



Cuyahoga County **Public Library**

Tuesday, March 26, 2024 / 5 PM
Administration Building
2111 Snow Road, Parma, OH 44134



Board of Trustees Meeting

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA
26 March 2024
Administration Building Auditorium
5:00 p.m.**

TOPIC	PAGE#	MOTION
1. Call to Order: Allyn Davies, President		ROLL-CALL
2. Approval of Minutes: February 27, 2024 Board Meeting	1-9	ACTION
3. Retiree Recognition	10	
4. Public Comment		INFORMATION
5. Report of the Board President		INFORMATION
6. Report of the Chief Executive Officer • Learning Moment – Tracy Strobel, CEO Library Statistics	11-24	INFORMATION
7. Human Resources Report	25-31	ACTION
8. Finance Committee Report: • Financial Statement Review – Fiscal 2024– February • Investments: Fiscal 2024 – February • Purchase Approval List • Gift Report	33-34 35-39 40 41-45 47	INFORMATION ROLL-CALL ACTION ACTION
9. New Business • Resolution Authorizing The Library To Enter Into Agreement With Tusing Builders, Ltd., For The Skylight Repair Project At The North Royalton Branch Library • Resolution Authorizing The Library To Accept Guaranteed Maximum Pricing Relating To The Addition and Renovation Of The Solon Library Branch	49-51 52-81	ACTION ACTION
10. Adjourn		ACTION

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
27 February 2024**

The February 27, 2024, meeting of the Cuyahoga County Public Library Board of Trustees was held at the Cuyahoga County Public Library Parma-Snow Branch Auditorium, 2111 Snow Road, Ohio. With a quorum of five (5) Board members present, President Davies called the meeting to order at 5:00p.m.

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

Absent: Dean E. DePiero; Maria L. Spangler – **2**.

Also present: Chief Executive Officer Tracy Strobel, Greg Cordek, Chief Financial Officer, Pamela Jankowski, Chief Public Services Officer, Jeffrey Mori, Chief Operations Officer, Kate McCreary, Chief Communication & External Relations Officer, Monique Good, Chief Human Resources Officer, Robert Dolan, Finance Director, Enda Bracken, Branch Services Director-East, Holly Camino, Branch Services Director-West, Lane Edwards, Branch Services Director-South, Jim Haprian, IT Director, Daniel Barden, Technical Services Director, Rebecca Ranallo, Literacy and Learning Division Director, Jessica Kanelos, Development Director, Robert Rua, Marketing & Communications Director, and other interested observers.

Approval of Minutes:

President Davies asked for a motion to approve the minutes of the January 23, 2024, Board meeting that were sent to the Board members in advance of this meeting.

01-02/2024

Trustee Leonard moved to approve the minutes, seconded by Trustee Blackmore. Seeing no corrections, omissions or additions, the minutes of the January 23, 2024, Board Meeting were approved by unanimous vote of the Board members present.

Public Comment:

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

Report of the Board President:

President Davies announced the composition of the 2024-2025 Board Committees:

Audit Committee – Trustee Edward Blakemore, chair; Trustee Amira Thomas

Foundation Liaison – Trustee Allyn Davies

Finance Committee – Trustee Blakemore, chair; Trustee Leonard, and Trustee Thomas

Policy, Planning & External Relations Committee – Trustee Shlonsky, chair; Trustee DePiero and Trustee Spangler

Capital Committee – Trustee DePiero, chair; Trustee Leonard, and vacant seat

Report of the Chief Executive Officer:

Chief Executive Officer Strobel stated she is taking great pleasure in beginning her report on a high note. We learned last month that our Comprehensive Annual Financial Report for the 2022 fiscal year was awarded the Government Finance Officers Association (GOFA) *Certificate of Achievement for Excellence in Financial Reporting*. Chief Executive Officer Strobel spotlighted this marks 15 years in a row for this honor which is the highest form of recognition in governmental accounting and financial reporting. Congratulations to the Finance Team!

Chief Executive Officer Strobel stated she is proud to announce the publication of a book entitled *Curating Community Collections, A Holistic Approach to Diverse Collection Development* authored by our very own Mary Schreiber, CCPL Collection Development Specialist, Technical Services Division, and Wendy Bartlett, CCPL Collection Development & Acquisitions Manager. Thank you, Ms. Schreiber, and Ms. Bartlett, for sharing your expertise with the profession!

Chief Executive Officer Strobel mentioned she was able to take some time this month to analyze our 2023 statistics and compare our activity to previous years. She is pleased to share that we are seeing growth in every area when compared with the past 4 years. Chief Executive Officer Strobel stated she is delighted that we welcomed 22% more visitors in 2023 than in 2022. Circulation of physical materials was up slightly at 3% over 2022 but circulation of the digital collection set a new record of over 3.8 million digital items borrowed in 2023. Another record set last year was our passport and passport photo revenue which exceeded \$1.12 million.

Chief Executive Officer Strobel stated these numbers are more than just statistics, they represent the hard work and dedication of our staff and a whole lot of satisfied customers. Thank you to all who contributed to a successful year.

Chief Executive Officer Strobel encouraged everyone to mark their calendars for upcoming CCPL events. Next week, March 7th, we resume our signature CCPL Foundation Fundraiser, Writers Center Stage with a visit from author Hernan Diaz. Next month on March 26th, following our Board meeting, the Anisfield-Wolf Book Awards will be held at the Parma-Snow Branch Sari Feldman Auditorium.

Chief Executive Officer Strobel mentioned Pulitzer Prize finalist Percival Everett will discuss his book, *James* which is a reimagining of *The Adventures of Huckleberry Finn* from the perspective of the enslaved character, Jim. At the end of the evening he will announce the winners of the 89th Anisfield-Wolf Book Awards. Chief Executive Officer Strobel asked that you please consider attending this prestigious event.

Chief Executive Officer Strobel welcomed CCPL Chief Operations Officer Jeffrey Mori and CCPL Security Manager Ryan Grame to present in our Learning Moment. They will be sharing information about a recent security training exercise coordinated by Manager Grame along with the Cuyahoga County Office of Emergency Management and they are happy to answer any of your questions about safety and security in our library facilities.

Chief Mori stated we are going to talk about some exercises that we have completed recently, in partnership with the Cuyahoga County Office of Emergency Management. We will also share some other current events that are going on at the library. As we see an increase in visits, that typically relates to an increase in negative behavior. We are going to talk about one specific example of that later in the presentation.

Manager Grame thanked everyone for this opportunity to speak with you. He stated this was a tabletop exercise, that we partnered with the Cuyahoga County Office of Emergency Management with Mark Christie, EMA Director, and his team. We had representatives from the Parma police and fire departments that were able to give their firsthand perspectives of what they would do in response to an emergency situation. Our Leadership team, Directors, and Branch Managers, those that would be decision makers participated in an emergency scenario.

