one could come into the Library with a gun.

Mr. Szalewski added that schools are also specifically excluded as places where somebody could carry a gun. This has not changed.

Director Thomas thanked Mr. Szalewski for sharing this information.

## **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 SERVICES DURING COVID-19**

The Library remained at Phase 3 of its COVID-19 Reopening plan through the month of February.

### **PROGRAMS, SERVICES AND EXHIBITS**

#### **Youth Services Programming**

Youth Services staff presented the Dungeons and Dragons program Afternoon Adventures via Zoom on February 11th, the Dungeons and Dragons program, Anime Club on February 9th, a Valentine's Day program titled Happy Hearts Day on February 8th, and weekly virtual Story Times every Tuesday via Zoom.

#### **Book Drops**

Popular Library Manager Sarah Flinn, and Literature/Ohio Center for the Book Manager Don Boozer held their first Book Drops episode of 2022 in late January with talk of titles that they're looking forward to in the New Year. The February 2nd episode focused on time travel books and movies in honor of Groundhog Day. The two episodes have been viewed 600 times.

Senior Director of Public Services - Main Library Robin Wood, TechCentral Manager Suzi Perez, TechCentral Assistant Manager Melissa Canan, and General Research Collections Manager Sarah Dobransky have prepared a presentation for the OhioMeansJobs (OMJ) staff and are implementing the new workflow for the OMJ partnership to assist their clients with career assistance. The new system will be operated through LibAnswers and handled by the Business, Economics, and Labor staff; plus other departments' staff as needed.

#### **Exhibits**

General Research Collections Manager Sarah Dobransky, Photograph Collection Librarian Brian Meggitt, CLGH Manager Olivia Hoge and several other staff members installed the *Find Cleveland Here Exhibit* on February 16th. The display is intended to showcase the unique



collections found in the subject departments of the Louis Stokes Wing.

### **COVID-19 Test Distribution**

Lending staff continued to distribute a very limited supply of free BinaxNOW at-home COVID tests to patrons via the Drive-Up window. In February, the Ohio Department of Health provided 216 COVID Tests to the Cleveland Public Library for distribution to patrons in our community.

### **Books by Mail Programs**

**Words on Wheels:** Ten different patrons used Words on Wheels services as of February 15th. Twenty six packages including fifty-five items have been sent to patrons during that time.

**Homebound:** From January 18th through February 14th, Homebound Services sent 82 packages to 66 patrons (shipments) with snow impacting shipments on several days.

### **Mini-Book Making**

Cleveland Digital Public Library staff created and presented a virtual program on making mini-books.

## **OUTREACH**

### **Book Discussions**

Social Sciences Librarian Helena Travka helped organize the Cleveland Public Library/Cleveland Law Library Book Discussion. Ten attendees enjoyed hearing from author/lawyer Joshua Cohen.

A class from Oberlin Conservatory of Music attended a workshop/practicum held at CPL for student instrumentalists on how to assemble silent film scores from historical photoplay music and how to perform them as an ensemble. Thirty volumes of books and scores were pulled, including part sets from the Eyman Dance Music Collection. The workshop was led by Rodney Sauer, head of the Mont Alto Motion Picture Orchestra.

Youth Services Public Services Associate Maria Lopez participated in the Rock and Roll Hall of Fame Live Fam Jam on February 12th.

International Department Manager Milos Markovic represented CPL at Asia Plaza's Lunar New Year celebration on February 5th. Using Cultural Diversity ERG funds and other CPL resources, a table was hosted during the event which lasted from 10:00 a.m. -3:00 p.m.

### COLLECTION MANAGEMENT

Staff in Fine Arts and Special Collections made 22 reclassifications, 27 catalog updates, processed 25 new bound journals and Architectural Trade Catalogs, scanned microfilm of the East India Manuscripts and Souvenir pamphlets, weeded 197 books from FA shelves to Stacks, added 38 items scanned from the Eyman Dance Collection, and finished arranging 5 boxes of the Anvil Music Revue Collection.

Shelf Division staff directed by Manager Demba Diawara and Shelf Department Assistant Manager Cynthia Coccaro are assisting the Cleveland Public Library Foundation in clearing out the book donations assigned to Lakeshore. In addition, Shelf Department pages are diligently working to clear the backlog of recently returned books.

Center for Local and Global History Department staff continue to work on collection projects including: Working on the item-level inventory of the Cleveland 20/20 Project, processing 257 unique items (Photograph Department Librarian Brian Meggitt), adding notes for Cabinet #20 and new item descriptions to the Cleveland City Hall Collection (Library Assistant Lisa Sanchez), digitizing 78 items from the Cleveland Picture Collection, documenting the Martin Luther King Jr., Walz, Rockport, and Collinwood branches for the Neighborhood Photograph Survey.

Youth Services staff continue to shelve and maintain the collection by organizing and distributing advanced reader copies located in the stack area and weeding YRead? Booklets that were damaged or have been replaced.

Business, Economics & Labor Subject Department Librarian Zachary Hay has been working with the department's clipping file and found the 1948 volume of *Blue Book Executives' Edition: Special Section*. No other library holds this title.

Literature staff weeded 499 items from the collection in January, and 206 items were added.

International Languages staff withdrew 247 items from collection, sent 87 items to the stack collection, responded to two agency Long Loan requests and selected, boxed and shipped a total of 540 items, and added 114 new items to the collection. In addition, staff shipped 78 items to 24 patrons who placed phone requests for materials, responded to 26 email reference inquiries, 64 phone reference questions, and 36 in-person patron reference questions.

#### **RESEARCH THAT'S ONLY POSSIBLE AT MAIN LIBRARY**

- Fine Arts Staff assisted patrons with the following requests:
  - o Requests for scans of Mozart's Leichtes for Violin and Cello for a researcher at the Mozart Institute in Salzburg, Austria.
  - o Scans of letters from our East India Collection.
  - o Scans of several pages of information from a reference book on 1965 print "Moonscapes" by Roy Lichtenstein for a Professor from Kent State University to aid in her research.
  - o Pulled books for a researcher on The Mastery of Alla Prima Painting and the drawings of Charles White.
  - o Scans of a portrait of chess player/journalist, John G. Witton (1852-1910) in the 1910 *British Chess Magazine*.
  - o Scans of games and commentary recorded in the *Ajerez Revista Mensual* (1960).
  - o Scans of *Thirty-one games at chess* (1845).
  - o A US Chess Association request for scans of the cover and title page of *The Canadian chess championship, 1936*.
  - o Information requests from the USCA concerning the 1947 Canadian Chess Championship.

- CLGH staff assisted patrons with the following requests:
  - Librarian Terry Metter received a call from a professional genealogist who is attempting to find next of kin for a deceased person in Chicago who left a million dollar estate with no clear heirs.
  - Photograph Librarian Brian Meggitt and Library Assistant Adam Jaenke assisted a patron with finding and obtaining images of multiple houses that once existed on East 115th Street, prior to their demolition in the early 1960s to make way for the Cleveland Browns' practice field.
  - Library Assistant Danilo Milich researched articles in The Cleveland Plain Dealer covering the World Series 1995 and 2016 for patrons creating a music video.
  - Manager Olivia Hoge assisted a patron from France researching an ancestor who emigrated from France after marrying a U.S. soldier in 1946. In addition she assisted a researcher from Japan who is researching the Ohio City and Downtown neighborhoods and an artist creating a piece for the Hale Farm and Village.
  - Library Assistant Lisa Sanchez helped a patron conduct property research on their Cleveland Heights home. The research included various years of Sanborn Fire Insurance Maps, Hopkins Plat Maps, Cleveland Heights city maps, and Cuyahoga County sewer and water utility maps.
  - Library Assistant Adam Jaenke assisted a private investigator who needed to show a person living at a specific address in the 1960s and 1970s. Mr. Jaenke was able to use city and crisscross directories to show when the person was at the residence. In addition, Mr. Jaenke assisted a patron whose family members were aboard the ill-fated U.S.

merchant ship, the S.S. Dumaru. Mr. Jaenke was able to supply the patron with passages from a book written on the subject, including a photograph of her great uncle.

- The Science & Technology Department provided *Biological Monitoring of Exposure to Industrial Chemicals* for an Interlibrary Loan request. Cleveland Public Library is the only library in Ohio that owns the book.
- Social Sciences Librarian Forrest Kilb assisted several patrons and colleagues in locating historical yearbook items for research and programming displays. The Social Sciences Yearbook Collection is one of the many unique collections that make Cleveland Public Library a destination for special research. In addition, a Pennsylvania author has been working with Social Science Department staff to obtain quotes from the former Cleveland Indian's player Stan Coveleski Murdock Interview available from the Sports Research Center's digital files on the Digital Gallery.
- Business, Economics, and Labor Public Services Associate Alycia Woodman assisted with research on a local publisher. Center for Local and Global History Library Assistant gathering photos for use in his upcoming book. In addition, Business, Economics, and Labor Librarian Susan Mullee assisted a LibChat patron who wanted information on starting a trucking business. Ms. Mullee recommended the reference books *Permit and Tax: The Business of Trucking* and *Trucking Permit Guide*. Cleveland Public Library is the only library in the world with a copy of the first title and one of only two in the world with a copy of the second.
- A selection of books requested by patrons from the Literature Department this month for which Cleveland Public Library was the only public library in Ohio to own included: *Authors of our day in their homes: personal descriptions & interviews* (1902), *The Gay Illiterate* (1944) by Louella Parsons, and *Poems* (1955) by Robert Conquest.

**STAFF DEVELOPMENT**

Assistant Manager Cynthia Coccaro attended an NEO-RLS webinar titled, *2021 Employment Law Updates Part 2* on February 3rd. Ms. Coccaro also attended a training titled *Psychology to Help People Follow Rules Voluntarily* hosted by the State Library of Ohio on February 10<sup>th</sup>.

Business, Economics and Labor Senior Subject Librarian Sandy Witmer attended the webinar *Unattended Children: How to Talk to Parents about their Children's Behavior* by Ryan Dowd.

Business, Economics and Labor Librarian Susan Mullee completed the LinkedIn Learning course, *Interpersonal Communication: Investing in Communication Skills*. In addition, she attended the Federal Depository Library Program (FDLP) webinar, *New and High Frequency Data Products*.

Business, Economics and Labor Librarian Zac Hay attended the archived NEO-RLS webinars *Assertiveness for the Unassertive* and *Disability 101*.

Business, Economics and Labor Public Services Associate Alycia Woodman listened to the podcast *Setting the Playlist: Interview with Ash Faulkner*.

Science & Technology Department Public Services Associate Karen Cerney and Senior Librarian Jim Bettinger attended the live training session *Patent Public Search - Advanced Version* from the United States Patent and Trademark Office.

Social Science Librarian Forrest Kilb attended the Webjunction webinar, *Growing Digital Equity through Community Partnerships*.

Social Science Librarian Helena Travka attended the Booklist Webinar *Adult Faves*.

Social Science Librarian Senior Subject Librarian Mark Moore listened to the *In Our Times: History* podcast *The Library of Alexandria*.

Fine Arts and Special Collections Public Service Associate Kalie Boshara attended the Women's ERG meeting

on the topic *Prevention of Cardiovascular Disease in Women* and the *NEO-RLS program Fundraising 301: Making the Ask: How to approach, communicate with and ask donors for gifts.*

### **OTHER**

Staff members across Main Library continue to serve on teams and committees including the COVID-19 Team, CPL Re-Opening Task Force, Labor Management Committee, Public Service Training Steering Committee, BookEnds Training Team, and Employee Resource Groups.

Center for Local and Global History Librarian Terry Metter was mentioned and quoted in the February 13th *Plain Dealer* article, '*Unknown' no more: The story of Cleveland's only documented lynching victim, chased and killed in 1911 after stealing cherries from West Side orchard*, also published on [Cleveland.com](http://Cleveland.com).

Staff at Main Library will virtually attend the State of the Library presentation at the City Club on February 17th. A few will also be present at the in-person luncheon.

### **TECHCENTRAL**

#### **Outreach**

Inside Programs-via Zoom

Name of Program	Date of Program	Total # of Attendees	# of Adults	# of YA	# of Juveniles
Microsoft Word I	Feb 1	4			
Microsoft Excel I	Feb 3	Spec Close			
Microsoft Word II	Feb 8	5			
Microsoft Excel II	Feb 10	9			
Resume Workshop	Feb 14	0			
Microsoft Word III	Feb 15	5			
Microsoft Excel III	Feb 17	8			

Job Searching Online	Feb 18	0			
Microsoft Word IV	Feb 22	5			
Microsoft Excel IV	Feb 24	11			
1-on-1s	February	17			

All in-person classes were postponed until March due to COVID.

### **Professional Development and Meetings**

TechCentral staff attended the Founders Day City Club live stream February 17th.

TechCentral staff meeting held February 15th.

TechCentral Assistant Manager, Melissa Canan

<b>Date</b>	<b>Topic</b>	<b>Location</b>
2/2/22	Public Services Managers Meeting	Virtual- Teams
2/8/22	Digital Ambassadors- Monthly Meeting	Virtual- Zoom
2/8/22	We Are NOT Okay: Library Worker Trauma Before and During Covid-19 and What Happens After	Virtual- YouTube livestream
2/9/22	Main Managers Monthly Meeting	Virtual- Teams
2/9/22	LibStaffer Checks & Balances	Virtual- Zoom
2/10/22	HR Forum	Virtual- Zoom
2/14/22	Data is for Everyone: Census Tools to Better Understand Your Community	Virtual- Zoom
2/14/22	NIH Data Management and Sharing Requirements- Introduction to the NIH Data Management and Sharing Plan	Virtual- Webex
2/17/22	Do No Harm with Data Viz	Virtual- Webex
2/22/22	Central Neighborhood Working Group	Virtual- Teams
2/23/22	HR Forum Breakout Group	Virtual- Teams
2/24/22	Hybrid Programming: A Conversation about Equipment to Engagement	Virtual- Zoom

Library Assistant-Computer Emphasis, Allison Collins

<b>Date</b>	<b>Topic</b>	<b>Location</b>
02/01/22	SEIU delegates quarterly meeting with Dir Thomas	Teams
02/02/22	Reopening Task Force meeting	Teams
02/15/22	Department Staff meeting - updates, staffing, masks	TechCentral



02/16/22	Reopening Task Force meeting	Teams
02/16/22	SEIU-CPL Chapter leadership monthly meeting	Zoom
02/24/22	Events Reporting in LibCal	Teams

Library Assistant-Computer Emphasis, Alison Guerin

Date	Topic	Location
2/7	FIT Meeting	Zoom
2/16	CPL Foundation Staff Committee	Zoom

TechCentral Manager, Suzi Perez

Date	Topic	
2/2	Public Services Managers Meeting	
2/7	FMP 1A Computers Discussion	
2/	Digital Ambassadors Meeting Digital Equity Partnership - CPL/DigitalC Transition Planning/Move Management	
2/9	Main Managers Meeting	
2/15	CPL Regular Board Meeting Move-in Responsibility Matrix	
2/16	HR Forum Re-opening committee	
2/17	Founders Day City Club event	
2/22	Central Neighborhood Working Group Transition Planning/Move Management	
2/23	HR Forum: Breakout group	
2/24	Hybrid Programming: A Conversation about Equipment to Engagement Event Reporting in Libcal	

### **Computer Usage and Hotspots**

There were 1503 computer sessions at Main for February.  
There were 208 hotspots circulated through the system in February.

### **PST Monthly Report: Feb 1st 2022 - Feb 28th 2022**

Service Calls and Tickets Summary  
Service Calls and Tickets Received: 144  
- CPL Help Desk Tickets: 135  
- CPL TechCentral Tickets: 9

Service Calls and Tickets Resolved: 111  
Tickets currently in Progress: 82

**Service Ticket and Project Detail**

Application: 13  
Workstation: 36  
Printer: 6  
Office 365 : 35  
Form 001's: 4

Working on organizing and cleaning Automation storage. The department has been implementing and installing dozens of the newly received computers, including planning on going branch by branch to replace all old Win7 machines, starting with Memnot. Install of 10 new laptops in Conference room D. Investigated and figured out a fix for a widespread Onedrive/sharepoint issue.

**CLEVELAND DIGITAL PUBLIC LIBRARY****Summary**

ClevDPL scanned, described, and uploaded, repaired books and flat paper, did ILL, and served patrons.

**Public Service Statistics**

ClevDPL had 17 in-person visitors during February. We had 6 two-hour scanning appointments. From February 1st to February 25th, Google Analytics (GA) reports 5757 sessions for 3992 users and 11,0614 page-views. Search engines delivered 56.2% of our accesses. Searching in ContentDM accounted for 28.5% of our accesses. Referrals were 11.4% of our accesses (including 22% from Wikipedia, 14% from CWRU, 11% from CPL, and 6% from dp.la. 3.9% of our sessions came through social media (41% Facebook, 58% Twitter, and a bit from Instagram.)). 59.1% of our users accessed our site using desktop computers, and 40.9% accessed ContentDM through mobile devices (5% tablets and 35.9% mobile).

**Outreach**

Community partners' work in February was limited. We worked Google Arts and Culture (image sharing and description) with Cleveland Orchestra (scrapbooks, and others.) We did project planning with Playhouse square. ClevDPL's new book scanner has arrived and will be installed in March using ARPA/LSTA funds. ClevDPL is participating in the new exhibits project at Main Library. We made appointments with the Rock & Roll Hall of Fame.

### **Collection Development**

As of February 29th, 1046 images were scanned, 1726 were post-processed and QA'd, and 1726 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 sheet music, scanning urban renewal and public works plans, crowdsourced transcription of Civil War manuscripts and continuing the Cleveland Orchestra scrapbook project. ClevDPL is still finishing with scanning of volumes listing of electors in Cleveland for the Social Science department and the project has slowed to a crawl with oversized volumes that are delicate and need to be dis-bound for scanning and reassembled afterwards.

### **ILL**

Statistics from OCLC are one month behind and cover January. We had 47 requests from CPL users for materials from other libraries. Response time by other libraries, likely due to the pandemic, averaged a 16 day and 18-hour turnaround on our patron's requests for books and materials, and a two-day turnaround for our patrons' requests for copies. Partner libraries made 863 requests through OCLC to borrow from CPL and made requests through ALA forms. CPL staff managed a response time for books of 5 days and 15 hours and a 5-day 13-hour turnaround for copies. We again had numerous ILL requests from incarcerated persons and general researchers using ALA forms. There were 11 copy requests.

### **Staff Development**

Staff practiced uploading materials to Google Cultural Institutes. The hope is that we can use the platform for library exhibits.

### **Preservation**

As of February 29th, preservation received 50 items and returned 56 items. The team did 42 complex and 6 simple repairs on codex books. We completed 23 complex and 14 simple flat paper repairs on difficult oversized maps and plans, including washing, and mending. We continued working on an inventory of artwork in the library system, focusing on branches in phase 1b of the master plan. The Eastman mural, taken down and rolled by ICA in February, will be moved by library staff in early

February. Brooklyn, Walz, and MLK are in progress. The rest of 1b is still being planned.

### **Planning Activities**

We continue to plan for art moves and storage of art. Walz is on our list for early March. Due to COVID, early winter programs were cancelled. Patrons have expressed interest in an in-person chess club. We continue researching metadata from WorldCat Collection manager for both controlled digital lending collections and open-access collections to get more and better access to online books for our patrons. We are working with IT to put more of our digitization tracking and applications in the cloud.

### **OHIO LLIBRARY FOR THE BLIND AND PRINT DISABLED**

#### **Activities**

For February 2022, OLBDP circulated 105,979 books and magazines directly to patrons. The substantial increase in monthly circulation is a direct result of migrating patrons over to duplication-on-demand (DoD) and is only temporary through the conversion. The BARD statistics were not ready in time to be included in this report when it was due.

OLBDP is continuing its DoD patron conversions. Over 70% of audio readers have been converted to DoD from our single copy cartridges. Feedback from readers has been quite positive. DoD has helped resolved some of our patron's biggest complaints with delays in mail delivery and having enough books to read while waiting for more to arrive, along with not having to keep track of all the different cartridges and containers they receive.

OLBDP and the National Library Service (NLS) are moving forward with plans to distribute HumanWare braille e-readers to patrons. Originally, Ohio agreed to pilot and test the Zoommax braille e-reader last year. However, NLS concluded the pilot in March. With the conclusion of the pilot, NLS will instead be sending the HumanWare braille e-readers for patron distribution. Deployment should begin in the next few months.

OLBDP is working with IT to complete the Windows 10 PC upgrades on OLBDP staff and public machines as well as adaptive technology workstations systemwide. The Fusion

software installed on adaptive workstations is also being upgraded to the 2022 edition.

The Ohio Braille and Talking Book Program Consumer Advisory Committee (CAC) meeting was held via teleconference on February 24th. Consumers were provided updates about the service, including news on the braille e-reader pilot project with NLS, and a progress report on DoD service and patron conversions.

The OLBPD adult book club met remotely on February 10 to discuss "Kindred" by Octavia Butler. On February 10, the OLBPD school chat students met remotely for a Story Time discussion of "Blizzard" by John Rocco.

## **PUBLIC ADMINISTRATION LIBRARY**

### **Programs/Exhibits**

Popular shared titles and a display was created for Black History month.

### **Collections**

History assisted PAL by providing ward map printouts from microfilm of pages had been torn from our reference copy of *Atlas of Cleveland, O., showing wards and precincts* (G1399.C5 M6 1911)

### **Transferred**

PAL transferred 8 titles and withdrew 2 titles.

### **Reference Questions Unique to PAL**

- Assisted patron to locate Ohio court case with year as guide. Incorrect court case name had been provided.
- Assisted the Law Department by providing copies of Law Opinions, ordinances and legislative history of ordinance.
- Assisted the Law Department with researching the founding of TV20, Cleveland's government access news channel.
- Assisted patron with Hough neighborhood information.
- Assisted Finance Department with research regarding health benefits offered to Cleveland crossing guards.

- Assisted patron by locating 1975 Plain Dealer article
- Received letter requesting Inaugural Remarks by Cleveland Mayor Justin Bibb. According to the Mayor's Office the speech is not available in typed format.
- Assisted patron with parking information.

### **Outreach**

Project of scanning Cleveland Landmarks binders will continue with 1997 year.

An idea presented by a Council representative was shared by email for review. The idea concerned creating a connection between Cleveland Public Library and Cleveland City Council for a transparent site of documents and reports received by Council members.

### **Staff**

David Furies has submitted the 2021 Biennial Survey of Depository Libraries for PAL. The survey was postponed one year due to the pandemic. The Biennial Survey of Depository Libraries is the means by which depository libraries report their conditions to the U.S. Government Publishing Office (GPO). It is administered in odd numbered years, and response is required by law. Data from the survey is used to administer the FDLP, to identify new trends, and to assist in the assessments of the conditions and services of Federal depository libraries.

Tim Phelps replaced the staff computers at PAL front service desk.

Denise Williams-Riseng attended Knowledge Sharing Session from Strategy Office: Events Reporting in LibCal on 2/25.

### **ARCHIVES**

#### **Acquisitions**

The Library purchased the transcript of a 1963 oral history interview with former Library staff member and winner of the Nobel Prize in Physics Polykarp Kusch from the Columbia University Libraries. Kusch, who died in 1993, worked as a page following his graduation from Central High School at age 15 in 1926 until he completed

his undergraduate studies at the Case School of Applied Sciences in 1931. In the interview, Kusch remembered his time at the Library as intellectually stimulating and with great camaraderie among his fellow pages. The transcript is to be printed and added to the Library's collection.

### **Visits to the Library**

Students from Ursuline College, accompanied by their professor, visited the Literature Department to view primary source material from several local authors, including the late Library staff member and award-winning author Andre Norton, who died in 2005. Norton worked at the Library as a page, clerk, and aide in several branches from 1931 to 1952, primarily with children. Norton published dozens of books during her career, and she was well-known for her work in science fiction and fantasy for young adults. Material on Norton from the Archives was pulled for the students, including correspondence, photographs, and newspaper articles.

### **Research**

In celebration of the Library's 153rd anniversary on February 17th, 2022, a request for its total attendance and circulation was received. Statistics were gathered from several sources within the Archives, and conservative estimates were made for the years in which figures were not found. It is estimated that approximately 700 million items have circulated during the Library's history, and approximately 500 million visitors have entered its locations since 1869.

### **BRANCH NARRATIVES**

**D1 EASTMAN** (closed for FMP) - LACE Kristin Galewood completed the NEO-RLS webinar *Digital Marketing Tips, Tricks & Trends*. LAYE Nancy Sommer completed the NEO-RLS webinar, *LGBTQ+ Reader's Advisory*. Manager Jamie Lauver completed three NEO-RLS webinars, *Book Club Reboot: Creative Twists on the Reading Groups We Know and Love*, *Crash Course in Using TikTok*, and *Adult Programming Series: 20 More Adult Programming Ideas in One Hour*.

**D1 LORAIN** (closed for FMP) - Children's Librarian Adela Santana continued to serve the Lorain Branch service area with Story Times. Ms. Santana read four books inclusive of *Memory Jars* by Vera Brosgol, to classes

from Almira Elementary School and Step Forward Willard Head Start. Ms. Santana completed webinars from the State of Ohio Staff Academy including *Unattended Children: How to Talk to Parents about Their Children's Behavior and Burnout, Vicarious Trauma & Compassion*. Ms. Santana created a Valentine's Day book display and a Martin Luther King, Jr. banner. Manager Crystal Tancak stayed connected to the Lorain Branch community by attending a MyCom Steering Committee Meeting as well as the Second District Community Relations Meeting. In celebration of Cleveland Public Library's Founders Day, Ms. Tancak attended the "Reading the Opportunity of a City: Cleveland & Its Library" event at the City Club, "The Way Forward Leader Lunch Break" with Felton Thomas, Jr., and the *Unattended Children: How to Talk to Parents about Their Children's Behavior* training.

**D1 ROCKPORT** - Rockport served as a host location for the CPL Play Tournament. We welcomed AARP volunteers to the branch to provide tax preparation services. We held a virtual Paint Cleveland History program. Rockport youth staff provided Zoom Story Times to Little Critters classes. Librarian Kendra Proctor attended a Summer Lit League Committee meeting. LACE Emily Crompton participated in an Employee Engagement Task Force meeting. Mr. Lykins attended the following meetings: LibCRM Pilot Program, Harvest for Hunger, and Branches Collections Update.

**D1 BBTTC @ Rockport** - Through a partnership with The Clubhouse Network and iRobot, the Best Buy Teen Tech Center received 3 Root Coding Robots, which members have been using to learn about code. The monthly challenge was all about sewing and we hosted a weekly meeting to sew plushies. Jill Pappenhagen has been working virtually with a 5th grade class at Artemus Ward Elementary School teaching students how to design with Tinkercad for both the 3D printer and the Glowforge. Jill also attended a Family Informational Night at Robinson G. Jones school. The BBTTC Steering Committee held its inaugural meeting.

**D1 WALZ** - Manager Jeannie Gielty and staff prepared the branch for their imminent closure with a commemoration which included a presentation of the history of Walz, good-bye activities, a Foundation Book Sale, and places for patrons to take photos and leave heartfelt messages. Ms. Gielty spread the news of the closing and reopening



via social meetings and in-person, at the West 80s Stakeholders and the Second District Community meetings.

**D1 WEST PARK** (closed for FMP) - Children's Librarian Libby McCuan provided educational kits to Walz Branch families including a "The Snowy Day" Story Time kit to celebrate African American History month. LAYE Jeanna Sauls attended *Programming in a Pandemic*, Ryan Dowd's *Dealing with Unattended Children*, and *Social Emotional Learning Begins with You* webinars. Manager Michael Dalby attended the "Reading the Opportunity of a City: Cleveland & Its Library" event at the City Club. He also attended the *We Are NOT Okay: Library Worker Trauma Before and During COVID-19 and What Happens After* webinar.

**D2 BROOKLYN** - LACE Sarah Kolonick and clerk Felicia File made to-go crafts including a paper cutting Year of the Tiger lantern, a Go Wild matching game, and a dinosaur themed pop-up card using the branch Cricut machine. Manager Ronald Roberts participated in a Cleveland Metroparks Zoo initiative as part of a listening sessions for community organizations and planned senior outreach to interested older adults.

**D2 CARNEGIE WEST** - Free income tax preparation for patrons was provided by volunteers from the American Association of Retired Persons. Manager Angela Guinther met with Aaron Mason from 3E/OPS, representatives from Literary Cleveland, and May Dugan Center to strategize reading and writing workshops for the center's Seniors on the Move program. Children's Librarian Helen Zaluckyj worked with the Youth Services and Marketing departments to develop and record a preschool program about wind for Leap into Science week.

**D2 FULTON** - Children's Librarian Beverly Austin recorded a puppet show Story Time to send to community daycares. Manager Leslie Barrett worked with the Curb Cut Collective ERG to apply for grant money. Mrs. Barrett attended "The Way Forward Leader Lunch Break" with Felton Thomas, Jr. and joined the National Library Week Conference Marketing Sub Committee.

**D2 JEFFERSON** (closed for FMP)- Staff began planning for the branch's Ribbon Cutting ceremony by compiling lists of neighborhood individuals, entertainment, and food options. Children's Librarian Karen Kelly Grasso

spearheaded the Talk on Tuesday, Women's ERG programs for Heart Month during February. She hosted a virtual presentation by a doctor discussing prevention of heart disease in women and another one about making dietary changes to reduce risk of heart disease. Manager Steve Capuozzo attended trainings including *Unattended Children: How to talk to parents about their children's behavior* and *Transforming your Library and Community Through Relationship-Focused Service*. Mr. Capuozzo worked with the Rainbow Readers ERG to present a book collection to the Beyond Identities Community Center and secured a partnership and film sponsorship with the Cleveland International Film Festival.

**D2 SOUTH** - Tutoring started this month with 3 tutors. Art Therapy started at South which helps students express themselves through artistic mediums. Honoring Black History Month several displays have been set up around the Branch. A new partnership with the Cleveland Clinic has begun with a mini job fair at the Branch advertising available positions.

**D2 SOUTH BROOKLYN** - The branch hosted the CPL PLAY League Kick-Off Tournament. Clerk Shellie Oreskovic attended the Prevention of Cardiovascular Disease in Women program. During various Zoom Story Times with Horizon Education Center, LAYE Raymond Cruz read selections from books including *Yummy: 8 Favorite Fairy Tales* by Lucy Cousins and *The Undefeated* by Kwame Alexander. Assistant manager Tammy Houghton attended National Library Conference Planning, Ward 13 meeting, and *Unattended Children* training. Ms. Houghton led the adult book club to discuss *The Sun Does Shine* by Anthony Ray Hinton. Regional Director-East Luigi Russo attended Leadership Education Programming.

**D3 GARDEN VALLEY** - LAYE Leonard Burks presented the Branch Chess program via Zoom. Children's Librarian Andrea Csia facilitated two Story Times at the All-Around Children's Daycare and read *The Goose Egg*, and *Zuri Ray Tries Ballet*. Ms. Csia, Mr. Burks, and Branch Clerk Melissa Brooks also designed, created, and installed Black History Month displays.

**D3 HOUGH** - Story Time continued virtually with the Lexington-Bell Daycare. Stories read by Children's Librarian Manisha Spivey included *Pete the Cat: Valentine's Day is Cool* by Kimberly & James Dean and

*Splat the Cat: Funny Valentine* by Rob Scotton. LAYE Romael Young read the books *Love is Here* by Mike Malbrough and *The Year We Learned to Fly* by Jacqueline Woodson. Mr. Young also completed the NEO-RLS "Your Makerspace" webinar. LACE Michael Barkacs attended the *Unattended Children: How to Talk to Parents About Their Children's Behavior* training. Manager Lexy Kmiecik attended *Transforming Your Library and Community Through Relationship-Focused Service* webinar. Mrs. Kmiecik met with Erin Guido from LAND Studio to discuss art for the new Hough Branch.

**D3 MARTIN LUTHER KING, JR.** - Martin Luther King, Jr. teens participated in a Superhero Project discussion and presentation that was facilitated by Lisa Kollins. The interactive program integrated the Superhero Project Exhibit and engaged the teen audience with activities and video related to the exhibit. The Superhero Project facilitates the branch's focus on social justice as well as educational and creative expression.

**D3 STERLING** - Manager Monica Rudzinski participated in the second phase of community engagement efforts for the Health Campus initiative led by the Sisters of Charity Foundation of Cleveland. Ms. Rudzinski hosted a resource table at Project Save Presents Black History Month at Friendly Inn and attended the Marion-Sterling Partnership and 3rd District Community Relations Safety meetings. Ms. Rudzinski completed *Children's Response to Trauma: Responding to the Impact of the Pandemic - Now and In the Future*, a continuing education course through the Hanna Perkins Center for Child Development. Sonja McCord, children's Librarian presented a virtual Story Time in which toddlers identified animals and opposites in *Pete the Cat*, *Tiger Tales* and Eric Carle's *My First Peek-a-Boo Animals*.

**D3 WOODLAND** (closed for FMP) - Manager Maria F. Estrella attended *This is Your Brain on Stress, Cultural Humility, Timely Talks with Library Leaders*, and *Kindly Hire Me: The Process and Impact of Inclusive Hiring* webinars. She also attended the Transition Planning/Move Management, and the Family Space Planning Meetings to listen and discuss the future of the Woodland Branch Hub.

**D4 EAST 131** - The Branch kicked off the month of February with hosting the FRONT International Art

Workshop series with artist Kameela Rasheed. The Volunteers worked with Ms. Rasheed to come up with designs and prototypes for the public art piece that is to be installed in the Hough Branch. Children's Librarian Kelli Minter and LAYE Rosa Simone distributed Take n' Make kits highlighting Black History Month, and Valentine's Day crafts including library resources sheet for John Hay High School, Charles Dickens Elementary School and Miles Elementary. Ms. Minter attended a virtual school visit with class at John Adams High School highlighting the famous Black History events and places such as Black Wall Street and Martin Luther King, Jr.'s I Have a Dream Speech, from Birmingham, Alabama to Selma, Alabama. In celebration of Black History Month LACE Cherita Vaughn and Branch Clerk Karie Felder curated an installation in the window display case to welcome patrons. Manager Marina Márquez attended Island Press' webinar *Dream Play Build: Hands-On Community Engagement for Enduring Spaces and Places*. Ms. Marquez attended Cleveland Public Library's Honest Conversations with Black Female Entrepreneurs series and Cleveland Leadership Center's "The Way Forward Leader Lunch Break" with Felton Thomas, Jr. virtual program. To end the month, branch staff celebrated Branch Clerk Karie Felder's promotion to Lending Supervisor II.

**D4 FLEET** - In February, Black History Month was acknowledged with displays. With the start of the annual tax season, Fleet Branch welcomed community partner, Cuyahoga EITC Coalition as a part of the nationwide IRS Volunteer Income Tax Assistance Program. Patrons had their taxes prepared, by accounting professionals, free of charge.

**D4 HARVARD LEE** - Manager Kristen Schmidt joined ALA's Coretta Scott King Standing Program Committee. Librarian Olivia Morales distributed Valentine Take n' Makes. Ms. Schmidt met with Chrishawnda Matthews of Literacy in the Hood.

**D4 MOUNT PLEASANT** - Branch staff connected with A.J. Rickoff School to help provide books such as *Chicka Chicka Boom Boom* by Bill Martin Jr. and John Archambault and *The Snowy Day* by Ezra Jack Keats so they could read with pre-K through third-grade students during lunchtime. A.J. Rickoff School is starting a book club with Heritage House. Manager Shayla Boyce is serving on the Library Week Branch Conference Planning Committee,

which is an initiative to highlight all of the exciting and unique programming offered by CPL branches.

**D4 RICE** -Rice scholars enjoyed programming consisting of Social Media Studio, DIY Valentine's Day Card Making, Valentine's Day Snow Globe Making, Black History Bingo, and Black History 365 Different Strokes painting program. PSG Dianna Trent's monthly display featured a Black History Month which highlighted dozens of famous African Americans. Ms. Trent also created a "Spotlight on African American Authors" display that she posted to the branch Facebook page. LACE Benjamin Ford posted movies with love in the title on the branch Facebook page to commemorate Valentine's Day. Rice hosted a CPL PLAY League Kick-Off Tournament, which led up to NBA All-Star Weekend 2022. St. Martin De Porres student Eric Gray and Children's Librarian Whitney Johnson planted Rice's indoor garden, and incorporated signage to the gardening display. Senior Director Amiya Hutson attended the webinars *We are NOT Okay: Library Worker Trauma Before and During COVID-19 and What Happens After*, *Black Librarian in America: Reflections, Resistance, and Reawakening*, and Timely Talks with Library Leaders featuring Felton Thomas.

**D4 UNION** - Children Librarian Tamara Steward assisted as one of the facilitators for Uncovering Our Roots, a three-part Genealogy series as part of Black History Month. Ms. Steward also viewed the webinar *Unattended Children: How We Talk to Parents About Their Children's Behavior*. LAYE Valerie Johnson facilitated True2U sessions with Nathan Hale and Michael R. White schools. Manager Marcie Williams attended *We Are Not Okay: Library Worker Trauma Before and During COVID-19*. Ms. Williams also facilitated a True2U session with Scranton school.

**D5 ADDISON** - Children's Librarian Heidi Malinoski, participated in NEO-RLS webinar *Rebuilding Our Why: For Staff*. Manager Tamara Means attended Virtual Veteran's Cafe, hosted by Hospice of the Western Reserve, and Mt. Pleasant Region MyCom Partner meetings. PSG Shakenya Smith participated in NEO-RLS webinars *Building Self Confidence*, and *Adult Programs on a ZERO Budget*. LACE Shavonne Bolton participated in Homeless Training Institute webinar *Unattended Children*. Staff distributed Take n' Make crafts with KMPG books. Addison ended the month by switching YA/Juv displays to 2022 Youth Media

Award winner and picture book biographies for African American History Month.

**D5 COLLINWOOD** - Staff choices of books to inspire young activists was featured in the February Collinwood Observer. A Freedom Bell Take n' Make activity was designed and provided to families. A Black History Month display was exhibited. Manager Caroline Peak attended Zoom meetings with the Cuyahoga County Collab. Ms. Peak attended the City Club forum to listen to CEO Felton Thomas speak on behalf of CPL's Founder's Day.

**D5 GLENNVILLE** - Cuyahoga Community College Ohio Options program offered free classes for adults to improve academic skills, prepare participants for the G.E.D, and provided workforce training. LegalWorks representative James Levin provided assistance to patrons in probate matters. Children's Librarian Peter Roth presented Story Time via Zoom to kindergarten through fourth grade classes and focused on Black History Month, Valentine's Day and Presidents Day. Mr. Roth also hosted several Zoom preschool Story Times and shared books such as *If You Give a Mouse a Cookie* by Laura Numeroff and *Pokko the Drum* by Matthew Forsythe. LAYE Difranco Barnes joined the Summer Lit League Committee. Mr. Barnes met with Director of Education Charles Byrd to discuss applying for a grant to fund upcoming UBTech program. Mr. Barnes participated in STEM booklist, *Unattended Children* and *How to Talk to Parents About Their Children's Behavior* webinars.

**D5 LANGSTON HUGHES** - The Langston Hughes Branch partnered with the Oberlin College library to display the traveling exhibit of former author and activist of African American causes, Shirley Graham DuBois. The exhibit consists of several historical panels. The following virtual programs were offered by our Children's staff in February: Hands On: Happy Birthday Langston Hughes, African American Artists in Cleveland-Printmaking, African American History in Cleveland, and African American Artists in Cleveland-Painting. Manager Bill Bradford attended *Libraries in the Time of COVID*, and *We Are Not Okay: Library Worker Trauma Before and During COVID-19* and *What Happens After* webinars.

**D5 MEMORIAL NOTTINGHAM** - The Memorial Nottingham Branch hosted Honest Conversations with Black Female Entrepreneurs, which featured local black female

entrepreneurs' experiences in creating a business, and how it changed their clients' and their lives. Manager Pasha Moncrief Robinson was the moderator, and LACEs Cassandra Dunn-Childress and Giovonni Braden-Dorsey assisted with the production of the program. Mrs. Moncrief Robinson attended the E. 156th Street Block Club meeting at Collinwood Recreation Center where Mayor Justin Bibb spoke to residents about the status of the recreation centers in Cleveland. Mr. Braden-Dorsey and LAYE Marvin Benton hosted a program entitled Conversations with Men in the Community. Puzzle bags and Valentine's Day Cards Take n' Make bags were distributed. Mr. Benton hosted the annual "Who Am I" contest of famous African Americans, and virtually presented a "Last Teen Standing" African American trivia competition. In collaboration with Creator of Master Collective and Community Partner, Robert Gatewood, a CPL Play Tournament was held.

## **OUTREACH & PROGRAMMING SERVICES**

### **SUMMARY**

The 3E/OPS gradually resumed in-person programming for key services in the month of February. The Department also devoted significant amount of time and resources towards an extensive offering of Black History Month and DEI-related programs.

### **YOUTH**

Youth Art Workshops facilitated by the Art Therapy Studio were offered two days a week for school-age and high school students at the following branch locations: Hough, Sterling, South, and East 131st. To accommodate remote students, a virtual option was also made available. Also, monthly virtual adult workshops were offered for caregiver self-care. Branch sessions were held in person for the entire month of February.

The Cleveland Public Library participated in a Winter Reading Challenge: Read for a Better World, sponsored by Lerner Publishing and Beanstack, Cleveland Public Library's reading challenge platform. The passive reading program took place January 1 - February 28. Patrons of all ages had to read at least 20 minutes per

day. Collectively, four hundred and two readers read for 39,792 minutes.

In-person after-school tutoring continued at eleven locations and an additional virtual-only site coordinated by the staff at the Garden Valley Branch. This year's tutoring program will conclude on May 12 and resume in the fall.

### **EDUCATION**

Young Scholars Academy (YSA), a kindergarten readiness program designed for children, continued their virtual Beginners and Transitional sessions on Tuesdays, Wednesdays and Thursdays throughout the month of February.

The arts engagement program, ProjectArt continued serving the patrons of East 131 and Rockport Branches during the month of February. Approximately 12-15 students per branch participated in the program. Program facilitators report an 80% increase in attendance following the lifting of COVID-19 restrictions.

At the Langston-Hughes and Rice branches, and the Faith Foundation violin instruction continued virtually via FaceTime for three scholars. Despite the challenges of conducting class virtually, participating students have progressed over the past month.

### **ENGAGEMENT**

Legal services, both criminal and civil, resumed in-person consultations during the month of February. Assistance with criminal legal matters is now offered Monday-Wednesday at three branch locations: Glenville, Mt. Pleasant, and Fulton.

### **DIVERSITY & INCLUSION**

*DiverseCITY Cleveland Program: Invisible Struggle: Creating Visibility to the Rising Rate of the Victimization of Black Women and Girls*

On Wednesday, February 23, the library launched its second 90-minute conversation for its 2022 DiverseCITY Cleveland Program. This program is a series of discussions throughout the year that matter to our community, civics courses, educational opportunities,



and social justice actions and events relevant to local and national efforts through events to spark conversation, educate, and empower change.

This month's topic was the rising rate of the victimization of Black women and girls, led by our partners at the Cleveland Rape Crisis Center. The community forum was designed to examine the prevalence of victimization that Black survivors of sexual violence experience, identify ways to minimize victimization, and examine ways to establish a more equitable response for all survivors regardless of race to increase to establish a more equitable response to decrease victimization.

*Black History Month Virtual Workshops, and Events*

The Morning Grind Series: Pride. Power. Privilege. The Black Experience

Pride, Power, and Privilege, the Black Experience was a series of 90-minute conversations to demonstrate the state of who African Americans are and where they are going as a community—structured in a way to create a safe and trusting space for open and honest dialogue about the experiences of African Americans, allowing them the opportunity to support and uplift each other in their voice and perspective.

Monday, February 7 from 8:00-9:30 AM | 80 Registered & 40 Attendees

*Pride: Preserving Our Black Men & Community*

An informative discussion with five panelists to educate Clevelanders about black male leaders working locally to reshape poverty-stricken neighborhoods through philanthropy, business development, health, and education. A call to action for intergenerational communication and collaboration to foster a stronger and safer Cleveland.

Monday, February 14 from 8:00-9:30 AM | 108 Registered & 45 Attendees

*Power: Black Women Power Differently*

This presentation explores the ways Black women are wielding power in their communities and how their use of

power differs from that of other people. Included in this 90-minute event, participants will experience a combination of *The Sisters Are Alright*, Author and Speaker Tamara Winfrey Harris facilitating a discussion, reading from her book, as well as her diving into some interactive audience participation on the topic.