Manager Grame stated if you are not familiar what a tabletop exercise is, it is a classroom setting exercise where you can exercise current policies and procedures, going through an emergency situation and what your response in your specific role would be in those situations. The reason you want to run a tabletop exercise would be it enables you to exercise current policies and procedures, see any gaps, and be able to plan for any future needs in a low stress setting where you are not actively dealing with an emergency.

Manager Grame stated the scenario that was presented to staff was a fire at the Administration Building preceded by a winter weather event that was in the evening time after the Administration Building closed. There were no staff in the building, and there was a water main break that affected the water pressure. The fire affected the back side of the fleet area, the ITD area, and all of the offices. Through the tabletop exercise, you progress how you walk through the scenario. There were three main modules. The first module was the initial response to that situation. How did the fire department initially get notified that there was a fire in our Administration Building? How are they able to access our building? Once they have done so they are able to start negotiating and fighting the fire and making the building safe, but then how does that transition to notifying library personnel? Who is the first responder who gets that call? How do we get the decision makers involved to be able to respond appropriately to the situation? Each module progressed with thought exercises on what each person's role would be and how each person's department would be affected? Then we proceed to module two, your short-term recovery which would be the first couple of days or weeks. With that initial response, you did not know how much damage there was, what areas were affected or if they were out of operation or not. It is now a thought exercise of transitioning to I do not necessarily know all the facts at hand at the time, and what is my best course of action for this response at the time. We then are able to proceed through these different thought exercises and see how we would respond to this situation? We threw some wrenches in the plans; these programs may or may not work? how are we going to transition? how do we notify staff? This is when we transition into module three, the longer term recovery, which was termed to be three months plus, for any large fire, and a large building on fire, construction and being able to build, bringing the building back online, and the facilities inside would take at least that amount of time? How do we transition to immediate recovery from just trying to have the basic functions to slowly bringing online those other core functions that we had to sacrifice to keep the main basic operations going?

Manager Grame commented that it was a great exercise. There was a lot of input from all the staff. It brought out some great points where a lot of our policies worked well, and some we have to address and go from there. The tabletop exercise was about three hours long. It was a particularly good thought-provoking exercise that was good to do in a low stress environment.

Trustee Blakemore asked if there were some master keys that the fire department had to get into the building.

Manager Grame answered that every one of our buildings has what they call Knox boxes, and every fire department has keys to those boxes. Inside of those boxes, we have keys to all of our buildings, the contact information for all of the staff that gets notified, the emergency maintenance line number, which is how off hours gets in contact with the emergency manager, that will then get everyone else up and going and responding to that emergency situation.

Chief Mori stated that the purpose of doing this exercise is to identify the deficiencies, but we also want to focus on what we do well. In getting some feedback from the fire department and the police department, and the Office of Emergency Management, we do some things really well, we have strong processes and procedures in place. We vetted our process through this exercise, to show that we can scale up what we currently have in place, and it would work, and it would work well. The resiliency of our staff became a theme through this exercise and their ability to think on their own and produce thoughts and ideas on how to overcome anything that got thrown at them. Chief Mori stated that is very reflective of who we are as an organization. But the key purpose is to identify the deficiencies and find ways to fix that. We did identify some, the most significant being when our servers go down, we lose a lot of communication with our staff and in our one call now system. In some automatic communications, it is loss of communication to our Integrated Library System (ILS), loss of communication to our purchasing program, and also to our payroll and timekeeping system. There are some main themes that we would have to ensure that occurred in an emergency response, how do we get the library back up and running right away? How do we take care of our staff, and give them timely updates, give them directions on where to go, what to do, and also ensure that they are paid regularly.

Chief Mori stated it was a very fluid exercise, an exercise that was without emotion, during the emergency scenario which is something to put in practice should an emergency occur, we can manage those emotions better. We did not have the constraints of time; we could take our time and make the decisions. We also were not fighting the effects of false information out there and getting information from un reputable sources, so it was highly effective. Not something that we would want to do often but we are going to try to do it once a year and have some different themes.

Chief Mori stated we are already working on some of the deficiencies that we identified to ensure that should a situation like this arise, we have things in place or infrastructure in place to minimize the downtime.

Trustee Blakemore asked are all those systems housed here in ADM or do we have some backups at other locations. If the messaging system goes down, do we have backup capabilities that we can leverage at some other place?

Chief Mori answered the big losses are the servers, which we have here at the Administration Building, and yes, we do have a backup, it is at the State of Ohio, computer center in Columbus, which has multiple backups. What we are working on now is how our backup servers and our main servers communicate. If we make some changes to that, there is a lot less downtime as we are transitioning from our main servers to our backup servers.

Chief Executive Officer Strobel brought to our attention that there will be some expense in making those changes and improvements. You will see those costs on the Purchase Approval List (PAL) in the near future, some of the things we learned and some of the changes we have to make, we will have to make some investments in to make happen.

Chief Executive Officer Strobel thoughts are what can we do to get the branches back open, their phones working, the Administration Building is the central hub, and then spokes out from this hub to the branches. We do need to make some changes should something tragic happen that Admin does not keep the branches from opening a few days later. This is certainly on the priority list for Chief Mori and Director Haprian. Chief Executive Officer Strobel stated we will incur some expenses, but it is well worth it.

Chief Mori stated the other item we are going to talk about very quickly is a flare up of poor behavior at CCPL Garfield Heights Branch, which we are addressing in the plan that we have had some success with in other branches.

Manager Grame mentioned a precursor to that is in Chief Executive Officer Strobel's report she mentioned that we have a 22% increase in branch visits. With those visits, we have seen a return to the large after school crowds, they are with their friends, they are looking for something to do, but the large crowds can sometimes lead to some behavior issues. What we are doing is we are going off a model that was working previously to the pandemic at CCPL Warrensville Heights Branch. We created a partnership with the schools to try and continue behavior expectations and the knowledge of the students and who they are and what is affecting them from the school into the library. This partnership is trying to gain school officials, sometimes the security from schools to come over partially covered by the library and partially covered by the school. With both coming over to the library to find out what happened throughout the day, knowing what happens to specific students or any challenges they may be facing at home or in school. When they see these students come into the branch, they can notify staff and let them know this kid had such and such going on at school, he has this going on at home, he might be going through a rough time, we could then proactively address these situations before they flare up and turn into a fight or something that's much more disruptive. This partnership is really just enhancing what we are able to do and offers staff a knowledge base between dealing with the patrons and these kids. What we are able to do proactively to try and stop incidents. This has worked well at the CCPL Warrensville Heights Branch over the years and while we are trying to implement this at CCPL Garfield Heights Branch as well and potentially at CCPL South Euclid-Lyndhurst Branch in the near future.

President Davies thanked both Chief Mori and Manager Grame for their insightful presentation.

Human Resources Report:

Human Resources Chief Good summarized the HR report. There are two (2) acting positions that ended, six (6) acting positions began, six (6) added second rate, two (2) added third rate, five (5) increased in hours, three (3) decreased in hours, and two (2) promotions.

02-02/2024

Trustee Leonard moved approval, seconded by Trustee Blakemore. Seeing no discussion, the Human Resources Report dated February 27, 2024, was approved as presented by unanimous vote of the Board members present. [\(See pages 50-58\)](#)

Finance Committee Report:

Finance Chair Trustee Blakemore stated we did not have a Finance Committee Meeting prior to this meeting and Chief Cordek will give a full and complete financial report during this meeting.

Chief Cordek stated the budget presented in this report is the Temporary Appropriations and estimated revenues as adopted by the Board on November 14, 2023, for the fiscal year 2024.

Chief Cordek stated we received a small portion of our property tax advance during the month of January, the large property tax advance will be received in February. Our total property tax revenue received in January is \$3.1 million, this is comparable to last January's receipts.

Chief Cordek stated our monthly distribution for the Public Library Fund (PLF) was received in the amount of \$1,859,089. While last January's receipts were \$285,000 more than this year's receipts, we do not anticipate issues with meeting our expected annual total amount of \$25 million. We will monitor this account during the year.

Chief Cordek stated we collected \$145,000 in patron, fines, and fees. The bulk of these receipts are from passport and passport photo fees. This month's collections are comparable to last January's collections.

Chief Cordek stated the salaries and benefits accounts for one month into our fiscal year are within budget. The insurance benefits is 12.6% of budget. In January each year, the Library funds a portion of employee Health Savings Accounts (HSA) for those who chose that type of healthcare coverage. As reported in the past, this amount would reflect a more normal percentage after a couple of months into our fiscal year

Chief Cordek stated other expense groupings such as supplies, purchased & contracted, capital outlay and library materials are showing larger percentages spent against the budget due to the encumbering of blanket purchase orders during January to cover anticipated cost during the course of the year.

(See Under FINANCE)

Investments – January

Chief Cordek stated there was one purchase of a Treasury Note for the month of January:

- Bank of America Securities \$250,000 at a yield of 4.00%

There was one purchase of Commercial Paper for the month of January:

- Wells Fargo Securities \$570,000 at a yield of 5.40%

There was one purchase of an Agency Security for the month of January:

- Citigroup Global Markets, Inc \$1,000,000 at a yield of 5.56%

Transfers

Chief Cordek stated there were no transfers or advances for the month.

03-02/2024

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

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

Nea: – **0**.

Purchase Approval List

Chief Cordek stated Item #1 through Item #6 are new purchases. Chief Mori stated Item #1 is the furniture package for the new meeting room at CCPL Chagrin Falls Branch. Cost: \$40,474.91 at state pricing. This is in our capital projects for 2024. Supplier: Contract Source Inc. Chief Mori stated Item #2 is to upgrade the HVAC in the garage area of the Administration Building. Furnish & install Mitsubishi unit in mechanic's bay. Cost: \$22,845.00. Supplier: North Shore Mechanical. Chief Mori stated Item #3 is for the replacement of lighting panels and supplement some of the LED lighting for better programming and replace panel controls for both interior and exterior at CCPL Mayfield Heights Branch, Cost: \$22,286.00, CCPL Strongsville Branch, Cost: \$32,850.00 and CCPL Orange Branch, Cost: \$26,425.00. This is also in our capital projects for 2024. Total Cost: \$81,561.00. Supplier: Building Control Integrators. Chief Mori stated Item #4 is to purchase a 2024 Ford Escape for the new Facilities Manager. Cost: \$40,500.00. Supplier: Liberty Ford. Chief Mori stated Item #5 is to purchase a 2024 Chevrolet Silverado 3500 necessary to replace the maintenance van. Cost: \$52,820.00 state pricing. Supplier: Valley Ford. Chief Good stated Item #6 is for the annual subscription and consulting services for Employee Engagement & DEI Insights surveys. Year three. Cost: \$27,825.95. Supplier: Energage.

Chief Cordek stated Item #7 through Item #12 are Capital Fund new purchases. Chief Mori stated Item #7 through Item #9 are for furniture packages for the new CCPL Brooklyn Branch. Furniture package #1 Cost: \$219,332.25. Supplier: Environments 4 Business. Furniture package #2 Cost: \$230,893.38. Supplier: Inspire Workplace Interiors. Furniture package #3 is for shelving Cost: \$143,872.27 at state pricing and better. Supplier: Patterson Pope. Director Haprian stated Item #10 is the complete package for audio-video throughout the new CCPL Brooklyn Branch at state pricing. Cost: \$383,114.57. Supplier: iVideo. Director Haprian stated Item #11 is for the Cisco infrastructure package for the network equipment including switches, wireless access points and UPS, throughout the new CCPL Brooklyn Branch. Cost: \$45,331.52. Supplier: Logicalis. Director Haprian stated Item #12 is for the Innovation Center equipment and materials for the new CCPL Brooklyn Branch. Cost: \$136,335.00. Supplier: Various.

04-02/2024

Trustee Blakemore moved approval of the Purchase Approval List, seconded by Trustee Leonard. Seeing no additional discussion, the Purchase Approval List dated February 27, 2024, was approved as presented by unanimous vote of the Board members present. [\(See pages 59-62\)](#)

Gift Report

Chief Cordek stated the gift report is straight forward. We received \$2,000 gift from the Conway Family Foundation for the Restorative Practices Initiative at CCPL Garfield Heights Library, and \$2,000 from The Helen F. Stoler and Louis Stoler Family Foundation for CCPL Student Success Program.

05-02/2024

Trustee Shlonsky moved approval of the January Gift Report, seconded by Trustee Blakemore. The gift report was approved by unanimous vote of the Board members present. [\(See page 63\)](#)

- **Permanent Annual Appropriation**

Chief Cordek stated this is the resolution for the 2024 Permanent Annual Appropriations. The grand total of all appropriations is \$113,832,234.92.

06-02/2024

Trustee Leonard moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the Permanent Annual Appropriation was approved by unanimous vote of the Board members present by roll-call vote. [\(See pages 64-67\)](#)

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

Nea: – **0.**

President Davies stated that the following policies were discussed in depth at the Policy, Planning & External Relations Committee (PPER) meeting prior to this meeting and all participants here were at the PPER Committee meeting.