Tuesday, February 22\* from 8:00-9:30 AM | 87 Registered & 41 Attendees

*Privilege: Black Privilege*

Through the lens of privilege, a 90 intimate interview and engaging discussion with three panelists around the education system locally and the impact of the pandemic on our youth's ability to learn. Presentation to provide a historical lens on barriers to education and current resources available to support young learners through free local resources.

Black History Month Virtual Education Series:

*Uncovering Our Roots: African American Genealogy Workshop Series*

Uncovering Our Roots: African American Genealogy Workshop Series (3 parts)

Marcus Garvey said, "A people without knowledge of their history, origin, and culture is like a tree without roots." Join the Cleveland Public Library and expert Genealogist, Dr. Deborah A. Abbott, for a three-part workshop series to explore African American Genealogy.

Whether attendees were interested in their ancestors' lives or curious about their ethnicity, this three-part workshop series was designed to help them uncover their roots by teaching them how to research the names, places, and details that unite Blacks and African Americans to their ancestors, their roots.

Wednesday, February 2 from 6:00 -730 PM | **202 Registered & 103 Attendees**

***Part One: Introduction to Genealogy***

Are you curious about finding out about your ancestors but don't know where to begin? Does the cost of genealogy databases scare you away from joining millions of researchers in America's most favorite hobby? Join us to learn the basics of American black-diasporic

genealogy and take advantage of world-class research tools! The first 90-minute workshop, led by professional genealogist and expert Dr. Deborah A. Abbott, aims to provide introductory historical context and recommend basic research methods to pursue African American family history.

Wednesday, February 9 from 6:00 -730 PM | 201 Registered & 110 Attendees

***Part Two: The Importance of Necessary Records and Other Sources***

The smallest piece of information found on a necessary record could be the clue needed to solve one or more of the mysteries surrounding your family history. Join us for a deeper dive in this 90-minute genealogy workshop, led by professional genealogist and expert Dr. Deborah A. Abbott, to learn how to utilize birth, marriage, divorce, and death records to help connect family members, and friends to their ancestors.

Wednesday, February 16 from 6:00 -730 PM | 231 Registered & 110 Attendees

***Part Three: Strategies and Techniques Tracing A Family From Slavery To Freedom***

The most difficult part of African American research is finding and identifying enslaved ancestors and their owners. After the thorough basic introductory resources in part one and part two, discover some recommended next steps in this 90-minute workshop, led by professional genealogist and expert Dr. Deborah A. Abbott. During this workshop, we will focus on the importance of analyzing the information clues and resources to pursue the genealogical and local history resources helpful in African American ancestry research.

ERG Events and Outreach

The Women's ERG, Talk on Tuesdays hosted a two-part 60-minute education series in acknowledgment of Women's Heart Disease Month.

*Women's Heart Health Month Events*

February 10 at 4:30 - Prevention of Cardiovascular Disease in Women | 75 Attendees

Dr. Clair Sullivan, a cardiologist from University Hospital (*selected by Cleveland Magazine as one of the best*), discussed the prevention of heart disease in women.

February 22 at 1:30 - Women's Heart Health Nutrition Discussion | 51 Attendees

On February 22, Heather Barnes, a nutrition educator from the Greater Cleveland Food Bank presented tips to help us all make changes to our diets that can reduce our risk of heart disease.

#### LEADERSHIP EDUCATION

On February 18, CPL's inaugural Leadership Education Program, held its fourth module,

*Creating Engagement with Inclusion: Managing Unconscious Bias and Microaggressions & Understanding and Managing Micro-Aggressions*. Module four was developed to have the participants define unconscious bias, and the cognitive processes which enables it. In the second part of the module, participants learned about the connections between privilege, unconscious bias and microaggressions. They defined microaggressions and a new concept for reframing microaggressions as of "Subtle Acts of Exclusion" (SAEs). Participants explored the effects of microaggressions and SAEs and identify actions and strategies for addressing and mitigating microaggressions and SAEs. Participants had an opportunity to practice strategies for addressing and mitigating microaggressions and SAEs from different perspectives.

#### **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*
  - **Elected Official Engagement**
    - Facilities Master Plan (FMP) Branch Updates

- Met with newly elected Councilmembers presenting an overview of the FMP
  - Richard Starr, Cleveland City Council, Ward 5
  - Rebecca Maurer, Cleveland City Council, Ward 12
  - Meredith Turner, Cuyahoga County Council, District 9
- Continued to apprise local legislators of FMP updates for the branches in their jurisdiction
- **External Stakeholder Engagement**
  - FMP Branch Updates
    - Continued to apprise community development corporations (CDC's) of FMP updates for the branches in their jurisdiction
- **Additional External Relations & Advocacy Efforts**
  - Coordinated efforts with City Council President Blaine Griffin for Library's Founders Day event
  - Met virtually with Ryan Puente, Chief Government Affairs Officer from the Mayor's Office to continue to discuss the Mayor's vision for the City of Cleveland and ways the Library can partner
  - Met with Ohio Library Council rep to discuss Library Legislative Day
    - Coordinating efforts to prepare for Legislative Day taking place on April 6

**CPL DEVELOPMENT UPDATES:**

- **Goal:** *Align fundraising to support CPL's new strategic plan and facilities master plan (FMP)*
  - Fundraising
    - **Submitted grant proposals aligned with the below Library priorities:**

- Build 21<sup>st</sup> Century Resources
  - *Submitted and awarded funding from the Cuyahoga County Board of Developmental Disabilities to implement new program series for persons with disabilities*
- **Additional CPL Development Efforts**
  - Continued preparations for 2022 Library Giving Day (April 6)

#### **CPL FOUNDATION UPDATES:**

- **Goal: Reach Financial Targets**
  - Continued to advance the Foundation's 2022 financial targets
- **Additional CPL Foundation Efforts**
  - CPL Foundation Board
    - Held quarterly board meeting
    - Held monthly Executive Committee meeting

#### **ADDITIONAL DEPARTMENT EFFORTS:**

- Staff attended conferences/virtual conferences/webinars including:
  - United Way of Greater Cleveland's Education Panel: The Continued Impact of the Pandemic on Children, Teachers and Schools
  - CPL Founder's Day "Reading the Opportunity of a City"

#### **COLLECTION & TECHNICAL SERVICES**

Director of Collection and Technical Services Sandy Jelar Elwell attended a training session for cleaning books conducted by Wendy Partridge of the InterMuseum Conservation Association (ICA) along with Special Projects Manager Michael Ruffing, Materials Handling Supervisor James Clardy, Receiving & Distribution Technicians Jaz Hogan and Richard Jackson, and Occupational Health and Safety Officer Sherry Parker.

Ms. Jelar Elwell attended a meeting of the Urban Libraries Council (ULC) Collection Leaders, an executive meeting of the Women's Employee Resource Group (ERG), and the Women's ERG programs on the Prevention of Cardiovascular Disease in Women and Women's Heart Health Nutrition.

Ms. Jelar Elwell, Catalog Manager Andrea Johnson, Collection and Acquisitions Manager Corrine Alldridge, and Mr. Clardy attended the first quarter session of the HR Forum. Ms. Jelar Elwell attending the Knowledge Sharing session on "Events Reporting in LibCal."

Collection and Technical Services staff viewed the Founder's Day City Club Forum "Reading the Opportunity of a City. Cleveland & Its Library."

**Acquisitions:** The Acquisitions Department ordered 2,971 titles and 3,449 items (including periodical subscriptions and serial standing orders); received 7,353 items, 995 periodicals, and 104 serials; added 437 periodical items, 38 serial items, 44 paperbacks, and 382 comics; and processed 670 invoices.

Acquisitions Coordinator Alicia Naab identified and corrected an error with Ingram invoices importing to Sirsi with the assistance of High Demand Librarian Dale Dickerson. Missing invoices were reloaded, and Acquisitions and High Demand staff had to manually create any invoices that could not be reloaded.

**Catalog:** Staff cataloged 2,170 titles and added 2,734 items for Cleveland Public Library. The Department also added 2,212 titles, merged 48 records, and corrected 107 errors for CLEVNET member libraries.

Catalog Manager Andrea Johnson updated department guidelines for using the Transfer wizard to include instructions for moving holds when in transit copies prevent merging duplicate records and demonstrated some of the new steps needed. Technical Services Librarians Yeshen Dugarova-Montgomery, Michael Gabe, and Perry Huang began creating original records for CLEVNET board games and puzzles. Technical Services Librarian Erin Valentine created an original record for an Estonian-language book.

Ms. Valentine attended a NOTSL Board planning meeting on February 9 and took notes in her role as NOTSL Secretary. Ms. Johnson and Ms. Valentine attended the Women's ERG program on the Prevention of Cardiovascular Disease in Women on February 10. Ms. Valentine attended the Association of College and Research Libraries Rare Books and Manuscripts Section Bibliographic Standards Committee's webinar entitled "Best Practices for Cataloging Objects in RDA and MARC" on February 24.

**Collection Management:** Collection Management selected 1,222 titles and 6,741 copies in February and spent slightly over \$74,300 on physical materials and \$20,000 on eMedia.

Collection and Acquisitions Manager Corrine Alldridge and Collection Management Librarian Laura Mommers participated in a Zoom meeting with Findaway Account Representative Donna DeStefano to review their products and to learn about the acquisition of Findaway by Spotify.

Ms. Alldridge attended the New Manager Onboarding Teams meeting. Ms. Mommers attended the "MacKids School & Library Spring 2022 Preview!"

**High Demand:** The High Demand Department ordered 699 titles and 3,987 items; received and added 4,234 items; processed 290 invoices; and added 672 records for the CLEVNET libraries.

High Demand Librarian Dale Dickerson began assigning categories for picture books purchased for Opening Day Collections.

**Materials Processing:** The Materials Processing Technicians processed 5,873 items for the month.

**Shelf/Shipping:** The staff of the Lake Shore Shelf/Shipping Department sent 7 items to the Main Library for requests and 87 items to fill holds. Main Library received 157 telescopes, the Branches received 84 telescopes, CLEVNET received 34 telescopes, and CSU, CWRU, and Tri-C each received 1 telescope. A total of 278 telescopes were shipped out. The Technicians sent out a total of 5,807 new items to the Acquisitions and High Demand Departments.



## **MARKETING & COMMUNICATIONS**

### **EXECUTIVE SUMMARY**

In February, Cleveland Public Library celebrated Black History Month with special programs including The Morning Grind and DiverseCITY Cleveland. While the weather was cold, we warmed people up with hats and gloves hand knitted through the Warm Up CLE initiative. Things kept heating up with CPL PLAY tournaments throughout the city at various branches with a tournament taking place the Saturday of All-Star weekend. Tax assistance and legal assistance were provided by the Library.

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.*

**MARTIN LUTHER KING, JR. & BLACK HISTORY MONTH:** MLK program was re-aired on WUAB. The Library was mentioned in several articles acknowledging the individual Unsung Heroes and for upcoming events celebrating Black History Month. Some additional events that took place were DiverseCITY Cleveland and The Morning Grind series.

### **MEDIA COVERAGE:**

- <https://www.cleveland19.com/2022/01/12/unsung-hero-tom-knittel-nominated-his-giving-spirit-during-tax-season/>
- <https://www.cleveland19.com/video/2022/01/17/th-annual-rev-dr-martin-luther-king-jr-commemorative-celebration/>

**CPL PLAY:** The Library's e-sports gaming group hosted NBA 2K22 & King Of Fighters XV tournaments at branches with a finale at Main Library during All-Star weekend. Partners Cavs Legion supplied prizes for giveaway. Radio spots aired on iHeart Radio.

**TAX ASSISTANCE & LEGAL AT THE LIBRARY:** The Library is offering free tax seminars with help from community partners and legal workshops through Legal Aid.

- <https://www.kathywraycolemanonlinenewsblog.com/2022/01/news-from-clevelands-legal-aid-society.html>
- <https://www.wkyc.com/article/news/local/cleveland/cleveland-public-library-holding-tax-filing-assistance-seminars-ahead-of-tax-deadline/95-1f303347-1c32-4f72-b46c-63d03ad7297d>

**COVID-19 RESOURCES:** We continue to hand out COVID test kits to those that need them.

**MEDIA COVERAGE:**

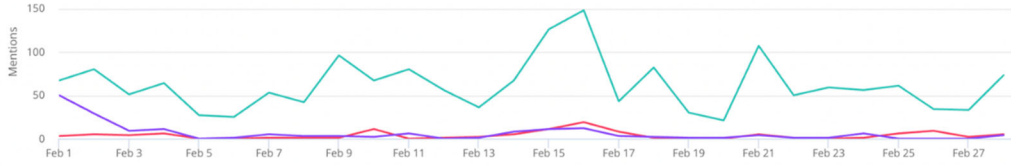
- <https://www.news5cleveland.com/news/continuing-coverage/coronavirus/cleveland-public-library-out-of-covid-19-tests>
- <https://www.newsbreak.com/news/2465364694550/cleveland-and-public-library-out-of-covid-19-tests>
- <https://fox8.com/news/coronavirus/looking-for-an-at-home-covid-19-test-kits-hard-to-find-as-holidays-near/>
- <https://www.ideastream.org/news/ohio-national-guard-to-offer-free-covid-19-tests-on-clevelands-east-side>

**WARM-UP CLEVELAND:** Ahead of one of the biggest winter storms of the season, the Library hung hand-knitted hats, scarves, gloves, and more on the fence of the Eastman Reading Garden. Those passing by were free to grab an item to stay warm. News 5 interviewed Aaron Mason about the program.

- <https://www.news5cleveland.com/news/local-news/former-librarians-knitting-legacy-keeps-cleveland-warm>

**PUBLIC RELATIONS OVERVIEW**

Cleveland Public Library garnered 2,016 mentions for the month of February reaching more than 1 billion people in national and local TV news, radio, and online and print.



Mentions 2,016    Audience 1,667,156,398    Publicity \$18,461,538


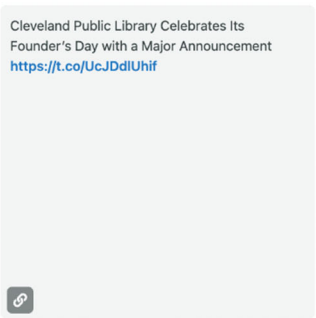




**SOCIAL MEDIA SUMMARY**

**Broadcasts:** Marketing continues to explore streaming opportunities, conversations, and content that promote learning and timely topics. Popular examples include:

- **The Next 400 Digital Round Table:** The Library hosted a discussion with WOIO 19 on the topic of teens doing great things in the name of social justice
- **Book Drops (recommended reading by CPL) themes:** Books that inspired tv/movies

**Most Popular Posts by Platform:**

<p><b>Cleveland Public Library</b> Wed 2/2/2022 8:39 am PST</p> <p>What started as a parting wish from Librarian Diane Mathews, Warm-Up Cleveland continues to keep Cleveland Warm. #WarmUpCLE <a href="https://www.news5cleveland.com/news/focal...">https://www.news5cleveland.com/news/focal...</a></p> <p>Former librarian's knitting legacy keeps Cleveland w...</p> <table border="1"> <tr><td><b>Total Engagements</b></td><td>374</td></tr> <tr><td>Reactions</td><td>143</td></tr> <tr><td>Comments</td><td>15</td></tr> <tr><td>Shares</td><td>21</td></tr> </table>	<b>Total Engagements</b>	374	Reactions	143	Comments	15	Shares	21	<p><b>Cleveland Public Library</b> Thu 2/17/2022 1:11 pm PST</p> <p>In honor of Founder's Day, the Library is launching a new educational initiative, The People's University 2030. The People's University will empower Clevelanders to learn, gro...</p> <p>Cleveland Public Library Celebrates Its Founder's Da...</p> <table border="1"> <tr><td><b>Total Engagements</b></td><td>335</td></tr> <tr><td>Reactions</td><td>117</td></tr> <tr><td>Comments</td><td>4</td></tr> <tr><td>Shares</td><td>8</td></tr> </table>	<b>Total Engagements</b>	335	Reactions	117	Comments	4	Shares	8	<p><b>Cleveland Public Library</b> Wed 2/2/2022 12:13 pm PST</p> <p>All Cleveland Public Library locations are closed on Thursday, February 3, due to inclement weather.</p> <table border="1"> <tr><td><b>Total Engagements</b></td><td>325</td></tr> <tr><td>Reactions</td><td>152</td></tr> <tr><td>Comments</td><td>14</td></tr> <tr><td>Shares</td><td>37</td></tr> </table>	<b>Total Engagements</b>	325	Reactions	152	Comments	14	Shares	37
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<p> @Cleveland_PL Thu 2/17/2022 9:15 pm UTC</p> <p>Cleveland Public Library Celebrates Its Founder's Day with a Major Announcement <a href="https://t.co/UcJDdlUhf">https://t.co/UcJDdlUhf</a></p>  <table border="1"> <thead> <tr> <th>Total Engagements</th> <th>205</th> </tr> </thead> <tbody> <tr> <td>Likes</td> <td>32</td> </tr> <tr> <td>Comments</td> <td>0</td> </tr> <tr> <td>Shares</td> <td>14</td> </tr> </tbody> </table>	Total Engagements	205	Likes	32	Comments	0	Shares	14	<p> @Cleveland_PL Tue 2/15/2022 10:54 pm UTC</p> <p>A major thank you to the @Cavs.LegionGC for the swag! The winners from the @nba2k tournament at #CPLRice will move on to the finale at Main Library on Saturday, February 19 to...</p>  <table border="1"> <thead> <tr> <th>Total Engagements</th> <th>182</th> </tr> </thead> <tbody> <tr> <td>Likes</td> <td>29</td> </tr> <tr> <td>Comments</td> <td>1</td> </tr> <tr> <td>Shares</td> <td>10</td> </tr> </tbody> </table>	Total Engagements	182	Likes	29	Comments	1	Shares	10	<p> @Cleveland_PL Wed 2/2/2022 8:13 pm UTC</p> <p>All Cleveland Public Library locations are closed on Thursday, February 3, due to inclement weather. <a href="https://t.co/jokUfSqd2c">https://t.co/jokUfSqd2c</a></p>  <table border="1"> <thead> <tr> <th>Total Engagements</th> <th>166</th> </tr> </thead> <tbody> <tr> <td>Likes</td> <td>27</td> </tr> <tr> <td>Comments</td> <td>3</td> </tr> <tr> <td>Shares</td> <td>16</td> </tr> </tbody> </table>	Total Engagements	166	Likes	27	Comments	3	Shares	16
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## **PROPERTY MANAGEMENT**

### Carpenters/Painters

- Memorial-Nottingham- repaired wall and replaced ceramic tile due to women's public restroom leak.
- Continued snow removal and salt delivery.
- Walz- removed all T.V's and security gate in preparation of the branch FMP closure.
- Main- painted and installed carpet in preparation for CPL's new Director of Safety office.
- Harvard-Lee- painted staff breakroom.

### Maintenance Mechanics

- Repaired fire pump packing gland/seal leak at Lakeshore.
- Replaced vandalized/broken thermostats at Rice branch, check TEC operation in Desigo.
- Replaced pneumatic actuators on AHU#2, AHU#4 PXP/transducer and broken chilled water modulating valve on AHU#7 at Lakeshore.
- Isolated water supply to public restrooms on LSW 7 and 8, water cleanup and ceiling repair from water leak. Replaced batteries and defective water detectors in electrical rooms on LSW floors 10 to LL.

- Completed ionizer installation on HVAC systems at Fulton and Collinwood.
- Clean/clear lakeshore room in preparation for existing chiller demo and replacement installation.
- Repaired Hough branch hydronic boilers, replaced flame rod assemblies.
- LSW 5 lighting, replaced bulbs/ballasts.
- Replaced domestic hot water tank at Glenville, re-piped and secured pump and expansion tank.
- Troubleshoot restroom lighting issues and replaced defective GFI's at Rice branch.
- Worked with IPS on troubleshooting actuators and card access system on double doors for LL Main dock area. Installed maglock bypass switch to allow emergency egress.
- Troubleshoot water hammer issues on heating water loop at Lakeshore. Replaced air eliminator in boiler room.
- Quarterly pre-filter changes on branch AHU's.
- Repaired frozen piping in Fleet branch meeting room sink.
- Replaced public/staff restroom faucets at Union branch.
- Worked with Team Inc. on non-destructive testing of HVAC loop piping for Lakeshore's chiller replacement project.
- Continued LSW return fan motor/VFD replacement project.
- LSW/Main lighting work orders - ballast replacement and re-lamping.
- 24/7 response to building emergencies and critical work orders.
- Continuing work on scheduled preventative maintenance requisitions generated by Hippo CMMS.
- Continuing work on the balance of the security camera project (IPS/Harrington Electric).
- Continuing work/meetings with FMP Core Group and support for the Capital projects team on FMP design, building standards, move management and groundbreaking ceremonies.

FMP UPDATE

<b>Jefferson Branch</b>				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$1,900,000	\$2,351,967	\$2,483,967	5.61%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	4/6/2022	5/25/2022	49	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	35%	9%	51%	

<b>West Park Branch</b>				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$4,700,000	\$5,139,779	\$5,329,779	3.70%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	6/8/2022	6/30/2022	22	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	35%	9%	33%	

<b>Hough Branch</b>				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$4,600,000	\$5,754,048	\$5,754,048	0.00%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	6/2/2022	6/2/2022	0	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	26%	9%	26%	

Woodland Branch				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$2,600,000*	\$7,527,592	\$7,808,306	3.73%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	7/7/2022	9/1/2022	56	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	20%	9%	26%	

\* The FMP indicated a renovation project. The plan subsequently evolved to a new Branch Building.

Central Distribution Facility				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$6,300,000	\$6,937,066	\$6,937,066	0.00%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	8/3/2022	8/3/2022	0	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	23%	9%	38%	

**SAFETY & PROTECTIVE SERVICES**

Safety Services

- Update on Digi Locks for Phazzers is early April. SPS has combination locks that are currently en route to secure the Phazzer lockers until the digi locks arrive.
- Remaining Phazzer order has been received. SPS now has all ordered Phazzers inventoried and tagged.
- **COMBINATION LOCKS HAVE BEEN DELIVERED TO ALL LOCATIONS WITH SPS OFFICERS WORKING FOR BACK UP ACCESS FOR FILL IN OFFICERS. LOCK BOXES WERE SECURED IN AREAS NEAR THE PHAZZER SAFE LOCATIONS.**
- **ALL S2 BADGE ACCESS TO THE SPS OFFICE HAS BEEN REMOVED FROM ALL STAFF NOT ON THE ELT TEAM OR IDENTIFIED AS NEEDING THE REQUIRED ACCESS DUE TO THE STORAGE AND CHARGING OF CONDUCTIVE ELECTRICAL WEAPONS IN THE SPS OFFICE. SPS WILL BE REQUIRED TO ESCORT NON-SPS PERSONNEL IF ACCESS IS NEEDED.**

**PROTECTIVE SERVICES**

## Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incident	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Jan 2022	1945	61	19	8	101	30
Feb 2022	1665	28	50	16	123	60
Dec 2021	1731	28	69	32	121	47
Nov 2021	1900	36	32	19	126	46
Oct 2021	2438	19	83	27	239	59
Sept 2021	2199	24	27	34	197	28
Aug 2021	2339	38	69	15	188	28
July 2021	1999	38	30	18	86	30
June 2021	2088	24	63	27	125	26
May 2021	2374	36	25	22	155	32
April 2021	2145	61	37	26	95	36
March 2021	2326	54	12	5	119	28
Feb 2021	1575	34	1	15	51	16

**Special Attention, Special Events, and Significant Incidents**

- Video requests filled for Cleveland Police regarding a domestic violence incident that occurred on the exterior of Hough branch on 2/22/22. Video has been retrieved by Detective Binger on 2/23/22.
- SPS Officer Matthews reported that upon entry for his shift, the front glass window on the Pearl Road side of South Brooklyn has been broken. PM was notified and has since fixed the affected area.
- The exterior sports display glass at the Rice branch was reported broken with the display items stolen. CPD report has been generated and the affected area has been repaired.

**Protective and Fire Systems**

- Fire extinguisher audits were completed at all locations in in February by SPS officers.
- IPS preventative system maintenance is still on going.
- Meeting with IPS on 2/28/22. Addressed multiple ongoing projects and responsiveness for service. IPS notified us that in January of 2023, our cameras will be at their end of life with no



further updates or support from the manufacturer. Need to explore plans and our direction moving forward. Introductory meeting scheduled with new Director Goins and CITO recommended for March to strategize solutions.

**Contract Security**

- Royce Security has a new officer trained at the Lakeshore Tech center for the weekends.
- Mt. Pleasant Officer has been replaced due to performance issues.

**Administration**

- Rent Wear and Royce invoices were reviewed and approved.
- Peak Electric Invoices approved.
- Marc's radio invoices have been approved.
- Chief Duncan's last day was 2/4/22.
- SPS management has attended HR Forum #1
- Officer Paul Burtons last day was 2/10/22.
- Director Goins began new position 2/28/22

**INFORMATION TECHNOLOGY & CLEVNET**

Unavailable at this time.

Ms. Rodriguez adjourned the Regular Board Meeting at 2:01 p.m.

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Maritza Rodriguez  
President

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Thomas D. Corrigan  
Secretary

## GIFT REPORT FOR FEBRUARY 2022

### LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	212	1,407
Periodicals	5	12
Publishers Gifts	2	4
Non-Print Materials	3	13
<b>Total Library Service Materials</b>	222	1,436

### TECHNOLOGY RESOURCES

Tech Gifts*	0	3
<b>Total Technology Resources</b>	0	3

### MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Restricted	50	50
Founders Fund	Restricted	36,250	83,250
Tech Centers	Restricted	0	10,500
<b>Total Money Gifts</b>		\$ 36,300	\$ 93,800

### SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	10	25	222	1,436
Technology Resources	0	1	0	3
Money Gifts	4	7	4	8
<b>TOTAL GIFTS</b>	14	33	226	1,447

\*See attached report for January's donations

**Cleveland Public Library**  
2022

March 9, 2022

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-22	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
<b>General Fund</b>							
101	General Fund	\$ 28,730,273.19	\$ 37,817,742.00	\$ 37,817,742.00	\$ 1,212,904.00	\$ 1,212,904.00	\$ -
			\$ 25,288,857.41	\$ 25,288,857.41			
<b>Special Revenue Funds</b>							
201	Anderson	\$ 415,694.25			\$ -	\$ -	\$ -
202	Endowment for the Blind	\$ 3,209,639.54			\$ 54,309.96	\$ 54,309.96	\$ -
203	Founders	\$ 6,052,729.18			\$ 168,680.00	\$ 168,680.00	\$ -
204	Kaiser	\$ 161,124.43			\$ -	\$ -	\$ -
205	Kraley	\$ 232,471.04			\$ -	\$ -	\$ -
206	Library	\$ 218,302.96			\$ -	\$ 4,000.00	\$ 4,000.00
207	Pepke	\$ 191,289.85			\$ -	\$ -	\$ -
208	Wickwire	\$ 1,961,622.38			\$ -	\$ -	\$ -
209	Wittke	\$ 121,718.27			\$ -	\$ -	\$ -
210	Young	\$ 6,196,611.66			\$ 50,000.00	\$ 50,000.00	\$ -
226	Judd	\$ 283,579.49			\$ 245,000.00	\$ 257,230.00	\$ 12,230.00
228	Lockwood Thompson	\$ 139,337.18			\$ 190,000.00	\$ 201,934.00	\$ 11,934.00
230	Schweinfurth	\$ 226,079.52			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 1,375,275.24			\$ 4,992,079.80	\$ 4,992,079.80	\$ -
251	OLBPD	\$ 360,858.45			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (29,689.69)			\$ 179,689.69	\$ 179,689.69	\$ -
257	Tech Centers	\$ 105,964.29			\$ 105,500.00	\$ 105,500.00	\$ -
259	Rice Solar Panel System	\$ 481.83			\$ -	\$ -	\$ -
260	Coronavirus Relief Fund	\$ (58,686.60)			\$ 128,379.60	\$ 128,379.60	\$ -
		\$ 21,164,403.27	\$ -	\$ -	\$ 7,671,833.05	\$ 7,699,997.05	\$ 28,164.00
<b>Debt Service</b>							
301	Debt Service	\$ 333.42	\$ -	\$ -	\$ 3,294,215.15	\$ 3,294,215.15	\$ -
<b>Capital Projects Funds</b>							
401	Building and Repair	\$ 19,374,232.08			\$ 9,200,000.00	\$ 9,200,000.00	\$ -
402	Construction - Tax-Exempt	\$ 19,900,383.55			\$ -	\$ -	\$ -
401	Construction - Taxable	\$ 9,224,910.85			\$ -	\$ -	\$ -
<b>Permanend Funds</b>							
501	Abel	\$ 318,605.99			\$ -	\$ -	\$ -
502	Ambler	\$ 3,152.47			\$ -	\$ -	\$ -
503	Beard	\$ 56,746.65			\$ -	\$ -	\$ -
504	Klein	\$ 7,425.16			\$ -	\$ -	\$ -
505	Malon/Schroeder	\$ 270,557.28			\$ -	\$ -	\$ -
506	McDonald	\$ 253,524.08			\$ -	\$ -	\$ -
507	Ratner	\$ 130,033.51			\$ -	\$ -	\$ -
508	Root	\$ 52,134.00			\$ -	\$ -	\$ -
509	Sugarman	\$ 106,010.28			\$ -	\$ -	\$ -
510	Thompson	\$ 140,936.80			\$ -	\$ -	\$ -
511	Weidenthal	\$ 9,310.96			\$ -	\$ -	\$ -
512	White	\$ 2,563,090.57			\$ -	\$ -	\$ -
513	Beard Anna Young	\$ 46,901.20			\$ -	\$ -	\$ -
514	Paulson	\$ 6,998.30			\$ -	\$ -	\$ -
		\$ 3,365,423.25			\$ -	\$ -	\$ -
<b>Agency Funds</b>							
901	Unclaimed Funds	\$ 9,155.10			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 5,191.16			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-Special Revenue by \$28,164 relating to an increase in the Library fund - \$4,000; an increase in the Judd fund - \$12,230; and an increase in the Lockwood Thompson fund - \$11,934.

Thank You,  
*Carrie Kvenicky*  
Treasurer/CFO  
Cleveland Public Library

**CLEVELAND PUBLIC LIBRARY  
2022 APPROPRIATION: THIRD AMENDMENT  
MARCH 15, 2022**

**GENERAL FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	28,730,273.19	-	28,730,273.19
Taxes - General Property	35,317,742.00	-	35,317,742.00
Public Library Fund (PLF)	25,288,857.41	-	25,288,857.41
State Rollbacks/Homestead	2,500,000.00	-	2,500,000.00
Fines and Fees	119,635.00	-	119,635.00
Earned Interest	354,077.00	-	354,077.00
Restricted Gifts	-	-	-
Unrestricted Gifts	-	-	-
Miscellaneous	814,192.00	-	814,192.00
Return of Advances/(Advances Out)	(75,000.00)	-	(75,000.00)
<b>TOTAL RESOURCES</b>	<b>93,049,776.60</b>	<b>-</b>	<b>93,049,776.60</b> ] (3)

<b>APPROPRIATION</b>	<b>Original Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	39,278,827.00	-	39,278,827.00
Supplies	846,855.00	-	846,855.00
Purchased/Contracted			
Services	10,433,478.60	-	10,433,478.60
Library Materials/ Information	7,107,467.00	-	7,107,467.00
Capital Outlay	783,767.00	-	783,767.00
Other Objects	174,720.22	-	174,720.22
<b>SUBTOTAL OPERATING</b>	<b>58,625,114.82</b>	<b>-</b>	<b>58,625,114.82</b>
Transfers	7,294,215.15	-	7,294,215.15
<b>TOTAL APPROPRIATION</b>	<b>65,919,329.97</b>	<b>-</b>	<b>65,919,329.97</b>

**CLEVELAND PUBLIC LIBRARY  
2022 APPROPRIATION: THIRD AMENDMENT  
MARCH 15, 2022**

**SPECIAL REVENUE FUNDS**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	28,836,236.32	28,164.00	28,864,400.32 (4)
<b>APPROPRIATION</b>	<b>Original Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Anderson	5,000.00	-	5,000.00
Endowment for the Blind	-	-	-
Founders	1,440,640.85	-	1,440,640.85
Kaiser	-	-	-
Kraley	30,000.00	-	30,000.00
Library	20,000.00	-	20,000.00
Pepke	-	-	-
Wickwire	-	-	-
Wittke	-	-	-
Young	-	-	-
Judd	528,579.49	12,230.00	540,809.49
Lockwood Thompson	329,337.18	11,934.00	341,271.18
Schweinfurth	50,000.00	-	50,000.00
CLEVNET	6,367,355.04	-	6,367,355.04
LSTA-OLBPD	1,869,052.45	-	1,869,052.45
MyCom	75,000.00	-	75,000.00
Tech Centers	211,464.29	-	211,464.29
Rice Solar Panel System	-	-	-
Coronavirus Relief Fund	69,693.00	-	69,693.00
<b>TOTAL APPROPRIATION</b>	<b>10,996,122.30</b>	<b>24,164.00</b>	<b>11,020,286.30</b>

**CLEVELAND PUBLIC LIBRARY  
2022 APPROPRIATION: THIRD AMENDMENT  
MARCH 15, 2022**

**DEBT SERVICE FUND**

	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
<b>CERTIFIED REVENUE</b>			
	3,294,548.57	-	3,294,548.57
<b>APPROPRIATION</b>	Original Appropriation	Increase/ Decrease	Amended Appropriation
DEBT SERVICE	3,294,505.60	-	3,294,505.60

**CAPITAL PROJECT FUNDS**

	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
<b>CERTIFIED REVENUE</b>			
	57,699,526.48	-	57,699,526.48 (5)
<b>APPROPRIATION</b>	Original Appropriation	Increase/ Decrease	Amended Appropriation
Building & Repair	12,039,281.50	273,917.00	12,313,198.50
Construction - Tax-Exempt	18,139,454.87	271,755.00	18,411,209.87
Construction - Taxable	5,000.00	-	5,000.00
<b>TOTAL APPROPRIATION</b>	<b>30,183,736.37</b>	<b>545,672.00</b>	<b>30,729,408.37</b>

**CLEVELAND PUBLIC LIBRARY  
2022 APPROPRIATION: THIRD AMENDMENT  
MARCH 15, 2022**

**PERMANENT FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,965,427.25	-	3,965,427.25 (6)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Abel	35,000.00	-	35,000.00
Ambler	-	-	-
Beard	8,463.00	-	8,463.00
Klein	-	-	-
Malon/Schroeder	27,700.00	-	27,700.00
McDonald	3,900.00	-	3,900.00
Ratner	-	-	-
Root	-	-	-
Sugarman	15,000.00	-	15,000.00
Thompson	-	-	-
Weidenthal	-	-	-
White	50,000.00	-	50,000.00
Beard Anna Young	15,000.00	-	15,000.00
<b>TOTAL APPROPRIATION</b>	<b>155,063.00</b>	<b>-</b>	<b>155,063.00</b>

**AGENCY FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	14,346.26	-	14,346.26

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Fund Balance/
Unclaimed Funds	9,155.10	-	9,155.10
CLEVNET Fines & Fees	5,191.16	-	5,191.16
<b>TOTAL APPROPRIATION</b>	<b>14,346.26</b>	<b>-</b>	<b>14,346.26</b>

**CLEVELAND PUBLIC LIBRARY  
2022 APPROPRIATION: THIRD AMENDMENT  
MARCH 15, 2022**

(1) Certificate dated February 16, 2022

(2) Certificate requested March 9, 2022

(3) \$28,516,893.59 unencumbered cash carried forward plus the repayment of advances to be made from MyCom of \$75,000, Tech Centers of \$10,000 and CRF of \$128,379.60 less advance out to MyCom of \$75,000 plus \$64,394,503.41 certified operating revenue produces the balance available for appropriation in 2022 (plus \$9,891,671.40 12/31/21 encumbered cash).

( $\$28,516,893.59 + \$75,000 + \$10,000 + \$128,379.60 - \$75,000 + \$64,394,503.41 = \$93,049,776.60$ )

(4) \$21,377,782.87 unencumbered cash carried forward less the repayment of advances to be made from MyCom of \$75,000, Tech Centers of \$10,000 and CRF of \$128,379.60 plus advance in to MyCom of \$75,000 plus \$7,624,997.05 additional revenue to receive in 2022 produces the certified revenue of \$28,864,400.32.

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.

( $\$28,864,400.32 - \$2,492,057.50 = \$26,372,342.82$  available for appropriation (plus \$1,041,317.99 12/31/21 encumbered cash).

(5) \$48,499,526.48 unencumbered cash carried forward plus the transfer in of \$4,000,000 plus additional revenue of \$5,200,000 produces the balance available for appropriation in 2022 (plus \$25,256,449.12 12/31/21 encumbered cash).

( $\$48,499,526.48 + \$4,000,000 + \$5,200,000 = \$57,699,526.48$ )

(6) \$4,898,528.03 unencumbered cash carried forward less non-expendable principal amounts of \$933,100.78 produces the balance available for appropriation in 2022 (plus \$58,901.74 12/31/21 encumbered cash).

( $\$4,898,528.03 - \$933,100.78 = \$3,965,427.25$ )

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



# RUSTBELT

24800 Lakeland Blve  
Cleveland, OH, 44132  
rustbeltcleveland.com  
(216)256-3781

Following is what we will build and include in the 2022 Book Box for the Cleveland Public Library:

--20' long, 8'wide, approximately 9' tall decommissioned shipping container.

--Marine grade 3/4" thick plywood floor, finished dark brown with polyurethane for protection.

--Cabinet grade 1/2" thick maple plywood wall paneling, pre-finished a natural color with a clear coat finish.

--5 qty 20 amp, 120v outlets, as well as 4 led ceiling lights mounted on metal unistrut.

--A 30amp breaker box to run the electric, sufficient to power a couple of computers, lighting, electronic device charging. Not recommended to plug in space heaters.

--An exterior recessed electrical input receptacle (see attached) and corresponding 50' marine grade extension cord. The receptacle and Box end of the extension cord will be "Twist-lock" to deter someone from using an underrated cord.

--The Box will need to be plugged into a 20amp, 120v outlet.

--8' foot wide section cut out of one long side of the container and installation of two 4'x8' sliding aluminum greenhouse doors that lock closed. We will transport these doors to the site separately and do the final install of the doors once the box is in place.

--The section of container wall that is cut out for the sliding greenhouse doors will be used to make two sliding doors hung with barn door style tracks. These doors will close to cover the greenhouse doors and have a Master Lock brand Magnum heavy duty padlock with hidden shackle.

–A removable deck for outside the sliding doors. The deck would be 8' x 12' Aluminum will be used to build the structure and Trex brand composite deck boards for the deck surface. The exposed aluminum will be painted.

--A modular awning built aluminum frames and tinted plexiglas. The awning will be able to be separated into two 6' x 4' sections that can be stowed away in winter months.

–Three 16" x 16" marine grade skylights. All three will have a solar powered vent fan installed in the center. The vent fans will automatically turn on when it is hot out.

–Two 6' long, 25" deep, counter height rolling cabinets made. They will have 4 doors and 2 drawers.

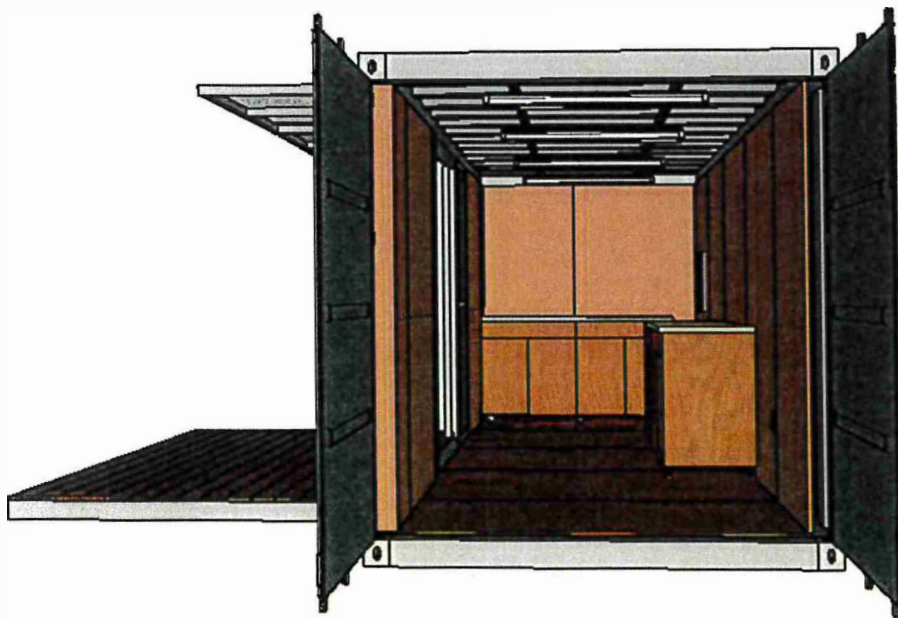
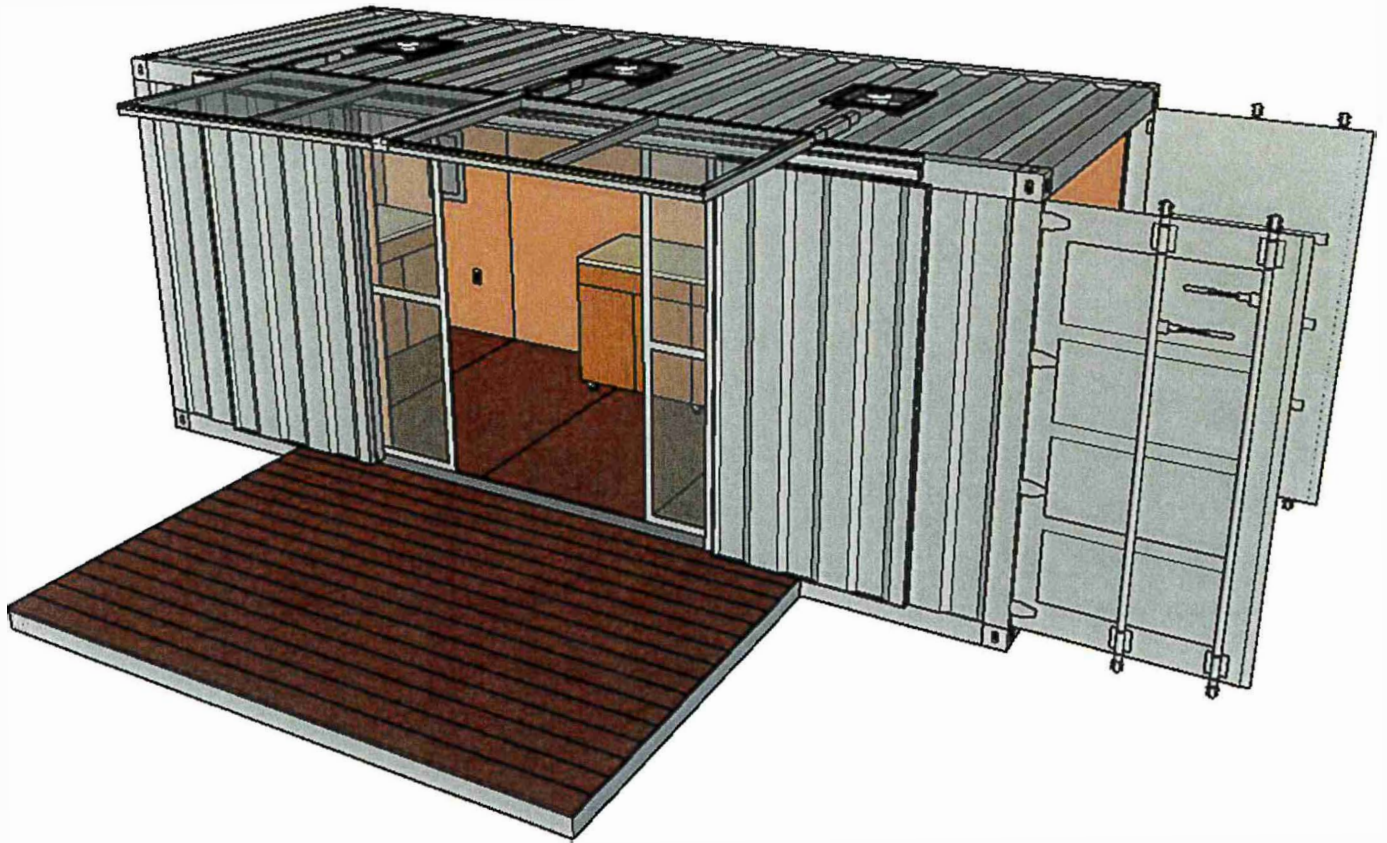
--The exterior of the box will be painted with up to 3 colors: one main and a couple trim colors.