Trustee Leonard suggested combining all the Human Resources policies, with one approval for all. Trustee Blakemore moved approval, seconded by Trustee Shlonsky

07-02/2024

- **Approval of Death Policy**

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the approval of the CCPL Death Policy was approved by unanimous vote of the Board members present. **(See pages 68-69)**

08-02/2024

- **Approval of Honorariums Policy**

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the approval of the CCPL Honorariums Policy was approved by unanimous vote of the Board members present. **(See pages 70-71)**

09-02/2024

- **Approval of Introduction Policy**

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the approval of the CCPL Introduction Policy was approved by unanimous vote of the Board members present. **(See pages 72-73)**

10-02/2024

- **Approval of Layoff Policy**

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the approval of the CCPL Layoff Policy was approved by unanimous vote of the Board members present. **(See pages 74-75)**

11-02/2024

- **Approval of Retirement Policy**

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the approval of the CCPL Retirement Policy was approved by unanimous vote of the Board members present. **(See pages 76-77)**

12-02/2024

- **Approval of Transportation Reimbursement Policy**

Trustee Blakemore moved approval, seconded by Trustee Shlonsky. Seeing no additional discussion, the approval of the CCPL Transportation Policy was approved by unanimous vote of the Board members present. **(See pages 78-79)**

13-02/2024

- **Approval of Borrowing Policy**

Trustee Leonard moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the approval of the CCPL Borrowing Policy was approved by unanimous vote of the Board members present. **(See pages 80-81)**

14-02/2024

- **Approval of Naming Rights Policy**

Trustee Leonard moved approval, seconded by Trustee Blakemore. Seeing no additional discussion, the approval of the CCPL Naming Rights Policy was approved by unanimous vote of the Board members present. **(See pages 82-83)**

Motion to Adjourn

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

15-02/2024

Upon motion of Trustee Blakemore, seconded by Trustee Leonard the February 27, 2024, meeting of the Cuyahoga County Public Library adjourned at 5:42 p.m.

Approved March 26, 2024

X

Allyn Davies
President

X

Amira Thomas
Secretary

Resolution of Peggy Shaw

WHEREAS,

Peggy Shaw has served with great loyalty as an employee of the Cuyahoga County Public Library since her hire on January 7, 2002, as a Branch Regional Clerk Substitute at the Mayfield Branch; on August 26, 2003, she transferred to the Parma-Snow Branch as a Branch Regional Clerk; on July 3, 2006, her title changed to Branch Clerk; on March 29, 2015, her title changed to Branch Services Clerk; on August 28, 2017, she transferred to the Administration Building as a Youth Literacy & Outreach Clerk, a position she held until her retirement on February 29, 2024; and,

WHEREAS,

Peggy showed exemplary customer service and communication skills, internally and externally. Peggy graciously and tirelessly went the extra mile and exceeded expectations. Internally, Peggy collaborated with Finance and the branches on requests and handled significant purchases like floor toys in the Play, Learn, and Grow areas; with Media Services, she oversaw the photography of bookables and toys; she worked closely with Acquisitions, Cataloging, and Processing to streamline orders. Externally, Peggy showed the same conscientious spirit and communicated with vendors for toy replacements, saving resources; and

WHEREAS,

Peggy's attention to detail and professionalism shone through when working with the Bookable Collection. She meticulously checked each kit's contents and maintained high standards by diligently replacing damaged items. Her dedication to excellence made her an invaluable asset to the team; and,

WHEREAS,

In her 22-year tenure, Peggy consistently exhibited kindness and generosity, fostering positive relationships across the library system. Actively involved in committees like the Wellness Committee, she contributed to events such as the USA Toy Library Association National Conference and author appearances. Peggy's dedication to excellence was reflected in her commitment to patrons and staff, enriching the Cuyahoga County Public Library community.

NOW, THEREFORE, BE IT RESOLVED

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

Allyn Davies, President
Board of Trustees
Cuyahoga County Public Library
Date: March 26, 2024



Chief Executive Officer's Message

BOOKS, BITES AND PARMA HEIGHTS

During the pandemic, when meeting in physical spaces wasn't possible, Cuyahoga County Public Library (CCPL) quickly shifted to virtual and hybrid programs to meet community needs. We held virtual storytimes, author visits, and even hybrid STEAM activities where families could pick up program materials at a drive-up window and then participate at home.

Fundraising events hosted by the CCPL Foundation also shifted to virtual during the pandemic. The William N. Skirball Writers Center Stage Series was presented solely via livestream for half a season, and the Foundation's annual culinary-based fundraiser was offered as a hybrid event where participants could pick up a kit of food items and follow along at home as Cleveland's own Chef Rocco Whelan gave a cooking class via Zoom. Writers Center Stage has been presented in-person for several seasons now, but I am pleased to share that the Foundation's annual culinary-based event is finally back to in-person as well. This new version of the event is called **Books and Bites**, and it will feature another celebrity chef named Rocco – Chef Rocco DiSpirito. DiSpirito is a James Beard Award winner, TV star, and bestselling author of fourteen books, including three #1 *New York Times* bestsellers.

Books and Bites will be held on Thursday, May 2, at the Parma-Snow Branch as a ticketed event. VIP tickets will include access to a pre-show reception with delicious food and drinks from Edwin's Restaurant, a silent auction, and a prize raffle. After the reception, Chef DiSpirito will take the stage in the Sari Feldman Auditorium to discuss his latest book, *Everyday Delicious*. General admission tickets are available as well. They include the author event, but not the pre-show reception. All ticketholders will receive a signed copy of *Everyday Delicious*. I am looking forward to the in-person return of this fundraiser event. Kudos to the CCPL Foundation Board's special events committee and CCPL's development and adult programming teams for making it possible.

In other news, plans are moving forward to replace CCPL's existing Parma Heights Branch with a new facility. We are in the design phase for an approximately 21,000-square-foot building, which will be built in Greenbriar Commons, not far from our existing location. The new building will include a small Innovation Center and the central offices for our Aspire Greater Cleveland adult education services staff. The Aspire team is currently based in a small space on the mezzanine level of our Maple Heights Branch. The new branch will provide them with much needed office space and improved accessibility to students.

Perhaps most notably, plans for the new Parma Heights Branch include an onsite early learning center operated by The Centers, that will serve as a learning lab for adults pursuing careers in early childhood education (ECE). The early learning center would be the second in the CCPL system (the early learning center currently located in our Maple Heights Branch is also operated by The Center), but the learning lab will be a first. Students seeking an Associate of Applied Science degree in ECE through Tri-C will receive practical experience by working on-site.

We see the Parma Heights Branch project as an opportunity to help address one of the biggest problems facing the county's childcare centers – lack of a skilled workforce. Our hope is the program will expand the pool of qualified childcare workers while offering opportunities for good paying jobs. I am very excited to see this collaboration take shape, and I look forward to sharing updates as the project progresses.