--The ceiling will also be painted with one of the three colors.

–One aluminum ADA compliant ramp that 4' wide by 8' long attached to the concrete outside the original shipping container doors.

– A set of matching heavy duty padlocks for the original shipping container doors.

–Delivery to the site and initial installation of the deck and awning. At that time we would train someone from the library on how to do that in the future.



CLEVELAND PUBLIC LIBRARY  
BOOK BOX 2022

The Rustbelt Welding Company, LTD  
rustbeltcleveland.com







CLEVELAND PUBLIC LIBRARY  
POWER RECEPTACLE AND CORD

The Rustbelt Welding Company, LTD  
rustbeltcleveland.com





# Final Cleaning Proposal

## AKA Team - SPD

*Always Known As ... the team you can depend on*

1306 East 55<sup>th</sup> Street  
Cleveland, Ohio 44103  
Phone 216-990-4356  
edgar@akateam.com

DATE: MARCH 2, 2022 REVISED

TO Eric Herman  
Capital Projects Manager  
Cleveland Public Library  
Phone: 216-706-2025  
Cell Phone: 216-316-4083  
Email: eric.herman@cpl.org

AKA TEAM	JOB	PAYMENT TERMS	DUE DATE
Edgar Archie	Lake Shore Library Branch	Net 30-Days	2/28/2022

DESCRIPTION	UNIT PRICE	LINE TOTAL
<b>Final Cleaning</b>		
Provide labor and material to remove the existing Chiller. Work to include:		
<ol style="list-style-type: none"> <li>1. Remove and Haul chiller off site</li> <li>2. Evacuate and recover existing chiller refrigerant.</li> <li>3. Provide refrigerant monitoring system</li> <li>4. Disconnect and make safe 480volt power service</li> <li>5. Disconnect existing chilled water, copper vent and drain piping</li> <li>6. Provide and install rented bag filter system (1 month duration)</li> <li>7. Disconnect and make safe temperature controls/BAS</li> </ol>		
<b>Base Bid</b>	<b>Total</b>	<b>\$42,890.00</b>
<b>EXCLUSIONS:</b> Installation of new Chiller, Remove and refurbish existing chilled water pump by others, Union Stewart, holidays, overtime, performance & payment bonds, cost for background checks and badging, removal of existing door and exterior walls, snow removals, liquidated damages, flushing/cleaning pipe, any recharging of the existing systems. Installation of new equipment, piping power, control rough-in, terminations, testing.		
<i>The AKA Team is an MBE / FBE / SBE / DBE / EDGE Certified Enterprise!</i>		

This quote is good for 30 days after Proposal Date Listed,  
**THANK YOU FOR YOUR BUSINESS!**

## SUMMARY OF LAKESHORE FACILITY CHILLER INSTALLATION BIDS

<b>Contractor</b>	<b>Total Base Bid</b>	<b>Option 1a</b>	<b>Option 1b</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Total Options</b>	<b>Total Bid</b>
The John F. Gallagher Plumbing Co.	\$142,000	No bid	\$14,300	\$12,500	\$38,800	\$65,600	\$207,600
E.B. Katz, Inc.	\$194,000	No bid	\$27,300	\$15,000	\$23,900	\$66,200	\$260,200
The AKA Team, Inc.	\$220,830	1a and 1b together	\$10,500	\$22,610	\$67,310	\$100,420	\$321,250



# KONE Care™

PEOPLE FLOW REPAIR AND UPGRADE PROPOSAL

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02/21/2022

CLEVELAND PUBLIC LIBRARY  
325 Superior Ave  
Cleveland, 44114-1271

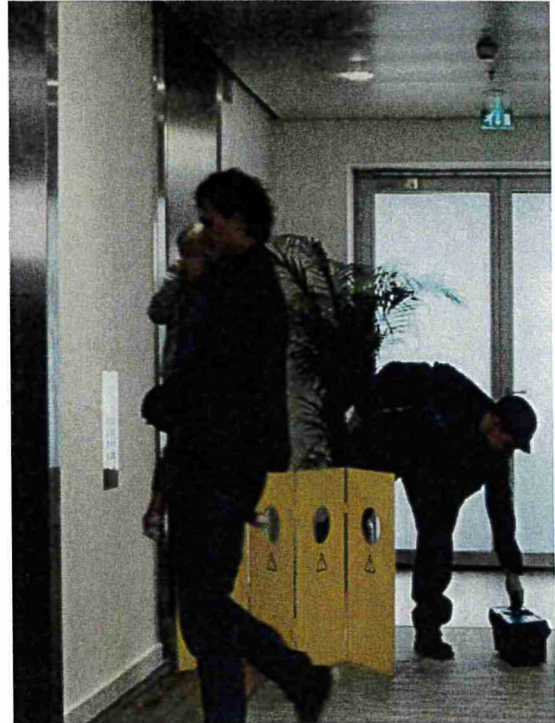
Attn: Mr. Oliver Reyes

Re: CPL LSW 4-5 Rope Grippers

Dear Oliver Reyes,

The safety, performance and reliability of your vertical transportation equipment are important to us. We understand the value of the equipment to your building and know that the following areas are important to you:

- **Passenger and employee safety**
- **Code compliance**
- **Performance and reliability**
- **Accessibility**
- **Aesthetics**
- **Eco-efficiency**



Upon your approval, please sign and return the following proposal to our local Branch Office for processing.

Should you have any questions regarding this agreement, or if we can be of any further assistance, please contact me at +14405461100.

Sincerely,

Judy Nowak  
Sr Sales Consultant  
KONE Inc.

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# KONE Care™

PEOPLE FLOW REPAIR AND UPGRADE PROPOSAL

02/21/2022

CLEVELAND PUBLIC LIBRARY  
325 Superior Ave  
Cleveland, 44114-1271  
USA

ATTN: Oliver Reyes

Re: CPL LSW 4-5 Rope Grippers

KONE Inc.

6670 W. Snowville Road  
BRECKSVILLE, OH 44141-  
3242

Tel +14405461100

Fax +14405461106

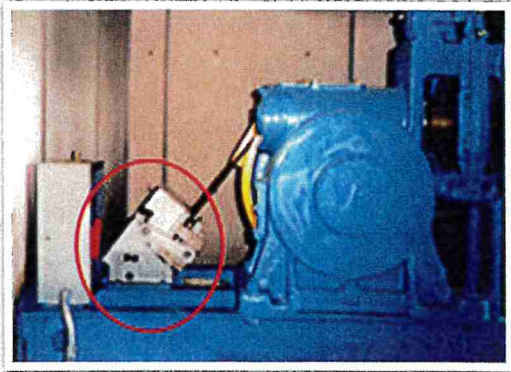
www.kone.com

judy.nowak@kone.com

## Description of Work

We propose to furnish and install the labor, materials, tools and supervision to perform the following work on the #4 and #5 elevators located at the Louis Stokes Wing.

We will furnish and install a rope gripper which is a device used to grab elevator suspension ropes to stop the elevator in the event of a mechanical or electrical failure. The rope gripper gently applies gripping pressure to the ropes without damaging the ropes, machine or sheave. This is a safety feature which prevents the elevator from over speeding in the up direction or leaving the floor with the doors open, and if the elevator leaves the floor with the doors opened. Protection is assured even when slipping traction occurs.



## Benefits:

- Improves safety which reduces your claims risk
- Complies with code

## Price

Our total price to perform the above-mentioned work amounts to: \$63,681.32.

Labor- 160 MH x \$222.35/HR = \$35,576.00

Material 10% Profit + 15% Overhead from List = \$28,105.32

Our price includes applicable labor, material and permit fees. This proposal is not binding on KONE until approved by an authorized KONE representative. Pricing is subject to KONE's attached Terms and Conditions for tendered repairs and, by signing below, Purchaser hereby agrees to these Terms and Conditions. Price is valid for 30 days from the date of this proposal.



# KONE Care™

## PEOPLE FLOW REPAIR AND UPGRADE PROPOSAL

**THE CUSTOMER UNDERSTANDS THAT THIS IS A FIXED PRICE PROPOSAL. SUPPORTING DOCUMENTATION FOR MATERIALS AND/OR LABOR SHALL NOT BE A CONDITION PRECEDENT IN ORDER FOR PAYMENT IN FULL TO BE MADE TO KONE.**

*The agreed delivery times for the project may need to be extended because of delays caused by measures undertaken to stop the spreading of the Coronavirus (2019-nCoV) epidemic, such as mandatory holiday extensions and transportation restrictions imposed by authorities in China and other countries, and the availability of personnel, logistics providers and supply chains, due to the epidemic.*

### Down Payment

The above quoted price is based on a fifty percent (50%) down payment, due before the order will be processed. No material will be ordered and work shall not commence until applicable down payment is received. Once the proposal is signed and loaded into our system a down payment invoice will be issued.

ACCEPTANCE: The foregoing Agreement is hereby signed and accepted in duplicate on behalf of CLEVELAND PUBLIC LIBRARY

Respectfully submitted by,  
KONE Inc.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Judy Nowak, Sr Sales Consultant

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Approved By) Authorized Representative

\_\_\_\_\_  
(Print Title)

\_\_\_\_\_  
Title

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

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



# KONE Care™

PEOPLE FLOW REPAIR AND UPGRADE PROPOSAL

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## TERMS AND CONDITIONS

Per already agreed to terms and conditions of the existing contract (KONE Contract # 41748901)

**Exhibit "A"****Walz Branch Demolition**

	Demolition / Abatement	Subtotal	Total with Contingency, General Conditions, & CM Fee
Bid #1	Precision Environmental Co. (\$168,500)	\$168,500	\$254,905
Bid #2	Precision Engineering & Contracting, Inc. (\$200,000)		
Bid #3	Mr. Excavator, Inc. (\$286,600)		



11 March 2022

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

**Re: Walz Library Branch  
 Recommendation to Award – Bid Package 02A: Demolition**

Mr. Lang:

Gilbane solicited proposals for Bid Packages 02A Demolition for the Cleveland Public Library's Walz Library Branch Project. Seven contractors were solicited for bids; three firms submitted formal bids. Gilbane and the project team conducted a thorough scope review meeting for the above-referenced bid package from the apparent low bidder. As a result of these scope review meetings, Gilbane recommends awarding **Precision Environmental** for the BP02A work based on the following criteria:

- Lowest and responsible bidder
- Commitment to Economic Inclusion Plan

Gilbane recommends a contract award to Precision Environmental in the amount of \$168,500 (One Hundred Sixty-Eight Thousand Five Hundred Dollars and No Cents) for Bid Package 02A Demolition. The above values do not include the Gilbane markups. Refer to the markups below.

The award amount is based on Demolition Package Documents issued by Robert P Madison International, Inc, dated 01/27/2021; Pre-Bid Supplements No. 1, dated 02/15/2022; No. 2, dated 2/24/2022 and the following clarifications:

1. Includes commitment to enterprise participation of 20% MBE, 7% FBE/WBE, 15% SBE
2. Prevailing Wage is included
3. Assumes support of adjacent Chateau property is not required due to its own timely demolition

The list above is not a full list of assumptions and clarifications. A complete assumptions and clarifications list and CM staffing cost will be included in the Guaranteed Maximum Price Proposal. The budget for the Demolition work established from our preconstruction estimate is \$152,768. The total award value including Gilbane markups (Construction Contingency, Insurance, and Fee) is **\$192,163 (One Hundred Ninety-Two Thousand One Hundred Sixty-Three Dollars and No Cents)**. The markup breakdown is outlined below:



- Base w/o Markup: \$168,500
- Survey and Site Conditions Allowance: \$7,500
- Construction Contingency: \$4,898
- Insurance: \$6,267
- Fee: \$4,998
- Staff and Field Support \$62,742
  
- Total package value: \$254,905

Respectfully,

Digitally signed by Travis A. Okel, PE  
 DN: C=US,  
 E=tokel@gilbaneco.com, O=Gilbane  
 Building Company, OU=Purchasing,  
 CN=Travis A. Okel, PE\*  
 Date: 2022.03.11 11:40:24-0500'

Travis Okel  
 Purchasing Manager  
 Gilbane Building Company

I Concur

---

John Lang  
 Cleveland Public Library

---

Date

Enclosures: Gilbane Bid Package 02A Bid Comparison & Trade Contractor Proposal  
 Page 29 from CPL Walz Branch DD Estimate Reconciled r.1 with  
 Demolition items noted  
 Demolition Package Documents with Gilbane Review Comments Dated  
 2-11-22

**Bid Comp Report**  
**CPL Walz Branch-8839600.02A-Demolition**  
 Friday, February 25, 2022 2:00 PM

**COMPANY CONTACT INFORMATION**

**LUMP SUM BID**

**ACKNOWLEDGEMENT OF SUPPLEMENTS**

**UTILIZATION OF SUBCONTRACTORS AND SUPPLIERS**

**VOLUNTARY ALTERNATES**

**CONTRACT AND INSURANCE AFFIRMATION & BIDDER IDENTIFICATION**

**BIDDER CLARIFICATIONS**

**BIDDER ATTACHMENTS (optional)**

**Precision Environmental Company**

**Precision Engineering & Contracting, Inc.**

**Mr. Excavator, Inc.**

	<b>Hold</b>	<b>Hold</b>	<b>Hold</b>
COMPANY NAME	Precision Environmental Co	Precision Engineering & Contracting, Inc.	Mr. Excavator Inc.
CONTACT PERSON	Thomas FitzGerald	Chandrasekhar Narendula	Thomas Fletcher
PHONE NUMBER	216-214-0434	14407730080	4402562008
All work Required by the foregoing documents will be accomplished for the Lump Sum Bid Price of:	\$165,000.00	\$200,000.00	\$286,600.00
Post Bid Adjustment	\$3,500.00	n/a	n/a
Revised Total	\$168,500.00	\$200,000.00	\$286,600.00
PreBid Supplement #1	YES	YES	YES
PreBid Supplement #2	YES	YES	YES
Description of Work : Description of Work	Demolition	Building Demolition	building demolition/temprconstruction
Description of Work : Business Name	B&B Wrecking	B & B	Petty Group LLC
Description of Work : Business Classification (MBE/FBE/SBE - If applicable)	SBE	SBE	MBE/SBE
Description of Work : Man-hours	420	500	700
Description of Work : EMR			
Description of Work : Anticipated Contract Value	\$110,000.00		\$150,000.00
Description of Work : Description of Work	Disposal		
Description of Work : Business Name	Pete & Pete		
Description of Work : Business Classification (MBE/FBE/SBE - If applicable)	M/BE		
Description of Work : Man-hours			
Description of Work : EMR			
Description of Work : Anticipated Contract Value	\$20,000.00		
Description of Work : Description of Work	Materials/Safety		
Description of Work : Business Name	(Firm to be announced upon award)		
Description of Work : Business Classification (MBE/FBE/SBE - If applicable)	FBE		
Description of Work : Man-hours			
Description of Work : EMR			
Description of Work : Anticipated Contract Value	\$15,000.00		
Description of Work : Description of Work	Labor		
Description of Work : Business Name	(Firm to be announced upon award)		
Description of Work : Business Classification (MBE/FBE/SBE - If applicable)	M/BE		
Description of Work : Man-hours	200		
Description of Work : EMR			
Description of Work : Anticipated Contract Value	\$15,000.00		
Bidders may upload additional information at the end of the proposal form if			
Alternate Description : Alternate Description	Mastic and Floor Tile (Cal I) Remain in place for demo		
Alternate Description : Alternate Value	(11,500.00)		
Alternate Description : Alternate Description			
Alternate Description : Alternate Value			
Alternate Description : Alternate Description			
Alternate Description : Alternate Value			
Alternate Description : Alternate Description			
Alternate Description : Alternate Value			
Yes or The person named below represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents agrees that if selected for award by Gilbane will execute the Trade Contract Agreement without exceptions exclusions qualifications clarifications and/or alterations and is authorized to make such representation on behalf of the Bidder No	YES	YES	YES
The person named below represents that he has reviewed the Insurance requirements in Article 6 of the Trade Contract Agreement. has included all costs to fully comply with same and is authorized to make this representation on behalf of the Bidder:	YES	YES	YES
Bidder:	Thomas FitzGerald	Precision Engineering & Contracting, Inc.	Mr. Excavator, Inc.
BIDDER CLARIFICATIONS	YES	YES	YES
	Demolition backfill and importing is not included. It is intended that the site will be graded adequately/OSHA compliant utilizing existing soils.(Assuming pavement removed)	Proposal does not include any undercutting/replacement of unsuitable soils	We sincerely hope to meet with the Gilbane team for a scope review due to the ambiguity of some of the scope items for this project.
BIDDER ATTACHMENTS (optional)			
One document may be attached here.			ProposalAttachments\213964\9c3ab94-9023-4f78-9c58-1e85e9899a49.pdf\Bid Proposal CPL Walz Library demo Mr Excavator.pdf
One document may be attached here.			
One document may be attached here.			





**Cleveland Public Library  
Walz Library Branch**

**List of Bid Packages  
1/27/2022**

**Architect:**

RP Madison  
1215 Superior Avenue, Suite 110  
Cleveland, OH 44114

Bialosky Cleveland  
6555 Carnegie Avenue  
Cleveland, OH 44103

**Construction Manager:**

Gilbane Building Company  
950 Main Avenue, Suite 1410  
Cleveland, OH 44113

*The scope of work for the project has been divided into multiple Bid Packages that represents the total scope of work for the entire project. Below is the complete list of Bid Packages and on the following pages are the general scopes of work that apply to all bid packages then followed by specific scopes of work for each bid package.*

BP #	Bid Package General Description
02A	Selective Demolition & Abatement





**Cleveland Public Library  
Walz Library Branch**

**General Scopes of Work  
1/27/2022**

**Architect:**  
RP Madison  
1215 Superior Avenue, Suite 110  
Cleveland, OH 44114

Bialosky Cleveland  
6555 Carnegie Avenue  
Cleveland, OH 44103

**Construction Manager:**  
Gilbane Building Company  
950 Main Avenue, Suite 1410  
Cleveland, OH 44113

*The scope of work for each bid package is defined by the General Scopes of Work for contract requirements applicable to ALL BIDDERS and the Specific Scope of Work applicable to each bid package individually.*

**Cleveland Public Library  
Walz Library Branch  
GENERAL SCOPE OF WORK - for ALL BIDDERS**

Company/Time: Precision Environmental Company

**WORK INCLUDED**

GILBANE PROJECT MANUAL		Agree	Disagree	Comments
1	General Instructions to Bidders	X		
2	Sample Trade Contract Agreement(s)	X		
a	Contract between Construction Manager & Trade Contractor	X		
b	Trade Contractor Conditions	X		
c	Owner Contract Agreement (REDACTED)	X		
3	Economic Inclusion Plan	X		
4	Gilbane Project Safety Plan	X		
a	Gilbane Non-Negotiables	X		
b	GOContractor User Set-up and Learners Guide	X		
c	COVID-19 Gilbane Policy	X		
5	Business Credentialing Services (BCS) Insurance Tracking Procedures	X		
a	Sample Certificate of Insurance	X		
6	Billing Instructions	X		
a	Textura-CPM Subcontractor Overview	X		
b	Partial and Final Waiver Forms	X		
c	Tax Exempt Certificate	X		
7	Project Schedule	X		
a	Baseline Schedule	X		
b	Advanced Planning & Scheduling Procedures	X		
8	Site Logistics, Site Utilization, and/or Phasing Plan(s)	X		
a	Asbestos Report	X		
b	Lead Paint Report	X		
c	Environmental Phase 1 Report	X		
d	FOR REFERENCE ONLY Environmental Phase 2 Report	X		
9	Drawing Log	X		
a	Drawings	X		

10	Specification Log	X		
	a Specifications	X		
	b Geotechnical Report	X		
11	NOT USED BIM Standards & Specifications	X		
12	Technology Usage	X		
	a Software Utilization / Technology Requirements	X		
13	Scope of Work	X		
14	Other Project Documents	X		
	a TBD	X		
15	PreBid Supplement #1	X		
	a Existing Conditions Photos	X		
	b PreBid Sign-in Sheet	X		
<b>GENERAL</b>				
1	The following 'Significant Items of Work' are related to those required by the Specifications and Drawings and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.	X		
2	This section defines in summary, without limitations by the descriptions, significant items of the scope of work to be performed by the Trade Contractor and any special provisions related to the Trade Contractor's execution of the work and the Project. The items listed within this scope of work are listed only to highlight certain aspects of the work and is not meant to limit the overall Scope of Work. The details of the scope of work are further defined in Drawings, Specifications, Project Manual and other provisions contained within the Contract Documents. The bid shall be inclusive of all required work for a complete, integrated and whole systems.	X		
3	<b>Diversity Goals for the project are:</b> <u>1. Enterprise Goals</u> a. Small Business Enterprise (SBE): 15% b. Minority-Owned Business Enterprise (MBE): 20% c. Female-Owned Business Enterprises (FBE): 9%	X		
<b>SAFETY</b>				
4	The following items are highlights from the safety plan. These are meant to emphasize key components and does not absolve responsibility to the remainder of the safety plan. The awarded Trade Contractor is responsible for the compliance of their contractor's and subcontractor's for all aspects of the safety plan: - Helmets must be worn at all times. Helmets are to be Kask, Zenith or Superplasma HD, or* equivalent, in compliance with ANSI Z89.1-2014/CSA Z94.1-2015 and certified to EN 12492. (Helmets shall be worn in accordance with manufactures recommendations): Helmets must display company logo with individual's name on the front and back. Helmets must face forward and have a chin strap. - Standard stepladders are not permitted on the job site. If required, podium or platform ladders are to be used. Mobile scaffolds, aerial or scissor lifts are preferred. - All contractors and their subcontractors employees must complete online orientation utilizing "GoContractor" online software application prior to coming to the site. The cost of the GoContractor program is \$25 per person.	X		
5	Comply with The Project Safety Plan and all OSHA safety rules and regulations. Mandatory use of appropriate safety equipment such as hard hats (with chin strap), eye protection, hand protection, high visibility vests, and tie off protection to comply with the six (6) ft. fall rule, to be strictly enforced. The Trade Contractor shall at all times conduct his operations and confine equipment and personnel to areas within the limits of the Work, taking care to protect all persons working and accessing the Project. The Trade Contractor shall maintain and protect the perimeter fall protection installed and provide any additional protection, including temporary fall protection as required, to accomplish the Work.	X		
6	Each individual working onsite must attend a 1-hour safety orientation meeting held at the Construction Manager's jobsite office prior to performing any work onsite.	X		
7	Drug Testing: Each individual working onsite must be in compliance with the Project's Substance Abuse Policy. The Trade Contractor is responsible for pre-screening each of their employees who will be working on site immediately prior to assignment and all cost associated with this screening. Any employee failing this drug test will not be permitted on the jobsite.	X		

8	Commencement of work onsite will not proceed until a Job Hazard Analysis has been submitted and reviewed with the Construction Manager for the specific work tasks to be performed. Refer to the Project Safety Plan.	X		
9	In accordance with the Safety Plan, all prime contractors are required to have a full-time, dedicated safety person on site at all times once their manpower has reached 20 persons (including subcontractor personnel) or as the Construction Manager sees fit. This full-time safety person must submit a resume and be qualified with over 1 year of specific safety training. This person must be fully dedicated to safety (i.e. not someone who will be performing other tasks on the project).	X		
10	Conduct weekly Trade Contractor Safety Meetings attended by all of its employees and subcontractors. Submit a sign-in sheet and subject matter to CM on weekly basis.	X		
11	All Trade Contractors shall take extreme care and necessary precautions to prevent the infiltration of objectionable fumes and odors into the adjacent occupied homes, occupied building, existing air intakes or publicly occupied areas.	X		
12	No keys shall be left in un-attended onsite equipment. If keys are left in the equipment, it is the Construction Manager's and/or Owner's right to confiscate the keys and/or equipment for security reasons.	X		
13	The use of all wireless communications devices (i.e. mobile phones, etc.) while operating a motor vehicle or motorized equipment on the project site is PROHIBITED	X		
14	Any barricade, fencing, handrail, guardrail or other safety device removed or damaged by a Trade Contractor's employee shall immediately be repaired or reinstalled by the Trade Contractor, or the Construction Manager may erect and/or repair same, without notice, and backcharge the responsible Subcontractor. Removal of any safety device may also result in a safety fine per the Project Safety Plan.	X		
<b>SUPERVISION</b>				
15	The Trade Contractor shall provide full-time on-site supervision during all phases of the Work including; completion of all punch list items, all inspections, and the final acceptance by the Construction Manager/Architect/Owner. The supervisor/superintendent shall be equipped with a cellular phone with voicemail, text, and email capability. This requirement also applies to all sub-tier subcontractor supervision as well as any on-site safety representatives.	X		
16	The on-site supervision, including sub-tier's supervision and on-site safety representative, will be required to attend daily and weekly coordination and scheduling meetings and other meetings intended to assure proper work sequencing and coordination between trades to the benefit of all. Failure to attend these required meetings on a regular basis could impact monthly deliverables required for prompt payment. Meeting dates and times will be coordinated after Contract Award.	X		
17	Each Trade Contractor shall have a "qualified representative" in attendance at all weekly Subcontractor Coordination Meetings. A "qualified representative" is defined as an employee of the Trade Contractor who has the authority to make commitments on behalf of the Trade Contractor with regard to cost, scheduling, and manpower issues.	X		
<b>QUALITY</b>				
18	The Trade Contractor shall participate and conform to the requirements of the Quality In Construction Program and shall designate a responsible member of its field organization to enforce all quality control and quality assurance programs. Benchmarks and pre-construction review will be required to establish quality standards for the remaining work installations.	X		
19	The Trade Contractor shall cooperate with any testing/inspection agency with inspections and gathering of samples and assistance in access to the specific locations of any tests/inspections, balancing or demonstrations. Subcontractor shall also make any and all corrections as required by the Testing Agency. Cooperate with and demonstrate system operation and safety compliance with the local building and fire inspectors as needed and as required for building occupancy.	X		
<b>SITE UTILIZATION / LOGISTICS (USE OF SITE)</b>				
20	The Trade Contractor is responsible to review existing site conditions and state of construction progress and coordinate such adaptation of process and work as required to fully integrate the work of this Package to the existing site conditions and construction. Advise the Construction Manager of any conditions which prevents performance of the work per the Contract Documents or prevents its satisfactory completion. This Trade Contractor shall examine substrates, areas, and conditions to which the work of this Trade Contractor will be applied for compliance with requirements. Advise the Construction Manager of any unacceptable conditions, otherwise the condition of the substrate is accepted by this Trade Contractor	X		
21	No smoking or use of tobacco products is permitted on the Owner's property. Any individual found to be using tobacco products on the Owner's property will be permanently removed from the project site.	X		
22	No personal radios, portable televisions, cd players, mp3 players, iPods, etc. will be permitted on the Project jobsite.	X		

23	<p>It is the responsibility of all Trade Contractors and Subcontractors to maintain access to and egress from all work areas, to protect and marshal areas that cause a threat to the safety of others and to protect access to and from, as well as protection of the job site and roadways. Any and all expenses that the Construction Manager incurs to maintain access, or for repairs to utilities, properties, temporary roadways or to clean existing roadways of debris will be reimbursable via back charge to those Subcontractors responsible or equally shared by all Subcontractors utilizing the job site as deemed appropriate.</p>	X		
24	<p>Provide traffic control and permits for delivery and trucking activities and whenever an activity alters pedestrian or vehicular access, or poses any safety threat. This may include cones, barrels, signage, flagmen, etc. as deemed necessary to maintain a safe environment. Extended trucking activities may require off-duty police officers, of which the coordination and cost will be the responsibility of the Trade Contractor requiring the service. A minimum of (2) flagmen are required for every street delivery to ensure the safety of the public and all personnel.</p>	X		
25	<p>Each Trade Contractor is responsible for lines, grades, its own field engineering and layout required for the execution of the Work. Perform field verification and measurements as required for proper integration of the Work. Each Trade Contractor is cautioned that layout for construction must be taken from survey control lines established by surveyor not from column centerlines or other building elements. All work, specifically slab edges, perimeter studs, openings, penetrations, walls, etc. must utilize the control lines established or theoretical centerlines. Report any discrepancies which will affect construction tolerances to the Construction Manager immediately. Protect and maintain permanent horizontal and vertical layout controls installed by the surveyor. The cost to re-establish control lines disturbed or destroyed by Trade Contractor or its sub-tier subcontractor will be the Trade Contractor's responsibility. The same surveying company shall be used by all Contractors.</p>	X		
26	<p>Fuel storage on site and fueling procedures must comply with applicable regulations and receive Construction Manager's approval. No gasoline or diesel powered equipment will be permitted to be operated inside enclosed building areas. This also applies to all oxygen, acetylene, propane tanks onsite.</p>	X		
27	<p>Review the "Site Utilization Plan." Each Trade Contractor may have comeback work, out of sequence work and limitations to the Trade Contractor's ability to access the area with certain equipment. Your bid is to include all costs to accommodate these restrictions. No contract modifications will be made for existing conditions that were reasonably foreseeable during the bidding period.</p>	X		
28	<p>Temporary access roadways or staging areas have been provided on the site utilization plan. These roads are to be maintained by the installing Trade Contractor. Any additional roads, grading, and or staging areas required and approved by the Construction Manager beyond what is shown on the site utilization plan will be the responsibility of the Trade Contractor requiring it and all costs included in the proposal amount. Trade Contractors utilizing these roadways and staging areas are required to repair any damage caused during the performance of their work. This includes, but is not limited to mud removal, re-grading, additional stone, or other requirements as determined by the Construction Manager. Any roadway or staging area installed must be removed by the installing Trade Contractor when the work is complete after approval of the construction manager.</p>	X		
29	<p>Each Trade Contractor shall provide its own field office, if necessary, telephones, fax machine, copy machine and any other office equipment required to complete their work. The Construction Manager's jobsite office shall not be used by the Contractors for these purposes. Trade Contractors shall not send, or have sent to the project, packages, payroll checks, faxes, etc. addressed "in care of Gilbane". The Construction Manager will not be responsible for any items sent to the project site addressed in this manner. The Trade Contractor may be required to relocate or remove its job trailers as job conditions change. Any work associated with this shall be at no additional cost to the Project.</p>	X		
30	<p>No lulls or other types of fork lifts are permitted off the haul/temporary roads without written permission from Construction Manager. The intent is to minimize mud on the established haul/temporary roads.</p>	X		
31	<p>All trucks, vehicles and equipment are required to use the wheel wash station before leaving the site. Manpower shall be provided by each Trade Contractor to clean their own vehicles including their delivery trucks. If a Trade Contractor fails to properly wash their vehicle or equipment, the offending Trade Contractor will be responsible for cleaning the streets/drives via a professional street cleaning company.</p>	X		
32	<p>Storage trailers must be pre-approved by the Construction Manager and will be based upon contract size and availability of space. Construction Manager will not guarantee a trailer or storage trailer will be granted on site and reserves the right to deny requests. If trailer and/or storage trailer is granted it may have to be relocated and/or removed from site at anytime due to changing site conditions or requirement, which will be done at no additional cost. No electrical or plumbing service to be provided to said trailers by the Construction Manager. It is the Trade Contractor's responsibility to coordinate and pay for MEP service.</p>	X		

33	Due to limited laydown area at the jobsite, the Trade Contractor shall schedule deliveries to minimize space and time requirements for storage of materials and equipment onsite. Materials stored onsite must be installed within a two (2) week period, unless otherwise approved by the Construction Manager prior to delivering materials to the project site. The Trade Contractor shall move any stored products under the Contractor's control which interferes with the operations of the Project or the Owner, as directed by the Construction Manager at no additional cost. All staging and material storage areas must be approved by the Construction Manager a minimum of one (1) week prior to material delivery. All materials determined to no longer be necessary due to design revisions, etc. will not be allowed to accumulate. These materials will be promptly identified and addressed by the Trade Contractor as directed by the Construction Manager and removed from site if necessary.	X		
34	The Trade Contractor shall include any costs for off-site storage. The Owner and/or Construction Manager will not be responsible for any storage costs, regardless of the reason for the need to store materials.	X		
35	Onsite parking is limited. All Trade Contractor Employees, Subcontractor Employees, Vendor Employees, Visitors, etc. will park in the designated Contractor Parking Areas as directed by Construction Manager. Contractor parking is restricted to areas within the construction limits as directed by the Construction Manager	X		
36	Due to the surrounding properties immediately adjacent to the Project, any activity that produces excessive noise shall be in compliance with the City of Cleveland noise ordinance. Each Trade Contractor shall take additional measures to minimize the noise to a level which is acceptable to the Owner and Construction Manager.	X		
37	All Trade Contractors and suppliers are to become familiar with traffic and parking regulations. Be aware that some streets and routes may be inaccessible at times. Coordinate all deliveries with the Construction Manager.	X		
38	The snow and ice removal of the main drive lanes, access to the building and main public spaces will be provided by BPOJA General Conditions Package. All other snow and ice removal required to access and complete the Trade Contractors work shall be provided by that Trade Contractor.	X		
39	Safe egress must be maintained at all building exits.	X		
40	The Trade Contractor shall obtain the Construction Manager approval prior to utilizing mechanical lifts or equipment on concrete slabs. All lifts are to be electric. The Trade Contractor shall submit the lift or equipment specifications (i.e. weight, point loads, etc.) to the Construction Manager a minimum of ten (10) days prior to using on the Project. Any equipment without prior approval by the Construction Manager shall be removed from the Project at the Trade Contractor's expense.	X		
41	Trade Contractors will be required to provide their own rigging and hoisting as necessary to lift their material or equipment into the building. In addition to the requirement set forth in the safety plan and in this scope of work any contractor mobilizing a crane on site, regardless of size shall thoroughly review all underground utilities as shown on the Civil document that will be in place prior to use of the crane. Include engineering and any steel plating, crane mats, required to protect underground structures from damage. Also provide dunnage, plates, and/or mats for any truck deliveries on site and also for any materials that will be temporarily stored on site in preparation for the crane lift. Hazard analysis forms for all hoisting and rigging activities are required.	X		
42	All labor and equipment required for receiving deliveries or relocating materials are to be provided by each Trade Contractor. No on-site equipment will be furnished/maintained by the Construction Manager.	X		
43	Trade Contractor shall obtain and provide all utility locates (public and private) applicable to this Trade Contractor's work.	X		
44	Trade Contractor shall review all means of building access and make provisions to ensure that equipment will fit through permanent doorways and/or structure. Coordination with other parties and modifications to the building or façade will be the responsibility of this Trade Contractor, including all associated cost.	X		
45	The Trade Contractor shall protect existing construction and the work of other contractors from damage during the performance of its work. Any work damaged by this Trade Contractor, or its employees or agents, shall be the responsibility of this Trade Contractor to replace, at no additional cost.	X		
46	The Trade Contractor will be responsible for the security of his own stored material, trailers, work, equipment, tools, etc.	X		
47	If fireproofing is required, the Trade Contractors shall exercise care when working around spray-on fireproofing previously applied to the structure. Trade Contractors shall be responsible for patching fireproofing damaged during the installation of its work, through the onsite Fireproofing Contractor. If arrangements are not made to repair the damage, the Construction Manager will make arrangements and back charge the responsible Trade Contractors as determined by the Construction Manager.	X		
48	Trade Contractors requiring access to roof must provide any required fall protection equipment and take measures to protect roofing systems. Damage to roofing systems as a result of work of this package will be the responsibility of this Trade Contractor to correct. Damage that cannot be identified and assigned to a particular subcontractor will result in the costs of repairs to be proportioned and assigned to the Trade Contractors working on the roof as deemed appropriate by the Construction Manager.	X		

49	No food or drinks are permitted within the building footprint. With prior approval from the Construction Manager, each contractor may provide a Break / Change trailer for their personnel. The Construction Manager will NOT be providing a trailer for break or changing areas.	X		
50	The Trade Contractor shall assume full responsibility and liability for the compliance with all Federal, State, and local regulations pertaining to demolition work practices, hauling, disposal, and protection of workers, visitors to the site, and persons occupying areas adjacent to the work area and site.	X		
<b>TEMPORARY SERVICES</b>				
51	Each Trade Contractor shall provide temporary power as required for their work until temporary power is established for the Project. Each Trade Contractor shall provide additional task lighting required for the work of their package, including portable generators.	X		
52	Potable water for the project will be made available from the existing facility. In the event, water service is interrupted, water will be made available from a near by fire hydrant. Usage shall be coordinated with the City of Cleveland by the Trade Contractor. Any hoses or distribution through the site is the responsibility of each Trade Contractor utilizing the water. All usage must be metered by the appropriate means by the Trade Contractor using the water source. All cost shall be paid by the Trade Contractors using the water source.	X		
53	Temporary enclosures will not be provided and shall be the responsibility of the Trade Contractor requiring them.	X		
54	MEP service will be based on using the existing service. All MEP Contractors must keep existing service in operation during the construction. All necessary shutdowns will need to be coordinated with project.	X		
55	Temporary toilet facilities will be provided by the BP01A General Conditions Package.	X		
56	Dumpster will be provided by BP01A General Conditions Package. Each Trade Contractor shall complete with the 75% recycling requirement for the project.	X		
<b>SCHEDULE</b>				
57	The Trade Contractor acknowledges that they fully understand the complexity of a project of this size and scope, recognizes that multiple mobilizations/demobilizations and/or multiple crews, out of sequence and come back work is necessary to accommodate the general flow of the work and to coordinate with the sequences described in the project schedule and has included in his bid price all costs of same. No additional cost will be considered for multiple mobilizations/demobilizations and/or multiple crews. They further agree to fully cooperate and coordinate their work with that of the other trades.	X		
58	<p>The occurrence of weather-related delays in excess of fifty-two (52) Work days per twelve (12)-month period as follows: six (6) Work days in January and February; five (5) Work days in March, May, November and December; four (4) Work days in April, August, September and October; and two (2) Work days in June and July which occur prior to enclosure of the Work computed as follows:</p> <p>The monthly anticipated adverse weather delays is based on National Oceanic and Atmospheric Administration (NOAA) or similar data for the project location and will constitute the baseline monthly weather time evaluations. "Baseline" is defined as the normal number of calendar days for each month during which construction activity exposed to weather conditions is expected to be prevented and suspended by cause of adverse weather. "Adverse Weather" is defined as the occurrence of one or more of the following conditions within a twenty-four (24) hour day that prevents construction activity exposed to the weather conditions or access to the Site:</p> <p>a. Precipitation (rain, snow, or ice) in excess of 2/10 inch liquid measure.</p> <p>b. Temperatures that did not rise above that required for the day's construction activity, if such temperature requirement is specified or accepted as standard industry practice. Sustained wind of in excess of 15 mph.</p> <p>Extensions for adverse weather conditions will be for time only and the Trade Contractor shall not be entitled to additional compensation if Owner granted.</p>	X		
59	The Trade Contractor shall provide Construction Manager with a monthly Material Status Report, including status of shop drawings and material deliveries to ensure that materials are on schedule to maintain the Project Milestones. This report is a condition precedent to approval of the monthly application for payment.	X		
60	The Trade Contractor shall submit a weekly schedule update to the Construction Manager which shall include the following information: work activities started or completed during the previous week including actual start and finish dates and actual man-hours expended, days remaining for work activities currently in progress, a look ahead projection of all activities to be started or finished in the upcoming three (3) weeks and crew size and resource hours associated with upcoming activities. The Trade Contractor's weekly update shall be submitted thirty-six (36) hours prior to the weekly coordination meeting.	X		



61	The Trade Contractor shall participate in the Advance Schedule Planning Sessions to enhance the bid/milestone schedule and participate in the weekly Pull Plan Sessions in order to coordinate the work and maintain schedule.	X		
<b>COORDINATION</b>				
62	The Trade Contractor is required to cooperate fully with all other Trade Contractors on the project to allow for the proper sequencing and installation of work, and avoid interfering with or delaying work under this or any other Contract, and further agrees to coordinate his shop drawings, details, and submittals with those of other trades to ensure proper installation of all materials in accordance with the Project Schedule. Each Trade Contractor is required to provide additional approved copies of shop drawings to other trades as required for complete coordination. If hardcopies are provided, the Trade Contractor receiving the drawings will bear any reproducing costs.	X		
63	Bid packages are separate contracts that represent significant construction activities performed concurrently with and closely coordinated with the construction activities performed on the project under other Bid Packages.	X		
64	The work in individual bid packages will require remobilizations to allow the work in other bid packages to be performed in a logical sequence to meet the overall schedule.	X		
65	All correspondence, submissions, etc., shall be routed through the Construction Manager's field office. There shall be no deviation without prior approval by the Construction Manager.	X		
66	Provide all necessary fasteners, supports, and attachments as necessary for the proper installation of your Work. This Trade Contractor shall be responsible for the paint/primer touch-up of all materials or patching of any work installed by others which are damaged as a result of this Trade Contractor's fasteners, clips, hangers, supports, and/or other attachments installed during the performance of its Work.	X		
67	The Trade Contractor shall coordinate penetrations required for your work with the work of others. Coordinate locations and provide all required sleeves and/or miscellaneous metal prior to the installation of the wall, floor, ceiling or other system that will be penetrated by your work. All costs for saw cutting, coring, patching and/or repairs due to a lack of coordination shall be the responsibility of the Trade Contractor that requires the penetration.	X		
68	This Trade Contractor shall provide all applicable sealants, caulking, flashing, trim pieces, or other expansion joint material when this Trade Contractor's work abuts or penetrates the work of another Contractor. All materials shall make for a weather tight or fire rated assembly as required; be in compliance with the specifications and codes; and be compatible in color to the installed assemblies or as directed by the Architect, Owner, or Construction Manager.	X		
69	Provide fire stopping system at all penetrations required for your work as required to maintain the fire rating of walls, floors, ceilings, or other rated assemblies in accordance with the Drawings and Specifications and to the satisfaction of the governing authority. Prior to installation of the fire stopping, proper documentation must be submitted for review by the A/E.	X		
<b>PAYMENT</b>				
70	This Trade Contractor acknowledges that this project is a prevailing wage project, and thus this Trade Contractor must comply with all provisions, established by the authorities having jurisdiction, for each trade and occupation employed in the performance of this work. This compliance includes, but is not limited to, paying the correct prevailing wage rates, submitting certified payrolls, and filing a notarized affidavit at the completion of the project. Prevailing wage documents to be sent to the Construction Manager during submission of the pencil copy bill each month. If prevailing wage documents are not received, payment will be held until these documents are received complete and approved by the Construction Manager. For information regarding prevailing wage rates, refer to the State of Ohio's Department of Commerce website: <a href="https://wagehour.com.ohio.gov/w3/webwh.nsf/wrlogin?openform">https://wagehour.com.ohio.gov/w3/webwh.nsf/wrlogin?openform</a>	X		
71	A schedule of rental rates for machinery and/or equipment of the Trade Contractor shall be provided to the Construction Manager for review and approval by the Construction Manager/Owner prior to the commencement of work on the site.	X		
72	All time and material tickets must be submitted daily, on the day the work was performed, to the Construction Manager using the appropriate form. All tickets must show the date, description of work performed, the authorized potential change item (PCI) number, materials and equipment used, hours worked, names and trade classifications of the workers, and be sequentially numbered. Payment will not be made for tickets that are submitted and do not adhere to the requirements above. Verbal direction for T&M work is not allowed and costs will not be approved without written approval with an authorized PCI number. Each Trade Contractor shall notify the Construction Manager in advance of performing any Time and Material work and receive approval from the Construction Manager to do so.	X		
73	Potential Change Item Proposals: The RFQ form issued by the Construction Manager must be completed and returned with every proposal, along with all sub/supplier documentation as well as a copy of the applicable equipment rate sheets.	X		
74	This project will utilize the Textura electronic payment application system. Include all costs associated with the use of Textura in the base bid.	X		
<b>HOUSEKEEPING</b>				

75	Each Trade Contractor shall provide dust control to minimize dust around the project site as required for its work.	X		
76	Perform daily cleanup of waste and debris resulting from this Trade Contractor's work. This includes placing all debris and trash in the dumpsters provided, neatly stacking all materials, and leaving the building in a broom clean condition daily. Failure by any Contractor to keep the facility clean on a daily basis will not be tolerated, as it is a direct hazard to a safe working environment. Failure to keep the building and site in an acceptable state of cleanliness will result in a formal 24-hour notification to the Trade Contractors responsible, and performance of the required cleanup work by a third party cleaning service. The costs for this service will be suitably apportioned to the Trade Contractors responsible.	X		
77	All Trade Contractors must clean all work areas once their scope of work is complete and as directed by Gilbane. This includes but is not limited to wiping down all work, vacuuming and sweeping adjacent areas and removal of all stickers/tags/debris. All construction cleans are to be reviewed and approved by the construction manager.	X		
78	Use of permanent fixtures, drain lines or sewer systems for disposal of waste and clean-up of tools is strictly prohibited. If used, the offending Trade Contractor will be responsible for the expense of cleaning/replacement of sinks, pipes and traps as needed to return them to proper function.	X		
79	Each Trade Contractor is responsible for exporting/haul off their own dirt spoils off site.	X		
<b>WORK HOURS</b>				
80	Normal working hours for the Project are Monday through Friday, 7:00 AM to 4:00 PM. Any Trade Contractor needing to perform work outside of these normal hours will require prior approval from the Construction Manager.	X		
81	Cost for all "after normal working hours", including all trade related over time expenses, operator expenses and inspection(s) by any AE/consultant or governmental inspection agency shall be included with this bid proposal.	X		
<b>CLOSEOUT</b>				
82	Punchlist: Contract must include working every affected trade on all Saturdays when there are outstanding punch list items, if directed by the Construction Manager, at no additional cost.	X		
83	Throughout the Project, maintain a marked up set of as-built drawings, specifications and shop drawings for the Construction Manager's review during construction of the Project. As-built drawings shall be a line item on the Schedule of Values and will be checked monthly by the Construction Manager prior to approving the current month's Application for Payment. Electronic copies of As-builts shall be provided on CD /DVD (three (3) copies of each).	X		
84	All contractual warranties will commence on the date of Substantial Completion. Provide all necessary extended warranties to account for the time period from completion of your work through this date. This Trade Contractor shall provide temporary maintenance and extended warranties as applicable for all equipment operated prior to final acceptance by the Owner. All warranties shall begin upon Owner Acceptance of the Project. This Trade Contractor shall be responsible for supervision and monitoring of systems and equipment during start-up, testing, commissioning, temporary usage until substantial completion and acceptance by the owner.	X		
<b>MISCELLANEOUS</b>				
85	The Trade Contractor shall include all necessary means, methods, equipment, tools and services required to accomplish the Work of their Bid Package, per the schedule including all required services, engineering, layout, hoisting, staging, scaffolds/personnel lifts, communications, portable electric power for welding, task lighting, localized dewatering, snow removal, temporary heat and weather protection.	X		
86	The Trade Contractor for this Bid Package shall execute, perform and accomplish all Work necessary to achieve the intent of the Contract Documents and shall have no claims against the Cleveland Public Library, Moody Nolan, Gilbane Building Company, or any of their Agents for additional costs except for Additional Work which is authorized by Change Order and signed by all parties to the Contract.  a. In the case of a Work Order or Change Order for Work performed by Trade Contractors will receive a ten percent (10%) markup.	X		
87	Include all costs for permits, fees, bonds, tap-in fees, waste removal fees, assessments and inspections (exclusive of the general building permit) as applicable to your Work as levied or required by public authorities having jurisdiction. Include all re-inspection costs, as necessary, to complete the Work of this project.	X		
88	Submittals: The Subcontractor's first submittal is to be the Submittal Schedule showing a list of all specification sections with subsections and the specified descriptions of each submittal to be provided. No mobilization to be paid without it. The second submittal is to be the Schedule of Values which will not be reviewed until the first submittal is APPROVED.	X		
89	All submittals, catalog cuts, etc. are to be original copies (PDF format). Faxed copies scanned to PDF are unacceptable. Submittals shall be submitted and reviewed electronically.	X		



90	Project controls and reporting will be performed utilizing Procore/SmartApp, the project specific web based application for electronic submittal and processing of RFI's, submittals, meeting minutes, daily manpower and field activity reports. The Construction Manager will provide initial training to the Trade Contractor.	X		
91	Provide welding certificates for any individual performing welding prior to commencing work.	X		
92	This bid package will not be officially award until May/June 2021. All bids shall remain valid until July 31, 2021. All applicable cost shall be included.	X		
93	This project is tax exempt but certain elements of construction items are taxable per the guidelines of the State of Ohio. This Trade Contractor shall comply with all State of Ohio taxable guidelines.	X		
94	The Owner/Gilbane contract is part of the project manual and is a flow down to the Trade Contractor Contract Agreement for the work of their bid package. Pay special attention to the liquidated damages clause and the consequential damages clause.	X		
95	Each Trade Contractor must include Cleveland Public Library, Gilbane Building Company, Bostwick Design Partnership, Ubiquitous Design LTD and their agents as additional insured on the Trade Contractor's insurance policy.	X		
96	Each Trade Contractor shall comply with all ADA requirements.	X		
97	NO GAPS - This is a no gaps contract between this Trade Contractor and the other Trade Contractors. Any item of labor, material, coordination, supervision, and equipment reasonably inferred by the contract documents customarily furnished by this Trade Contractor, including all matters necessary or appropriate to ensure that no gaps exist. In summary, all systems are to be complete and fully functional (without gaps) for the purpose for which they are designated for a total project.	X		
98	In the event of conflicts between the drawings and Specifications, the higher quantity and degree of finish shall prevail. Advise the Construction Manager of conflicts or deficiencies immediately.	X		
99	Each Trade Contractor shall comply with all mockup/benchmark requirements as required per the contract documents.	X		
100	This Trade Contractor shall provide all blocking for the work of their bid package.	X		
101	Reference Gilbane Field Office location. Comeback work may be required once office is demobilized. Include all cost in bid proposal.	X		
102	Reference "Scope Detail Clarifications" attachment for additional scope of work assignments.	X		



**Cleveland Public Library  
Walz Library Branch**

**Specific Scopes of Work  
1/27/2022**

**Architect:**  
RP Madison  
1215 Superior Avenue, Suite 110  
Cleveland, OH 44114

Bialosky Cleveland  
6555 Carnegie Avenue  
Cleveland, OH 44103

**Construction Manager:**  
Gilbane Building Company  
950 Main Avenue, Suite 1410  
Cleveland, OH 44113

The scope of work for each bid package is defined by the General Scopes of Work for contract requirements applicable to ALL BIDDERS and the Specific Scope of Work applicable to each bid package individually.

BID PACKAGE #02A DEMOLITION		Company/Time: Precision Environmental Company		
WORK INCLUDED (included in their entirety unless otherwise clarified)		Agree	Disagree	Comments
1	Include all work as required by and in accordance with the Conditions of Contract, Drawings, Design Narratives and elaborations below and related items necessary to complete all of the work defined in the following sections.	X		See all comments below
2	The Scopes of Work attachment is not intended to be an all inclusive listing of the specified Contract Scope of Work, but merely to highlight the major items of work. This subcontractor shall provide (furnish and install) the following work:	X		See all comments below
<b>SPECIFICATIONS INCLUDED (included in their entirety unless otherwise clarified)</b>				
	Division 00 - Procurement and Contracting Requirements (Include all specifications in their entirety)	X		
	Division 01 - General Requirements (Include all specifications in their entirety)	X		
	02 00 00 - Geotechnical Subsurface Exploration Report	X		
	02 00 01 - Lead-Based Paint Survey Report	X		
	02 00 03 - Pre-Demolition Asbestos Survey	X		
	02 00 04 - LEED Scorecard	X		
	02 41 00 - Demolition	X		
	02 41 16 - Structure Demolition	X		
	02 41 16.13 - Building Demolition	X		
	All specifications are a requirement of all bid packages for a complete set of contract documents. The above merely highlights certain specification sections.			
<b>All Drawings (included in their entirety unless otherwise clarified)</b>				
SPECIFIC WORK INCLUDED		Agree	Disagree	Comments
1	Provide all labor, supervision, material, tools, equipment, engineering, bracing, shoring, permits, inspections, shipping, storage, rigging, layout, portable electric power, task lighting, localized dewatering, weather protection, compliance with all agencies (City, County, State and Federal) and coordination to complete the scope of work for this Bid Package and as shown in the contract documents including but not limited to Drawings, Specifications, the Gilbane Project Manual, Schedules, Quality Plan, Safety Plan and as reasonably inferable for a complete scope.	X		
2	Survey control points will be provided by the Construction Manager. This Contractor shall verify ROW and property line.	X	X	Did not include surveyor in our work <b>GBC: It is the contractor's responsibility to stay within the property line.</b>
3	This Contractor shall provide documentation of existing site conditions at adjacent property lines.	X		
4	This Contractor shall notify the Construction Manager of any concerns that demolition activities may damage or prevent full use of adjacent properties (i.e. retaining wall or sidewalk support) Reference Note 15 on C001.	X		
5	This Contractor shall provide SWPPP implementation from mobilization until August 30, 2022. This includes; but is not limited to, procuring the SWPPP permit, installation and maintenance of BMPs, required inspections and site stabilization of disturbed areas.	X		ADD \$3,500 for extended inspection and maintenance. No removal of SWPPP is included
6	This Contractor is responsible for cleaning all debris and dirt off streets daily.	X		
7	The work of this package shall be in accordance with local noise and dust control requirements at all times.	X		
8	This Contractor shall provide all makesafe activities required for the work of the demolition scope of work.	X		

9	Dispose of all materials off site and include all costs for disposal in bid. All materials shall be disposed of in accordance with all federal, state, and local regulations, including TCLP testing, proper disposal and/or recycling of fluorescent lamps. Coordinate with abatement contractor (and Gilbane Building Co. Project manual,) for all hazardous material abatement (transformers (PCBS), smoke detectors, light bulbs, etc.) Reference Lead Paint Survey, Asbestos Survey and Environmental Phase 1 Report provided. Commonly identified regulated waste not identified in these documents remain the responsibility of this Contractor to dispose of in accordance with regulations.	X	X	I have no pcb disposal. TCLP testing. Soil Remediation or regulated soil. Our unit rates for unsuitable soils pertains to non-suitable from the sense of composition or compaction-wise. Not contaminated. <b>GBC: Agreed. All other materials included.</b>
10	This Trade Contractor is responsible for OSHA compliant personnel monitoring at no cost to the project if required. This work must be performed by a Licensed Abatement Contractor.	X		
11	Trade Contractor shall provide all ventilation required for abatement activities. Trade Contractor shall perform all require air sampling (background, area, clearance) as required by the abatement plans.	X		
12	Trade Contractor shall inspect all areas scheduled for abatement during the ACM abatement plan development. Trade Contractor is responsible to notify Gilbane of additional areas where suspect materials may be present. Gilbane will coordinate additional testing as needed to confirm presence of ACM. (J07504.000)	X		
13	Provide licensed exterminator service. Reference specification 024116 3.3B.	X		
14	Demolition includes removal of all underground footings, walls, structures, etc.	X		
15	Reference the Geotechnical Report. After excavation and removal of items in the demolition package, remove unsuitable soils as noted in the Geotechnical Report. Backfill excavated areas with compacted engineered fill in coordination with and to the satisfaction of the geotechnical engineer. Backfill within new building footprint to 657'. Provide additional fill if needed to support adjacent areas to remain (i.e. sidewalk). Any assumption of disk and reuse of existing soils as described in the Geotechnical Report is at the Contractor's risk.		X	Excavation down to grade not included. No elevation drawing evident in bid set. Upon bid submittal, it was discovered the elevations drawing in the geotechnical testing report. To excavate to the benchmark we would require an additional \$84,000 for excavation and haul-out, Any import of fill would be done so with unit rates. This work is limited to the library property only. based on 7000 SF footprint from my take-off/. This excavation does not include /Sheeting. Solely OSHA approved sloping along South Sidewalk. <b>GBC: Understood. If 657' requirement is revised, this package will still be required to remove all below grade structures in accordance with the contract documents. Maintain adjacent structures in safe and usable condition (Ref Scope Line Item 4). Any haul out or fill needed to maintain safe and usable condition is part of this scope of work and shall be included in base bid price.</b>
16	Clearing and grubbing shall be performed where earthwork is required. This work shall include clearing, grubbing, scalping, tree and stump removal, and the removal and disposal of all vegetation and debris within the limits of work.	X		
17	Coordinate location and mark utilities to remain prior to starting work. Obtain all necessary permits and comply with their requirements. Mark using highly visible tags or flags, with identification of utility type; protect from damage due to subsequent construction, using substantial barricades if necessary.	X		
18	Provide as built record of any demolished, capped or existing utilities encountered.	X		Not by registered surveyor <b>GBC: Agreed. Provide dimensions from stable reference point for future.</b>
19	Loose furnishings shall be removed by Owner prior to demolition. Fixed items, including some wall shelves, will remain to be removed by demolition contractor. All mechanical equipment shall be disconnected and removed as part of the demolition package.	X		
20	Provide salvage items to Owner: 100 bricks, pin mount letters, building plaque in vestibule, door closers, hot water tank. Include 32 hours of additional labor for salvage of other unidentified items.	X	X	Add \$2,500 32 Hrs included. The Bricks will be provided without grout being cleaned cleaning off grout <b>GBC: Add is for cleaning bricks only if required. All other listed items and 32 hours additional are included in base bid.</b>
21	Provide fencing as noted on the Site Logistics Plan. Temporary fencing shall remain in place until August 30, 2022.	X		
22	Provide protection, warning signs, barricades, and all other items required for the proper protection of demolition workmen. Provide protection at all elevations of the building as required by the City of Cleveland and any applicable Federal, State, and Local codes.	X		
23	Provide all dumpster service for all demolition including MEPT work. This includes all necessary hazardous abatement dumpsters.	X		
24	Any utility to be removed, relocated, shut-off, and/or reconnected by the respective utility company shall be coordinated by this Trade Contractor.	X		
25	Demolition permit shall be provided by the Owner. All other permits shall be included in the cost of this package.	X		
26	Provide portable toilets for this Bid Release/Phase of work. This shall include delivery weekly cleaning and removal when his Phase is complete. Location to be coordinated with Construction Manager.	X		
<b>UNIT PRICES</b>				
1	Engineered Fill installed/CY			See Bid Form
2	Removal and Replacement of Unsuitable Soils encountered after underground structures are removed/CY			See Bid Form
3	Asbestos Removal Unit rate	N/A		No specified materials/Work

<b>ALTERNATES/VE Suggestion</b>		
1	Cost savings off base bid to eliminate removal of existing asphalt parking area, ramp and underground utilities in this location.	(S11,000)
2	Mastic and Floor Tile (Cat I) Remain in structure for demo	(S11,500) Would effect recycling rate. Concrete could not be diverted with mastic.
<b>ALLOWANCES</b>		
1	Reference proposal form	X \$10,000 included in basebid for abatement unforeseen

Agreed and acknowledged by:  
Precision Environmental Company



Signature

Thomas FitzGerald  
3/11/22

Print Name  
Date

**Project: CPL Walz Branch**  
**Bid: Precision Environmental Company - CPL Walz Branch-8839600.02A-Demolition**  
**BidID: 8839600.02A**  
**Due: 02/25/2022 02:00 PM Eastern Standard Time**  
**Last Updated: 02/25/2022 01:17 PM Eastern Standard Time**

## SECTION 1 : COMPANY CONTACT INFORMATION

COMPANY NAME  
Precision Environmental Co

\*

CONTACT PERSON  
Thomas FitzGerald

\*

PHONE NUMBER  
216-214-0434

\*

CONTACT EMAIL  
tfitzgerald@precision-env.com

\*

Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all Demolition Work, herein described as Bid Package No. 02A - CPL Walz Branch project all in accordance with the Drawings and Specifications as prepared by Bialosky Cleveland Architect, the Contract Documents, Project Manual (Refer to Attachments), this Proposal Form, and all documents incorporated by reference.

## SECTION 2 : LUMP SUM BID

The undersigned, having become thoroughly familiar with the requirements, conditions, and intent of the Bid Documents and with all conditions affecting the performance and cost of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully provide the Work within the time stated and in accordance with the Bid Documents, including furnishing any and all labor, materials and equipment and supervision, and do all things required to provide said Work, without claims for additional time or compensation.

All work Required by the foregoing documents will be accomplished for the Lump Sum Bid Price of:  
165,000.00

\*

Amount In Writing:  
One hundred sixty five thousand dollars and no cents

\*

The Lump Sum Bid Price above includes all applicable sales and/or use taxes (NOTE THAT THE PROJECT IS TAX-EXEMPT IN ACCORDANCE WITH THE LAWS OF THE STATE OF OHIO); INCLUDES all insurance premiums required by the Contract Documents; and EXCLUDES all premiums for 100% Performance Bond and a Labor and Material Payment Bond unless deemed necessary by the Construction Manager.

## SECTION 3 : CONTRACT EXECUTION

Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within ninety (90) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet representatives of Gilbane Building Company at Gilbane Building Company's office or at a mutually agreed upon location to execute the contract or electronically execute the Contract. A Performance Bond and Labor & Material Payment Bond (If Required) will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of written Notice of Award of its bid may be considered a default under the obligation of the bid. Insurance certificates shall be provided before starting on-site activities if such activities occur before the Contract is signed.

By submitting its bid, the Bidder hereby agrees that the Owner may, in its sole discretion, decide which combination of base bid plus alternates, (if any) would provide the Owner with the most efficient expenditure of the Owner's funds with respect to any particular bidder. Owner's selection and determination of which combinations of base bid plus alternates (if any) shall form the basis of awarding the contract. By submitting its bid, Bidder further agrees that the sum total of the base bid plus alternates (if any) as so determined by the Owner separately for each bidder shall be deemed to be such bidder's bid for purposes of determining the lowest responsible bidder for such portion of the work or for such bid package. Such determination by the Owner shall not be subject to challenge by the Bidder.

## SECTION 4 : ACKNOWLEDGEMENT OF SUPPLEMENTS

The above price includes all stipulations and requirements of the following Supplements, which have been received and accepted by the undersigned.

PreBid Supplement # 1  
YES

\*

PreBid Supplement #2  
YES

**SECTION 5 : MILESTONE SCHEDULE DATES**

It is expressly understood that this Project is not based upon a five (5) day, forty (40) hour per week schedule. The Work shall be scheduled such that inclement weather days can be recovered without affecting the established Milestone Schedule Dates. The Trade Contractor has included sufficient tools, equipment, labor and supervisions, including necessary shift-work or overtime, required to meet the milestone dates. This Subcontractor shall also participate in comprehensive scheduling sessions with the Construction Manager and other Subcontractors as required to further develop the detailed construction schedule.

All work shall be completed within the milestone dates and project schedule in the Project Manual (Refer to Attachments). Dates and durations given are for reference only and are subject to change. Each bidder shall provide with their proposal a bar chart schedule to the Construction Manager defining scope of work items, items requiring fabrication, etc.; each with their respective anticipated start dates, end dates and durations.

Reference Front End Documents for the proposed milestone project schedule.

**SECTION 6 : UTILIZATION OF SUBCONTRACTORS AND SUPPLIERS**

1. Gilbane Building Company and the Owner encourage 20% MBE, 9% FBE, and 15% SBE.
2. All on-site Subcontractors and Sub-Subcontractors must undertake a good faith effort to meet diversity participation, and provide substantiation if necessary why the requirements are not achievable.
3. The Lump Sum Base Bid amount includes utilization of certified diverse firms as indicated below.
4. The following sub-subcontractors are proposed for the item of work listed. Sub-subcontractors are subject to review per the General Conditions. All trade subcontractors providing labor on site must have a EMR of 1.0 or less.

Description of Work	Business Name	Business Classification (MBE/FBE/SBE - if applicable)	Man-hours	EMR	Anticipated Contract Value
Demolition	B&B Wrecking	SBE	420		110,000.00 \$
Disposal	Pete & Pete	MBE			20,000.00 \$
Materials/Safety	(Firm to be announced upon award)	FBE			15,000.00 \$
Labor	(Firm to be announced upon award)	MBE	200		15,000.00 \$

**SECTION 7 : ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable there from. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds, if required, associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

**ALTERNATES:**

Alternate #1	Cost savings off base bid to eliminate removal of existing asphalt parking area, ramp and underground utilities in this location.	(11,000.00)
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**SECTION 8 : ALLOWANCES:**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. The following allowance amounts shall not be used without prior written approval from the Construction Manager, and include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, and applicable taxes. All other costs associated with completing the work described in the allowance are included in the base bid but outside of the allowance amount.

The Trade Contractor's costs for unloading, handling, installation, overhead and profit shall be included in the base bid, but outside the Allowance. Work charged to an allowance shall be at the Trade Contractor's cost without markup for overhead and profit up to the amount of the allowance. Costs incurred in excess of the allowance shall include contractual markup for overhead and profit.

Allowances are to be used only as directed by the Construction Manager and are not to be used for work currently described in these bid documents.

This Subcontractor shall include Allowance(s) which affect the work of this Contract. Indicate applicable Allowances on Proposal.

**ALLOWANCES:**

Allowance #1 - Include \$10,000 for additional unforeseen abatement.

**SECTION 9 : COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

DO NOT include the cost of any alternates in base bid.

(Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work. Total of all items will NOT equal bid price.)

**1. COST BREAKDOWN**

Total Material	57,750.00
Total Labor	107,250.00
Total Cost	165,000.00

**2. QUANTITY BREAKDOWN**

(Note: the items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work. Total of all items will NOT equal bid price.)

Item	Quantity	Material Cost	Installation Cost	Total Cost
Abatement	1	13,800.00	32,200.00	46,000.00
Total Estimated Man Hours	350			
Mass Demolition	1	10,000.00	100,000.00	110,000.00

**Unit Prices**

Engineered Fill installed / CY	25.00
Removal and Replacement of Unsuitable Soils encountered after underground structures are removed / CY	77.00
Asbestos Removal Unit Rate	1
Breakout pricing to haul unsuitable soils offsite and backfill with suitable soils	77.00

**SECTION 10 : VOLUNTARY ALTERNATES**

The Bidder proposes the following Voluntary Alternates listed and described below. Should the Owner accept any of these Voluntary Alternates, the Subcontract Amount will be adjusted by the amount indicated below. Attach a detailed description, if required, for each option. Identify specifically when value engineering options cannot be accepted in combination with other options or alternates that deal with similar scope or products.

Bidders may upload additional information at the end of the proposal form if needed.

Alternate Description	Alternate Value
Mastic and Floor Tile (Cat I) Remain in structure for demo	(11,500.00) <span style="border: 1px solid black; padding: 2px;">Would effect recycling rate for project</span>





**SECTION 11 : CONTRACT AND INSURANCE AFFIRMATION & BIDDER IDENTIFICATION**

Yes or The person named below represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents agrees that if selected for award by Gilbane will execute the Trade Contract Agreement without exceptions exclusions qualifications clarifications and/or alterations and is authorized to make such representation on behalf of the Bidder.No  
YES

\*

The person named below represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement has included all costs to fully comply with same and is authorized to make this representation on behalf of the Bidder.  
YES

\*

The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

Bidder:

Thomas Fitzgerald

NOTE: When submitted, this Proposal is assumed to bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**SECTION 12 : BIDDER CLARIFICATIONS**

YES

\*

Ref Scope Checklist notes.

Demolition backfill and importing is not included. It is intended that the site will be graded adequately/OSHA compliant utilizing existing soils (Assuming pavement removed).

**SECTION 13 : BIDDER ATTACHMENTS (OPTIONAL)**

One document may be attached here.

One document may be attached here.

One document may be attached here.





15 February 2022

To: **ALL BIDDERS**

Reference: Cleveland Public Library – Walz Branch

Subject: **PRE-BID SUPPLEMENT NO. 1 Narrative**

Ladies/Gentlemen,

The following constitutes Pre-Bid Supplement No. 01 to the Walz Library Branch Demolition package. It shall be taken into account and included as part of the proposal.

**The bid due date remains 25 February 2022 at 2pm. All bids are required to be submitted electronically via ibidpro.**

The following changes have been made to the drawings and/or specifications:

1. **None.**

The following changes have been made to the bid package attachments:

1. **ADD:** Demolition Scope of Work
2. **ADD:** Existing Conditions Photos
3. **ADD:** PreBid Sign-in Sheet
4. **ADD:** Updated Site Logistics dated 2/15/22

The following changes have been made to the proposal form:

1. **Add:** Request for Alternate to eliminate removal of existing asphalt parking area, ramp and underground utilities at specific locations
2. **Add:** Request for Unit Prices (Engineered Fill, Removal and Replacement of Unsuitable Soils, Asbestos Removal)

The following changes have been made to the Project Manual:

1. **None.**

All other terms and conditions remain unchanged. Acknowledge receipt and inclusion of supplement #1 on the proposal form.

**The bid due date remains 25 February 2022 at 2pm. All bids are required to be submitted electronically via ibidpro.**

**Gilbane Building Company**

Justin Sisko  
Project Engineer



24 February 2022

To: **ALL BIDDERS**

Reference: Cleveland Public Library – Walz Branch

Subject: **PRE-BID SUPPLEMENT NO. 2 Narrative**

Ladies/Gentlemen,

The following constitutes Pre-Bid Supplement No. 02 to the Walz Library Branch Demolition package. It shall be taken into account and included as part of the proposal.

**The bid due date remains 25 February 2022 at 2pm. All bids are required to be submitted electronically via ibidpro.**

The following changes have been made to the drawings and/or specifications:

1. **Clarification:** Salvage items noted in the Scope of Work supersedes items noted in Specification section 024100.
2. **Clarification:** The Chateau building adjacent to the project site is assumed to be demolished prior to or in the same time period as the Walz Branch demo. The Chateau building is not included as part of this bid package.

The following changes have been made to the bid package attachments:

1. **Add:** 16 – PreBid Supplement #2 Narrative
2. **Add:** 16a – New Building Footprint

The following changes have been made to the proposal form:

1. **Add:** Request for breakout pricing to haul unsuitable soils offsite and backfill with suitable soils.

The following changes have been made to the Project Manual:

1. **None.**

All other terms and conditions remain unchanged. Acknowledge receipt and inclusion of supplement #2 on the proposal form.

**The bid due date remains 25 February 2022 at 2pm. All bids are required to be submitted electronically via ibidpro.**

**Gilbane Building Company**

Justin Sisko  
Project Engineer

**CLEVELAND PUBLIC LIBRARY**  
**CLEVELAND PUBLIC LIBRARY - WALZ BRANCH**  
 Cleveland, OH  
 DD Estimate - RECONCILED



## SITE WORK

DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
<b>F20 FACILITY REMEDIATION</b>	<b>10,240 SF</b>	<b>\$3.42 / SF</b>	<b>\$35,000</b>
<b>F2010 HAZARDOUS MATERIALS REMEDIATION</b>		<b>\$3.42 / SF</b>	<b>\$35,000</b>
Asbestos Remediation Allowance	7,364 sf	\$4.75 /sf	\$35,000
<b>F30 DEMOLITION</b>	<b>10,240 SF</b>	<b>\$5.37 / SF</b>	<b>\$55,000</b>
<b>F3010 STRUCTURE DEMOLITION</b>		<b>\$5.37 / SF</b>	<b>\$55,000</b>
Demolition Existing 'Walz Branch' Building, 3 Stories	7,364 gsf	\$7.47 /gsf	\$55,000
<b>G10 SITE PREPARATION</b>	<b>10,240 SF</b>	<b>\$19.23 / SF</b>	<b>\$196,903</b>
<b>G1010 SITE CLEARING</b>		<b>\$0.11 / SF</b>	<b>\$1,093</b>
Clearing & Grubbing	1.00 ls	\$1,093.00 /ls	\$1,093
<b>G1020 SITE ELEMENTS DEMOLITION</b>		<b>\$5.47 / SF</b>	<b>\$55,970</b>
Misc. Demo (Signs, Poles, Bollards)	1.00 allw	\$5,465.00 /allw	\$5,465
Relocated Existing Bus Stop	1.00 ls	\$5,465.00 /ls	\$5,465
Remove Planter Walls & Foundations, 30" Exp High	257 lf	\$76.35 /lf	\$19,622
Demo Site - Asphalt/Concrete Pavement/Curb	18,605 sf	\$1.37 /sf	\$25,418
<b>G1030 SITE ELEMENT RELOCATIONS</b>		<b>\$13.66 / SF</b>	<b>\$139,840</b>
Earthwork Allowance	1.00 ls	\$50,000.00 /ls	\$50,000
Fine Grading - Lawn Area	1,140 sy	\$1.85 /sy	\$2,109
Fine Grading - Pavement Area	4,945 sy	\$3.25 /sy	\$16,071
Strip topsoil, Haul OffSite	324 cy	\$27.32 /cy	\$8,853
Topsoil, 4" thick	105 sy	\$38.26 /sy	\$4,017
Unsuitable Soils Allowance - Shared Space	1.00 allw	\$50,000.00 /allw	\$50,000
Contaminated Soils - EXCLUDED	0.00 excl		\$0
Rock Excav - EXCLUDED	0.00 excl		\$0
Erosion Control/SWPPP - Construction Entrance/ Crane Road	538 sf	\$10.00 /sf	\$5,380
Erosion Control/SWPPP - Silt Fence	282 lf	\$5.00 /lf	\$1,410
Erosion Control/SWPPP - Storm Inlet Protection	10 ea	\$200.00 /ea	\$2,000
<b>G20 SITE IMPROVEMENTS</b>	<b>10,240 SF</b>	<b>\$41.51 / SF</b>	<b>\$425,048</b>
<b>G2010 ROADWAYS</b>		<b>\$11.96 / SF</b>	<b>\$122,469</b>
Asphalt Pavement - Standard Duty	1,517 sy	\$38.00 /sy	\$57,646
Truncated Pavers @ ADA Ramps	72 sf	\$18.00 /sf	\$1,296
Concrete Curb - Public	438 lf	\$22.75 /lf	\$9,965
Concrete Curb, 12x30 (Planter)	73 lf	\$22.75 /lf	\$1,661
Concrete Curb, 6x18	917 lf	\$22.75 /lf	\$20,862
Concrete Curb, 8x24 (Planter)	368 lf	\$22.75 /lf	\$8,372
Concrete Curb, Flush / Depressed	138 lf	\$24.00 /lf	\$3,312
Concrete Pavement	1,029 sf	\$9.75 /sf	\$10,033
Gravel Strip - 12" wide	172 lf	\$5.00 /lf	\$860
Paint - Hatching	359 sf	\$0.60 /sf	\$215
Paint Stalls	33 ea	\$16.00 /ea	\$528
Paint Symbols (Arrows / ADA)	12 ea	\$200.00 /ea	\$2,400







# CLEVELAND PUBLIC LIBRARY WALZ BRANCH DEMOLITION PACKAGE

7910 DETROIT AVENUE  
CLEVELAND, OHIO 44102

Robert Williams, Inc.  
2201 W. 14th Street  
Cleveland, Ohio 44115  
1-216-431-0100

DATE	10/27/2011
PROJECT NUMBER	2011
SHEET NO.	C100
PROJECT NAME	WALZ BRANCH DEMOLITION PACKAGE
CLIENT	CLEVELAND PUBLIC LIBRARY
DESIGNED BY	ROBERT WILLIAMS, INC.
CHECKED BY	ROBERT WILLIAMS, INC.
DATE	10/27/2011

EXISTING CONDITIONS PLAN

10/27/2011

SCALE: 1" = 30'



SCALE: 1" = 30'

**NOTES**

1. THE EXISTING CONDITIONS PLAN IS THE SURVEY AND FIELD DATA PROVIDED BY THE CLIENT. THE SURVEY WAS COMPLETED BY ROBERT WILLIAMS, INC. ON 10/27/2011. THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE SURVEYING ACT OF 1968 AND THE SURVEYING BOARD OF OHIO. THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE SURVEYING ACT OF 1968 AND THE SURVEYING BOARD OF OHIO.

2. THE EXISTING UNDERGROUND UTILITIES SHOWN ON THESE CONSTRUCTION PLANS WERE OBTAINED FROM A VARIETY OF SOURCES INCLUDING: AS-BUILT RECORDS, RECORD DRAWINGS, FIELD SURVEYS, AND OTHER AVAILABLE INFORMATION. THE EXISTING UTILITIES SHOWN ON THESE CONSTRUCTION PLANS WERE OBTAINED FROM A VARIETY OF SOURCES INCLUDING: AS-BUILT RECORDS, RECORD DRAWINGS, FIELD SURVEYS, AND OTHER AVAILABLE INFORMATION.

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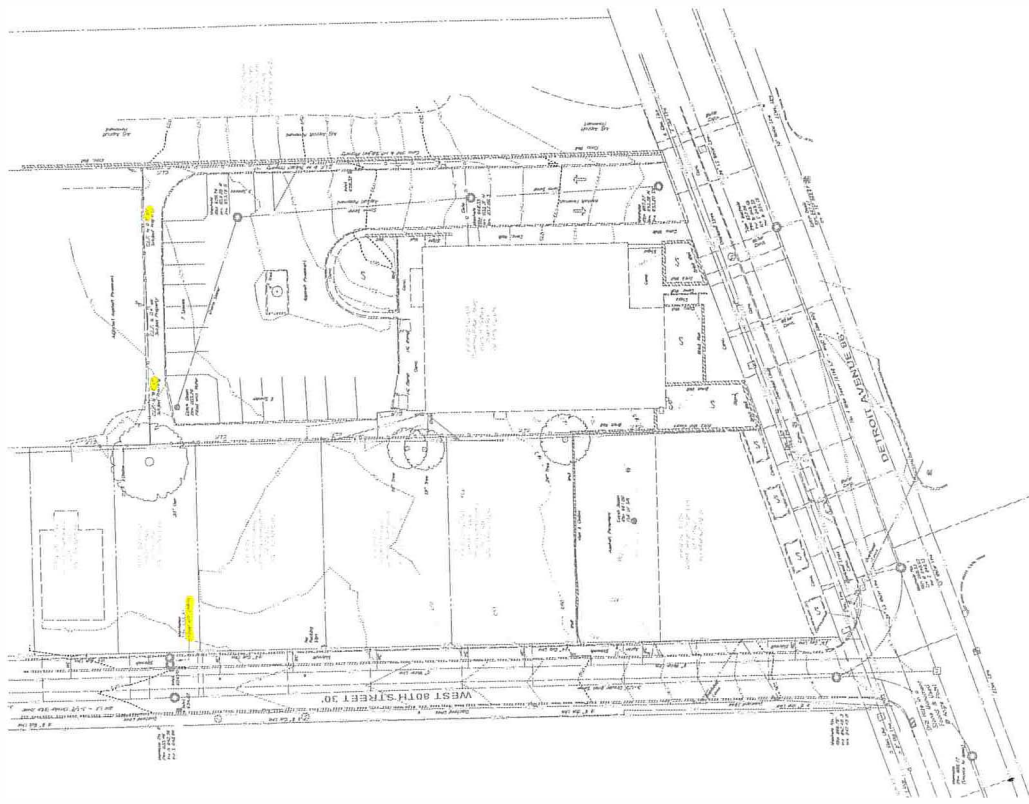
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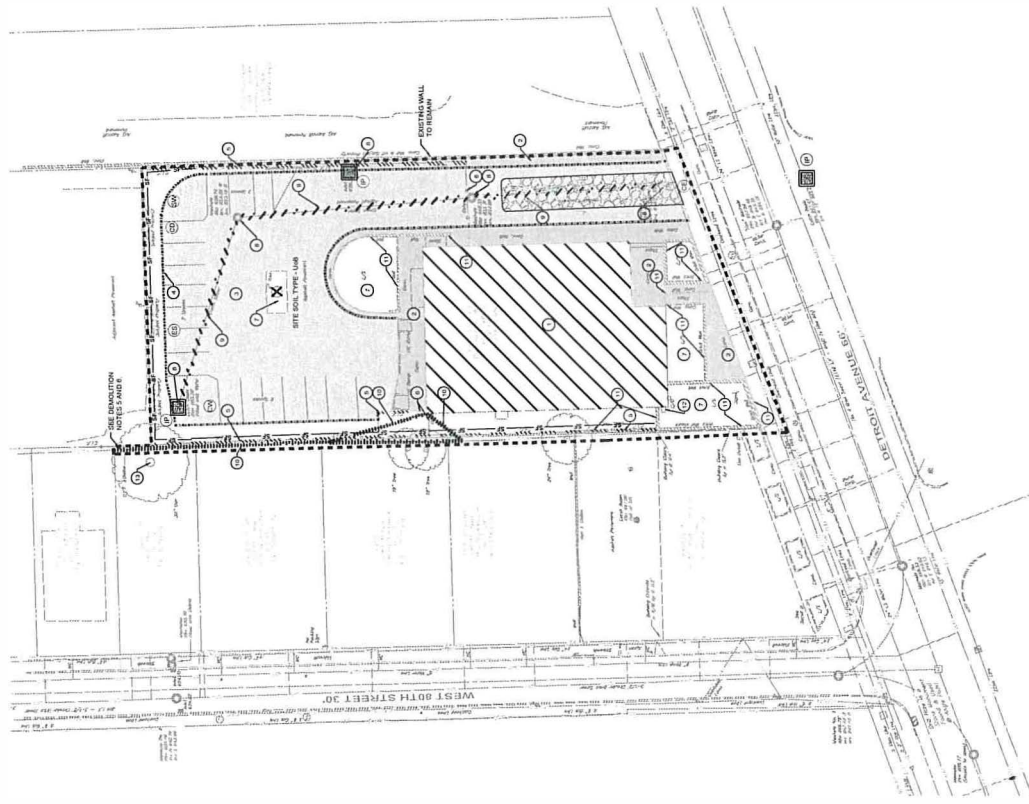
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Scale: 1" = 20'



**DEMOLITION LEGEND**

- REMOVE EX. BUILDING
- REMOVE EXISTING EX. DRIVE APRON, DRIVE CURBS & SIDEWALK
- REMOVE EX. FULL DEPTH ASPHALT PAVEMENT
- REMOVE EX. CURB
- REMOVE EX. CHIMNEY/FENCE
- REMOVE EX. GATE
- REMOVE EX. PLANTER BOX
- REMOVE EX. STORM SEWER
- REMOVE EX. LIGHT POLE FOUNDATION AND SHARED ELECTRIC SERVICE CONNECTION
- REMOVE EX. WALKWAY
- REMOVE EX. GAS STRUCTURE
- EX. TREES TO REMAIN. SEE TREE PROTECTION DETAIL ON C200
- REMOVE EX. TREE

**DEMOLITION NOTES**

THE DEMOLITION CONTRACTOR SHALL VERIFY WITH THE ENGINEER THAT ALL UTILITIES ARE MAINTAINED AND RELOCATED PRIOR TO COMMENCEMENT OF DEMOLITION WORK. NO ATTEMPTS SHALL BE MADE TO REMOVE OR DISCONNECT UTILITIES UNTIL THEY ARE VERIFIED BY THE CONTRACTOR TO BE REMOVED OR DISCONNECTED. THE CONTRACTOR SHALL INSTALL A PROTECTIVE BARRIER TO PREVENT ACCESS TO EXISTING UTILITIES AND WORKING UTILITIES PRIOR TO ANY CONSTRUCTION. ALL EXISTING UTILITIES SHALL BE RELOCATED AND REINSTALLED AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF ALL EXISTING UTILITIES. ALL UTILITIES SHALL BE RELOCATED AND REINSTALLED AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF ALL EXISTING UTILITIES. ALL UTILITIES SHALL BE RELOCATED AND REINSTALLED AT THE CONTRACTOR'S EXPENSE.

**DEMOLITION SHEET NOTES**

CIRCUMFERENTIAL SCREENING OR SHADING IS USED TO INDICATE ITEMS TO BE REMOVED AND HIGHLIGHT CUSTODY JURISDICTION IS NOT SHOWN ON THIS SHEET FOR ANY ITEM NOT MARKED TO BE REMOVED. SHALL REMAIN IN PLACE UNTIL PROTECTED FROM DAMAGE DURING CONSTRUCTION. REQUIREMENT FOR ADDITIONAL INFORMATION AND RELOCATION OF UTILITIES SHALL BE DETERMINED. THE AMOUNT OF LAND TO BE REMOVED SHALL BE DETERMINED TO BE APPROXIMATELY 84 ACRES.