Tracy R. Strobel
Chief Executive Officer

System Highlights

Today is the first day to register for the 39th Western Reserve #Writers Con--an annual #FREE con! If you register early, as a bonus you enter their drawing for a free editing session! @CuyahogaLib attend.cuyahogalibrary.org/event/9640741

Thank you @CuyahogaLib - our staff and volunteers are able to serve so many this AM at a crowded free legal advice clinic! #TogetherWeCan #ExtendJustice

Just FYI you can access The Athletic for free through the Cuyahoga County Public Library site too. You just need a library card to register. I'm sure other libraries have similar offers <https://cuyahogalibrary.org/research-discover/resources-a-z/new-york-times-the-athletic>

Shoutout to @CuyahogaLib for their searching and holding system that is better for video games than it has any need to be. Searching a game shows you all of the consoles available and individual waitlist counts for each version, directly in the search results.

i love you cuyahoga county public library, thank you for letting me renew my books by text

📅 Mark your calendars for WEDNESDAY, MARCH 6, at 7 PM! @KiraPeikoff will be at @CuyahogaLib to discuss her new novel ~BABYX~! Find out more 📖
attend.cuyahogalibrary.org/event/9454752

One more reason to love your local library.. Bike Rentals. @CuyahogaLib

A customer visited the **Brecksville Branch** with a CD-ROM that had files from Poland that he could not access from his computer. BSA-II, Noelle Tagliarini went with him to computer and tried to help him open the documents. The documents were a DJVU format and our computers did not have any applications that could open them. Noelle researched how to read these types of files and was able to find a DJVU to PDF file converter on the internet. She spent time converting and searching the files with the customer to find the information he needed. The customer was so grateful and even said that his son did not think the library would be able to do it and was excited to show his son how to access the files.

Eight youth attended a special NASA program at the **Independence Branch** on Saturday February 17th. Seven family members observed the program. Each participant used a Snap Circuit kit and the NASA engineers talked to the teens about the subject. The teens learned quickly and were focused on their projects. The speakers were engaging and participated with the all the attendees.

A whopping 42 people attended **Solon Branch's** February book discussions for Remarkably Bright Creatures. Twenty-five patrons joined Carol Ward on Monday evening, 2/26/24, and another 17 were on hand Tuesday morning, 2/27/24, at the Senior Center. Carol provided a short PowerPoint presentation highlighting some of the locations and marine life featured in the book and shared small clips from both a PBS Nature program and the popular Netflix show My Octopus Teacher. Monday evening, several beautiful, oversized books on marine life were made available from the library's collection as well as some other books on Octopuses including Soul of an Octopus by Sy Montgomery. Both discussions were lively and covered topics such as loneliness, self-worth, conservation, aging and more.

On Wednesday, February 7th, **Bedford Branch** Branch Services Assistant Sylvia Johnson, did a Chinese /Lunar New Year Program for the adults with special needs center, Keldric Adult Companion Center. Fourteen People attended. The books used were The Nian Monster by Andrea Wang and Celebrate the World, Lunar New Year by Hannah Eliot. The history and customs of Chinese/Lunar New Year were discussed. Stencils with simplified Chinese characters for "Chu Ru Ping An" meaning May You Be Blessed with Peace and Safety Wherever You Are were used to make good luck new year banners. This new year blessing was stenciled onto red flannel using yellow/gold tempera paint.

The **North Royalton Branch** Children's area welcomed over 50 customers to their Take Your Child to the Library Day event on Saturday, February 24. Children's BSL II Sarah Verlie and BSA Regina Costello planned an exciting schedule, including an owl-themed Family Storytime, a library scavenger hunt, early literacy activities, and a staff-led library tour which included fun facts about the branch. Parents stopped by the Children area's special CCPL table to learn more about library resources, programs, and card registration. Staff noticed that many of the families who attended were new to the branch and stayed well into the afternoon to enjoy the library.

System Highlights

A new family came into the **Brook Park Branch** on a slow Friday with no school and BSLII Michelle Todd invited them into KidsCafe. The two moms picked up library card applications for the kids while they ate, and Michelle handed them program information. After eating, the kids all got new cards. The youngest girl was so excited, she was jumping up and down the whole time, and after taking her picture with the “My First Library Card” sign, shouted out, “I did it!!” They also picked out free books from the Cleveland Kids Book Bank and finished up by playing in the Children’s Area.

Olmsted Falls Branch hosted a Gumdrops Galore! program for 15 kids in grades 1-5. Using no more than 75 gumdrops, one child was able to construct a tower 14 ½ inches high and another was able to make a structure that held a pinecone, a DVD, a can of tomato paste and a bottle of water.... all at the same time!

Susan Mason (BSLII) taught Glass Etching to 17 people on February 21 at the **Berea Branch**. Each participant weeded a winter design vinyl stencil that they applied to etch a glass mug. Gail Toth (BSLI Teen) presented an accompanying craft, “Snowman Soup” using a cocoa packet, marshmallows, chocolate chips and peppermints. The group enjoyed collaborating with each other and were pleased with their finished products.

Polaris ESOL came to the **Strongsville Branch** for a library orientation and visit on February 28. Adult Services Supervisor Heather Timko showed 20 students from two classes our library website and electronic resources and gave a tour of the library branch. The students were also able to apply for and get library cards to use all the free resources available to them.

A HUGE hopping crowd of 68 little jumpers ranging in age from 4 months to 5th grade and their families joined **North Olmsted Branch** Services Librarian Supervisor Anna Heinz in celebration of Leap Day the evening of Thursday, February 29. Families enjoyed a brief story time followed by Leap Day crowns, origami frogs, family time capsules, games (several of which were courtesy of the Toy Library), snacks and “leaping” photos in front of the green screen!

Teen Librarian Mike Pawuk hosted a Bricklink Studio workshop for teens and adults on Wednesday February 7th at the **Brooklyn Branch**. Nine attendees came to the program and learned how to create their own LEGO designs on a laptop using the free Bricklink Studio s software. The attendees loved the software and couldn’t wait to continue to use the program at home.

Nineteen people created oobleck, bracelets and framed gifts at a Valentine’s STEAM Fun family program led by BSLs Joni Sand and Mia Cowan on February 3rd at the **Gates Mills Branch**. The children learned that oobleck is a non-Newtonian fluid and has properties of both liquids and solids. One mother thanked the staff for providing an abundance of supplies, so the children could create several different gifts.

On Valentine’s Day, the **Chagrin Falls Branch** welcomed community members, Friends of the Chagrin Falls Library, and relatives to the installation of a bench donated by family honoring the 60th wedding anniversary of longtime Friends, Norm and Sue Pollack. Norm and Sue’s daughter spoke about the importance of the Chagrin Falls Branch to the family, branch staff took photos, and the Friends invited everyone to the meeting room for refreshments to celebrate.

Beachwood’s Matthew Weitendorf led a discussion of A Fever in the Heartland by Timothy Egan at the Third Wednesday Book Discussion program on the 21st. The group of 11 included 3 newcomers, who were welcomed to the group. Many of the participants did not know that the Ku Klux Klan had made such inroads into the northern United States in the 1920s. Parallels were drawn between intolerance and hate groups both then and now. Matthew led a virtual discussion of the same book on Zoom the following day, February 22nd, with the Third Thursday Book Discussion group. Four people attended.