**SHEET CODED NOTES**

- SOIL DISTURBANCE LIMIT
- CONSTRUCTION ENTRANCE
- CONCRETE WAREHOUSE
- STORM WET PROTECTION DAMP DAM
- EQUIPMENT STAGING
- DUMPSTER AREA FOR CONSTRUCTION DEBRIS
- STORAGE OF SOLID AND LIQUID WASTES

Project: 7910 Detroit Ave  
Client: Cleveland Public Library

WALZ ENGINEERING  
7910 DETROIT AVE  
CLEVELAND, OHIO 44102  
TEL: 216.342.4444  
F: 216.342.4444

MOSELEY ENGINEERING  
1515 WEST 17TH AVE  
CLEVELAND, OHIO 44102  
TEL: 216.863.3333  
F: 216.863.3333

MW ENGINEERING  
11110 SUPERIOR AVE  
CLEVELAND, OHIO 44102  
TEL: 216.863.3333  
F: 216.863.3333

SWANSON ENGINEERING  
11110 SUPERIOR AVE  
CLEVELAND, OHIO 44102  
TEL: 216.863.3333  
F: 216.863.3333







CLEVELAND PUBLIC LIBRARY  
WALZ BRANCH DEMOLITION PACKAGE  
7910 DETROIT AVENUE  
CLEVELAND, OHIO 44102



Cleveland Public Library  
7910 Detroit Avenue  
Cleveland, Ohio 44102

**Contractor:** H&B Construction Co.  
10500 Eastman Avenue  
Cleveland, Ohio 44131  
F: 216.763.1114

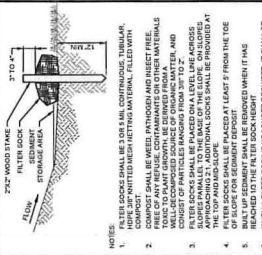
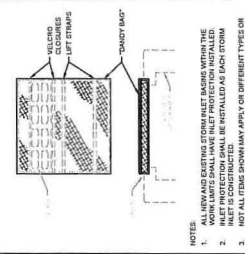
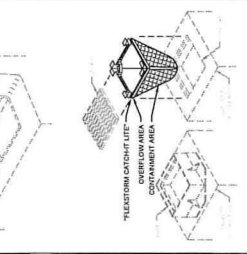
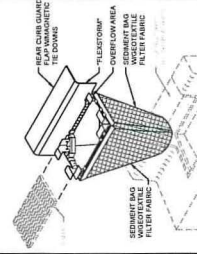
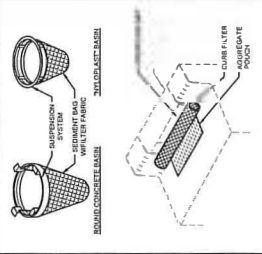
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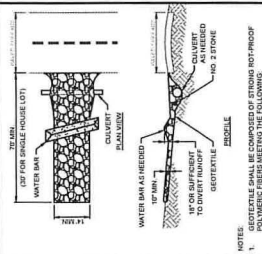
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STORMWATER POLLUTION PREVENTION DETAILS  
C202

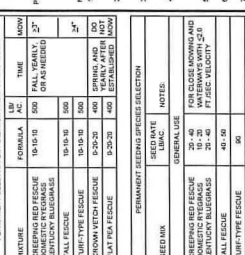
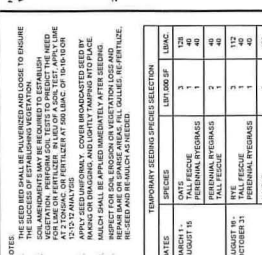
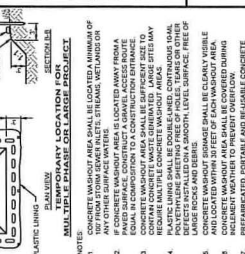
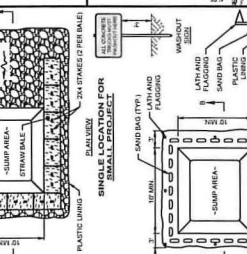
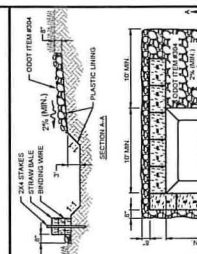
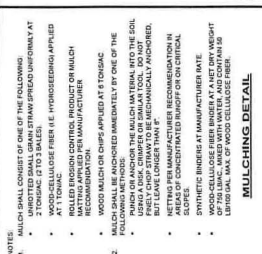
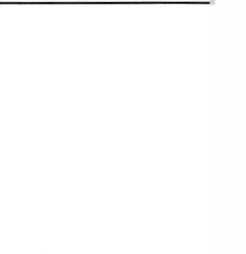
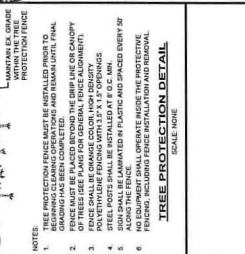
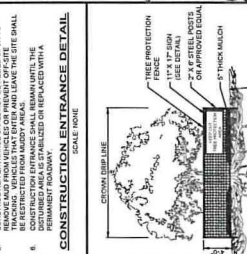


DATES	SPECIES	SEED RATE	HOW APPLIED
MARCH 1 - MARCH 31	GRASS	10-15	SPRINKLE
APRIL 1 - APRIL 30	GRASS	10-15	SPRINKLE
MAY 1 - MAY 31	GRASS	10-15	SPRINKLE
JUNE 1 - JUNE 30	GRASS	10-15	SPRINKLE
JULY 1 - JULY 31	GRASS	10-15	SPRINKLE
AUGUST 1 - OCTOBER 31	GRASS	10-15	SPRINKLE
NOVEMBER 1 - FEBRUARY 28	GRASS	10-15	SPRINKLE

MATURE	SEED RATE	HOW APPLIED
GRASS	10-15	SPRINKLE
WOOD	10-15	SPRINKLE
FLORA	10-15	SPRINKLE
FOLIAGE	10-15	SPRINKLE
FRUIT	10-15	SPRINKLE
STEM	10-15	SPRINKLE
ROOT	10-15	SPRINKLE
LEAF	10-15	SPRINKLE
WATER	10-15	SPRINKLE
AIR	10-15	SPRINKLE
SOIL	10-15	SPRINKLE



ITEM	DESCRIPTION	VALUES	TEST METHOD
1	FABRIC TENSILE STRENGTH	90 LB MIN	ASTM D-751
2	MATERIAL WEIGHT	180 POUNDS	ASTM D-751
3	SLURRY COVERAGE	8.5 GAL SURFACE FT. MAX	ASTM D-751
4	ULTRAVIOLET STABILIZATION	99% MIN	ASTM D-751
5	PERMEABILITY	0.05 CM PER HOUR	ASTM D-751



NOTES:  
1. MULCH SHALL BE APPLIED TO THE FOLLOWING:  
a. ALL EXPOSED SOIL AREAS.  
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CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD FEBRUARY 1 – FEBRUARY 28, 2022

*Carrie Kenrick*

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FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending February 28, 2022**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	16,759,000.00	0.00	0.00	0.00	0.00	0.00	16,759,000.00
42 Intergovernmental	4,775,891.13	253,067.00	0.00	0.00	0.00	0.00	5,028,958.13
43 Fines & Fees	18,641.26	0.00	0.00	0.00	0.00	0.00	18,641.26
44 Investment Earnings	36,240.26	127,258.30	14.61	15,690.64	38,487.34	0.00	217,691.15
45 Charges for Services	0.00	1,998,817.59	0.00	0.00	0.00	0.00	1,998,817.59
46 Contributions & Donations	0.00	93,800.00	0.00	0.00	0.00	0.00	93,800.00
48 Miscellaneous Revenue	6,734.26	0.00	0.00	0.00	0.00	12,751.15	19,485.41
<b>Total Revenues</b>	<b>\$ 21,596,506.91</b>	<b>\$ 2,472,942.89</b>	<b>\$ 14.61</b>	<b>\$ 15,690.64</b>	<b>\$ 38,487.34</b>	<b>\$ 12,751.15</b>	<b>\$ 24,136,393.54</b>
51 Salaries/Benefits	6,118,811.48	558,590.24	0.00	0.00	2,173.27	0.00	6,679,574.99
52 Supplies	89,507.18	17,710.68	0.00	0.00	0.00	0.00	107,217.86
53 Purchased/Contracted Services	2,752,940.14	1,024,202.54	0.00	5,903.31	1,262.00	0.00	3,784,307.99
54 Library Materials	665,590.48	79,375.72	0.00	0.00	5,479.43	0.00	750,445.63
55 Capital Outlay	196,042.43	9,536.79	0.00	3,070,907.71	0.00	0.00	3,276,486.93
56 Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
57 Miscellaneous Expenses	45,975.58	1,194.84	0.00	0.00	0.00	12,770.04	59,940.46
<b>Total Expenditures</b>	<b>\$ 9,868,867.29</b>	<b>\$ 1,690,610.81</b>	<b>\$ 0.00</b>	<b>\$ 3,076,811.02</b>	<b>\$ 8,914.70</b>	<b>\$ 12,770.04</b>	<b>\$ 14,657,973.86</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 11,727,639.62</b>	<b>\$ 782,332.08</b>	<b>\$ 14.61</b>	<b>\$(3,061,120.38)</b>	<b>\$ 29,572.64</b>	<b>\$(18.89)</b>	<b>\$ 9,478,419.68</b>
95 Notes Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Advances	(65,000.00)	65,000.00	0.00	0.00	0.00	0.00	0.00
99 Transfers	(7,294,215.15)	0.00	3,294,215.15	4,000,000.00	0.00	0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$(7,359,215.15)</b>	<b>\$ 65,000.00</b>	<b>\$ 3,294,215.15</b>	<b>\$ 4,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/ (Under) Expenditures &amp; Other Uses</b>	<b>\$ 4,368,424.47</b>	<b>\$ 847,332.08</b>	<b>\$ 3,294,229.76</b>	<b>\$ 938,879.62</b>	<b>\$ 29,572.64</b>	<b>\$(18.89)</b>	<b>\$ 9,478,419.68</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 38,408,564.99</b>	<b>\$ 22,419,100.86</b>	<b>\$ 0.00</b>	<b>\$ 73,755,975.60</b>	<b>\$ 4,957,429.77</b>	<b>\$ 14,346.26</b>	<b>\$ 139,555,750.90</b>
<b>Current Cash Balance</b>	<b>\$ 42,776,962.93</b>	<b>\$ 23,266,432.94</b>	<b>\$ 3,294,563.18</b>	<b>\$ 74,694,855.22</b>	<b>\$ 4,987,002.41</b>	<b>\$ 14,327.37</b>	<b>\$ 149,034,144.05</b>

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the Period Ending February 28, 2022**

	<b>Certified Revenue (1)</b>	<b>Income To Date</b>	<b>Balance</b>	<b>Percent To Date</b>	<b>Percent Prior Year</b>
PLF State Income Tax	25,288,857	4,775,891	20,512,966	19%	18%
General Property Tax	35,317,742	16,759,000	18,558,742	47%	48%
Rollback, Homestead, CAT	2,500,000	0	2,500,000	0%	0%
Fines & Fees	119,635	18,641	100,994	16%	9%
Investment Earnings	354,077	36,240	317,837	10%	12%
Miscellaneous	814,192	6,734	807,458	1%	2%
Return of Advances Out	0	10,000	(10,000)		
<b>Total</b>	<b>\$ 64,394,503</b>	<b>\$ 21,606,507</b>	<b>\$ 42,787,997</b>	<b>34%</b>	<b>34%</b>

	<b>Appropriation(2)</b>	<b>Expended/ Encumbered</b>	<b>Balance</b>	<b>Percent To Date (3)</b>	<b>Percent Prior Year</b>
Salaries/Benefits	40,938,995	6,171,448	34,767,547	15%	15%
Supplies	957,118	245,573	711,544	26%	35%
Purchased Services	13,456,912	7,538,587	5,918,325	56%	55%
Library Materials	11,916,271	5,204,561	6,711,710	44%	39%
Capital Outlay	1,050,702	340,588	710,114	32%	23%
Other	196,789	97,800	98,989	50%	59%
<b>Subtotal</b>	<b>\$ 68,516,786</b>	<b>\$ 19,598,556</b>	<b>\$ 48,918,230</b>	<b>29%</b>	<b>27%</b>
Advances Out	0	75,000	(75,000)		
Transfers Out	7,294,215	7,294,215	0	100%	100%
<b>Total</b>	<b>\$ 75,811,001</b>	<b>\$ 26,967,771</b>	<b>\$ 48,843,230</b>	<b>36%</b>	<b>29%</b>

Note (1): Certificate requested from Cuyahoga County Budget Commission dated February 16, 2022.

Note (2): Total Amended Appropriation of \$65,919,329.97 plus carried forward encumbrance of \$9,891,671.40.

Note (3): Subtotal includes 15% expended and 14% encumbered.

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending February 28, 2022**

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110	Professional Salaries	12,449,771.01	12,917,441.08	1,864,955.68	0.00	11,052,485.40
51120	Clerical Salaries	9,826,867.25	10,187,088.50	1,424,099.42	0.00	8,762,989.08
51130	Non-Clerical Salaries	1,087,066.52	1,113,323.07	111,063.09	0.00	1,002,259.98
51140	Buildings Salaries	5,330,826.31	5,517,716.12	756,904.98	0.00	4,760,811.14
51150	Other Salaries	361,866.50	375,957.43	56,596.45	0.00	319,360.98
51180	Severance Pay	66,835.38	231,034.89	190,342.55	0.00	40,692.34
51190	Non-Base Pay	426,639.62	456,674.15	233,202.87	0.00	223,471.28
51400	OPERS	4,106,683.79	4,260,729.38	626,719.36	0.00	3,634,010.02
51610	Health Insurance	4,818,325.77	5,003,626.82	743,022.53	0.00	4,260,604.29
51611	Dental Insurance	202,900.82	219,042.01	32,428.19	0.00	186,613.82
51612	Vision Insurance	15,811.63	15,811.63	2,452.29	0.00	13,359.34
51620	Life Insurance	12,988.80	14,158.00	2,292.79	0.00	11,865.21
51625	Short Term Disability Insuranc	49,478.37	51,613.61	8,495.27	0.00	43,118.34
51630	Workers Compensation	79,317.60	80,180.26	(1,431.80)	0.00	81,612.06
51640	Unemployment Compensation	25,000.00	45,527.63	3,345.62	42,182.01	0.00
51650	Medicare - ER	398,171.11	415,688.52	62,515.27	152.51	353,020.74
51900	Other Benefits	20,276.52	33,382.29	1,806.92	10,302.10	21,273.27
	<b>Salaries/Benefits</b>	<b>\$39,278,827.00</b>	<b>\$40,938,995.39</b>	<b>\$ 6,118,811.48</b>	<b>\$ 52,636.62</b>	<b>\$ 34,767,547.29</b>
52110	Office Supplies	39,095.00	39,931.67	292.28	3,287.95	36,351.44
52120	Stationery	33,125.00	35,000.70	440.86	1,893.85	32,665.99
52130	Duplication Supplies	24,000.00	29,495.24	5,495.24	0.00	24,000.00
52140	Hand Tools	500.00	500.00	0.00	151.92	348.08
52150	Book Repair Supplies	57,000.00	62,951.61	5,951.61	6,130.69	50,869.31
52210	Janitorial Supplies	115,800.00	133,074.58	18,212.73	24,817.31	90,044.54

**Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending February 28, 2022**

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	Electrical Supplies	40,000.00	45,573.55	4,711.57	8,205.76	32,656.22
52230	Maintenance Supplies	243,500.00	282,863.34	19,222.43	42,877.52	220,763.39
52240	Uniforms	35,000.00	38,757.62	3,619.12	138.50	35,000.00
52300	Motor Vehicle Supplies	55,000.00	59,132.12	10,231.03	43,917.96	4,983.13
52900	Other Supplies	203,835.00	229,837.07	21,330.31	24,644.43	183,862.33
	<b>Supplies</b>	<b>\$846,855.00</b>	<b>\$957,117.50</b>	<b>\$ 89,507.18</b>	<b>\$ 156,065.89</b>	<b>\$ 711,544.43</b>
53100	Travel/Meetings	75,000.00	75,900.00	0.00	1,112.91	74,787.09
53210	Telecommunications	278,000.00	291,193.36	45,695.11	232,566.65	12,931.60
53230	Postage/Freight	55,600.00	81,231.60	2,816.40	69,299.15	9,116.05
53240	PR/Other Communications	227,200.00	272,389.51	18,095.08	41,395.15	212,899.28
53310	Building Repairs	325,000.00	367,793.46	24,950.79	48,924.97	293,917.70
53320	Machine Repairs	30,000.00	37,115.41	4,660.06	3,443.71	29,011.64
53340	Building Maintenance	524,950.00	968,774.65	210,018.20	263,967.77	494,788.68
53350	Machine Maintenance	153,764.29	201,114.82	26,822.19	33,856.34	140,436.29
53360	Computer Maintenance	396,005.76	404,816.46	94,418.23	27,042.80	283,355.43
53370	Motor Vehicle Repairs/Maint	27,000.00	30,328.55	7,696.94	18,191.24	4,440.37
53380	Contract Security	665,000.00	1,528,178.87	106,891.89	756,741.98	664,545.00
53390	Landscaping	40,000.00	40,000.00	0.00	0.00	40,000.00
53400	Insurance	533,788.00	533,788.00	0.00	0.00	533,788.00
53510	Rent/Leases	167,818.37	233,537.02	34,429.97	115,796.85	83,310.20
53520	Equipment Rental	27,915.72	35,018.49	78.43	10,150.58	24,789.48
53610	Electricity	1,770,000.00	2,120,589.46	290,533.77	1,456,534.14	373,521.55
53620	Gas	155,000.00	177,191.98	49,318.70	103,845.46	24,027.82
53630	Chilled Water	671,046.00	706,973.42	30,483.23	676,490.24	(0.05)

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending February 28, 2022**

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53640	Water/Sewer	152,000.00	183,829.12	18,011.13	157,676.81	8,141.18
53710	Professional Services	1,628,279.69	2,247,719.22	195,879.84	512,676.02	1,539,163.36
53720	Auditors Fees	785,000.00	897,900.50	0.00	112,900.50	785,000.00
53730	Bank Service Charges	8,500.00	8,500.00	1,448.01	0.00	7,051.99
53800	Library Material Control	276,500.00	551,700.82	138,308.40	139,090.40	274,302.02
53900	Other Purchased Services	1,460,110.77	1,461,327.02	1,452,383.77	3,943.25	5,000.00
	<b>Purchased/Contracted Services</b>	<b>\$10,433,478.60</b>	<b>\$13,456,911.74</b>	<b>\$ 2,752,940.14</b>	<b>\$ 4,785,646.92</b>	<b>\$ 5,918,324.68</b>
54110	Books	1,976,000.00	3,073,952.56	106,954.40	1,124,344.21	1,842,653.95
54120	Continuations	340,000.00	657,487.94	49,668.75	275,854.26	331,964.93
54210	Periodicals	755,000.00	1,024,794.16	4,598.90	265,932.33	754,262.93
54220	Microforms	17,650.00	41,598.00	0.00	23,948.00	17,650.00
54310	Video Media	1,085,000.00	1,758,041.20	63,502.22	719,223.08	975,315.90
54320	Audio Media - Spoken	55,500.00	113,340.07	5,473.38	55,971.53	51,895.16
54325	Audio Media - Music	122,750.00	213,675.79	5,429.99	99,257.57	108,988.23
54500	Database Services	820,000.00	1,454,200.58	169,752.00	461,945.24	822,503.34
54530	eMedia	1,677,905.37	3,113,432.33	198,074.57	1,321,273.42	1,594,084.34
54600	Interlibrary Loan	3,200.00	4,503.75	2,068.75	3,000.00	(565.00)
54710	Bookbinding	30,000.00	32,673.58	4,128.55	28,545.03	0.00
54720	Preservation Services	40,650.00	57,901.05	13,255.57	15,500.48	29,145.00
54730	Preservation Boxing	8,000.00	11,991.95	410.40	3,581.55	8,000.00
54790	Preservation Reformatting	25,811.63	44,160.10	0.00	18,348.47	25,811.63
54905	Other LM-Hotspots	150,000.00	314,518.03	42,273.00	122,245.03	150,000.00
	<b>Library Materials</b>	<b>\$7,107,467.00</b>	<b>\$11,916,271.09</b>	<b>\$ 665,590.48</b>	<b>\$ 4,538,970.20</b>	<b>\$ 6,711,710.41</b>

Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending February 28, 2022

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55510 Furniture	105,000.00	128,623.47	4,876.89	20,326.99	103,419.59
55520 Equipment	234,267.00	303,764.32	13,677.03	94,068.92	196,018.37
55530 Computer Hardware	313,000.00	480,609.47	170,883.29	30,149.16	279,577.02
55540 Software	41,500.00	47,704.49	6,605.22	0.00	41,099.27
55700 Motor Vehicles	90,000.00	90,000.00	0.00	0.00	90,000.00
<b>Capital Outlay</b>	<b>\$783,767.00</b>	<b>\$1,050,701.75</b>	<b>\$ 196,042.43</b>	<b>\$ 144,545.07</b>	<b>\$ 710,114.25</b>
57100 Memberships	101,720.22	103,370.22	34,998.20	28,984.02	39,388.00
57200 Taxes	10,000.00	19,732.08	489.85	19,242.23	0.00
57500 Refunds/Reimbursements	63,000.00	73,686.45	10,487.53	3,597.85	59,601.07
<b>Miscellaneous Expenses</b>	<b>\$174,720.22</b>	<b>\$196,788.75</b>	<b>\$ 45,975.58</b>	<b>\$ 51,824.10</b>	<b>\$ 98,989.07</b>
59810 Advances Out	0.00	0.00	75,000.00	0.00	(75,000.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ 75,000.00</b>	<b>\$ 0.00</b>	<b>\$(75,000.00)</b>
59900 Transfers Out	3,294,215.15	7,294,215.15	7,294,215.15	0.00	0.00
<b>Transfers</b>	<b>\$3,294,215.15</b>	<b>\$7,294,215.15</b>	<b>\$ 7,294,215.15</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$61,919,329.97</b>	<b>\$75,811,001.37</b>	<b>\$ 17,238,082.44</b>	<b>\$ 9,729,688.80</b>	<b>\$ 48,843,230.13</b>



**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending February 28, 2022**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	38,408,564.99	21,606,506.91	17,238,082.44	9,729,688.80	33,047,300.66
<b>Total General Fund</b>	<b>\$ 38,408,564.99</b>	<b>\$ 21,606,506.91</b>	<b>\$ 17,238,082.44</b>	<b>\$ 9,729,688.80</b>	<b>\$ 33,047,300.66</b>
201 Anderson	415,694.25	1,567.44	0.00	0.00	417,261.69
202 Endowment for the Blind	3,209,639.54	0.00	0.00	0.00	3,209,639.54
203 Founders	6,350,634.11	223,537.94	73,543.79	401,541.02	6,099,087.24
204 Kaiser/Brunckhart	161,124.43	0.00	0.00	0.00	161,124.43
205 Kralej	232,554.88	1,498.57	0.00	757.70	233,295.75
206 Library	218,302.96	50.00	1,118.44	0.00	217,234.52
207 Pepke	191,289.85	0.00	0.00	0.00	191,289.85
208 Wickwire	1,961,622.38	(626.50)	0.00	0.00	1,960,995.88
209 Wittke	121,718.27	0.00	0.00	0.00	121,718.27
210 Young	6,196,611.66	(15,470.95)	0.00	0.00	6,181,140.71
226 Judd	296,670.58	0.00	24,832.99	29,667.04	242,170.55
228 Lockwood Thompson Memorial	304,563.93	0.00	60,732.32	115,420.33	128,411.28
230 Schweinfurth	226,079.52	0.00	0.00	0.00	226,079.52
231 CLEVNET	1,702,549.67	1,998,817.59	1,300,419.60	1,380,367.28	1,020,580.38
251 OLBDP-Library for the Blind	423,697.15	251,366.00	200,046.00	24,479.75	450,537.40
254 MyCom	47,348.50	76,701.00	2,536.29	4,174.54	117,338.67
257 Tech Centers	122,087.96	10,500.00	37,381.38	1,492.76	93,713.82
259 Rice Solar Panel System	108,531.62	1.80	0.00	108,049.79	483.63
260 Coronavirus Relief Fund	128,379.60	0.00	0.00	58,686.60	69,693.00
<b>Total Special Revenue Funds</b>	<b>\$ 22,419,100.86</b>	<b>\$ 2,547,942.89</b>	<b>\$ 1,700,610.81</b>	<b>\$ 2,124,636.81</b>	<b>\$ 21,141,796.13</b>
301 Debt Service	333.42	3,294,229.76	0.00	0.00	3,294,563.18
<b>Total Debt Service Fund</b>	<b>\$ 333.42</b>	<b>\$ 3,294,229.76</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,294,563.18</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending February 28, 2022**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
401 Building & Repair	19,444,486.08	4,000,000.00	0.00	196,214.00	23,248,272.08
402 Construction - Tax-Exempt	45,085,791.76	9,876.41	3,075,955.83	25,010,343.10	17,009,369.24
403 Construction - Taxable	9,225,697.76	5,814.23	855.19	3,606.77	9,227,050.03
<b>Total Capital Project Funds</b>	<b>\$ 73,755,975.60</b>	<b>\$ 4,015,690.64</b>	<b>\$ 3,076,811.02</b>	<b>\$ 25,210,163.87</b>	<b>\$ 49,484,691.35</b>
501 Abel	328,605.99	10,991.12	0.00	31,674.21	307,922.90
502 Ambler	3,352.47	0.00	0.00	0.00	3,352.47
503 Beard	66,632.58	2,075.21	952.00	6,698.00	61,057.79
504 Klein	7,925.16	0.00	0.00	0.00	7,925.16
505 Malon/Schroeder	380,897.67	3,748.28	2,173.27	375.00	382,097.68
506 McDonald	262,765.68	1,037.39	310.00	0.00	263,493.07
507 Ratner	135,033.51	0.00	0.00	0.00	135,033.51
508 Root	58,134.00	0.00	0.00	0.00	58,134.00
509 Sugarman	254,387.72	1,653.25	0.00	0.00	256,040.97
510 Thompson	184,690.55	0.00	0.00	0.00	184,690.55
511 Weidenthal	9,810.96	0.00	0.00	0.00	9,810.96
512 White	2,995,228.55	15,687.88	5,479.43	51,703.21	2,953,733.79
513 Beard Anna Young	114,182.21	3,294.21	0.00	0.00	117,476.42
514 Paulson	155,782.72	0.00	0.00	0.00	155,782.72
<b>Total Permanent Funds</b>	<b>\$ 4,957,429.77</b>	<b>\$ 38,487.34</b>	<b>\$ 8,914.70</b>	<b>\$ 90,450.42</b>	<b>\$ 4,896,551.99</b>
901 Unclaimed Funds	9,155.10	2,000.00	2,121.00	0.00	9,034.10
905 CLEVNET Fines & Fees	5,191.16	10,751.15	10,649.04	0.00	5,293.27
<b>Total Agency Funds</b>	<b>\$ 14,346.26</b>	<b>\$ 12,751.15</b>	<b>\$ 12,770.04</b>	<b>\$ 0.00</b>	<b>\$ 14,327.37</b>
<b>Total All Funds</b>	<b>\$ 139,555,750.90</b>	<b>\$ 31,515,608.69</b>	<b>\$ 22,037,189.01</b>	<b>\$ 37,154,939.90</b>	<b>\$ 111,879,230.68</b>

Cleveland Public Library  
Year-To-Date Budget Report  
Construction - Tax-Exempt Fund 402  
For the Period Ending February 28, 2022

	Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400 Investment Earnings (Capital)	0.00	0.00	-9,876.41	0.00	9,876.41
<b>Investment Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>-9,876.41</b>	<b>0.00</b>	<b>9,876.41</b>
52900 Other Supplies	0.00	4,395.68	0.00	4,395.68	0.00
<b>Supplies</b>	<b>0.00</b>	<b>4,395.68</b>	<b>0.00</b>	<b>4,395.68</b>	<b>0.00</b>
53710 Professional Services	4,775.97	40,420.59	5,048.12	23,859.74	11,512.73
<b>Purchased/Contracted Services</b>	<b>4,775.97</b>	<b>40,420.59</b>	<b>5,048.12</b>	<b>23,859.74</b>	<b>11,512.73</b>
55100 Land	0.00	168,134.90	1,000.00	167,134.90	0.00
55300 Construction/Improvements	15,844.03	42,608,299.95	3,069,907.71	24,311,340.82	15,227,051.42
55510 Furniture	0.00	148,585.61	0.00	148,585.61	0.00
55520 Equipment	0.00	355,026.35	0.00	355,026.35	0.00
<b>Capital Outlay</b>	<b>15,844.03</b>	<b>43,280,046.81</b>	<b>3,070,907.71</b>	<b>24,982,087.68</b>	<b>15,227,051.42</b>
<b>TOTAL Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>-9,876.41</b>		<b>9,876.41</b>
<b>TOTAL Expenditures</b>	<b>20,620.00</b>	<b>43,324,863.08</b>	<b>3,075,955.83</b>	<b>25,010,343.10</b>	<b>15,238,564.15</b>
			Prior Fund Balance		45,085,791.76
			Change in Fund Balance		(3,066,079.42)
			Current Fund Balance		42,019,712.34

**Cleveland Public Library**  
**Year-To-Date Budget Report**  
**Construction - Taxable Fund 403**  
**For the Period Ending February 28, 2022**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>YTD Actual</u>	<u>Encumbered and Unpaid</u>	<u>Available Balance</u>
44400 Investment Earnings (Capital)	0.00	0.00	-5,814.23	0.00	5,814.23
<b>Investment Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>-5,814.23</b>	<b>0.00</b>	<b>5,814.23</b>
53710 Professional Services	5,000.00	5,786.91	855.19	3,606.77	1,324.95
<b>Purchased/Contracted Services</b>	<b>5,000.00</b>	<b>5,786.91</b>	<b>855.19</b>	<b>3,606.77</b>	<b>1,324.95</b>
<b>TOTAL Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>-5,814.23</b>		<b>5,814.23</b>
<b>TOTAL Expenditures</b>	<b>5,000.00</b>	<b>5,786.91</b>	<b>855.19</b>	<b>3,606.77</b>	<b>1,324.95</b>
			Prior Fund Balance		9,225,697.76
			Change in Fund Balance		4,959.04
			Current Fund Balance		9,230,656.80

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending February 28, 2022

<b>Balance of All Funds</b>	<b>\$ 149,034,144.05</b>
Huntington - Checking	33,947.68
KeyBank - Checking (ZBA)	1,121,514.08
KeyBank - FSA Account	5,206.19
Petty Cash	270.00
Change Fund	1,490.00
KeyBank-Payroll Account (ZBA)	(717.81)
<b>Cash in Library Treasury</b>	<b>\$ 1,161,710.14</b>
Huntington Escrow Account	111,562.86
U.S. Bank - 2019A-Money Market	41,529.45
U.S. Bank - 2019B-Money Market	57,088.06
U.S. Bank - Investments	57,717,701.20
U.S. Bank - Inv - Money Market	32,062.76
U.S. Bank - Series 2019A Notes	39,629,127.85
U.S. Bank - Series 2019B Notes	9,180,447.09
Huntington Trust -Money Market	874,556.56
STAR Ohio - 2019A	3,946,810.20
STAR Ohio - 2019B	0.00
STAR Ohio Investment	14,125,637.33
STAR Plus/GDIP Program	0.00
<b>Investments</b>	<b>\$ 125,716,523.36</b>
PNC- Endowment Account	22,155,910.55
<b>Endowment Account</b>	<b>\$ 22,155,910.55</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 149,034,144.05</b>

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

## REPORT ON INVESTMENTS – February 2022

## 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 February 1, 2022 through February 28, 2022.

## OPERATING FUND:

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
02/01/22 - 02/28/22	28	Various	STAR Ohio	Various	1,127.41	Investment Pool
02/01/22 - 02/28/22	28	Various	Government Insured Deposit Program	Various	0.00	Bank Deposit Program
02/01/22 - 02/28/22	28	Various	U.S. Bank	Various	10.77	Sweep Money Market
05/10/21 - 02/04/22	270	1,000,000	MUFG Bank Ltd.	0.130%	975.00	Commercial Paper
08/17/21 - 02/17/22	185	500,000	Federal Farm Credit Bank	0.590%	1,475.00	Federal Agency
08/18/21 - 02/18/22	185	1,000,000	Federal Home Loan Bank	0.500%	2,500.00	Federal Agency
08/24/21 - 02/24/22	185	500,000	Federal Home Loan Mortgage Corp.	0.250%	625.00	Federal Agency
08/25/21 - 02/25/22	185	500,000	Farmer Mac	0.690%	1,725.00	Federal Agency
08/25/21 - 02/25/22	185	500,000	Federal National Mortgage Assn.	0.550%	1,375.00	Federal Agency
01/01/22 - 02/01/22	32	100,000	Live Oak Banking Co.	1.800%	152.88	Negotiable CD
08/07/21 - 02/07/22	185	249,000	Texas Capital Bank NA	0.300%	376.57	Negotiable CD
01/11/22 - 02/11/22	32	249,000	UBS Bank USA	1.000%	211.48	Negotiable CD
01/11/22 - 02/11/22	32	249,000	First Internet Bank of Indiana	0.850%	179.76	Negotiable CD
08/12/21 - 02/12/22	185	249,000	TIAA FSB	0.200%	251.05	Negotiable CD
01/13/22 - 02/13/22	32	249,000	Enerbank USA	1.800%	380.66	Negotiable CD
01/17/22 - 02/17/22	32	249,000	Wells Fargo National Bank West	1.900%	401.81	Negotiable CD
01/18/22 - 02/18/22	32	225,000	Wells Fargo Bank NA	1.950%	372.64	Negotiable CD
01/18/22 - 02/18/22	32	249,000	Congressional Bank	0.200%	42.30	Negotiable CD
01/20/22 - 02/20/22	32	210,000	Merrick Bank	2.350%	419.14	Negotiable CD
01/21/22 - 02/21/22	32	249,000	SeviFirst Bank	1.600%	338.37	Negotiable CD
08/23/21 - 02/23/22	185	247,000	Raymond James Financial, Inc.	1.950%	2,428.04	Negotiable CD
01/26/22 - 02/26/22	32	249,000	Axos Bank	1.650%	348.94	Negotiable CD

01/27/22 - 02/27/22	32	249,000	Comenity Capital Bank	2.500%	528.70	Negotiable CD
01/30/22 - 02/28/22	30	249,000	Nicolet National Bank	1.150%	219.67	Negotiable CD
01/30/22 - 02/28/22	30	245,000	Partners Bank	0.350%	68.13	Negotiable CD
01/30/22 - 02/28/22	30	249,000	Celtic Bank	1.850%	366.00	Negotiable CD
08/15/21 - 02/15/22	185	500,000	United States Treasury Note	0.125%	312.50	Treasury Security
08/27/21 - 02/15/22	173	500,000	United States Treasury Note	0.375%	876.35	Treasury Security
08/31/21 - 02/28/22	182	500,000	United States Treasury Note	0.750%	1,875.00	Treasury Security
10/29/21 - 02/28/22	123	750,000	United States Treasury Note	0.500%	1,263.81	Treasury Security

Earned Interest February 2022 \$ 21,226.98

Earned Interest Year To Date \$ 36,240.26

**SERIES 2019A TAX-EXEMPT NOTES:**

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
02/01/22 - 02/28/22	28	Various	STAR Ohio	Various	499.92	Investment Pool
02/01/22 - 02/28/22	28	Various	U.S. Bank	Various	18.86	Sweep Money Market
01/31/22 - 02/28/22	29	249,000	First State Financial	1.350%	257.87	Negotiable CD

Earned Interest February 2022 \$ 776.65

Earned Interest Year To Date \$ 9,876.41

**SERIES 2019B TAXABLE NOTES:**

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
02/01/22 - 02/28/22	28	Various	U.S. Bank	Various	0.87	Sweep Money Market
08/15/21 - 02/15/22	185	775,000	Federal Home Loan Bank	1.500%	5,812.50	Federal Agency

Earned Interest February 2022 \$ 5,813.37

Earned Interest Year To Date \$ 5,814.23

**NOTE RETIREMENT FUND:**

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
02/01/22 - 02/28/22	28	Various	Huntington National Bank	Various	10.30	Sweep Money Market

Earned Interest February 2022 \$ 10.30

Earned Interest Year To Date \$ 14.61

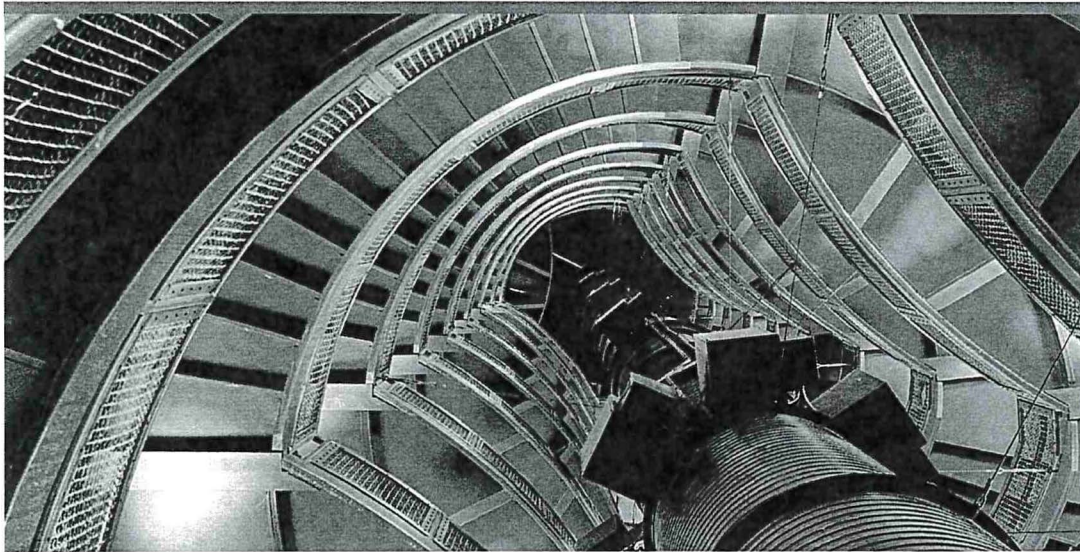
ESCROW ACCOUNT:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
02/01/22 - 02/28/22	28	Various	Huntington National Bank	Various	0.85	Money Market
				Earned Interest February 2022	\$ 0.85	
				Earned Interest Year To Date	\$ 1.80	
				<b>Earned Interest February 2022--All Funds</b>	<b>\$ 27,828.15</b>	
				<b>Earned Interest Year To Date--All Funds</b>	<b>\$ 51,947.31</b>	





**MEEDER**  
INVESTMENT MANAGEMENT



## **Cleveland Public Library Operating Account**

Monthly Investment Report  
February 28, 2022

**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](mailto:publicfundsoperations@meederinvestment.com)

**Dublin, Ohio | Lansing, Michigan | Long Beach, California | 866-633-3371 | [www.meederpublicfunds.com](http://www.meederpublicfunds.com)**

**PORTFOLIO SUMMARY**

As of February 28, 2022



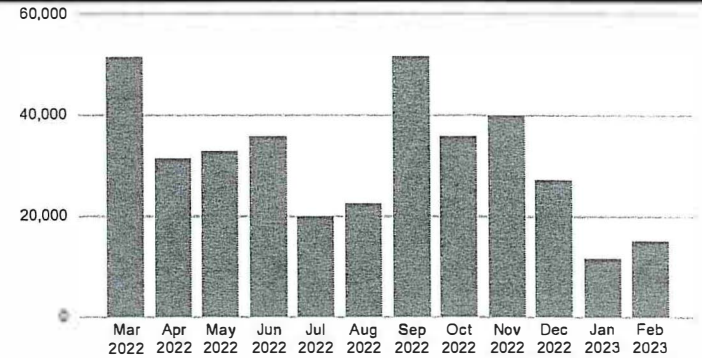
**MONTHLY RECONCILIATION**

<b>Beginning Book Value</b>	<b>57,728,636.01</b>
Contributions	
Withdrawals	
Prior Month Custodian Fees	(475.41)
Realized Gains/Losses	975.00
Purchased Interest	(528.31)
Gross Interest Earnings	19,796.91
<b>Ending Book Value</b>	<b>57,748,404.20</b>

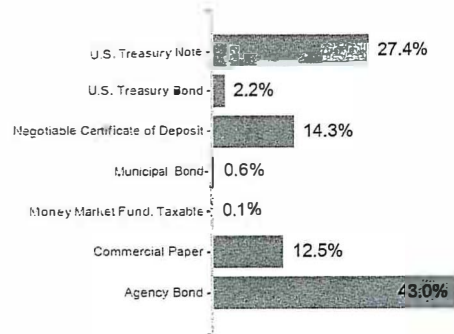
**PORTFOLIO CHARACTERISTICS**

Portfolio Yield to Maturity	0.82%
Portfolio Effective Duration	2.22 yrs
Weighted Average Maturity	2.37 yrs

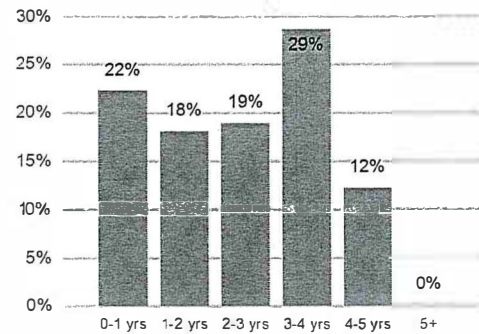
**PROJECTED MONTHLY INCOME SCHEDULE**



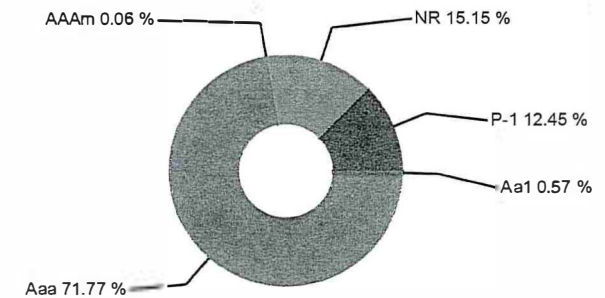
**SECTOR ALLOCATION**



**MATURITY DISTRIBUTION**



**CREDIT QUALITY**



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Cleveland Public Library Operating Account

**PROJECTED INCOME SCHEDULE**

As of February 28, 2022



CUSIP	SECURITY DESCRIPTION	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023
02007GKC6	Ally Bank 2.500% 06/06/2022				3,805								
02589AB50	American Express National Bank 1.450% 03/31/2023	1,783						1,813					
05465DAK4	Axos Bank 1.650% 03/26/2024	315	349	338	349	338	349	349	338	349	338	349	349
05580ATH7	BMW Bank of North America 1.800% 11/29/2022			2,205						2,597			
06251A2E9	Bank Hapoalim B.M. 0.300% 09/14/2023	370						377					
06366HL13	Bank of Montreal 11/01/2022									3,771			
09659CGC6	BNP Paribas 07/12/2022					705							
09659CK72	BNP Paribas 10/07/2022								1,167				
09659KDN7	BNP Paribas 04/22/2022		635										
12556LBU9	CIT Bank, National Association 1.050% 03/28/2022	1,306											
13607FKR6	Canadian Imperial Holdings Inc. 10/25/2022								4,450				
14042RLP4	Capital One, National Association 2.650% 05/22/2024			3,233						3,286			
14042TAP2	Capital One Bank (Usa), National Association 2.650% 05/22/2024			3,233						3,286			
15118RRH2	Celtic Bank Corporation 1.850% 08/30/2024	379	391	379	391	379	391	391	379	391	379	391	
15201QCD7	Centerstate Bank Corporation 1.000% 03/21/2022	1,237											
20033AZ58	Comenity Capital Bank 2.500% 06/27/2024	478	529	512	529	512	529	529	512	529	512	529	529
20726ACE6	Congressional Bank 0.200% 09/19/2022	38	42	41	42	41	42	168					
22533UHS5	Credit Agricole Corporate and Investment Bank 08/26/2022						2,156						

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Cleveland Public Library Operating Account  
**PROJECTED INCOME SCHEDULE**  
 As of February 28, 2022



CUSIP	SECURITY DESCRIPTION	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023
29278TLF5	EnerBank USA 1.800% 09/13/2023	344	381	368	381	368	381	381	368	381	368	381	381
3130AB3H7	FHLB 2.375% 03/08/2024	5,938						5,938					
3130AJLH0	FHLB 0.920% 05/19/2026			3,335						3,335			
3130AK6G6	FHLB 0.390% 09/23/2024	1,580						1,580					
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		
3130ANVB3	FHLB 0.800% 09/17/2025	1,800						1,800					
3130ANYN4	FHLB 1.000% 09/30/2026	2,500						2,500					
3130ANZ60	FHLB 0.400% 06/27/2025	750			750			938			938		
3130AP3C7	FHLB 0.300% 09/30/2026	900						3,300					
3130APFS9	FHLB 1.050% 10/28/2026		3,596						3,596				
3130APW43	FHLB 1.500% 12/02/2026				3,750						3,750		
313380GJ0	FHLB 2.000% 09/09/2022	8,000						13,968					
3133EK6J0	FFCB 1.625% 11/08/2024			4,063						4,063			
3133ELH80	FFCB 0.680% 06/10/2025				2,550						2,550		
3133ELTZ7	FFCB 0.625% 03/18/2022	5,205											
3133EMBD3	FFCB 0.360% 09/24/2024	1,800						1,800					
3133EMNG3	FFCB 0.230% 01/19/2024					661						661	
3133EMQX3	FFCB 0.590% 02/17/2026						1,475						1,475
3133EMWV0	FFCB 0.350% 04/22/2024		2,625						2,625				
3133EMXS6	FFCB 0.720% 04/28/2025		6,300						6,300				
3133EMZW5	FFCB 0.730% 05/19/2025			1,150						1,150			
3134GV7E2	FMCC 0.500% 01/27/2025					1,250						1,250	
3134GW4B9	FMCC 0.500% 10/29/2025		1,250						1,250				

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Cleveland Public Library Operating Account  
**PROJECTED INCOME SCHEDULE**  
 As of February 28, 2022



CUSIP	SECURITY DESCRIPTION	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023
3134GWUS3	FMCC 0.400% 09/24/2024	2,000						2,000					
3134GWXC5	FMCC 0.350% 03/29/2024	1,750						1,750					
3134GWZG4	FMCC 0.600% 10/20/2025		1,950						1,950				
3134GWZV1	FMCC 0.650% 10/22/2025		1,333						1,333				
3134GXAY0	FMCC 0.300% 11/13/2023			750						750			
3134GXFV1	FMCC 0.625% 12/17/2025				1,563						1,563		
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
3137EAES4	FMCC 0.250% 06/26/2023				625						625		
3137EAEV7	FMCC 0.250% 08/24/2023						625						625
3137EAEX3	FMCC 0.375% 09/23/2025	1,688						1,688					
31422XBN1	AGM 0.690% 02/25/2026						1,725						1,725
32056GDH0	First Internet Bancorp 0.850% 05/13/2024	162	180	174	180	174	180	180	174	180	174	180	180
38149MAZ6	Goldman Sachs Bank USA Holdings LLC 2.700% 06/05/2024				3,312						3,330		
44329ME33	HSBC Bank USA, National Association 1.300% 05/07/2025			1,599						1,625			
538036HC1	Live Oak Banking Company 1.800% 12/11/2023	138	153	148	153	148	153	153	148	153	148	153	153
53948BL80	Lloyds Bank Corporate Markets PLC 11/08/2022									5,292			
59013KAS5	Merrick Bank Corporation 2.350% 06/20/2022	379	419	406	860								
61690UGU8	Morgan Stanley Bank, National Association 2.550% 06/06/2022				3,989								
61760AE88	Morgan Stanley Private Bank, National Association 2.700% 06/06/2024				3,312						3,330		

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Cleveland Public Library Operating Account

**PROJECTED INCOME SCHEDULE**

As of February 28, 2022



CUSIP	SECURITY DESCRIPTION	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023
62479MEP4	MUFG Bank, Ltd. 05/23/2022			819									
62479MGN7	MUFG Bank, Ltd. 07/22/2022					1,219							
63873KHG5	Natixis 08/16/2022						1,201						
654062JR0	Nicolet National Bank 1.150% 03/28/2024	243	235	243	235	243	243	235	243	235	243	243	
6775228B3	Ohio, State of 0.350% 05/01/2023			569						569			
70212VAA6	Partners Bank 0.350% 06/30/2023	70	73	70	73	70	73	73	70	73	70	73	
72345SKS9	Pinnacle Bank 0.900% 05/09/2022			1,367									
75472RAD3	Raymond James Bank, National Association 1.950% 08/23/2023						2,388						2,428
7954502H7	Sallie Mae Bank 2.800% 04/17/2024		1,536						1,544				
81768PAF3	ServisFirst Bank 1.600% 02/21/2023	306	338	327	338	327	338	338	327	338	327	338	836
856285SN2	State Bank of India 1.900% 01/22/2025					2,347						2,347	
87165E2M8	Synchrony Bank 1.250% 04/24/2025		1,546						1,554				
87270LDK6	TIAA, FSB 0.200% 02/12/2024						247						251
88224PLY3	Texas Capital Bank 0.300% 02/07/2023						370						750
88413QCN6	Third Federal Savings and Loan Association of Cleveland 0.750% 05/21/2024			926						941			
8923A1GN5	Toyota Credit de Puerto Rico Corp. 07/22/2022					1,865							
90348JSW1	UBS Bank USA 1.000% 03/11/2022	689											
912828Z29	UST 1.500% 01/15/2023					5,625						527	
912828ZH6	UST 0.250% 04/15/2023		1,250						1,250				
912828ZT0	UST 0.250% 05/31/2025			2,188						2,188			

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Cleveland Public Library Operating Account

**PROJECTED INCOME SCHEDULE**

As of February 28, 2022



CUSIP	SECURITY DESCRIPTION	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023
91282CAF8	UST 0.125% 08/15/2023						313						313
91282CAM3	UST 0.250% 09/30/2025	581						581					
91282CAP6	UST 0.125% 10/15/2023		625						625				
91282CAT8	UST 0.250% 10/31/2025		938						938				
91282CAW1	UST 0.250% 11/15/2023			850						850			
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						
91282CBT7	UST 0.750% 03/31/2026	4,688						4,688					
91282CCJ8	UST 0.875% 06/30/2026				2,188						2,188		
91282CCK5	UST 0.125% 06/30/2023				750						750		
91282CCN9	UST 0.125% 07/31/2023					641						641	
91282CCT6	UST 0.375% 08/15/2024						938						938
91282CCW9	UST 0.750% 08/31/2026						1,875						
91282CCZ2	UST 0.875% 09/30/2026	2,188						2,188					
91282CDA6	UST 0.250% 09/30/2023	1,250						1,250					
91282CDB4	UST 0.625% 10/15/2024		1,563						1,563				
949495AQ8	Wells Fargo National Bank West 1.900% 01/17/2023	363	402	389	402	389	402	402	389	402	389	838	
949763M78	Wells Fargo Bank, National Association 1.950% 10/18/2024	337	373	361	373	361	373	373	361	373	361	373	373
<b>TOTAL</b>		<b>51,552</b>	<b>31,460</b>	<b>32,917</b>	<b>35,798</b>	<b>20,006</b>	<b>22,517</b>	<b>51,727</b>	<b>35,903</b>	<b>39,982</b>	<b>27,231</b>	<b>11,616</b>	<b>15,179</b>

Cleveland Public Library Operating Account  
**POSITION STATEMENT**  
 As of February 28, 2022



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
<b>Cash and Cash Equivalents</b>											
31846V567	First American Funds, Inc.	2/28/2022 2/28/2022	\$32,062.76	\$32,062.76	\$32,062.76	0.02%	0.003 0.003	\$1.00 \$32,062.76	\$0.00	0.05%	AAAm
STAROHIO	STAR Ohio XX688	2/28/2022 2/28/2022	\$14,125,637.33	\$14,125,637.33	\$14,125,637.33	0.20%	0.003 0.003	\$1.00 \$14,125,637.33	\$0.00	19.97%	AAAm
<b>SubTotal</b>			<b>\$14,157,700.09</b>	<b>\$14,157,700.09</b>	<b>\$14,157,700.09</b>	<b>0.20%</b>		<b>\$14,157,700.09</b>	<b>\$0.00</b>	<b>20.01%</b>	
<b>Agency Bond</b>											
3133ELTZ7	FFCB 0.625% 03/18/2022	3/13/2020 3/18/2020	\$1,000,000.00	\$997,920.00	\$997,920.00	0.73%	0.049 0.057	\$100.03 \$1,000,320.00	\$2,400.00	1.41%	Aaa AA+
313380GJ0	FHLB 2.000% 09/09/2022	5/22/2019 5/24/2019	\$800,000.00	\$794,032.00	\$794,032.00	2.24%	0.529 0.530	\$100.69 \$805,536.00	\$11,504.00	1.14%	Aaa AA+
3137EAES4	FMCC 0.250% 06/26/2023	8/26/2020 8/28/2020	\$500,000.00	\$499,565.00	\$499,565.00	0.28%	1.323 1.319	\$98.54 \$492,695.00	(\$6,870.00)	0.70%	Aaa AA+
3137EAEV7	FMCC 0.250% 08/24/2023	8/19/2020 8/21/2020	\$500,000.00	\$499,490.00	\$499,490.00	0.28%	1.485 1.479	\$98.28 \$491,415.00	(\$8,075.00)	0.69%	Aaa AA+
3134GXAY0	FMCC 0.300% 11/13/2023	11/12/2020 11/13/2020	\$500,000.00	\$499,625.00	\$499,625.00	0.33%	1.707 1.659	\$98.20 \$491,015.00	(\$8,610.00)	0.69%	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%	1.890 1.878	\$97.55 \$560,912.50	(\$14,403.75)	0.79%	Aaa AA+
3130AB3H7	FHLB 2.375% 03/08/2024	4/25/2019 4/29/2019	\$500,000.00	\$499,765.00	\$499,765.00	2.38%	2.025 1.957	\$101.61 \$508,035.00	\$8,270.00	0.72%	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%	2.082 1.990	\$97.36 \$973,560.00	(\$25,940.00)	1.38%	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%	2.148 2.127	\$97.33 \$1,459,995.00	(\$40,005.00)	2.06%	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%	2.570 2.397	\$96.74 \$783,618.30	(\$25,450.20)	1.11%	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%	2.573 2.455	\$96.46 \$964,580.00	(\$35,370.00)	1.36%	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%	2.573 2.449	\$96.36 \$963,550.00	(\$35,200.00)	1.36%	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%	2.696 2.617	\$99.76 \$498,785.00	(\$830.00)	0.70%	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
3134GV7E2	FMCC 0.500% 01/27/2025	7/8/2020 7/27/2020	\$500,000.00	\$498,600.00	\$498,600.00	0.56%	2.915 2.715	\$96.10 \$480,510.00	(\$18,090.00)	0.68%	Aaa AA+
3130ALZ23	FHLB 0.800% 04/28/2025	4/7/2021 4/28/2021	\$275,000.00	\$275,000.00	\$275,000.00	0.80%	3.164 2.835	\$96.70 \$265,914.00	(\$9,086.00)	0.38%	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%	3.164 2.814	\$96.58 \$1,690,097.50	(\$58,535.31)	2.39%	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%	3.222 2.854	\$96.59 \$304,242.75	(\$10,757.25)	0.43%	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%	3.282 2.991	\$95.83 \$718,747.50	(\$31,252.50)	1.02%	Aaa AA+
3130ANZ60	FHLB 0.400% 06/27/2025	10/26/2021 10/27/2021	\$750,000.00	\$742,500.00	\$742,500.00	0.96%	3.329 2.854	\$96.56 \$724,230.00	(\$18,270.00)	1.02%	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%	3.490 3.241	\$95.51 \$477,525.00	(\$21,850.00)	0.67%	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%	3.553 3.117	\$96.12 \$432,535.50	(\$17,464.50)	0.61%	Aaa AA+
3137EAEX3	FMCC 0.375% 09/23/2025	9/29/2021 9/30/2021	\$900,000.00	\$885,114.00 \$65.63	\$885,179.63	0.80%	3.570 3.511	\$94.85 \$853,677.00	(\$31,437.00)	1.21%	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%	3.644 3.218	\$95.67 \$621,835.50	(\$28,164.50)	0.88%	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%	3.649 3.275	\$95.39 \$391,094.90	(\$13,165.10)	0.55%	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%	3.663 3.405	\$94.59 \$472,940.00	(\$26,560.00)	0.67%	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%	3.668 3.386	\$94.95 \$474,755.00	(\$24,245.00)	0.67%	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%	3.721 3.424	\$95.03 \$498,923.25	(\$24,895.50)	0.71%	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%	3.803 3.378	\$95.33 \$476,645.00	(\$23,105.00)	0.67%	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%	3.973 3.566	\$94.89 \$474,440.00	(\$23,605.00)	0.67%	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%	3.975 3.584	\$94.80 \$947,990.00	(\$52,010.00)	1.34%	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%	3.995 3.487	\$95.58 \$477,895.00	(\$21,955.00)	0.68%	

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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
3130AJLH0	FHLB 0.920% 05/19/2026	10/18/2021 10/19/2021	\$725,000.00	\$718,272.00	\$718,272.00	1.13%	4.222 3.483	\$96.22 \$697,558.75	(\$20,713.25)	0.99%	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%	4.282 3.454	\$96.63 \$661,908.65	(\$23,091.35)	0.94%	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%	4.589 3.704	\$96.21 \$481,055.00	(\$18,945.00)	0.68%	Aaa AA+
3130AP3C7	FHLB 0.300% 09/30/2026	10/25/2021 10/26/2021	\$600,000.00	\$594,000.00 \$130.00	\$594,130.00	1.24%	4.589 3.552	\$96.55 \$579,300.00	(\$14,700.00)	0.82%	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%	4.666 3.783	\$95.80 \$656,250.55	(\$22,789.95)	0.93%	Aaa AA+
3130APW43	FHLB 1.500% 12/02/2026	12/16/2021 12/20/2021	\$500,000.00	\$499,925.00 \$375.00	\$500,300.00	1.50%	4.762 3.284	\$97.96 \$489,780.00	(\$10,145.00)	0.69%	Aaa AA+
<b>SubTotal</b>			<b>\$25,155,000.00</b>	<b>\$25,087,279.81</b> <b>\$570.63</b>	<b>\$25,087,850.44</b>	<b>0.77%</b>		<b>\$24,343,867.65</b>	<b>(\$743,412.16)</b>	<b>34.41%</b>	

**Commercial Paper**

09659KDN7	BNP Paribas 04/22/2022	7/26/2021 7/27/2021	\$500,000.00	\$499,364.86	\$499,364.86	0.17%	0.145 0.153	\$99.95 \$499,765.00	\$400.14	0.71%	P-1 A-1
62479MEP4	MUFG Bank, Ltd. 05/23/2022	10/27/2021 10/28/2021	\$750,000.00	\$749,180.63	\$749,180.63	0.19%	0.230 0.238	\$99.89 \$749,145.00	(\$35.63)	1.06%	P-1 A-1
09659CGC6	BNP Paribas 07/12/2022	10/15/2021 10/18/2021	\$500,000.00	\$499,295.42	\$499,295.42	0.19%	0.367 0.374	\$99.73 \$498,640.00	(\$655.42)	0.70%	P-1 A-1
8923A1GN5	Toyota Credit de Puerto Rico Corp. 07/22/2022	10/25/2021 10/26/2021	\$960,000.00	\$958,134.93	\$958,134.93	0.26%	0.395 0.401	\$99.71 \$957,196.80	(\$938.13)	1.35%	P-1 A-1+
62479MGN7	MUFG Bank, Ltd. 07/22/2022	10/28/2021 10/29/2021	\$750,000.00	\$748,780.83	\$748,780.83	0.22%	0.395 0.401	\$99.71 \$747,810.00	(\$970.83)	1.06%	P-1 A-1
63873KHG5	Natixis 08/16/2022	11/19/2021 11/22/2021	\$540,000.00	\$538,798.50	\$538,798.50	0.30%	0.463 0.469	\$99.62 \$537,921.00	(\$877.50)	0.76%	P-1 A-1
22533UHS5	Credit Agricole Corporate and Investment Bank 08/26/2022	1/28/2022 1/31/2022	\$750,000.00	\$747,843.75	\$747,843.75	0.50%	0.490 0.496	\$99.59 \$746,940.00	(\$903.75)	1.06%	P-1 A-1
09659CK72	BNP Paribas 10/07/2022	1/12/2022 1/12/2022	\$320,000.00	\$318,832.71	\$318,832.71	0.49%	0.605 0.610	\$99.38 \$318,016.00	(\$816.71)	0.45%	P-1 A-1
13607FKR6	Canadian Imperial Holdings Inc. 10/25/2022	1/28/2022 1/31/2022	\$750,000.00	\$745,550.00	\$745,550.00	0.80%	0.655 0.672	\$99.35 \$745,155.00	(\$395.00)	1.05%	P-1 A-1



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06366HL13	Bank of Montreal 11/01/2022	2/4/2022 2/8/2022	\$630,000.00	\$626,229.45	\$626,229.45	0.81%	0.674 0.678	\$99.31 \$625,653.00	(\$576.45)	0.88%	P-1 A-1
53948BL80	Lloyds Bank Corporate Markets PLC 11/08/2022	2/11/2022 2/11/2022	\$630,000.00	\$624,708.00	\$624,708.00	1.13%	0.693 0.697	\$99.29 \$625,527.00	\$819.00	0.88%	P-1 A-1
<b>SubTotal</b>			<b>\$7,080,000.00</b>	<b>\$7,056,719.08</b>	<b>\$7,056,719.08</b>	<b>0.46%</b>		<b>\$7,051,768.80</b>	<b>(\$4,950.28)</b>	<b>9.97%</b>	
<b>Municipal Bond</b>											
6775228B3	Ohio, State of 0.350% 05/01/2023	3/8/2021 3/17/2021	\$325,000.00	\$325,000.00	\$325,000.00	0.35%	1.170 1.166	\$98.83 \$321,210.50	(\$3,789.50)	0.45%	Aa1 AA+
<b>SubTotal</b>			<b>\$325,000.00</b>	<b>\$325,000.00</b>	<b>\$325,000.00</b>	<b>0.35%</b>		<b>\$321,210.50</b>	<b>(\$3,789.50)</b>	<b>0.45%</b>	
<b>Negotiable Certificate of Deposit</b>											
90348JSW1	UBS Bank USA 1.000% 03/11/2022	3/3/2020 3/11/2020	\$249,000.00	\$248,502.00	\$248,502.00	1.10%	0.030 0.038	\$100.03 \$249,077.19	\$575.19	0.35%	
15201QCD7	Centerstate Bank Corporation 1.000% 03/21/2022	3/9/2020 3/20/2020	\$248,000.00	\$248,000.00	\$248,000.00	1.00%	0.058 0.066	\$100.05 \$248,131.44	\$131.44	0.35%	
12556LBU9	CIT Bank, National Association 1.050% 03/28/2022	3/9/2020 3/26/2020	\$248,000.00	\$248,000.00	\$248,000.00	1.05%	0.077 0.085	\$100.07 \$248,181.04	\$181.04	0.35%	
72345SKS9	Pinnacle Bank 0.900% 05/09/2022	4/24/2020 5/7/2020	\$248,000.00	\$247,752.00	\$247,752.00	0.95%	0.192 0.200	\$100.14 \$248,347.20	\$595.20	0.35%	
02007GKC6	Ally Bank 2.500% 06/06/2022	6/3/2019 6/6/2019	\$246,000.00	\$245,262.00	\$245,262.00	2.61%	0.268 0.276	\$100.63 \$247,549.80	\$2,287.80	0.35%	
61690UGU8	Morgan Stanley Bank, National Association 2.550% 06/06/2022	6/3/2019 6/6/2019	\$246,000.00	\$245,139.00	\$245,139.00	2.67%	0.268 0.276	\$100.64 \$247,584.24	\$2,445.24	0.35%	
59013KAS5	Merrick Bank Corporation 2.350% 06/20/2022	6/11/2019 6/20/2019	\$210,000.00	\$209,559.00	\$209,559.00	2.42%	0.307 0.313	\$100.65 \$211,358.70	\$1,799.70	0.30%	
20726ACE6	Congressional Bank 0.200% 09/19/2022	9/11/2020 9/18/2020	\$249,000.00	\$248,875.50	\$248,875.50	0.22%	0.556 0.562	\$99.84 \$248,591.64	(\$283.86)	0.35%	
05580ATH7	BMW Bank of North America 1.800% 11/29/2022	12/17/2019 12/19/2019	\$247,000.00	\$246,644.32	\$246,644.32	1.85%	0.751 0.752	\$100.89 \$249,203.24	\$2,558.92	0.35%	

Cleveland Public Library Operating Account

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949495AQ8	Wells Fargo National Bank West 1.900% 01/17/2023	1/8/2020 1/17/2020	\$249,000.00	\$248,564.25	\$248,564.25	1.96%	0.885 0.882	\$101.02 \$251,542.29	\$2,978.04	0.36%	
88224PLY3	Texas Capital Bank 0.300% 02/07/2023	8/7/2020 8/11/2020	\$249,000.00	\$248,626.50	\$248,626.50	0.36%	0.942 0.945	\$99.52 \$247,814.76	(\$811.74)	0.35%	
81768PAF3	ServisFirst Bank 1.600% 02/21/2023	2/12/2020 2/21/2020	\$249,000.00	\$248,502.00	\$248,502.00	1.67%	0.981 0.977	\$100.75 \$250,855.05	\$2,353.05	0.35%	
02589AB50	American Express National Bank 1.450% 03/31/2023	3/24/2020 3/31/2020	\$248,000.00	\$247,132.00	\$247,132.00	1.57%	1.085 1.076	\$100.58 \$249,433.44	\$2,301.44	0.35%	
70212VAA6	Partners Bank 0.350% 06/30/2023	6/24/2020 6/30/2020	\$245,000.00	\$244,448.75	\$244,448.75	0.43%	1.334 1.330	\$99.00 \$242,557.35	(\$1,891.40)	0.34%	
75472RAD3	Raymond James Bank, National Association 1.950% 08/23/2023	8/14/2019 8/26/2019	\$247,000.00	\$246,506.00	\$246,506.00	2.00%	1.482 1.466	\$101.10 \$249,719.47	\$3,213.47	0.35%	
29278TLF5	EnerBank USA 1.800% 09/13/2023	9/5/2019 9/16/2019	\$249,000.00	\$248,751.00	\$248,751.00	1.83%	1.540 1.516	\$100.85 \$251,104.05	\$2,353.05	0.35%	
06251A2E9	Bank Hapoalim B.M. 0.300% 09/14/2023	9/4/2020 9/14/2020	\$249,000.00	\$248,502.00	\$248,502.00	0.37%	1.542 1.535	\$98.55 \$245,389.50	(\$3,112.50)	0.35%	
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%	1.784 1.748	\$100.66 \$100,664.00	\$964.00	0.14%	
87270LDK6	TIAA, FSB 0.200% 02/12/2024	2/18/2021 2/22/2021	\$249,000.00	\$248,253.00	\$248,253.00	0.30%	1.956 1.944	\$97.40 \$242,518.53	(\$5,734.47)	0.34%	
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%	2.074 2.026	\$100.12 \$249,288.84	\$724.59	0.35%	
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%	2.079 2.043	\$99.09 \$246,724.14	\$1,459.14	0.35%	
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%	2.134 2.056	\$102.50 \$112,751.10	\$3,246.10	0.16%	
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%	2.205 2.172	\$98.32 \$244,821.78	(\$3,929.22)	0.35%	
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%	2.227 2.196	\$98.08 \$244,219.20	(\$4,531.80)	0.35%	



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As of February 28, 2022



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
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%	2.230 2.154	\$102.24 \$251,500.56	\$6,976.56	0.36%	
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%	2.230 2.154	\$102.24 \$251,500.56	\$6,976.56	0.36%	
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%	2.268 2.191	\$102.37 \$251,820.36	\$6,619.86	0.36%	
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%	2.271 2.193	\$102.37 \$251,822.82	\$6,683.82	0.36%	
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%	2.329 2.247	\$101.95 \$253,848.03	\$4,848.03	0.36%	
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%	2.504 2.429	\$100.39 \$249,978.57	\$1,693.20	0.35%	
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%	2.638 2.554	\$100.59 \$226,334.25	\$1,896.75	0.32%	
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%	2.901 2.809	\$100.34 \$247,842.27	\$3,065.27	0.35%	
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%	3.153 3.062	\$98.29 \$243,766.64	(\$2,559.36)	0.34%	
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%	3.189 2.518	\$98.42 \$244,091.52	(\$3,040.48)	0.35%	
<b>SubTotal</b>			<b>\$8,081,000.00</b>	<b>\$8,056,900.94</b>	<b>\$8,056,900.94</b>	<b>1.64%</b>		<b>\$8,099,933.57</b>	<b>\$43,032.63</b>	<b>11.45%</b>	

U.S. Treasury Bond											
912828Z29	UST 1.500% 01/15/2023	1/31/2022 2/1/2022	\$750,000.00	\$755,097.66 \$528.31	\$755,625.97	0.78%	0.879 0.883	\$100.43 \$753,252.00	(\$1,845.66)	1.06%	Aaa AA+
91282CDB4	UST 0.625% 10/15/2024	10/28/2021 10/29/2021	\$500,000.00	\$497,910.16 \$120.20	\$498,030.36	0.77%	2.630 2.600	\$99.55 \$497,734.50	(\$175.66)	0.70%	Aaa AA+
<b>SubTotal</b>			<b>\$1,250,000.00</b>	<b>\$1,253,007.82 \$648.51</b>	<b>\$1,253,656.33</b>	<b>0.78%</b>		<b>\$1,250,986.50</b>	<b>(\$2,021.32)</b>	<b>1.77%</b>	

**POSITION STATEMENT**

As of February 28, 2022



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
<b>U.S. Treasury Note</b>											
912828ZH6	UST 0.250% 04/15/2023	10/22/2021 10/25/2021	\$1,000,000.00	\$998,828.13 \$68.68	\$998,896.81	0.33%	1.126 1.124	\$98.90 \$988,980.00	(\$9,848.13)	1.40%	Aaa AA+
91282CCK5	UST 0.125% 06/30/2023	6/25/2021 6/30/2021	\$1,200,000.00	\$1,196,625.00	\$1,196,625.00	0.27%	1.334 1.331	\$98.39 \$1,180,644.00	(\$15,981.00)	1.67%	Aaa AA+
91282CCN9	UST 0.125% 07/31/2023	8/18/2021 8/19/2021	\$1,025,000.00	\$1,023,158.20	\$1,023,158.20	0.22%	1.419 1.415	\$98.22 \$1,006,744.75	(\$16,413.45)	1.42%	Aaa AA+
91282CAF8	UST 0.125% 08/15/2023	7/26/2021 7/27/2021	\$500,000.00	\$499,160.16	\$499,160.16	0.21%	1.460 1.456	\$98.13 \$490,665.00	(\$8,495.16)	0.69%	Aaa AA+
91282CDA6	UST 0.250% 09/30/2023	9/28/2021 9/30/2021	\$1,000,000.00	\$998,906.25	\$998,906.25	0.30%	1.586 1.577	\$98.12 \$981,170.00	(\$17,736.25)	1.39%	Aaa AA+
91282CAP6	UST 0.125% 10/15/2023	10/21/2021 10/22/2021	\$1,000,000.00	\$993,359.37 \$24.04	\$993,383.41	0.46%	1.627 1.620	\$97.82 \$978,240.00	(\$15,119.37)	1.38%	Aaa AA+
91282CAW1	UST 0.250% 11/15/2023	10/29/2021 10/29/2021	\$680,000.00	\$676,095.31	\$676,095.31	0.53%	1.712 1.702	\$97.89 \$665,631.60	(\$10,463.71)	0.94%	Aaa AA+
91282CCT6	UST 0.375% 08/15/2024	8/26/2021 8/27/2021	\$500,000.00	\$498,769.53	\$498,769.53	0.46%	2.463 2.437	\$96.86 \$484,280.00	(\$14,489.53)	0.68%	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%	3.255 3.214	\$95.07 \$1,663,795.00	(\$59,749.92)	2.35%	Aaa AA+
91282CAM3	UST 0.250% 09/30/2025	10/14/2021 10/15/2021	\$465,000.00	\$453,938.09 \$47.90	\$453,985.99	0.86%	3.589 3.539	\$94.50 \$439,443.60	(\$14,494.49)	0.62%	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%	3.674 3.623	\$94.36 \$707,670.00	(\$20,386.64)	1.00%	Aaa AA+
91282CAZ4	UST 0.375% 11/30/2025	10/28/2021 10/29/2021	\$750,000.00	\$729,462.89	\$729,462.89	1.06%	3.756 3.695	\$94.66 \$709,980.00	(\$19,482.89)	1.00%	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%	3.841 3.779	\$94.57 \$709,245.00	(\$19,368.28)	1.00%	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%	3.926 3.862	\$94.38 \$1,179,787.50	(\$45,261.33)	1.67%	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%	4.003 3.919	\$94.75 \$710,625.00	(\$20,126.95)	1.00%	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%	4.088 3.980	\$95.62 \$1,195,262.50	(\$50,391.80)	1.69%	Aaa AA+

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**POSITION STATEMENT**

As of February 28, 2022



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
91282CCJ8	UST 0.875% 06/30/2026	10/22/2021 10/25/2021	\$500,000.00	\$493,027.34	\$493,027.34	1.18%	4.337 4.215	\$95.84 \$479,180.00	(\$13,847.34)	0.68%	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%	4.507 4.376	\$95.16 \$475,780.00	(\$21,954.38)	0.67%	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%	4.589 4.443	\$95.59 \$477,930.00	(\$18,769.22)	0.68%	Aaa AA+
<b>SubTotal</b>			<b>\$16,120,000.00</b>	<b>\$15,937,433.79</b> <b>\$140.62</b>	<b>\$15,937,574.41</b>	<b>0.65%</b>		<b>\$15,525,053.95</b>	<b>(\$412,379.84)</b>	<b>21.94%</b>	
<b>Grand Total</b>			<b>\$72,168,700.09</b>	<b>\$71,874,041.53</b> <b>\$1,359.76</b>	<b>\$71,875,401.29</b>	<b>0.70%</b>		<b>\$70,750,521.06</b>	<b>(\$1,123,520.47)</b>	<b>100.00%</b>	



Cleveland Public Library Operating Account  
**TRANSACTION STATEMENT**  
 As of February 28, 2022



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
<b>Purchase</b>									
Purchase	1/31/2022	2/1/2022	912828Z29	UST 1.500% 01/15/2023	750,000.00	755,097.66	528.31	755,625.97	0.78%
Purchase	2/4/2022	2/8/2022	06366HL13	Bank of Montreal 11/01/2022	630,000.00	626,229.45		626,229.45	0.81%
Purchase	2/11/2022	2/11/2022	53948BL80	Lloyds Bank Corporate Markets PLC 11/08/2022	630,000.00	624,708.00		624,708.00	1.13%
<b>Total</b>					<b>2,010,000.00</b>	<b>2,006,035.11</b>	<b>528.31</b>	<b>2,006,563.42</b>	

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceed	Realized Gain/Loss
<b>Maturity</b>								
Maturity	2/4/2022	2/4/2022	62479MB44	MUFG Bank, Ltd. 02/04/2022	1,000,000.00	999,025.00	1,000,000.00	975.00
<b>Total</b>					<b>1,000,000.00</b>	<b>999,025.00</b>	<b>1,000,000.00</b>	<b>975.00</b>

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
<b>Interest/Dividends</b>					
Interest/Dividends	2/1/2022	2/1/2022	538036HC1	Live Oak Banking Company 1.800% 12/11/2023	152.88
Interest/Dividends	2/1/2022	2/1/2022	31846V567	First American Funds, Inc.	10.77
Interest/Dividends	2/7/2022	2/7/2022	88224PLY3	Texas Capital Bank 0.300% 02/07/2023	376.57
Interest/Dividends	2/11/2022	2/11/2022	90348JSW1	UBS Bank USA 1.000% 03/11/2022	211.48
Interest/Dividends	2/11/2022	2/11/2022	32056GDH0	First Internet Bancorp 0.850% 05/13/2024	179.76
Interest/Dividends	2/14/2022	2/14/2022	87270LDK6	TIAA, FSB 0.200% 02/12/2024	251.05
Interest/Dividends	2/14/2022	2/14/2022	29278TLF5	EnerBank USA 1.800% 09/13/2023	380.66



Cleveland Public Library Operating Account  
**TRANSACTION STATEMENT**  
 As of February 28, 2022



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends	2/15/2022	2/15/2022	91282CAF8	UST 0.125% 08/15/2023	312.50
Interest/Dividends	2/15/2022	2/15/2022	91282CCT6	UST 0.375% 08/15/2024	937.50
Interest/Dividends	2/17/2022	2/17/2022	949495AQ8	Wells Fargo National Bank West 1.900% 01/17/2023	401.81
Interest/Dividends	2/17/2022	2/17/2022	3133EMQX3	FFCB 0.590% 02/17/2026	1,475.00
Interest/Dividends	2/18/2022	2/18/2022	949763M78	Wells Fargo Bank, National Association 1.950% 10/18/2024	372.64
Interest/Dividends	2/18/2022	2/18/2022	20726ACE6	Congressional Bank 0.200% 09/19/2022	42.30
Interest/Dividends	2/18/2022	2/18/2022	3130AKVV5	FHLB 0.500% 02/18/2026	2,500.00
Interest/Dividends	2/22/2022	2/22/2022	59013KAS5	Merrick Bank Corporation 2.350% 06/20/2022	419.14
Interest/Dividends	2/22/2022	2/22/2022	81768PAF3	ServisFirst Bank 1.600% 02/21/2023	338.37
Interest/Dividends	2/23/2022	2/23/2022	75472RAD3	Raymond James Bank, National Association 1.950% 08/23/2023	2,428.04
Interest/Dividends	2/24/2022	2/24/2022	3137EAEV7	FMCC 0.250% 08/24/2023	625.00
Interest/Dividends	2/25/2022	2/25/2022	3136G4J95	FNMA 0.550% 08/25/2025	1,375.00
Interest/Dividends	2/25/2022	2/25/2022	31422XBN1	AGM 0.690% 02/25/2026	1,725.00
Interest/Dividends	2/28/2022	2/28/2022	15118RRH2	Celtic Bank Corporation 1.850% 08/30/2024	366.00
Interest/Dividends	2/28/2022	2/28/2022	654062JR0	Nicolet National Bank 1.150% 03/28/2024	219.67
Interest/Dividends	2/28/2022	2/28/2022	70212VAA6	Partners Bank 0.350% 06/30/2023	68.13
Interest/Dividends	2/28/2022	2/28/2022	91282CBQ3	UST 0.500% 02/28/2026	1,875.00
Interest/Dividends	2/28/2022	2/28/2022	91282CCW9	UST 0.750% 08/31/2026	1,875.00
Interest/Dividends	2/28/2022	2/28/2022	05465DAK4	Axos Bank 1.650% 03/26/2024	348.94

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Cleveland Public Library Operating Account

**TRANSACTION STATEMENT**

As of February 28, 2022



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends	2/28/2022	2/28/2022	20033AZ58	Comenity Capital Bank 2.500% 06/27/2024	528.70
<b>Total</b>					<b>19,796.91</b>

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
<b>Custodian Fee</b>				
Custodian Fee	2/25/2022	2/25/2022	Cash Out	(475.41)
<b>Total</b>				<b>(475.41)</b>

**STATEMENT DISCLOSURE**

As of February 28, 2022



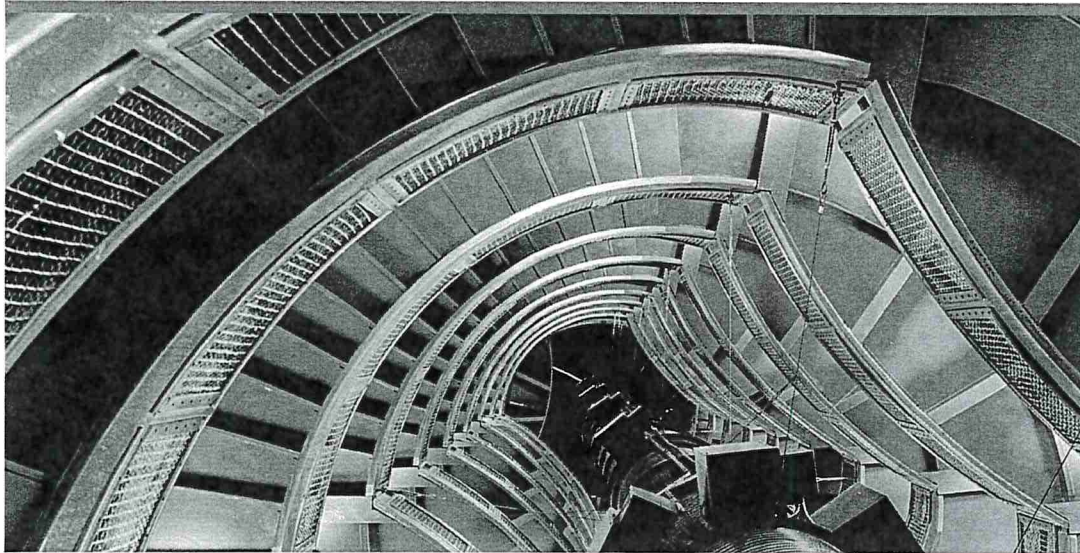
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## **Cleveland Public Library 2019A Tax-Exempt Bond Proceeds**

Monthly Investment Report  
February 28, 2022

**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](mailto:publicfundsoperations@meederinvestment.com)  
**Dublin, Ohio | Lansing, Michigan | Long Beach, California | 866-633-3371 | [www.meederpublicfunds.com](http://www.meederpublicfunds.com)**



**PORTFOLIO SUMMARY**

As of February 28, 2022



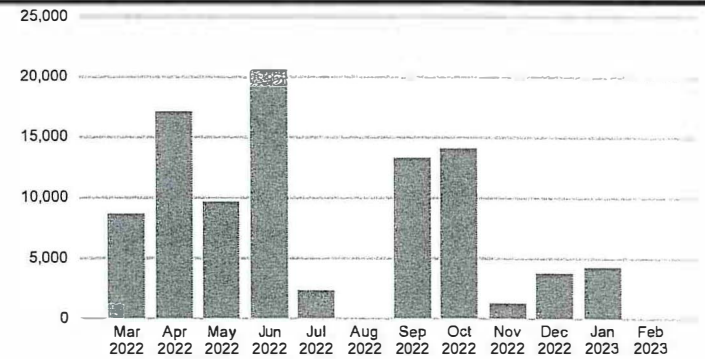
**MONTHLY RECONCILIATION**

<b>Beginning Book Value</b>	<b>39,670,710.83</b>
Contributions	
Withdrawals	
Prior Month Custodian Fees	(330.26)
Realized Gains/Losses	
Purchased Interest	(1,123.96)
Gross Interest Earnings	276.73
<b>Ending Book Value</b>	<b>39,669,533.34</b>

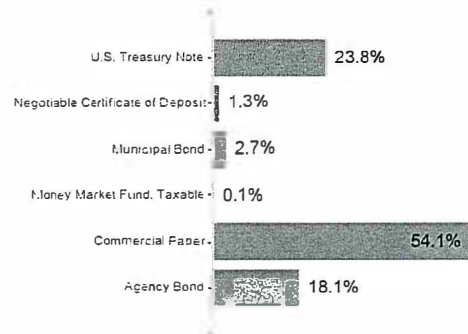
**PORTFOLIO CHARACTERISTICS**

Portfolio Yield to Maturity	0.32%
Portfolio Effective Duration	0.41 yrs
Weighted Average Maturity	0.40 yrs

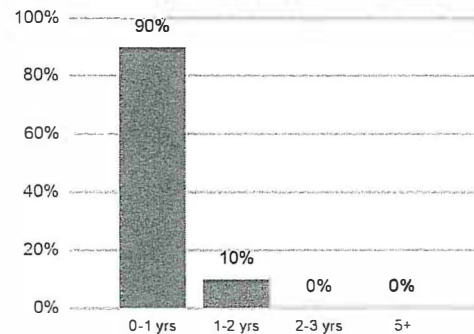
**PROJECTED MONTHLY INCOME SCHEDULE**



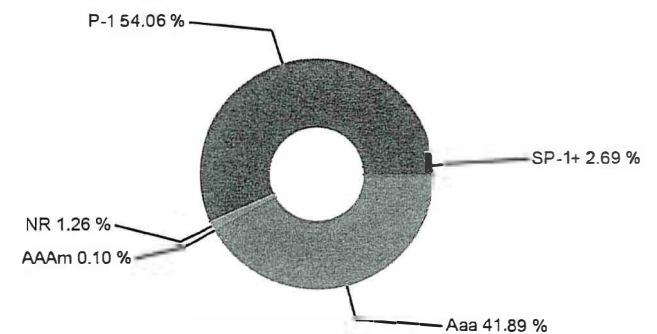
**SECTOR ALLOCATION**



**MATURITY DISTRIBUTION**



**CREDIT QUALITY**



Cleveland Public Library 2019A Tax-Exempt Bond Proceeds

**PROJECTED INCOME SCHEDULE**

As of February 28, 2022



CUSIP	SECURITY DESCRIPTION	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023
084601XB4	Legacy Banks 1.250% 04/21/2022		1,929										
09659KDN7	BNP Paribas 04/22/2022		6,351										
2254EBCR0	Credit Suisse AG 03/25/2022	670											
2254EBD81	Credit Suisse AG 04/08/2022		6,638										
2906416L8	Elyria, City of 0.750% 06/29/2022				717								
3130AKJD9	FHLB 0.140% 12/29/2022				1,400						3,800		
3133EKZY5	FFCB 1.550% 06/01/2022				18,495								
3133ELTZ7	FFCB 0.625% 03/18/2022	4,985											
3133ELZN7	FFCB 0.160% 05/18/2022			2,175									
33651NAF9	First State Bank of The Southeast, Inc 1.350% 03/31/2022	534											
46640QC25	J.P. Morgan Securities LLC 03/02/2022	1,236											
53948BE62	Lloyds Bank Corporate Markets PLC 05/06/2022			6,281									
8923A1JG7	Toyota Credit de Puerto Rico Corp. 09/16/2022							12,075					
91282CAR2	UST 0.125% 10/31/2022		2,188						14,082				
91282CBG5	UST 0.125% 01/31/2023					1,250						4,297	
91282CBU4	UST 0.125% 03/31/2023	1,250						1,250					
91282CCD1	UST 0.125% 05/31/2023			1,250						1,250			
987643UY7	Youngstown, City of 1.000% 07/07/2022					1,074							
<b>TOTAL</b>		<b>8,676</b>	<b>17,105</b>	<b>9,705</b>	<b>20,612</b>	<b>2,324</b>		<b>13,325</b>	<b>14,082</b>	<b>1,250</b>	<b>3,800</b>	<b>4,297</b>	

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**POSITION STATEMENT**

As of February 28, 2022



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
<b>Cash and Cash Equivalents</b>											
31846V567	First American Funds, Inc.	2/28/2022 2/28/2022	\$41,529.45	\$41,529.45	\$41,529.45	0.02%	0.003 0.003	\$1.00 \$41,529.45	\$0.00	0.10%	AAAm
STAROHIO	STAR Ohio XX703	2/28/2022 2/28/2022	\$3,946,310.00	\$3,946,310.00	\$3,946,310.00	0.20%	0.003 0.003	\$1.00 \$3,946,310.00	\$0.00	9.06%	AAAm
<b>SubTotal</b>			<b>\$3,987,839.45</b>	<b>\$3,987,839.45</b>	<b>\$3,987,839.45</b>	<b>0.20%</b>		<b>\$3,987,839.45</b>	<b>\$0.00</b>	<b>9.16%</b>	
<b>Agency Bond</b>											
3133ELTZ7	FFCB 0.625% 03/18/2022	3/17/2020 3/18/2020	\$1,000,000.00	\$998,140.00	\$998,140.00	0.72%	0.049 0.057	\$100.03 \$1,000,320.00	\$2,180.00	2.30%	Aaa AA+
3133ELZN7	FFCB 0.160% 05/18/2022	10/8/2020 10/9/2020	\$2,685,000.00	\$2,684,973.15	\$2,684,973.15	0.16%	0.216 0.224	\$99.94 \$2,683,308.45	(\$1,664.70)	6.16%	Aaa AA+
3133EKZY5	FFCB 1.550% 06/01/2022	9/19/2019 9/20/2019	\$1,500,000.00	\$1,493,130.00	\$1,493,130.00	1.72%	0.255 0.262	\$100.25 \$1,503,705.00	\$10,575.00	3.45%	Aaa AA+
3130AKJD9	FHLB 0.140% 12/29/2022	12/9/2020 12/29/2020	\$2,000,000.00	\$1,997,600.00	\$1,997,600.00	0.20%	0.833 0.809	\$99.45 \$1,988,920.00	(\$8,680.00)	4.57%	Aaa AA+
<b>SubTotal</b>			<b>\$7,185,000.00</b>	<b>\$7,173,843.15</b>	<b>\$7,173,843.15</b>	<b>0.58%</b>		<b>\$7,176,253.45</b>	<b>\$2,410.30</b>	<b>16.48%</b>	
<b>Commercial Paper</b>											
46640QC25	J.P. Morgan Securities LLC 03/02/2022	12/2/2021 12/3/2021	\$2,500,000.00	\$2,498,763.89	\$2,498,763.89	0.20%	0.005 0.014	\$100.00 \$2,499,975.00	\$1,211.11	5.74%	P-1 A-1
2254EBCR0	Credit Suisse AG 03/25/2022	6/30/2021 6/30/2021	\$500,000.00	\$499,330.00	\$499,330.00	0.18%	0.068 0.078	\$99.99 \$499,936.00	\$606.00	1.15%	P-1 A-1
2254EBD81	Credit Suisse AG 04/08/2022	7/12/2021 7/13/2021	\$4,935,000.00	\$4,928,362.43	\$4,928,362.43	0.18%	0.107 0.115	\$99.97 \$4,933,272.75	\$4,910.32	11.33%	P-1 A-1
09659KDN7	BNP Paribas 04/22/2022	7/26/2021 7/27/2021	\$5,000,000.00	\$4,993,648.61	\$4,993,648.61	0.17%	0.145 0.153	\$99.95 \$4,997,650.00	\$4,001.39	11.48%	P-1 A-1
53948BE62	Lloyds Bank Corporate Markets PLC 05/06/2022	8/12/2021 8/13/2021	\$5,000,000.00	\$4,993,719.44	\$4,993,719.44	0.17%	0.184 0.194	\$99.93 \$4,996,595.00	\$2,875.56	11.47%	P-1 A-1
8923A1JG7	Toyota Credit de Puerto Rico Corp. 09/16/2022	12/17/2021 12/20/2021	\$3,500,000.00	\$3,487,925.00	\$3,487,925.00	0.46%	0.548 0.553	\$99.51 \$3,482,710.00	(\$5,215.00)	8.00%	P-1 A-1+
<b>SubTotal</b>			<b>\$21,435,000.00</b>	<b>\$21,401,749.37</b>	<b>\$21,401,749.37</b>	<b>0.22%</b>		<b>\$21,410,138.75</b>	<b>\$8,389.38</b>	<b>49.16%</b>	

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Cleveland Public Library 2019A Tax-Exempt Bond Proceeds

**POSITION STATEMENT**

As of February 28, 2022



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
<b>Municipal Bond</b>											
2906416L8	Elyria, City of 0.750% 06/29/2022	6/10/2021 6/29/2021	\$340,000.00	\$342,036.60	\$342,036.60	0.15%	0.332 0.338	\$100.02 \$340,064.60	(\$1,972.00)	0.78%	SP-1+
2906416L8	Elyria, City of 0.750% 06/29/2022	6/11/2021 6/29/2021	\$135,000.00	\$135,808.65	\$135,808.65	0.15%	0.332 0.338	\$100.02 \$135,025.65	(\$783.00)	0.31%	SP-1+
987643UY7	Youngstown, City of 1.000% 07/07/2022	6/25/2021 7/7/2021	\$590,000.00	\$594,826.20	\$594,826.20	0.18%	0.353 0.360	\$100.04 \$590,224.20	(\$4,602.00)	1.36%	SP-1+
<b>SubTotal</b>			<b>\$1,065,000.00</b>	<b>\$1,072,671.45</b>	<b>\$1,072,671.45</b>	<b>0.17%</b>		<b>\$1,065,314.45</b>	<b>(\$7,357.00)</b>	<b>2.45%</b>	
<b>Negotiable Certificate of Deposit</b>											
33651NAF9	First State Bank of The Southeast, Inc 1.350% 03/31/2022	3/26/2020 3/31/2020	\$249,000.00	\$248,751.00	\$248,751.00	1.40%	0.085 0.093	\$100.11 \$249,263.94	\$512.94	0.57%	
084601XB4	Legacy Banks 1.250% 04/21/2022	4/2/2020 4/8/2020	\$248,000.00	\$247,727.20	\$247,727.20	1.31%	0.142 0.150	\$100.16 \$248,396.80	\$669.60	0.57%	
<b>SubTotal</b>			<b>\$497,000.00</b>	<b>\$496,478.20</b>	<b>\$496,478.20</b>	<b>1.35%</b>		<b>\$497,660.74</b>	<b>\$1,182.54</b>	<b>1.14%</b>	
<b>U.S. Treasury Note</b>											
91282CAR2	UST 0.125% 10/31/2022	1/31/2022 2/1/2022	\$3,500,000.00	\$3,488,105.46 \$1,123.96	\$3,489,229.42	0.58%	0.671 0.676	\$99.52 \$3,483,200.00	(\$4,905.46)	8.00%	Aaa AA+
91282CBG5	UST 0.125% 01/31/2023	6/21/2021 6/22/2021	\$2,000,000.00	\$1,996,953.13	\$1,996,953.13	0.22%	0.923 0.925	\$99.11 \$1,982,260.00	(\$14,693.13)	4.55%	Aaa AA+
91282CBU4	UST 0.125% 03/31/2023	6/3/2021 6/4/2021	\$2,000,000.00	\$1,999,375.00	\$1,999,375.00	0.14%	1.085 1.084	\$98.82 \$1,976,480.00	(\$22,895.00)	4.54%	Aaa AA+
91282CCD1	UST 0.125% 05/31/2023	6/3/2021 6/4/2021	\$2,000,000.00	\$1,998,828.13	\$1,998,828.13	0.15%	1.252 1.250	\$98.54 \$1,970,780.00	(\$28,048.13)	4.53%	Aaa AA+
<b>SubTotal</b>			<b>\$9,500,000.00</b>	<b>\$9,483,261.72</b> <b>\$1,123.96</b>	<b>\$9,484,385.68</b>	<b>0.32%</b>		<b>\$9,412,720.00</b>	<b>(\$70,541.72)</b>	<b>21.61%</b>	
<b>Grand Total</b>			<b>\$43,669,839.45</b>	<b>\$43,615,843.34</b> <b>\$1,123.96</b>	<b>\$43,616,967.30</b>	<b>0.31%</b>		<b>\$43,549,926.84</b>	<b>(\$65,916.50)</b>	<b>100.00%</b>	

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Cleveland Public Library 2019A Tax-Exempt Bond Proceeds

**TRANSACTION STATEMENT**

As of February 28, 2022



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
<b>Purchase</b>									
Purchase	1/31/2022	2/1/2022	91282CAR2	UST 0.125% 10/31/2022	3,500,000.00	3,488,105.46	1,123.96	3,489,229.42	0.58%
<b>Total</b>					<b>3,500,000.00</b>	<b>3,488,105.46</b>	<b>1,123.96</b>	<b>3,489,229.42</b>	

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
<b>Interest/Dividends</b>					
Interest/Dividends	2/1/2022	2/1/2022	31846V567	First American Funds, Inc.	18.86
Interest/Dividends	2/28/2022	2/28/2022	33651NAF9	First State Bank of The Southeast, Inc 1.350% 03/31/2022	257.87
<b>Total</b>					<b>276.73</b>

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
<b>Custodian Fee</b>				
Custodian Fee	2/25/2022	2/25/2022	Cash Out	(330.26)
<b>Total</b>				<b>(330.26)</b>

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**STATEMENT DISCLOSURE**

As of February 28, 2022



Meeder provides monthly statements for its investment management clients to provide information about the investment portfolio. The information should not be used for audit or confirmation purposes. Please review your custodial statements and report any inaccuracies or discrepancies.