System Highlights

Social Work Manager Bryanta Spencer, and Social Worker Donea Roddy, have been working with South Euclid-Lyndhurst Branch Manager Steve Haynie, to increase CCPL's visibility throughout the County. He is extremely personable, has the gift of gab and most importantly understands the importance of building relationships to be effective in public service. Together, ideas have become reality with the upcoming launch in March of REFRESHing Memories, which is a CCPL take on the national Memory Café model. This is a partnership with Cleveland Clinic and the Farell Foundation to fill an unmet need for this population as there is currently no programming or support of this magnitude on the eastside. Kicking off at the South Euclid branch on March 20, expansion is already in the works as there is a waitlist. Branch Managers from Orange, Solon, Fairview Park, and Beachwood have expressed interest and support. Word has spread like wildfire affording Bryanta the opportunity to present to NEO-RLS on February 8th to share the details of this collaboration and to support and encourage other systems in ideas and forms of implementation.

Middleburg Heights 500! Rebecca Price-Donahue and Brynna Mango led 41 participants as they raced matchbox cars and hot wheels using electric and cardboard tracks. Racers also enjoyed a racing dice game, painting their own wooden race cars, crafting a checkered flag, and playing with car-themed toys, including the Toy Library's take-apart engine. Everyone had a blast on race day!

Bay Village's BSA Gina Gerrity, led a Kitchen Science program on February 24. 10 participants used everyday supplies to create kitchen-based experiments including a volcano.

On February 13th and 14th, **Fairview Park Branch** Manager, Jesse Sanders facilitated two outreach / special orientations for members of the North Coast Needlers, a local quilt-guild. On the night of the 13th, about 60 members of the guild attended an innovation center orientation offered by Jesse during the meeting. The following morning, 8 members of the guild joined Jesse in the Innovation Center for a follow-up Embroidery Machine Basics Training. Members were very grateful at the end of both sessions and praised the library and the new Innovation Center.

In honor of Black History month, **Orange's** Meghan Villhauer led an art program for Young Artists on February 3rd inspired by artist Faith Ringold. A group of 19 children learned about Ringold's art and looked at samples of her painted quilts. The children really enjoyed using fabric markers to draw special memories in the centers of their quilts and then glued on small pieces of fabric around the edge to form a "quilted" border.

On February 5, Chad Lowther, BSLII-A, helped the Caregiver Bootcamp program for 10 **Parma-Powers Branch** Customers. This program was provided in partnership with University Hospitals Parma Medical Center. Cheryl Strang from Hospice of the Western Reserve provided a presentation on healthy habits and self-care resources available to family caregivers. The 13 customers in attendance said that the presentation provided information about critical resources that they would not have otherwise been aware of.

Outreach at Richmond Heights Elementary School continues to be popular, with Children's BSL I Nick Hajek of **Richmond Heights Branch** performing 2 storytimes for over 60 Kindergarteners on the morning of February 26th. This marked the 6-month anniversary of the branch partnership with Richmond Heights Elementary School, representing a significant achievement in building robust connections with the educational community in Richmond Heights.

Mayfield's Robin Pandya facilitated the program Eclipse Over Cleveland on 2/28. Sixty-five people attended, learned eclipse related astronomy, facts, and advice concerning the coming total eclipse. Participants also received eclipse glasses for safe viewing.

Parma-Snow Branch Adult BSL II, Becky Buryanek, and Adult BSAIL, Lisa Woodruff, presented Quick Yeast Bread culinary program to an audience of 12 participants. The customers loved learning about the process of making bread and while waiting for the dough to rise, Becky shared some library databases that promoted cooking.

System Highlights

On February 27, **Garfield Heights Branch** Teen Librarian Lanson Wells presented a food literacy program titled EATING BOOKS to 8 teen/adult participants. During the program, attendees learned how to read/decode nutrition labels, how to prepare a shopping list, and how to follow a recipe. During the program, participants read cookbooks aloud to the group, and discussed safe meal preparation. Lanson and the participants brainstormed possible meals and recipes which may be made in upcoming teen cooking events

South Euclid-Lyndhurst's Leslie Banks led a tour for a class of ESOL students attending the Ohio Options ESOL program. After applying for library cards (which were processed by the Circ staff), Leslie gave a tour of the library, which ended in the Technology Lab where the students were given a hands-on-lesson in accessing the library's website and navigating to various resources on the site including: Kanopy and Hoopla, Mango Languages, Libby, Learning Express Library, PressReader, with its foreign language publications, Flipster and Skillmill. The students were also given information on the Innovation Centers and Memory Lab, the Writers Center and our two food programs: Mobile Pantry and Kids Café. A total of twelve (12) ESOL students were in attendance for this event.

On February 24th, the **Warrensville Heights Branch** celebrated Quilts in Black History! BSL-I Beate van der Schalie partnered with professional storyteller and quilter, Jackki Boyd to present a multigenerational Black History Month program. This year Mrs. Boyd's storytelling was inspired by Gullah culture and was accompanied by live drumming by her husband, Steven Boyd, and Warrensville Heights Branch Manager, Ali Boyd. Members of the Warrensville Heights quilting group, the African American Quilt and Doll Guild, showed their beautiful quilts to the audience and some spoke about using the resources in our branch's new Innovation Center. To further showcase CCPL's Makerspaces, BSL Generalist, Tessa Baer, made 3D printed/ laser cut Adinkra symbol stamps for participants to use for their projects. Many participants were fascinated by the symbols and asked for more information about them. The afternoon's activities concluded with an interactive drumming circle led by Steven and Ali Boyd! There was a total of fifty-six participants.

Kathy Pierce spoke at **Maple's** Small Business Speaker Series organized by Melissa Morris on February 20th. Kathy was the owner of Designer Walls, a commercial contracting company she started in 1987. Through the years, Kathy was able to transform her business into a multi-million dollar company. She talked about her initial steps in forming the company and captivated the 10 entrepreneurs in attendance with her success story.

On 2/17/2024, **Parma Heights Branch** Services Assistant Nadeem Khalid and Branch Services Librarian Supervisor Bridget Lavelle created an original culinary program, Chillin' with Chai, using Nadeem's authentic homemade hot Chai recipes and one Vitamix cold Chai recipe to demonstrate. 14 customers enjoyed tasting the different recipes.

**CUYAHOGA COUNTY PUBLIC LIBRARY
REPORT OF THE CHIEF EXECUTIVE OFFICER
MARCH 26, 2024**

ACTIVITIES OF THE CHIEF EXECUTIVE OFFICER

February 28

- Meeting with **Justin McCaulley, President, McCaulley& Company**, and **Devon Eldridge, Associate, McCaulley& Company**, **Camryn Pillar, Analyst, McCaulley& Company**, and Kate McCreary, CCPL Chief Communications & External Relations Officer, Jessica Kanelos, CCPL Development Director, Margaret Currie, CCPL Grants Manager
- Interview with **Rebecca Cahill, Writer, FreshWater, Cleveland, Ohio**
- Met with Monique Good, CCPL Chief Human Resources Officer
- Attended **Freedom To Learn Advocates (FTLA) Reception** hosted by **Steve Potash, President and Chief Executive Officer, OverDrive**, with **Rory Steele, Executive Director, FTLA**, at **Beechmont Country Club**

February 29

- Participated in **Youth Opportunities Unlimited (Y.O.U.) Executive Committee Meeting**
- Interviewed with **Jeff Piorkowski, Reporter, Cleveland.com and Sun Press**, about the **new CCPL Beachwood Library Branch**

March 1

- Interviewed with **Kabir Bhatia, Senior Reporter, Ideastream Public Media's Arts & Culture team**
- Phone Call with **Steve Dever, Law Director, Fairview Park**, and Jeffrey Mori, CCPL Chief Operations Officer

March 5

- Met with Jeffrey Mori, CCPL Chief Operations Officer
- Meeting to discuss Design for **CCPL new Parma Heights Branch** with **Ben Crabtree, Senior Associate, Bialosky Cleveland**, **Aaron Hill, Principal, Bialosky Cleveland**, and **Sandy Tilberg, Senior Interior Designer, Bialosky Cleveland**, **Raymond Corby, Architect, Senior Associate, Bialosky Cleveland**, and **Christopher Persons, Associate, Bialosky Cleveland**, **Eric Gradert, Project Manager, Shook Construction**, **Brian Gissiner, General Contractor, Shook Construction**, and **Matthew Danis, MBA, CPSM, Shook Construction** and Pamela Jankowski, CCPL Chief Public Services Officer, Jeffrey Mori, CCPL Chief Operations Officer, Terrance Echols, CCPL Director, Adult Education Services, and Krista Tokarz, CCPL Branch Manager, CCPL Parma Heights Branch

March 6

- Participated in **Metro Directors** monthly conference call
- Met with Monique Good, CCPL Chief Human Resources Officer

March 7

- Meeting with **Justin McCaulley, President, McCaulley& Company**, and **Devon Eldridge, Associate, McCaulley& Company**, **Camryn Pillar, Analyst, McCaulley& Company**, and Kate McCreary, CCPL Chief Communications & External Relations Officer, Jessica Kanelos, CCPL Development Director, Margaret Currie, CCPL Grants Manager
- Meeting with CCPL Executive Leadership Team, Greg Cordek, CCPL Chief Financial Officer, Pamela Jankowski, CCPL Chief Public Services Officer, Monique Good, CCPL Chief Human Resources Officer, Jeffrey Mori, Chief Operations Officer, and Bertha Arrington, CCPL Executive Division Manager

March 11

- Participated in **Beachwood Library and Auditorium Design Meeting #3**, with **Jeff Valus, Principal, CBLH Design**, **Scott Weaver, Principal, CBLH Design**, and **Jae Cho, Project Architect, CBLH Design**, and **Daniel LaRossa, RA Senior Associate, Group 4 Architect**, **Carolyn Carlberg, Architect, Group 4 Architect** and **Bryant Lui, Designer, Group 4 Architect**, and Pamela Jankowski, CCPL Chief Public Services Officer, Jeffrey Mori, CCPL Chief Operations Officer, and Amia Wheatley, CCPL Branch Manager, Beachwood Branch
- Met with **Ann Longworth Orr (U.S. Senator Sherrod Brown's Northwest Ohio Regional Representative)**, with **Justin McCaulley, President, McCaulley& Company**, and **Devon Eldridge, Associate, McCaulley& Company**, and Kate McCreary, CCPL Chief Communications & External Relations Officer, at **CCPL Parma-Snow Branch**
- Met with **Micki Byrnes, President & General Manager, WKYC Media**, with Kate McCreary, CCPL Chief Communications & External Relations Officer, at the Union Club.
- Met Kate McCreary, CCPL Chief Communications & External Relations Officer

March 12

- Participated in **Youth Opportunities Unlimited (Y.O.U.) Board of Directors Meeting**
- Met with Pamela Jankowski, CCPL Chief Public Services Officer
- Met with Greg Cordek, CCPL Chief Financial Officer
- Met with **Senator Nickie J. Antonio** with **Justin McCaulley, President, McCaulley& Company**, and **Devon Eldridge, Associate, McCaulley& Company**, at **CCPL Parma-Snow Branch**

March 14

- Met with **State Senator Kent Smith**, with **Justin McCaulley, President, McCaulley& Company**, and **Devon Eldridge, Associate, McCaulley& Company**, at **CCPL South Euclid-Lyndhurst Branch**

March 15

- Met with **Emily Campbell, President and Chief Executive Officer, The Center for Community Solutions**
- Met with Kathleen Olexa, CCPL Technology Support Manager, Rebecca Ranallo, Director, Literacy & Learning Division, and Melanie Rapp-Weiss, Branch Manager, CCPL Brecksville and Independence Branches

March 18

- Met with Kate McCreary, CCPL Chief Communications & External Relations Officer

March 19

- Participated in **Beachwood Library and Auditorium Design Meeting #4 (Programming/Design)** with **Jeff Valus, Principal, CBLH Design, Scott Weaver, Principal, CBLH Design, and Jae Cho, Project Architect, CBLH Design, and Daniel LaRossa, RA Senior Associate, Group 4 Architect, Carolyn Carlberg, Architect, Group 4 Architect and Bryant Lui, Designer, Group 4 Architect**, and Pamela Jankowski, CCPL Chief Public Services Officer, Jeffrey Mori, CCPL Chief Operations Officer, and Amia Wheatley, CCPL Branch Manager, Beachwood Branch
- Participated in **Community and Staff Engagement meetings CBLH Design and Group 4 Architect** to discuss design for the new CCPL Beachwood Library

March 20

- Met with **CCPL Trustee Dean E. DePiero**
- Met with Jeffrey Mori, CCPL Chief Operations Officer
- Met with Monique Good, CCPL Chief Human Resources Officer
- Met with Pamela Jankowski, CCPL Chief Public Services Officer