Certain information and data has been supplied by unaffiliated third parties. Although Meeder believes the information is reliable, it cannot warrant the accuracy of information offered by third parties. Market value may reflect prices received from pricing vendors when current market quotations are not available. Prices may not reflect firm bids or offers and may differ from the value at which the security can be sold.

Statements may include positions from unmanaged accounts provided for reporting purposes. Unmanaged accounts are managed directly by the client and are not included in the accounts managed by the investment adviser. This information is provided as a client convenience and the investment adviser assumes no responsibility for performance of these accounts or the accuracy of the data reported.

**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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## Cleveland Public Library 2019A Tax-Exempt Bond Proceeds

Monthly Investment Report  
February 28, 2022

**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](mailto:publicfundsoperations@meederinvestment.com)  
**Dublin, Ohio | Lansing, Michigan | Long Beach, California | 866-633-3371 | [www.meederpublicfunds.com](http://www.meederpublicfunds.com)**

**PORTFOLIO SUMMARY**

As of February 28, 2022



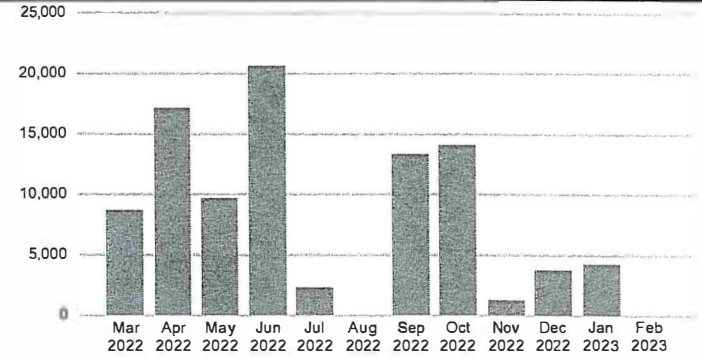
**MONTHLY RECONCILIATION**

<b>Beginning Book Value</b>	<b>39,670,710.83</b>
Contributions	
Withdrawals	
Prior Month Custodian Fees	(330.26)
Realized Gains/Losses	
Purchased Interest	(1,123.96)
Gross Interest Earnings	276.73
<b>Ending Book Value</b>	<b>39,669,533.34</b>

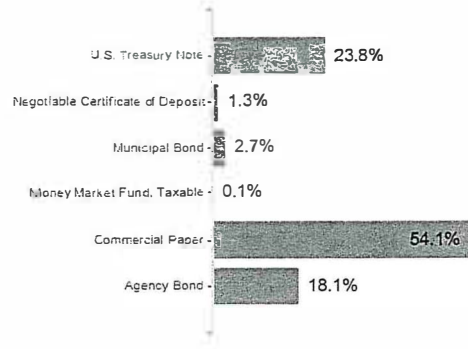
**PORTFOLIO CHARACTERISTICS**

Portfolio Yield to Maturity	0.32%
Portfolio Effective Duration	0.41 yrs
Weighted Average Maturity	0.40 yrs

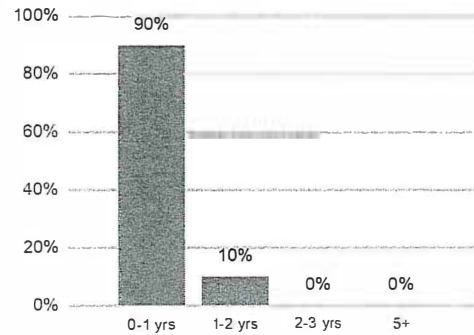
**PROJECTED MONTHLY INCOME SCHEDULE**



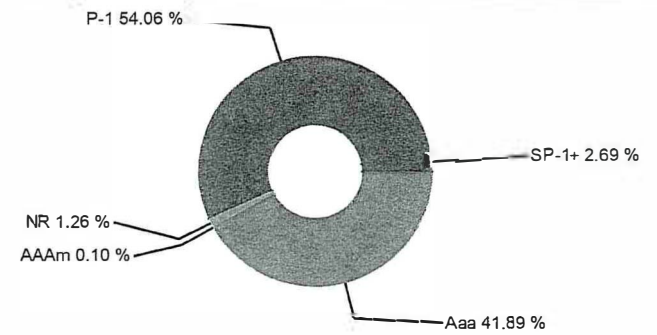
**SECTOR ALLOCATION**



**MATURITY DISTRIBUTION**



**CREDIT QUALITY**





Cleveland Public Library 2019A Tax-Exempt Bond Proceeds

**PROJECTED INCOME SCHEDULE**

As of February 28, 2022



CUSIP	SECURITY DESCRIPTION	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023
084601XB4	Legacy Banks 1.250% 04/21/2022		1,929										
09659KDN7	BNP Paribas 04/22/2022		6,351										
2254EBCR0	Credit Suisse AG 03/25/2022	670											
2254EBD81	Credit Suisse AG 04/08/2022		6,638										
2906416L8	Elyria, City of 0.750% 06/29/2022				717								
3130AKJD9	FHLB 0.140% 12/29/2022				1,400						3,800		
3133EKZY5	FFCB 1.550% 06/01/2022				18,495								
3133ELTZ7	FFCB 0.625% 03/18/2022	4,985											
3133ELZN7	FFCB 0.160% 05/18/2022			2,175									
33651NAF9	First State Bank of The Southeast, Inc 1.350% 03/31/2022	534											
46640QC25	J.P. Morgan Securities LLC 03/02/2022	1,236											
53948BE62	Lloyds Bank Corporate Markets PLC 05/06/2022			6,281									
8923A1JG7	Toyota Credit de Puerto Rico Corp. 09/16/2022							12,075					
91282CAR2	UST 0.125% 10/31/2022		2,188						14,082				
91282CBG5	UST 0.125% 01/31/2023					1,250						4,297	
91282CBU4	UST 0.125% 03/31/2023	1,250						1,250					
91282CCD1	UST 0.125% 05/31/2023			1,250						1,250			
987643UY7	Youngstown, City of 1.000% 07/07/2022					1,074							
<b>TOTAL</b>		<b>8,676</b>	<b>17,105</b>	<b>9,705</b>	<b>20,612</b>	<b>2,324</b>		<b>13,325</b>	<b>14,082</b>	<b>1,250</b>	<b>3,800</b>	<b>4,297</b>	

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**POSITION STATEMENT**

As of February 28, 2022



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
<b>Cash and Cash Equivalents</b>											
31846V567	First American Funds, Inc.	2/28/2022 2/28/2022	\$41,529.45	\$41,529.45	\$41,529.45	0.02%	0.003 0.003	\$1.00 \$41,529.45	\$0.00	0.10%	AAAm
STAROHIO	STAR Ohio XX703	2/28/2022 2/28/2022	\$3,946,310.00	\$3,946,310.00	\$3,946,310.00	0.20%	0.003 0.003	\$1.00 \$3,946,310.00	\$0.00	9.06%	AAAm
<b>SubTotal</b>			<b>\$3,987,839.45</b>	<b>\$3,987,839.45</b>	<b>\$3,987,839.45</b>	<b>0.20%</b>		<b>\$3,987,839.45</b>	<b>\$0.00</b>	<b>9.16%</b>	
<b>Agency Bond</b>											
3133ELTZ7	FFCB 0.625% 03/18/2022	3/17/2020 3/18/2020	\$1,000,000.00	\$998,140.00	\$998,140.00	0.72%	0.049 0.057	\$100.03 \$1,000,320.00	\$2,180.00	2.30%	Aaa AA+
3133ELZN7	FFCB 0.160% 05/18/2022	10/8/2020 10/9/2020	\$2,685,000.00	\$2,684,973.15	\$2,684,973.15	0.16%	0.216 0.224	\$99.94 \$2,683,308.45	(\$1,664.70)	6.16%	Aaa AA+
3133EKZY5	FFCB 1.550% 06/01/2022	9/19/2019 9/20/2019	\$1,500,000.00	\$1,493,130.00	\$1,493,130.00	1.72%	0.255 0.262	\$100.25 \$1,503,705.00	\$10,575.00	3.45%	Aaa AA+
3130AKJD9	FHLB 0.140% 12/29/2022	12/9/2020 12/29/2020	\$2,000,000.00	\$1,997,600.00	\$1,997,600.00	0.20%	0.833 0.809	\$99.45 \$1,988,920.00	(\$8,680.00)	4.57%	Aaa AA+
<b>SubTotal</b>			<b>\$7,185,000.00</b>	<b>\$7,173,843.15</b>	<b>\$7,173,843.15</b>	<b>0.58%</b>		<b>\$7,176,253.45</b>	<b>\$2,410.30</b>	<b>16.48%</b>	
<b>Commercial Paper</b>											
46640QC25	J.P. Morgan Securities LLC 03/02/2022	12/2/2021 12/3/2021	\$2,500,000.00	\$2,498,763.89	\$2,498,763.89	0.20%	0.005 0.014	\$100.00 \$2,499,975.00	\$1,211.11	5.74%	P-1 A-1
2254EBCR0	Credit Suisse AG 03/25/2022	6/30/2021 6/30/2021	\$500,000.00	\$499,330.00	\$499,330.00	0.18%	0.068 0.078	\$99.99 \$499,936.00	\$606.00	1.15%	P-1 A-1
2254EBD81	Credit Suisse AG 04/08/2022	7/12/2021 7/13/2021	\$4,935,000.00	\$4,928,362.43	\$4,928,362.43	0.18%	0.107 0.115	\$99.97 \$4,933,272.75	\$4,910.32	11.33%	P-1 A-1
09659KDN7	BNP Paribas 04/22/2022	7/26/2021 7/27/2021	\$5,000,000.00	\$4,993,648.61	\$4,993,648.61	0.17%	0.145 0.153	\$99.95 \$4,997,650.00	\$4,001.39	11.48%	P-1 A-1
53948BE62	Lloyds Bank Corporate Markets PLC 05/06/2022	8/12/2021 8/13/2021	\$5,000,000.00	\$4,993,719.44	\$4,993,719.44	0.17%	0.184 0.194	\$99.93 \$4,996,595.00	\$2,875.56	11.47%	P-1 A-1
8923A1JG7	Toyota Credit de Puerto Rico Corp. 09/16/2022	12/17/2021 12/20/2021	\$3,500,000.00	\$3,487,925.00	\$3,487,925.00	0.46%	0.548 0.553	\$99.51 \$3,482,710.00	(\$5,215.00)	8.00%	P-1 A-1+
<b>SubTotal</b>			<b>\$21,435,000.00</b>	<b>\$21,401,749.37</b>	<b>\$21,401,749.37</b>	<b>0.22%</b>		<b>\$21,410,138.75</b>	<b>\$8,389.38</b>	<b>49.16%</b>	

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Cleveland Public Library 2019A Tax-Exempt Bond Proceeds

**POSITION STATEMENT**

As of February 28, 2022



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
<b>Municipal Bond</b>											
2906416L8	Elyria, City of 0.750% 06/29/2022	6/10/2021 6/29/2021	\$340,000.00	\$342,036.60	\$342,036.60	0.15%	0.332 0.338	\$100.02 \$340,064.60	(\$1,972.00)	0.78%	SP-1+
2906416L8	Elyria, City of 0.750% 06/29/2022	6/11/2021 6/29/2021	\$135,000.00	\$135,808.65	\$135,808.65	0.15%	0.332 0.338	\$100.02 \$135,025.65	(\$783.00)	0.31%	SP-1+
987643UY7	Youngstown, City of 1.000% 07/07/2022	6/25/2021 7/7/2021	\$590,000.00	\$594,826.20	\$594,826.20	0.18%	0.353 0.360	\$100.04 \$590,224.20	(\$4,602.00)	1.36%	SP-1+
<b>SubTotal</b>			<b>\$1,065,000.00</b>	<b>\$1,072,671.45</b>	<b>\$1,072,671.45</b>	<b>0.17%</b>		<b>\$1,065,314.45</b>	<b>(\$7,357.00)</b>	<b>2.45%</b>	
<b>Negotiable Certificate of Deposit</b>											
33651NAF9	First State Bank of The Southeast, Inc 1.350% 03/31/2022	3/26/2020 3/31/2020	\$249,000.00	\$248,751.00	\$248,751.00	1.40%	0.085 0.093	\$100.11 \$249,263.94	\$512.94	0.57%	
084601XB4	Legacy Banks 1.250% 04/21/2022	4/2/2020 4/8/2020	\$248,000.00	\$247,727.20	\$247,727.20	1.31%	0.142 0.150	\$100.16 \$248,396.80	\$669.60	0.57%	
<b>SubTotal</b>			<b>\$497,000.00</b>	<b>\$496,478.20</b>	<b>\$496,478.20</b>	<b>1.35%</b>		<b>\$497,660.74</b>	<b>\$1,182.54</b>	<b>1.14%</b>	
<b>U.S. Treasury Note</b>											
91282CAR2	UST 0.125% 10/31/2022	1/31/2022 2/1/2022	\$3,500,000.00	\$3,488,105.46 \$1,123.96	\$3,489,229.42	0.58%	0.671 0.676	\$99.52 \$3,483,200.00	(\$4,905.46)	8.00%	Aaa AA+
91282CBG5	UST 0.125% 01/31/2023	6/21/2021 6/22/2021	\$2,000,000.00	\$1,996,953.13	\$1,996,953.13	0.22%	0.923 0.925	\$99.11 \$1,982,260.00	(\$14,693.13)	4.55%	Aaa AA+
91282CBU4	UST 0.125% 03/31/2023	6/3/2021 6/4/2021	\$2,000,000.00	\$1,999,375.00	\$1,999,375.00	0.14%	1.085 1.084	\$98.82 \$1,976,480.00	(\$22,895.00)	4.54%	Aaa AA+
91282CCD1	UST 0.125% 05/31/2023	6/3/2021 6/4/2021	\$2,000,000.00	\$1,998,828.13	\$1,998,828.13	0.15%	1.252 1.250	\$98.54 \$1,970,780.00	(\$28,048.13)	4.53%	Aaa AA+
<b>SubTotal</b>			<b>\$9,500,000.00</b>	<b>\$9,483,261.72</b> <b>\$1,123.96</b>	<b>\$9,484,385.68</b>	<b>0.32%</b>		<b>\$9,412,720.00</b>	<b>(\$70,541.72)</b>	<b>21.61%</b>	
<b>Grand Total</b>			<b>\$43,669,839.45</b>	<b>\$43,615,843.34</b> <b>\$1,123.96</b>	<b>\$43,616,967.30</b>	<b>0.31%</b>		<b>\$43,549,926.84</b>	<b>(\$65,916.50)</b>	<b>100.00%</b>	

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**TRANSACTION STATEMENT**

As of February 28, 2022



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
<b>Purchase</b>									
Purchase	1/31/2022	2/1/2022	91282CAR2	UST 0.125% 10/31/2022	3,500,000.00	3,488,105.46	1,123.96	3,489,229.42	0.58%
<b>Total</b>					<b>3,500,000.00</b>	<b>3,488,105.46</b>	<b>1,123.96</b>	<b>3,489,229.42</b>	

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
<b>Interest/Dividends</b>					
Interest/Dividends	2/1/2022	2/1/2022	31846V567	First American Funds, Inc.	18.86
Interest/Dividends	2/28/2022	2/28/2022	33651NAF9	First State Bank of The Southeast, Inc 1.350% 03/31/2022	257.87
<b>Total</b>					<b>276.73</b>

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
<b>Custodian Fee</b>				
Custodian Fee	2/25/2022	2/25/2022	Cash Out	(330.26)
<b>Total</b>				<b>(330.26)</b>



**STATEMENT DISCLOSURE**

As of February 28, 2022



Meeder provides monthly statements for its investment management clients to provide information about the investment portfolio. The information should not be used for audit or confirmation purposes. Please review your custodial statements and report any inaccuracies or discrepancies.

Certain information and data has been supplied by unaffiliated third parties. Although Meeder believes the information is reliable, it cannot warrant the accuracy of information offered by third parties. Market value may reflect prices received from pricing vendors when current market quotations are not available. Prices may not reflect firm bids or offers and may differ from the value at which the security can be sold.

Statements may include positions from unmanaged accounts provided for reporting purposes. Unmanaged accounts are managed directly by the client and are not included in the accounts managed by the investment adviser. This information is provided as a client convenience and the investment adviser assumes no responsibility for performance of these accounts or the accuracy of the data reported.

**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.**

Meeder Investment Management is the global brand for the Meeder group of affiliated companies. Investment advisory services are provided through Meeder Public Funds, Inc. Please contact us if you would like to receive a copy of our current ADV disclosure brochure or privacy policy.

## CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting  
March 15, 2022

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR FEBRUARY 2022

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
No travel expenditures to report for February 2022			
TOTAL			\$0.00

## SUMMARY

FUND	FEBRUARY	YEAR TO DATE
General	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

## Cleveland Public Library

## Board Meeting

March 15, 2022

## 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 :  
2/1/2022 through 2/28/2022

Cert	Vendor	City/Description	State	Check Date	Amount/Total
	CLEVELAND CENTER FOR ARTS AND TECHNOLOGY	CLEVELAND	OH		
	MY LENS - NEW BRIDGE YOUTH PRO			02/18/2022	11,275.00
					<u>\$11,275.00</u>
	4IMPRINT	CHICAGO	IL		
	OPS PROMOTIONAL ITEMS			02/04/2022	3,809.05
					<u>\$3,809.05</u>
	ACCUITY	NEW YORK	NY		
				02/18/2022	209.25
					<u>\$209.25</u>
	ACTION DOOR	BROOKLYN HTS.	OH		
	EMER- REPAIR MAIN DOCK WEST OV			02/04/2022	262.50
					<u>\$262.50</u>
	ADVANCE OHIO MEDIA INC.	DETROIT	MI		
	DIGITAL ADVERTISING 2/19/21 -			02/18/2022	1,200.00
					<u>\$1,200.00</u>
	AIRGAS GREAT LAKES	CHICAGO	IL		
	OXYGEN ACELYLENE TANKS FOR WEL			02/25/2022	134.84
					<u>\$134.84</u>
	ALANNAH HARPER	BEACHWOOD	OH		
	BRANCH - MEMNOTT - HARPER			02/04/2022	200.00
					<u>\$200.00</u>
	AMAZON	ATLANTA	GA		
				02/04/2022	3,932.12
				02/11/2022	709.10
				02/18/2022	14.30
				02/25/2022	3,963.77
					<u>\$8,619.29</u>
	AMERICAN MERCHANDISING SERVICES	CLEVELAND	OH		
	STOCK			02/25/2022	3,955.00
					<u>\$3,955.00</u>
	ANSWER UNITED, INC.	KALAMAZOO	MI		
	CALL-OFF SERVICE FOR ALL CPL S			02/25/2022	1,547.98
					<u>\$1,547.98</u>
	APLPD HOLDCO, INC. & SUBSIDIARY	BALTIMORE	MD		
	FMP MOVE - STORAGE PODS			02/04/2022	114.99

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					\$114.99
	ARAMSCO, INC	PHILADELPHIA COVID-19 STOCK PPE	PA	02/04/2022	206.00
					\$206.00
	ARC DOCUMENT SOLUTIONS LLC	CLEVELAND SKYSITE TECHNOLOGY FOR FMP PRO	OH	02/18/2022	275.00
					\$275.00
	ART THERAPY STUDIO	CLEVELAND 2021 ART THERAPY SERVICES 2021 ART THERAPY SERVICES	OH	02/04/2022 02/18/2022	2,990.00 1,560.00
					\$4,550.00
	AT & T	CLEVELAND CPL MEASURED BUSINESS LINES CPL MEASURED BUSINESS LINES ASE ETHERNET SERVICE CPL MEASURED BUSINESS LINES	OH	02/11/2022 02/18/2022 02/18/2022 02/25/2022	307.32 201.74 14,058.08 1,348.17
					\$15,915.31
	BACKSTAGE LIBRARY WORKS	PROVO FILM AND FICHE PRINT MASTER ST	UT	02/04/2022	778.14
					\$778.14
	BAKER & TAYLOR BOOKS	ATLANTA	GA	02/04/2022 02/11/2022 02/18/2022 02/25/2022	3,721.76 2,067.03 4,900.93 7,904.70
					\$18,594.42
	BARBERTON PUBLIC LIBRARY	BARBERTON ONLINE BILL PAYMENT DIST.	OH	02/04/2022	64.53
					\$64.53
	BELLEVUE PUBLIC LIBRARY	BELLEVUE ONLINE BILL PAYMENT DIST.	OH	02/04/2022	55.99
					\$55.99
	BEST BUY TIRE & SERVICE	CLEVELAND VEHICLE REPAIRS VEHICLE REPAIRS VEHICLE REPAIRS	OH	02/11/2022 02/18/2022 02/25/2022	1,522.92 202.96 1,388.22
					\$3,114.10
	BIRCHARD PUBLIC LIBRARY	FREMONT ONLINE BILL PAYMENT DIST.	OH	02/04/2022	56.94
					\$56.94
	BLACKSTONE AUDIO BOOKS	NEW YORK	NY	02/04/2022	1,380.00
					\$1,380.00
	BLUE FLOWER ARTS LLC	NORTHAMPTON BLACK HISTORY MONTH PROGRAMMIN	MA	02/18/2022	2,500.00

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					<u>\$2,500.00</u>
	BOSTWICK DESIGN PARTNERSHIP	CLEVELAND	OH		
		PHASE 1 DESIGN CONTRACT WOODLA		02/18/2022	17,953.26
		PHASE 1 DESIGN CONTRACT WOODLA		02/25/2022	20,095.51
					<u>\$38,048.77</u>
	BP	CHARLOTTE	NC		
		GAS FOR VEHICLES NH318		02/18/2022	5,380.72
					<u>\$5,380.72</u>
	BREPOLS PUBLISHERS N.V.	B-2300 TURNHOUT			
				02/04/2022	131.12
					<u>\$131.12</u>
	BRIDGEPORT PLACE LLC	CLEVELAND	OH		
		GARDEN VALLEY RENT		02/11/2022	11,712.74
					<u>\$11,712.74</u>
	BRILL	NEW MILFORD	CT		
				02/04/2022	1,212.50
					<u>\$1,212.50</u>
	BRISTOL PUBLIC LIBRARY	BRISTOLVILLE	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	30.49
					<u>\$30.49</u>
	BSL ONE LLC	CLEVELAND	OH		
		YR 3-OF-3 PAY STATION MAINTENA		02/11/2022	4,676.74
					<u>\$4,676.74</u>
	BUCKEYE INTERNATIONAL INC.	CLEVELAND	OH		
		STOCK		02/25/2022	3,249.72
					<u>\$3,249.72</u>
	BURTON PUBLIC LIBRARY	BURTON	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	17.99
					<u>\$17.99</u>
	CANON SOLUTIONS AMERICA, INC	CHICAGO	IL		
		COPIER MAINTENANCE, COPIES, CO		02/04/2022	116.36
		COPIER MAINTENANCE, COPIES, CO		02/11/2022	88.12
		COPIER MAINTENANCE, COPIES, CO		02/25/2022	100.68
					<u>\$305.16</u>
	CAROL & JOHN'S COMIC SHOP	CLEVELAND	OH		
				02/11/2022	1,584.73
					<u>\$1,584.73</u>
	CBLH DESIGN, INC.	CLEVELAND	OH		
		FMP - ARCHITECTURAL/ENGINEERIN		02/25/2022	5,379.90
					<u>\$5,379.90</u>
	CCS CONTENT CONVERSION SPECIALISTS	D-22083 HAMBURG			
		MAGIC BOX AND KIOSK MAINTENANC		02/18/2022	4,232.00
					<u>\$4,232.00</u>
	CDW GOVERNMENT, INC	VERNON HILLS	IL		

Cert	Vendor	City/Description	State	Check Date	Amount/Total
		CPL HARDWARE- REPLACEMENT PCS		02/04/2022	19,361.76
		EXTRA SUPPLY 500GB SSD		02/11/2022	3,437.50
		CPL HARDWARE- REPLACEMENT PCS		02/18/2022	10,890.99
		CPL HARDWARE- REPLACEMENT PCS		02/25/2022	9,999.32
					<u>\$43,689.57</u>
	CHILCOTE LAW FIRM, LLP	CLEVELAND HEIGHTS	OH		
		LEGAL SERVICES - MLK BRANCH RE		02/18/2022	13,227.50
					<u>\$13,227.50</u>
	CITY OF CLEV DIV OF WATER	CLEVELAND	OH		
		WATER E 131 ST ACCT#6165600000		02/04/2022	120.23
		WATER ADDISON acct#7024610000		02/18/2022	3,180.85
		WATER EASTMANACCT#4968564613		02/25/2022	293.54
					<u>\$3,594.62</u>
	CITY OF CLEVELAND	CLEVELAND	OH		
		EASTMAN BRANCH PHASE 1B BUILDI		02/04/2022	26,847.80
					<u>\$26,847.80</u>
	CLEVELAND HEIGHTS - UNIVERSITY HEIGHTS	CLEVELAND HEIGHTS	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	143.71
					<u>\$143.71</u>
	CLEVELAND PUBLIC POWER	CLEVELAND	OH		
		ELECTRICITY ADDISON ACCT#91140		02/04/2022	38,922.66
		ELECTRICITY ADDISON ACCT#68713		02/18/2022	47,559.89
		ELECTRICITY CARNEGIE WEST ACCT		02/25/2022	2,512.80
					<u>\$88,995.35</u>
	CLEVELAND RAPE CRISIS CENTER	CLEVELAND	OH		
		EDUCATIONAL WORKSHOPS JAN 2022		02/18/2022	1,500.00
					<u>\$1,500.00</u>
	CLEVELAND STATE UNIVERSITY,	CLEVELAND	OH		
		AMERICA READS TUTORING SERVICE		02/11/2022	2,579.22
					<u>\$2,579.22</u>
	CLEVELAND THERMAL, LLC	CLEVELAND	OH		
		YR 1-OF-10 YR AGMT FOR CHILLED		02/04/2022	15,261.76
		YR 2-OF-10 YR AGMT FOR CHILLED		02/11/2022	15,261.76
					<u>\$30,523.52</u>
	CONNEAUT PUBLIC LIBRARY	CONNEAUT	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	56.20
					<u>\$56.20</u>
	D&Z HOUSE OF BOOKS	CHICAGO	IL		
				02/04/2022	1,201.24
					<u>\$1,201.24</u>
	DARYL DUNN	HOUSTON	TX		
		MAIN LIBRARY RENT FOR Q1 2022		02/04/2022	200.00
					<u>\$200.00</u>
	DEBORAH ABBOTT	CLEVELAND	OH		
		BLACK HISTORY MONTH - DR. DEBO		02/25/2022	1,200.00

<u>Cert</u>	<u>Vendor</u>	<u>City/Description</u>	<u>State</u>	<u>Check Date</u>	<u>Amount/Total</u>
					\$1,200.00
	DOMINION EAST OHIO GAS COMPANY	RICHMOND	VA		
		GAS CARNEGIE WEST ACCT#1441200		02/04/2022	5,121.32
		GAS E131 ST ACCT#5441200134469		02/18/2022	2,757.99
		GAS BROOKLYN acct#544010013445		02/25/2022	12,913.69
					\$20,793.00
	DOWNTOWN CLEVELAND ALLIANCE	CLEVELAND	OH		
		ICE SCULPTURE AT ICE FEST 2022		02/04/2022	400.00
					\$400.00
	EAST CLEVELAND PUBLIC LIBRARY	EAST CLEVELAND	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	4.40
					\$4.40
	EASTON TELECOM SERVICES LLC	CLEVELAND	OH		
		YR 1-OF-3 YR CONTRACT SIP TRUN		02/04/2022	4,116.13
					\$4,116.13
	EDUCATION PLUS, LLC.	CINCINNATI	OH		
		E-RATE CONSULTING SERVICES FOR		02/04/2022	7,500.00
					\$7,500.00
	ELYRIA PUBLIC LIBRARY	ELYRIA	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	97.92
					\$97.92
	ENTERPRISE FLEET MANAGEMENT INC	STRONGSVILLE	OH		
		LAST 8 MONTHS OF 5 YR LEASE MO		02/11/2022	2,242.70
		5 YR VEHICLE LEASES- CONTINUAT		02/25/2022	2,242.70
					\$4,485.40
	EUCLID PUBLIC LIBRARY	EUCLID	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	158.31
					\$158.31
	FARONICS	PLEASANTON	CA		
		CLEVNET- DEEP FREEZE MAINTENAN		02/18/2022	15,810.00
					\$15,810.00
	FEDERAL EXPRESS CORP	PITTSBURGH	PA		
		FEDERAL EXPRESS CHARGES		02/18/2022	126.68
					\$126.68
	FREEDOM U.S. ACQUISITION CORP.	CLEARWATER	FL		
		FUSION SOFTWARE UPGRADE - tax		02/11/2022	11,000.00
					\$11,000.00
	GAYLORD BROTHERS INC	SYRACUSE	NY		
		6 MIL POLYPROPYLENE PRESENTATI		02/18/2022	197.65
					\$197.65
	GEAUGA COUNTY PUBLIC LIBRARY	CHARDON	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	504.88
					\$504.88
	GENERAL PEST CONTROL	CLEVELAND	OH		

<u>Cert</u>	<u>Vendor</u>	<u>City/Description</u>	<u>State</u>	<u>Check Date</u>	<u>Amount/Total</u>
		PEST MANAGEMENT SERVICES LAKES		02/25/2022	1,607.50
					<u>\$1,607.50</u>
	GILBANE BUILDING COMPANY	CLEVELAND	OH		
		FMP PHASE 1A GMP - JEFFERSON		02/11/2022	413,408.00
		FMP PHASE 1A GMP - HOUGH		02/25/2022	1,391,787.00
					<u>\$1,805,195.00</u>
	GIRARD FREE LIBRARY	GIRARD	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	18.40
					<u>\$18.40</u>
	GRAINGER	CLEVELAND	OH		
		MALE BALLISTIC VESTS WITH CARR		02/18/2022	3,619.12
					<u>\$3,619.12</u>
	GUITAR CENTER STORES INC	FREDERICK	MD		
		VIOLIN FOR BOYS - PROGRAM SUPP		02/25/2022	480.40
					<u>\$480.40</u>
	HAJA TUNKARA	WILLOUGHBY HILLS,	OH		
		BRANCH PROGRAMS - MEMNOTT		02/18/2022	200.00
					<u>\$200.00</u>
	HEATHER STERANKA	AKRON	OH		
		CONSULTING SERVICES FOR LEADER		02/04/2022	4,250.00
					<u>\$4,250.00</u>
	HENDERSON MEMORIAL PUBLIC LIBRARY	JEFFERSON	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	13.19
					<u>\$13.19</u>
	HF GROUP, LLC	NORTH MANCHESTER	IN		
		DIGICOVERS, BINDING, AND KASEB		02/11/2022	424.08
		1ST RENEWAL OF 4 - BOOK BINDIN		02/25/2022	2,021.99
					<u>\$2,446.07</u>
	HOFFMAN CROW, INC	ROSSVILLE	IN		
		VINYL & ENGRAVER SUPPLIES FOR		02/18/2022	150.98
					<u>\$150.98</u>
	HOLZHEIMER BOLEK + MEEHAN ARCHITECTS LLC	CLEVELAND	OH		
		FMP PHASE 1B - LORAIN BRANCH		02/25/2022	6,317.84
					<u>\$6,317.84</u>
	HUBBARD PUBLIC LIBRARY	HUBBARD	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	81.07
					<u>\$81.07</u>
	HUDSON LIBRARY & HISTORICAL SOCIETY	HUDSON	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	163.97
					<u>\$163.97</u>
	HUNTINGTON NATIONAL BANK	PITTSBURGH	PA		
		FEBRUARY P-CARD STATEMENT PAYM		02/18/2022	12,140.49
					<u>\$12,140.49</u>
	HURON PUBLIC LIBRARY	HURON	OH		



Cert	Vendor	City/Description	State	Check Date	Amount/Total
		ONLINE BILL PAYMENT DIST.		02/04/2022	11.80
					<u>\$11.80</u>
	IHS GLOBAL INC	DENVER	CO	02/18/2022	1,026.63
					<u>\$1,026.63</u>
	INDEPENDENCE BUSINESS SUPPLY	CLEVELAND	OH	02/04/2022	56.84
		STOCKROOM SUPPLIES			<u>\$56.84</u>
	INGRAM LIBRARY SERVICES	ST. LOUIS	MO	02/04/2022	7,909.77
				02/11/2022	5,814.62
				02/18/2022	3,847.30
				02/25/2022	14,534.69
					<u>\$32,106.38</u>
	INTEGRATED PRECISION SYSTEMS INC (IPS)	VALLEY VIEW	OH	02/04/2022	428.25
		ACCESS CONTROL & CAMERA MAINTENANCE OF SECURITY CAMERA		02/11/2022	65,342.00
		ACCESS CONTROL & CAMERA MAINTENANCE		02/18/2022	40,722.25
					<u>\$106,492.50</u>
	JANWAY COMPANY USA, INC	BALTIMORE	MD	02/04/2022	1,920.00
		PPE - STOCK			
		LATINOS JUNTOS ERG SUPPLIES		02/11/2022	1,319.06
					<u>\$3,239.06</u>
	JAROS STRATEGY, LLC	SHAKER HEIGHTS	OH	02/18/2022	10,000.00
		FUNDRAISING CONSULTING SERVICE			<u>\$10,000.00</u>
	JOHNSON PLASTICS	WORTHINGTON	OH	02/04/2022	77.08
		LASER SUPPLIES FOR MAKERSPACE			<u>\$77.08</u>
	KASTNER WESTMAN & WILKINS, LLC	AKRON	OH	02/18/2022	3,246.00
		LEGAL FEES FOR WORK WITH UNION			<u>\$3,246.00</u>
	KEYSTONE SYSTEMS INC	RALEIGH	NC	02/11/2022	6,831.99
		KLAS MAINTENANCE AGREEMENT - T			<u>\$6,831.99</u>
	KIMBLE COMPANY	DOVER	OH	02/04/2022	730.00
		RENTAL CONTAINER FOR OLD MEMOR			<u>\$730.00</u>
	KINGSVILLE PUBLIC LIBRARY	KINGSVILLE	OH	02/04/2022	32.40
		ONLINE BILL PAYMENT DIST.			<u>\$32.40</u>
	KINSMAN FREE PUBLIC LIBRARY	KINSMAN	OH	02/04/2022	43.39
		ONLINE BILL PAYMENT DIST.			<u>\$43.39</u>

Cert	Vendor	City/Description	State	Check Date	Amount/Total
	KIRTLAND PUBLIC LIBRARY	KIRTLAND	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	84.00
					<u>84.00</u>
	KONE INC	PHILADELPHIA	PA		
		LAKESHORE ELEVATOR VALVE REPAI		02/25/2022	5,364.80
					<u>5,364.80</u>
	LAND STUDIO INC	CLEVELAND	OH		
		2021 VISUAL ARTS PROGRAM		02/25/2022	40,000.00
					<u>40,000.00</u>
	LIBRARICA	DALLAS	TX		
		CASSIE SUPPORT RENEWAL : 1/13/		02/04/2022	36,918.56
					<u>36,918.56</u>
	LOGICALIS	BLOOMFIELD HILLS	MI		
		MAINTENANCE FOR CLEVNET VOIP C		02/18/2022	484.22
					<u>484.22</u>
	LORAIN PUBLIC LIBRARY	LORAIN	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	185.55
					<u>185.55</u>
	LYRASIS	COLUMBIA	SC		
		LYRASIS DURASPACE DIGITAL BACK		02/04/2022	11,505.00
					<u>11,505.00</u>
	MADISON PUBLIC LIBRARY	MADISON	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	143.98
					<u>143.98</u>
	MATTHEW BENDER & COMPANY	CHICAGO	IL		
				02/04/2022	1,932.27
					<u>1,932.27</u>
	MCGIVEN ENTERPRISES INC.	CLEVELAND	OH		
		EMER- PLOW REPAIRS		02/04/2022	377.26
					<u>377.26</u>
	MCKINLEY MEMORIAL LIBRARY	MILES	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	52.70
					<u>52.70</u>
	MEDINA CNTY DISTRICT LIBRARY	MEDINA	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	746.50
					<u>746.50</u>
	MENTOR PUBLIC LIBRARY	MENTOR	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	451.21
					<u>451.21</u>
	MIDLAND HARDWARE COMPANY	CLEVELAND	OH		
		LOCK FOR M.L.K BOILER ROOM DOO		02/11/2022	437.00
					<u>437.00</u>
	MIDWEST TAPE	HOLLAND	OH		
				02/04/2022	3,510.41

Cert	Vendor	City/Description	State	Check Date	Amount/Total
				02/11/2022	2,688.59
				02/18/2022	11,490.05
				02/25/2022	10,377.40
					<u>\$28,066.45</u>
MBE	MOODY NOLAN INC	CLEVELAND FMP PHASE 1B - EASTMAN BRANCH	OH	02/25/2022	4,327.59
					<u>\$4,327.59</u>
	MORLEY LIBRARY	PAINESVILLE ONLINE BILL PAYMENT DIST.	OH	02/04/2022	41.50
					<u>\$41.50</u>
	MOTOROLA SOLUTIONS	CHICAGO AUDIO ACCESSORY REMOTE SPEAKER	IL	02/04/2022	990.00
					<u>\$990.00</u>
	MVC LIMITED	WESTERVILLE FMP PHASE 1B CONSTRUCTION PHOT	OH	02/18/2022	4,183.00
					<u>\$4,183.00</u>
	NAYAX	HUNT VALLEY SERVICE AGREEMENT FOR CASHLESS SERVICE AGREEMENT FOR CASHLESS	MD	02/04/2022 02/18/2022	254.40 254.40
					<u>\$508.80</u>
	NETWORK DYNAMICS LLC	CLEVELAND CLEVNET HP MAINTENANCE FOR 202	OH	02/11/2022	109,258.10
					<u>\$109,258.10</u>
	NEWTON FALLS PUBLIC LIBRARY	NEWTON FALLS ONLINE BILL PAYMENT DIST.	OH	02/04/2022	21.05
					<u>\$21.05</u>
	NICOLE HUFFMAN	CLEVELAND MLK WORKSHOP SERIES, NICOLE HU	OH	02/18/2022	150.00
					<u>\$150.00</u>
	NORTH COAST ADMINISTRATORS, INC.	WESTLAKE COBRA ADMINISTRATION SERVICES FLEXIBLE SPENDING & COMMUTER A	OH	02/04/2022 02/11/2022	1,292.25 1,193.25
					<u>\$2,485.50</u>
	NORTHEAST OHIO REG SEWER DISTRICT	CLEVELAND SEWER E131 ACCT#1856650002 SEWER CARNEGIE WEST ACCT#10601 SEWER ADDISON ACCT#8671350002	OH	02/04/2022 02/18/2022 02/25/2022	115.28 481.91 4,914.72
					<u>\$5,511.91</u>
	NORWALK PUBLIC LIBRARY	NORWALK ONLINE BILL PAYMENT DIST.	OH	02/04/2022	91.93
					<u>\$91.93</u>
	OCLC INC	CINCINNATI BIBLIO CONTROL SERVICES BIBLIO CONTROL SERVICES	OH	02/04/2022 02/04/2022	113,047.25 22,538.90

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					<u>\$135,586.15</u>
	OHIO BUREAU OF WORKERS' COMPENSATION	COLUMBUS	OH		
		WORKERS COMP 2022 PAYROLL AND		02/08/2022	940.00
		WORKERS COMP 2022 PAYROLL AND		02/08/2022	(806.00)
					<u>\$134.00</u>
	ORRVILLE PUBLIC LIBRARY	ORRVILLE	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	80.94
					<u>\$80.94</u>
	OTTO HARRASSOWITZ	WIESBADEN			
				02/04/2022	681.45
					<u>\$681.45</u>
	OVERDRIVE INC	CLEVELAND	OH		
				02/04/2022	47,796.38
				02/11/2022	8,772.32
				02/18/2022	78,526.30
				02/25/2022	36,995.67
					<u>\$172,090.67</u>
	PACIFIC TELEMAGEMENT SERVICES	PASADENA	CA		
		COIN PHONE LSW LOBBY		02/04/2022	60.00
					<u>\$60.00</u>
	PATTERSON POPE INC	CINCINNATI	OH		
		SHELVING UPGRADES & MAINTENANC		02/25/2022	19,950.00
					<u>\$19,950.00</u>
MBE	PEAK ELECTRIC, INC	TOLEDO	OH		
		SPC COLLECTIONS CHANDELIER LIG		02/11/2022	558.60
		LOCK BOX, PADLOCK - MASTER LOC		02/18/2022	569.25
		STOCK		02/25/2022	3,131.23
					<u>\$4,259.08</u>
	PENINSULA LIBRARY AND HISTORICAL SOCIETY	PENINSULA	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	14.10
					<u>\$14.10</u>
	PERRY PUBLIC LIBRARY	PERRY	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	27.10
					<u>\$27.10</u>
	PETER MAC EWAN	LYNDHURST	OH		
		CONSULTING SERVICES		02/18/2022	7,000.00
					<u>\$7,000.00</u>
	PLANTSCAPING, INC.	CLEVELAND	OH		
		LSW INDOOR PLANT MAINTENANCE		02/11/2022	952.00
					<u>\$952.00</u>
FBE	RACE AHEAD CLE LLC	CLEVELAND	OH		
		Black ERG Promotional Cinch-Up		02/18/2022	519.82
					<u>\$519.82</u>
	RED BOOKS LLC	ATLANTA	GA		

<u>Cert</u>	<u>Vendor</u>	<u>City/Description</u>	<u>State</u>	<u>Check Date</u>	<u>Amount/Total</u>
				02/18/2022	3,571.55
					<u>\$3,571.55</u>
FBE	REGENCY CONSTRUCTION	BROOKPARK	OH		
		FMP PHASE 1B PRECONSTRUCTION S		02/11/2022	3,300.00
					<u>\$3,300.00</u>
	RENTWEAR INC.	NORTH CANTON	OH		
		UNIFORM RENTAL SERVICES YR 2 O		02/04/2022	284.74
					<u>\$284.74</u>
	REPUBLIC SERVICES #224	LOUISVILLE	KY		
		MAIN TRASH PICKUP - YR 3 OF 3		02/11/2022	736.08
					<u>\$736.08</u>
	RICH'S TOWING & SERVICE	MIDDLEBURG HEIGHTS	OH		
		TOWING SERVICES		02/18/2022	150.00
					<u>\$150.00</u>
	RITTER PUBLIC LIBRARY	VERMILION	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	54.00
					<u>\$54.00</u>
MBE	ROBIN'S NEST PROPERTY MANAGEMENT & LANDSCAPE	CLEVELAND	OH		
		EMER- SNOW PLOWING SERVICES		02/18/2022	6,500.00
					<u>\$6,500.00</u>
	ROCK CREEK PUBLIC LIBRARY	ROCK CREEK	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	1.10
					<u>\$1.10</u>
	ROCKY RIVER PUBLIC LIBRARY	ROCKY RIVER	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	333.21
					<u>\$333.21</u>
	RONDALE SIMPSON	CLEVELAND	OH		
		FRONT FELLOW - SIMPSON		02/04/2022	4,230.76
					<u>\$4,230.76</u>
	ROYCE SECURITY, LLC	CLEVELAND	OH		
		BRANCH SECURITY GUARD SERVICES		02/04/2022	84,221.69
		BRANCH SECURITY GUARD SERVICES		02/18/2022	22,670.20
					<u>\$106,891.89</u>
	S A COMUNALE CO INC	BARBERTON	OH		
		HARVARD LEE FIRE PANEL REPLACE		02/04/2022	4,050.00
					<u>\$4,050.00</u>
	SANDUSKY LIBRARY ASSOCIATION	SANDUSKY	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	4.99
					<u>\$4.99</u>
	SHAKER HEIGHTS PUBLIC LIBRARY	SHAKER HTS	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	185.54
					<u>\$185.54</u>
	SHAUNA HIBBITTS	CARY	NC		
		MLK EMPOWERING WORKSHOP SERIES		02/11/2022	500.00

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					\$500.00
	SIEMENS INDUSTRY INC	GARFIELD HEIGHTS	OH		
		REPAIR ADDISON BOILERS		02/11/2022	2,955.00
		MAINTENANCE TO LSW SWITCHBOARD		02/25/2022	5,750.00
					\$8,705.00
	SIRSIDYNIX	MINNEAPOLIS	MN		
		2022 SIRSIDYNIX MAINTENANCE		02/11/2022	690,928.75
					\$690,928.75
	SPRINGSHARE LLC	MIAMI	FL		
		SPRINGSHARE RENEWAL		02/11/2022	105,123.00
					\$105,123.00
	SQUIRE PATTON BOGGS (US) LLP	CLEVELAND	OH		
		MONTHLY RETAINER FOR 2021		02/11/2022	4,000.00
					\$4,000.00
	ST. VINCENT CHARITY MEDICAL CENTER-OCC MED	CLEVELAND	OH		
		2022 PRE-EMPLOYMENT TESTING		02/18/2022	1,360.00
					\$1,360.00
	STOW MUNROE FALLS PUBLIC LIBRARY	STOW	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	162.52
					\$162.52
	SWEETWATER	FORT WAYNE	IN		
		STUDIO AND INSTRUMENTS		02/04/2022	773.72
					\$773.72
	T & S MOWER	OLMSTED FALLS	OH		
		OUTSIDE WINTER EQUIPMENT REPAI		02/04/2022	321.30
		EMER- WINTER EQUIPMENT		02/11/2022	1,129.96
		OUTSIDE WINTER EQUIPMENT REPAI		02/25/2022	177.50
					\$1,628.76
	TAYLOR OSWALD, LLC	WESTFIELD CENTER	OH		
		1ST OF 2 RENEWALS - BENEFITS C		02/04/2022	7,848.00
					\$7,848.00
	TELECURVE LLC	LAKEWOOD	NJ		
		DIAL A STORY FOR 2021		02/04/2022	695.00
					\$695.00
	TERRACYCLE REGULATED WASTE, LLC	NORTH AURORA	IL		
		UNCRUSHED BULB RECYCLE		02/25/2022	1,851.70
					\$1,851.70
	THE ILLUMINATING CO	AKRON	OH		
		ELECTRICITY BROOKLYN ACCT#1100		02/04/2022	46,031.65
		ELECTRICITY FLEET ACCT#1100216		02/18/2022	1,757.97
		VOID AFTER UPDATE 02/24/2022		02/25/2022	0.00
		ELECTRICITY E131 ST ACCT#11002		02/25/2022	9,515.67
					\$57,305.29
	TILLIE COLTER	SHAKER HEIGHTS	OH		

Cert	Vendor	City/Description	State	Check Date	Amount/Total
		VIOLIN FOR BOYS		02/04/2022	625.00
					<u>\$625.00</u>
	TREASURER OF STATE	COLUMBUS	OH		
		SALES TAX		02/23/2022	172.25
		MARCS RADIO SERVICES RENEWAL		02/18/2022	1,220.00
					<u>\$1,392.25</u>
	TREASURER STATE OF OHIO	REYNOLDSBURG	OH		
		BOILER INSPECTIONS		02/11/2022	136.50
					<u>\$136.50</u>
	TWINSBURG PUBLIC LIBRARY	TWINSBURG	OH		
		ONLINE BILL PAYMENT DIST.		02/04/2022	348.34
					<u>\$348.34</u>
	TYLER TECHNOLOGIES INC	DALLAS	TX		
		DISASTER RECOVERY SERVICES		02/25/2022	14,798.13
					<u>\$14,798.13</u>
	ULINE	WAUKEGAN	IL		
		PATIO HEATERS		02/25/2022	679.01
					<u>\$679.01</u>
	UNIFIRST CORPORATION	NORTH CANTON	OH		
		PROPERTY STAFF COATS		02/04/2022	8,948.50
		UNIFORM RENTAL SERVICES YR 3 O		02/11/2022	748.48
		UNIFORM RENTAL SERVICES YR 3 O		02/18/2022	278.14
		UNIFORM RENTAL SERVICES YR 3 O		02/25/2022	611.56
					<u>\$10,586.68</u>
	UNIQUE MANAGEMENT SERVICES, INC.	JEFFERSONVILLE	IN		
		CLEVNET NOTICE PRINTING SERVIC		02/25/2022	2,072.34
					<u>\$2,072.34</u>
	UNITED PARCEL SERVICE	CHICAGO	IL		
		ACCT# 479584- BKS BY MAIL		02/25/2022	2,898.33
		ACCT 493-688 SHIPPING		02/25/2022	2,377.43
					<u>\$5,275.76</u>
	UNIVERSITY CIRCLE INCORPORATED	CLEVELAND	OH		
		MEMBERSHIP FEE		02/11/2022	3,053.20
					<u>\$3,053.20</u>
	UNIVERSITY PRODUCTS INC	HOLYOKE	MA		
		PHOTOGRAPH COLLECTION SUPPLIES		02/18/2022	208.84
					<u>\$208.84</u>
	VERIZON WIRELESS	NEWARK	NJ		
		CELL PHONES		02/11/2022	5,371.56
		NETWORK FLEET MANAGEMENT		02/11/2022	1,094.54
		CELL PHONES		02/25/2022	5,471.27
					<u>\$11,937.37</u>
ODB	VOCON PARTNERS, LLC	CLEVELAND	OH		
		FMP - EXPERIENTIAL & ARCHITECT		02/11/2022	33,742.88
		PHASE 1 DESIGN CONTRACT FOR WE		02/25/2022	10,773.00

<u>Cert</u>	<u>Vendor</u>	<u>City/Description</u>	<u>State</u>	<u>Check Date</u>	<u>Amount/Total</u>
					\$44,515.88
	W B MASON CO INC	BOSTON STOCK	MA	02/04/2022	4,758.60
					\$4,758.60
	WAYNE COUNTY PUBLIC LIBRARY	WOOSTER ONLINE BILL PAYMENT DIST.	OH	02/04/2022	491.77
					\$491.77
	WESTFALL ENTERPRISES, INC.	VALLEY VIEW MARTIN L. KING JR. - BASKETS	OH	02/25/2022	2,660.00
					\$2,660.00
	WICKLIFFE PUBLIC LIBRARY	WICKLIFFE ONLINE BILL PAYMENT DIST.	OH	02/04/2022	129.39
					\$129.39
	WILLIAMS ASSOCIATES ARCHITECTS, LTD	COLUMBUS PHASE 1 DESIGN CONTRACT FOR JE	OH	02/25/2022	5,543.98
					\$5,543.98
	WILLOUGHBY EASTLAKE PUBLIC LIBRARY	WILLOWICK ONLINE BILL PAYMENT DIST.	OH	02/04/2022	250.88
					\$250.88
	WINZER CORPORATION	DALLAS MAINT. MECH/ CARPENTERS SUPPLI MAINT. MECH/ CARPENTERS SUPPLI	TX	02/18/2022 02/25/2022	243.72 3,601.46
					\$3,845.18
	WORLD BOOK INC	CANTON	OH	02/04/2022	10,989.00
					\$10,989.00
	YBP LIBRARY SERVICES	ATLANTA	GA	02/04/2022	726.68
					\$726.68
	YORK RISK SERVICES GROUP INC,	COLUMBUS FMLA SERVICE	OH	02/25/2022	1,856.25
					\$1,856.25
<b>Grand Total for Checks Issued from 2/1/2022 through 2/28/2022:</b>					<b>\$4,168,042.93</b>

*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*



## REPORT E

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
March 15, 2022

## REPORT ON SECURITY SERVICES EXPENDITURES

In accordance with the Board resolution adopted on March 18, 2021 authorizing the seventh amendment to the agreement with Royce Security, fees paid to **Royce Security Services, LLC** to provide supplemental security services at the Library's branches on an as-needed basis for the month of **February, 2022** are hereby submitted:

INVOICE	INVOICE DATE	INVOICE AMOUNT	CHECK DATE
402316	12/17/2021	12,071.40	02/04/2022
402346	12/24/2021	10,527.08	02/04/2022
402370	12/31/2021	11,314.73	02/04/2022
Total for February, 2022		<u>\$ 33,913.21</u>	

Total paid on PO# 200333 since Board authorized original agreement on January 21, 2020 through December 31, 2021:

\$ 1,144,524.42

## Final Report

ENTERED INTO A NEW AGREEMENT ON 12/31/2021 FOR THE PERIOD 01/01/2022 THROUGH 12/31/2022 FOR A TOTAL COST OF \$788,530.08 WITH OPTION TO RENEW FOR TWO ADDITIONAL ONE-YEAR PERIODS FOR A TOTAL COST OVER THREE YEARS OF \$2,385,546.54 AS APPROVED BY THE BOARD ON 12/16/2021.

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
March 15, 2022

## 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 February 28, 2022

Date	Vendor	PO	Description	Owner's Contingency Fund		GMP Increase
				Encumbered	Expended	
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
				\$	\$	\$ 68,626.00
				<b>Owner's Contingency Fund Available Balance</b>		<b>\$131,626.00</b>

	Hough Branch Renovation Project Budget		\$ 5,754,048.00
	Encumbered	Expended	
Moody Nolan, Inc. - Architectural Design Services	\$ 124,231.81	\$ 333,258.19	
Gilbane Building Company - Construction Manager at Risk	3,301,152.00	1,395,680.00	
Furniture, Fixtures, Equipment and Technology	152,097.35	-	
Owner Direct Costs	74,104.72	110,227.87	
Direct Expenditures paid from Contingency Fund	-	-	
	\$ 3,651,585.88	\$ 1,839,166.06	
		<b>Available Budget</b>	<b>\$ 263,296.06</b>

## Change Order Details

<b>Change Order # 001</b>	\$ 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.	
<b>Change Order # 002</b>	\$ 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.	
<b>Change Order # 003</b>	\$ 44,090.00
Owner Change Order #003 is submitted to finalize the budget for the approved ATP-004R1 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.	
<b>Change Order # 004</b>	\$ 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	

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
March 15, 2022

## 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 February 28, 2022

Date	Vendor	PO	Description	Owner's Contingency Fund		GMP Increase
				Encumbered	Expended	
9/15/2021	Gilbane Building Company	210886	Change Order # 001			\$ 642.00
12/9/2021	Gilbane Building Company	210887	Change Order # 002			7,890.00
				\$ -	\$ -	\$ 8,532.00
				Owner's Contingency Fund Available Balance		\$61,782.00
				Jefferson Branch Renovation Project Budget		\$ 2,483,967.00
				Encumbered	Expended	
	Williams Associates Architects, LTD - Architectural Design Services			\$ 23,645.80	\$ 151,145.20	
	Gilbane Building Company - Construction Manager at Risk			1,300,475.00	513,253.00	
	Furniture, Fixtures, Equipment and Technology*			126,530.29	-	
	Owner Direct Costs			21,932.00	50,102.62	
	Direct Expenditures paid from Contingency Fund			\$ 1,472,583.09	\$ 714,500.82	
					Available Budget	\$ 296,883.09

\*\$120,619 will be paid using the Zajac Trust funds paid from 203754-55510/55520-11754

## Change Order Details

## Change Order # 001

Owner Change Order #001 is submitted to finalize the budget for the approved ATP-001 OS-001 Contractor Default Insurance for Approved GMP Alternates, for the Jefferson project

\$ 642.00

## Change Order # 002

Owner Change Order #002 is submitted to finalize the budget for the approved ATP-003 OS-002 Bulletin 01 - Plumbing Revisions, ATP-004 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.

\$ 7,890.00

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
March 15, 2022

## 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 February 28, 2022

Date	Vendor	PO	Description	Owner's Contingency Fund		GMP Increase
				Encumbered	Expended	
					\$ 330,025.00	
				\$	\$	\$
					Owner's Contingency Fund Available Balance	\$330,025.00
					West Park Branch Renovation Project Budget	\$ 5,329,779.00
					Encumbered	Expended
	Vocon Partners, LLC - Architectural Design Services			\$ 52,222.86	\$ 350,172.14	
	Gilbane Building Company - Construction Manager at Risk			2,711,328.00	1,341,131.00	
	Furniture, Fixtures, Equipment and Technology					
	Owner Direct Costs			46,221.03	81,435.46	
	Direct Expenditures paid from Contingency Fund					
				\$ 2,809,771.89	\$ 1,772,738.60	
					Available Budget	\$ 747,268.51

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

March 15, 2022

## 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 February 28, 2022

				Owner's Contingency Fund		\$ 490,644.00
Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase
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
				\$	\$	\$ 136,478.00
				Owner's Contingency Fund Available Balance		\$354,166.00
				Woodland Branch Project Budget		\$ 7,808,306.00
				Encumbered	Expended	
Bostwick Design Partnerhip - Architectural Design Services				\$ 137,990.49	\$ 458,002.51	
Gilbane Building Company - Construction Manager at Risk				5,067,911.00	1,195,563.00	
Furniture, Fixtures, Equipment and Technology						
Owner Direct Costs				172,212.97	153,316.02	
Direct Expenditures paid from Contingency Fund				\$ 5,378,114.46	\$ 1,806,881.53	
				Available Budget		\$ 623,310.01

## Change Order Details

<b>Change Order # 001</b>		\$	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.			
<b>Change Order # 002</b>		\$	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.			

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
March 15, 2022

## 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 February 28, 2022

				Owner's Contingency Fund \$ 305,499.00		
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
				\$ -	\$ -	\$ 305,499.00
				Owner's Contingency Fund Available Balance		\$0.00
				Central Distribution Facility Project Budget \$ 6,937,066.00		
				Encumbered	Expended	
Bostwick Design Partnerhip - Architectural Design Services				\$ 9,842.96	\$ 730,917.04	
Gilbane Building Company - Construction Manager at Risk				3,753,050.00	1,598,142.00	
Furniture, Fixtures, Equipment and Technology				349,999.00		
Owner Direct Costs				44,420.00	67,867.27	
Direct Expenditures paid from Contingency Fund				\$ 4,157,311.96	\$ 2,396,926.31	
				Available Budget		\$ 382,827.73

## Change Order Details

<b>Change Order # 001</b>		\$ 17,219.00
To finalize the budget for the approved ATP-001 OS-009 Marous Material Escalation Impacts - BP08C & BP09A.		
<b>Change Order # 002</b>		\$ 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.		
<b>Change Order # 003</b>		\$ 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.		
<b>Change Order # 004</b>		\$ 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		

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
March 15, 2022

## 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 February 28, 2022

Date	Vendor	PO	Description	Owner's Contingency Fund Encumbered	\$ 128,302.00 Expended	GMP Increase
				\$	\$	\$
				Owner's Contingency Fund Available Balance		\$128,302.00
				Lorain Branch Renovation Project Budget		\$ 3,799,592.80
				Encumbered	Expended	
			Holzheimer Bolek + Meehan Architects LLC - Architectural Design Services	\$ 57,045.36	\$ 289,801.64	
			Regency Construction - Construction Manager at Risk	2,860,166.49	24,872.00	
			Furniture, Fixtures, Equipment and Technology			
			Owner Direct Costs	14,255.00	57,175.36	
			Direct Expenditures paid from Contingency Fund			
				\$ 2,931,466.85	\$ 371,849.00	
					Available Budget	\$ 496,276.95

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

March 15, 2022

## 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 February 28, 2022

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Decription</u>	<u>Owner's Contingency Fund</u>	<u>\$</u>	<u>100,486.00</u>	<u>GMP Increase</u>
				<u>Encumbered</u>	<u>Expended</u>		
				\$ -	\$ -		\$ -
				<b>Owner's Contingency Fund Available Balance</b>			<b>\$100,486.00</b>
				<b>Eastman Branch Renovation Project Budget</b>			<b>\$ 3,034,357.66</b>
				<u>Encumbered</u>	<u>Expended</u>		
	Moody Nolan Inc. - Architectural Design Services			\$ 67,876.17	\$ 167,491.49		
	Regency Construction - Construction Manager at Risk			2,246,319.00	21,685.00		
	Furniture, Fixtures, Equipment and Technology						
	Owner Direct Costs			17,850.00	48,543.61		
	Direct Expenditures paid from Contingency Fund			\$ 2,332,045.17	\$ 237,720.10		
					<b>Available Budget</b>		<b>\$ 464,592.39</b>



## CLEVELAND PUBLIC LIBRARY

Board Meeting  
March 15, 2022

**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 February 28, 2022

Date	Vendor	PO	Description	Owner's Contingency Fund		GMP Increase
				Encumbered	Expended	
					\$ 972,005.00	
				\$	\$	\$
					Owner's Contingency Fund Available Balance	\$972,005.00
					<b>New Martin Luther King, Jr. Branch Project Budget</b>	<b>\$ 19,901,486.00</b>
					Encumbered	Expended
	JKURTZ Architects Ltd. - Architectural Design Services			\$ 523,786.85	\$ 2,021,198.68	
	Panzica Construction Co. - Construction Manager at Risk			37,184.00	42,821.00	
	Furniture, Fixtures, Equipment and Technology					
	Owner Direct Costs			92,275.75	267,154.80	
	Direct Expenditures paid from Contingency Fund					
	Developer Shared Costs					
				\$ 653,246.60	\$ 2,331,174.48	
					Available Budget	<u>\$ 16,917,064.92</u>

CLEVELAND PUBLIC LIBRARY EMPLOYMENT REPORT Period: Feb 1 - Feb 28, 2022				
Name	Title	Department/Branch	Effective Date	Compensation Rate
<b>New Hires</b>				
Monroe Goins	Director of Safety	Safety & Protective Svc	2/28/2022	\$97,000
<b>Resignations</b>				
Paul Burton	Officer	Safety & Protective Svc	2/11/2022	
Donte Smith	Custodian	Property Management	2/9/2022	
Lindsey Duncan	SPS Manager	Safety & Protective Svc	2/5/2022	
Melissa Brooks	Branch Clerk	Garden Valley Branch	2/4/2022	
<b>Terminations</b>				
Brian Harris	Page	Martin Luther King, Jr. Br	2/10/2022	
Cotillion Ross Adams	Page	Hough Branch	2/10/2022	
<b>Retirements</b>				
Shirley Jones	Tech Svc Senior Clerk	Catalog Dept	2/1/2022	

CLEVELAND PUBLIC LIBRARY  
 COMPENSATION CHANGES REPORT  
 Period: Feb 1-Feb 28, 2022

Last Name	First Name	Title	Effective Date	Compensation Rate	Previous Rate	Reason
RODRIGUEZ	ANGELICA	PAGE	12/19/2021	\$ 13.52		Correcting Pay Records, Retro to Eff Date
					\$ 13.00	
BINKLEY	ERIN	PAGE	12/19/2021	\$ 13.52		Correcting Pay Records, Retro to Eff Date
					\$ 13.00	
MALDONADO	DINAH	PAGE	12/19/2021	\$ 13.52		Correcting Pay Records, Retro to Eff Date
					\$ 13.00	
DENEEN	MICHAEL	PAGE	12/19/2021	\$ 13.52		Correcting Pay Records, Retro to Eff Date
					\$ 13.00	
PUJOLAS	ROBERT	PAGE	12/19/2021	\$ 13.52		Correcting Pay Records, Retro to Eff Date
					\$ 13.00	
OLMSHLAGER	JEANNIE	PAGE	12/19/2021	\$ 13.52		Correcting Pay Records, Retro to Eff Date
					\$ 13.00	
FELDER	KARIE	LENDING SUPERVISOR	02/28/2022	\$ 48,675.00	\$ 39,276.12	Promotion

# Exhibit "A"

*EMPLOYMENT PRACTICES – 200*  
*EMPLOYEE REFERENCES AND RECOMMENDATIONS - 260*

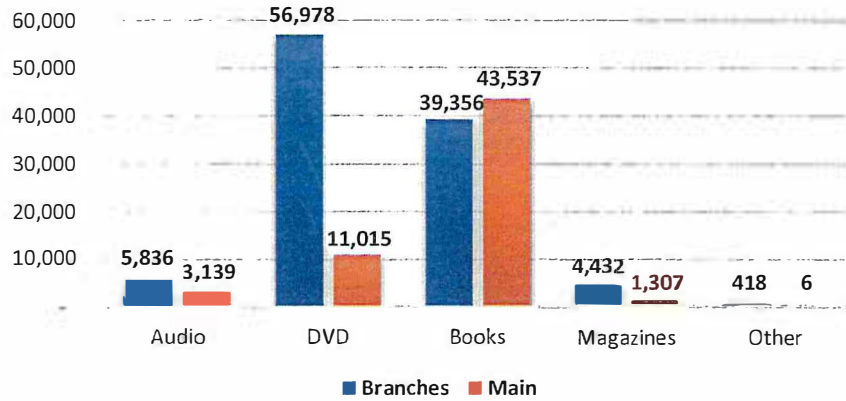
All requests for employment references or verification by an external entity should be directed to the Human Resources Department for response or processing. In general, the Cleveland Public Library will respond to requests by confirming dates of employment, and position(s) held, and pay rate(s).

10/16/08

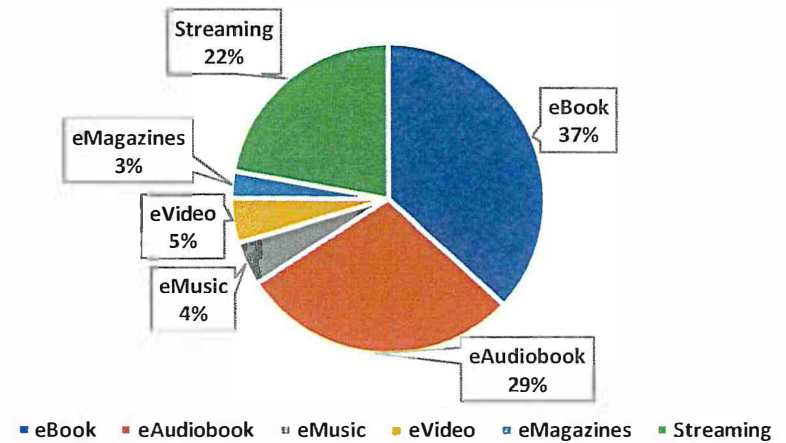
Revised March 15, 2022

# Monthly Activity Report – February 2022

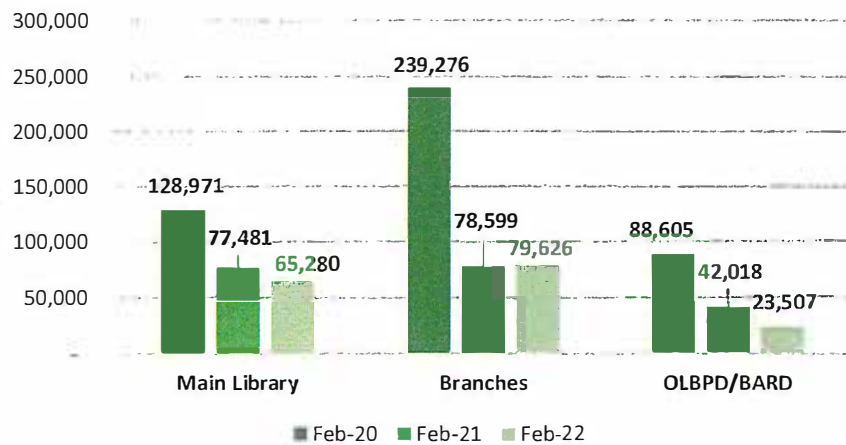
## Physical Circulation February 2022



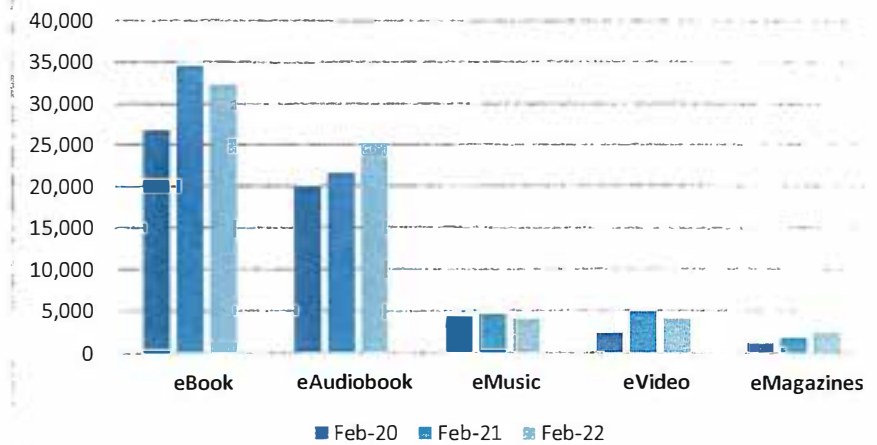
## Electronic Circulation February 2022



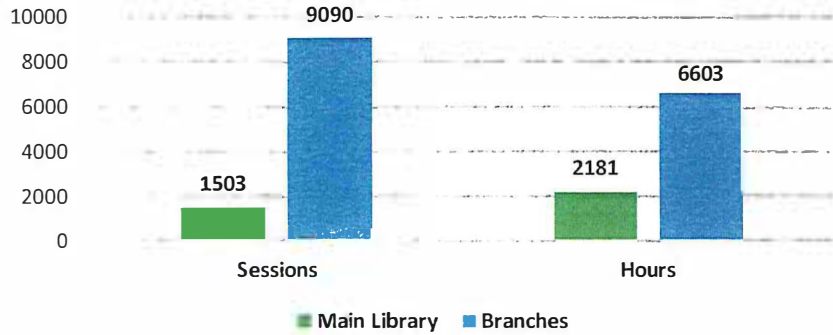
## Circulation Trends 2020-2022



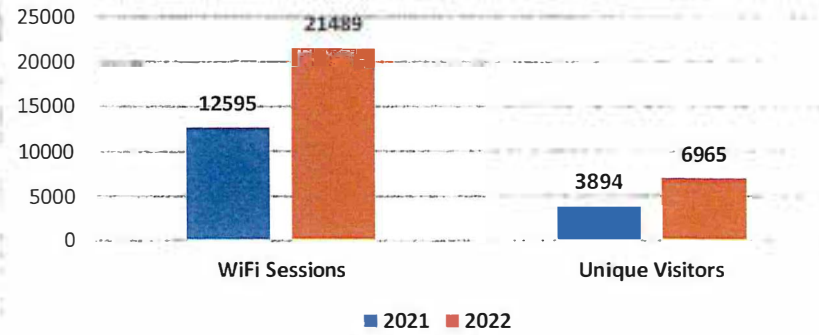
## Emedia Circ Trends 2020-2022



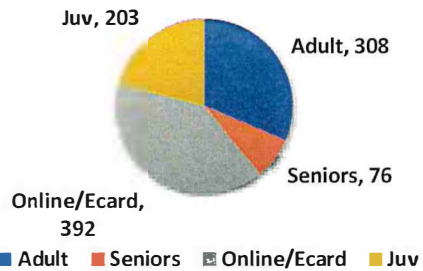
Computer Use - February 2022



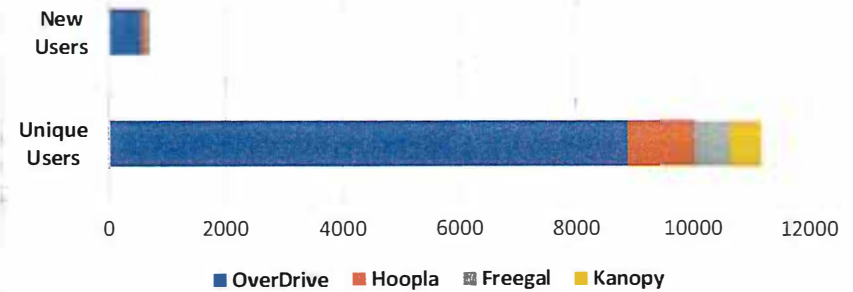
WiFi Use - February 2022



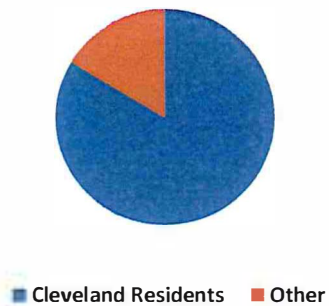
New Cards Issued - February 2022



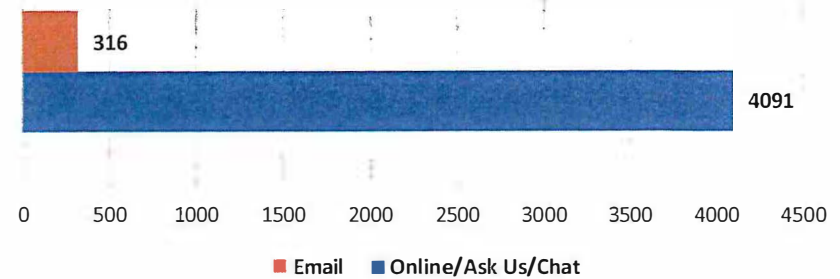
New and Unique eMedia Users



Patron Residence - February 2022

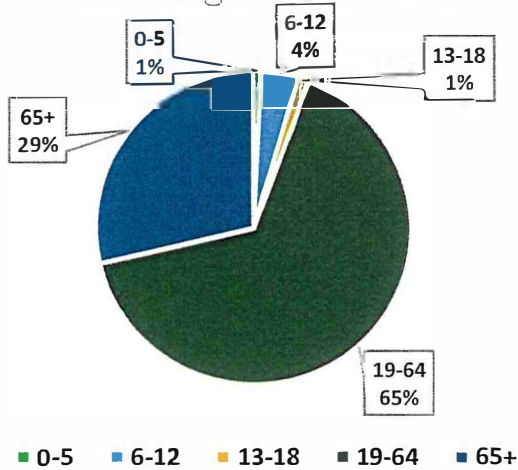


Virtual Reference - February 2022

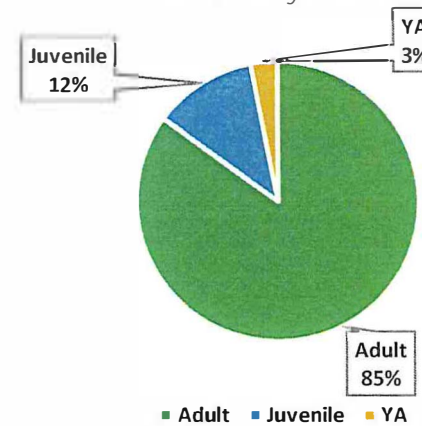


93% of Patrons rated the Ask Us service as "Excellent"

Patron Ages - Feb 2022



% Circulation by Reading Level - February 2022



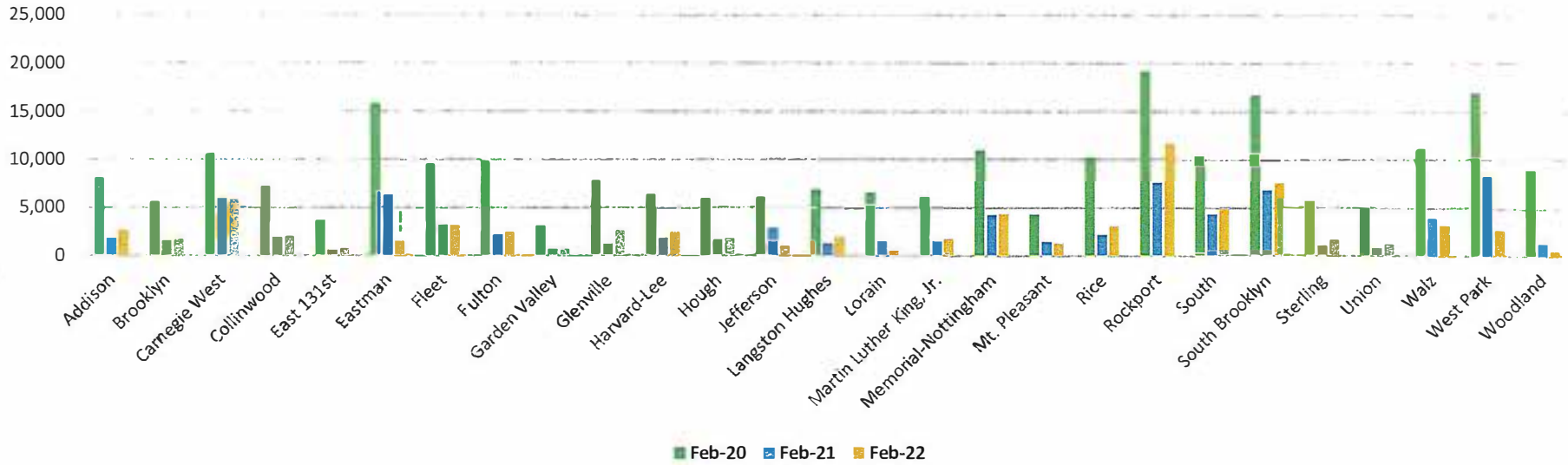
**Top Circulating Titles – Adult**

Fear No Evil	James Patterson
The Coast-to-Coast Murders	James Patterson
The 1619 Project: A New Origin Story	Nikole Hannah-Jones
Criminal Mischief	Stuart Woods
Apples never Fall	Liane Moriarty
Life After Death	Souljah
GED Test Prep	
The Judge's List	John Grisham
Attack on Titan	Hajime Isayama
Cloud Cuckoo Land	Anthony Doerr

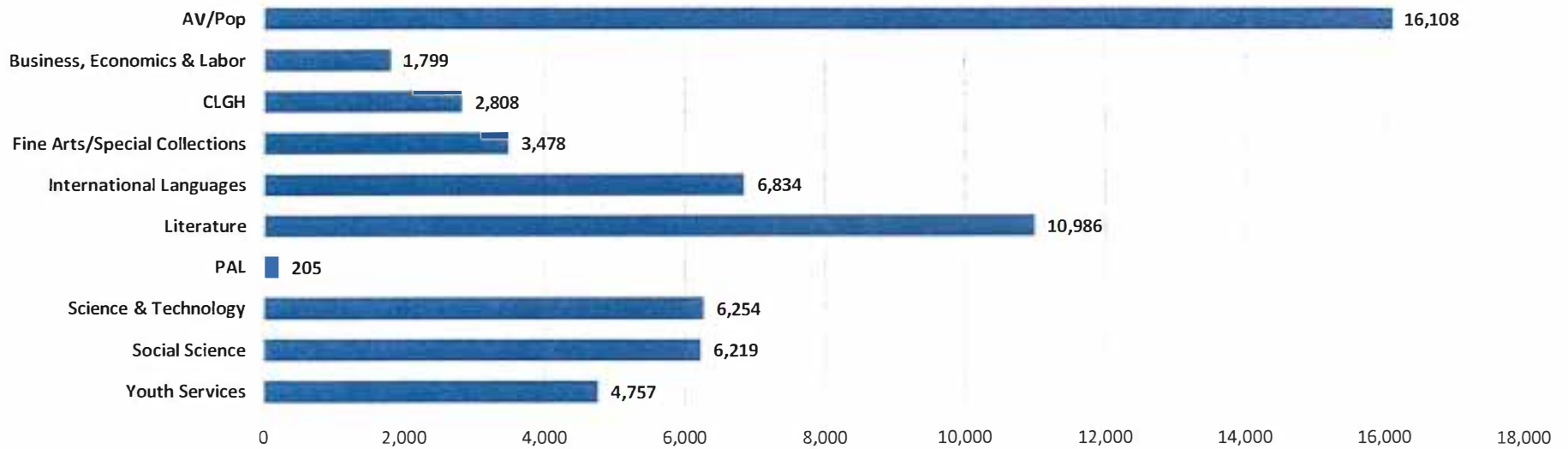
**Top Circulating Titles - Juvenile**

Splatoon	Sankichi Hinodeya
Bob Books	Lynn Maslen Kertell
Ghost Boys	Jewell Parker Rhodes
Stamped (for Kids): Racism, Antiracism, and You	Sonja Cherry-Paul
Peppa Pig Phonics	Lorraine Gregory
My Little Pony	Joanne Mattern
Pinkalicious Phonics Box	Victoria Kann
Dog Man	Dav Pilkey
Stacey's Extraordinary Words	Stacey Abrams
Diary of a Wimpy Kid: Big Shot	Jeff Kinney

## Branch Circulation Trends 2020-2022



## Main Library Departments Circulation - February 2022





## Exhibit "A"

### CLEVELAND PUBLIC LIBRARY PHILANTHROPIC NAMING RECOGNITION POLICY

#### I. SCOPE OF POLICY:

The Cleveland Public Library establishes the following naming recognition policy to provide guidance in approving philanthropic naming recognition for Library owned or controlled property or facilities, recognizing financial and in-kind contributions by any individual or entity. This policy also includes honorary naming recognition.

#### II. DEFINITIONS:

The following words will have the meaning ascribed to them herein:

A. "civic or charitable group" shall mean a nonprofit entity, family, or group that has made a substantial contribution to the community. For-profit entities of any type shall not be considered a civic or charitable group.

B. "individual" shall mean a person who has made a financial and/or in-kind donation to support a specific Library program or property.

C. "for-profit entity" shall mean any entity that is neither an individual nor a civic or charitable group (i.e. nonprofit).

D. "honorary naming recognition" shall mean the naming of Library property to honor the service, commitment, or other type of participation by an individual, or civic or charitable group.

E. "philanthropic naming recognition" shall mean the naming of Library property due to a charitable donation from an individual, civic or charitable group, or for-profit entity that is intended to enhance the community by financial and/or in-kind support for a specific Library program or property.

F. "Library property" shall mean Library owned or controlled real property and features or attributes of Library facilities such as a lobby, wall, bench, walkway, hallway, room, or other public venue. "Library property" may also include entire Library facilities if so approved by the Board of Trustees of the Cleveland Public Library.

III. PROCESS: The process to establish philanthropic naming recognition for Library property shall be as follows:

The Library Foundation in conjunction with the Library's Executive Director or his/her designee must develop a naming recognition opportunity plan to be implemented as approved by the Library Board of Trustees by resolution. In developing said plans, the below criteria shall apply.

A. Philanthropic naming recognition opportunity plans shall establish an aggregate campaign goal. Factors to be considered in development of the goal shall include, but not be limited to, capital costs, annual operating and maintenance costs, and desirability and marketability of the opportunity.

## **CLEVELAND PUBLIC LIBRARY PHILANTHROPIC NAMING RECOGNITION POLICY**

Each campaign goal shall be developed on a case-by-case basis.

B. All assets for which naming opportunities will be offered shall be valued as a function of the aggregate campaign goal within the philanthropic naming recognition opportunity plan. Factors to be considered in the valuation of each asset shall include desirability and marketability, exposure associated with the naming of the asset, and relative value as compared with other assets that are part of the campaign.

C. All naming recognition shall be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the Library, unless otherwise established in the naming recognition opportunity plan or in a donor contract approved by the Library and the donor.

D. Naming recognition opportunity plans shall establish a review process either by a standing committee (the composition shall be identified in the plan) or by Library staff. Final naming of Library property, shall be subject to approval of the Library Board of Trustees.

E. The review committee established in the plan shall consider compliance with the established naming recognition policy; whether the donation is from a potentially controversial source (e.g. tobacco, alcohol, etc.); appropriate signage; compliance with the required approval process for accepting donations; whether a donor contract is appropriate, and if so, the terms thereof; citizen input; and any other relevant factors.

F. All naming recognition proceeds shall be allocated to the Library Foundation as unrestricted revenue minus expenses associated with the naming.

G. Honorary naming recognition for a Library property, program, and/or collection is one of the highest honors the Library can bestow. This recognition is a powerful affirmation of the honoree's commitment to the Library's mission and the community it serves. As such, honorees shall have exemplary character, an unqualified reputation for honesty, personal integrity, and the highest standards of personal and professional ethics. Honorary naming will be specific to pre-determined Library properties/sites, programs, and/or collections. A recommendation for honorary naming will be made by a review committee through a review process consisting of the Library Executive Director, two Library Board of Trustees, a member of the Library Foundation Board, and a community representative. Final honorary naming of spaces shall be subject to approval by the Library Board of Trustees.

Every attempt will be made to make an honorary naming opportunity decision within sixty (60) days from submission of the request to the Committee.

In addition, upon notice to the Library Board of Trustees, the Library Executive Director may refuse any financial and/or in-kind donation if it is deemed to not be in the best interests of the Library.