March 21

- Meeting with **Justin McCaulley, President, McCaulley & Company, and Devon Eldridge, Associate, McCaulley & Company, Camryn Pillar, Analyst, McCaulley & Company**, and Kate McCreary, CCPL Chief Communications & External Relations Officer, Jessica Kanelos, CCPL Development Director, Margaret Currie, CCPL Grants Manager
- Meeting with CCPL Leadership Team, includes CCPL Executive Leadership Team, and Enda Bracken, CCPL Branch Services Director - East, Holly Camino, CCPL Branch Services Director – West, and Lane Edwards, CCPL Branch Services Director South, Daniel Barden, CCPL TSD Director, Jim Haprian, CCPL IT Director, Jeffery Mori, CCPL Facilities Director, and Rebecca Ranallo, CCPL Literacy and Learning Director, Robert Rua, CCPL Marketing Director, Robert Dolan, CCPL Finance Director, Izoduwa Ebose-Holt, and Terrance Echols, CCPL Director, Adult Education Services (AES)
- Meeting with **Dr. Renee T. Willis, CEO, Martha Holden Jennings Foundation**, with Kate McCreary, CCPL Chief Communications & External Relations Officer, Jessica Kanelos, CCPL Development Director, Margaret Currie, CCPL Grants Manager
- Interviewed by **Spectrum News** along with Kyra Nay, CCPL Branch Services Librarian Supervisor Children, at CCPL Maple Heights Branch

March 22

- Meeting with **CCPL Foundation Governance Committee**
- Met with **Sally Sears, Philanthropist**, and Kate McCreary, CCPL Chief Communications & External Relations Officer
- Phone call with **Brian Moore, Attorney, Roetzel & Andress**, and Jeffrey Mori, CCPL Chief Operations Officer

March 25

- Meeting with **Trey Johnson, Program Director, Vibrant Neighborhoods & Inclusive Economies, The George Gund Foundation**, and Jessica Kanelos, CCPL Development Director, Margaret Currie, CCPL Grants Manager
- Met with Kate McCreary, CCPL Chief Communications & External Relations Officer
- Met with Pamela Jankowski, CCPL Chief Public Services Officer

March 26

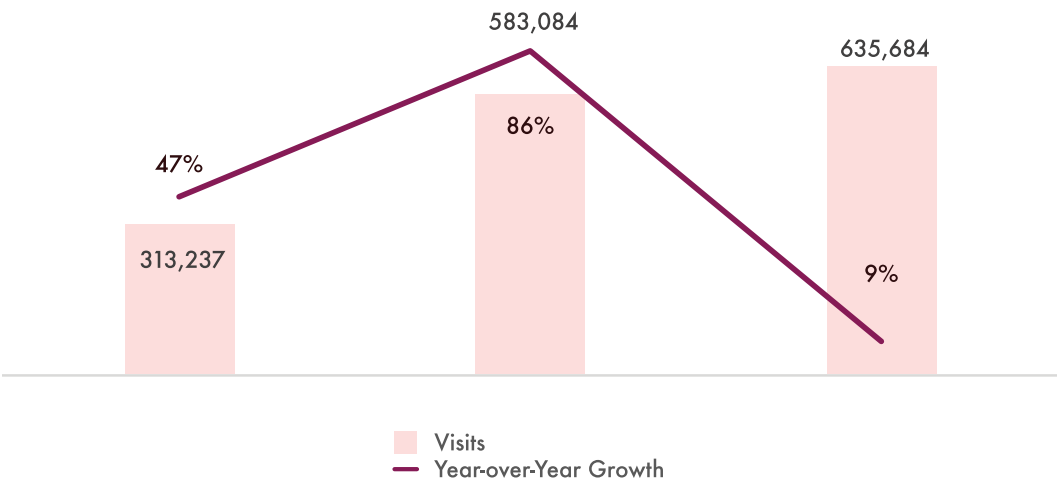
- Met with Greg Cordek, CCPL Chief Financial Officer
- Facilitated **CCPL Finance Committee meeting**
- Facilitated **CCPL Board of Trustees meeting**
- Attended the **89th Anisfield-Wolf Book Awards**, with **Pulitzer Prize finalist Percival Everett**, at **CCPL Parma-Snow Branch Sari Feldman Auditorium**

A handwritten signature in black ink, reading "Tracy R. Shobe". The signature is fluid and cursive, with the first name "Tracy" and last name "Shobe" clearly legible, and "R." as a middle initial.

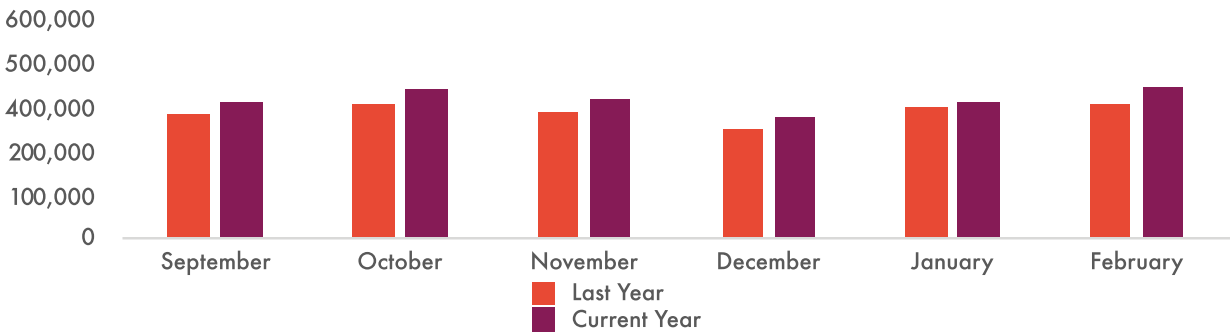
Chief Executive Officer

Visits | February 2024

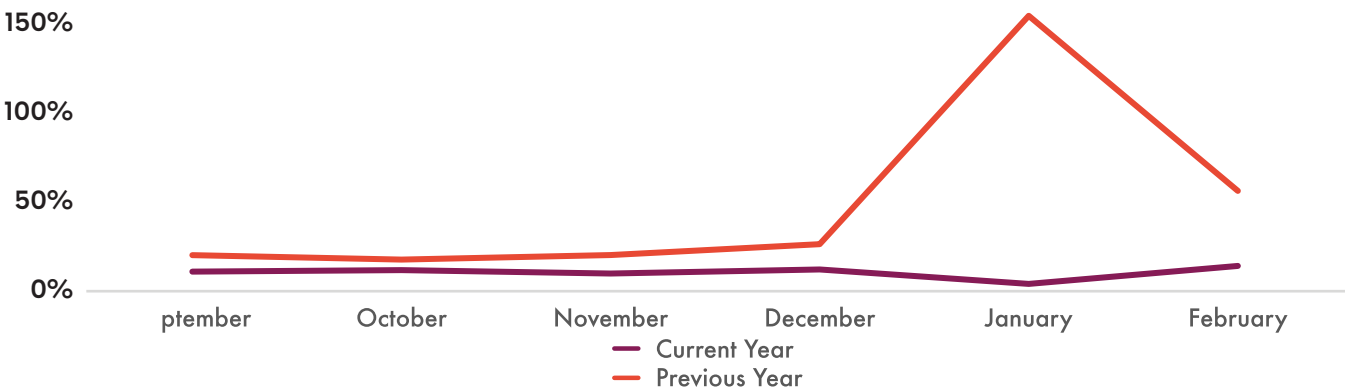
Year to Date



Monthly

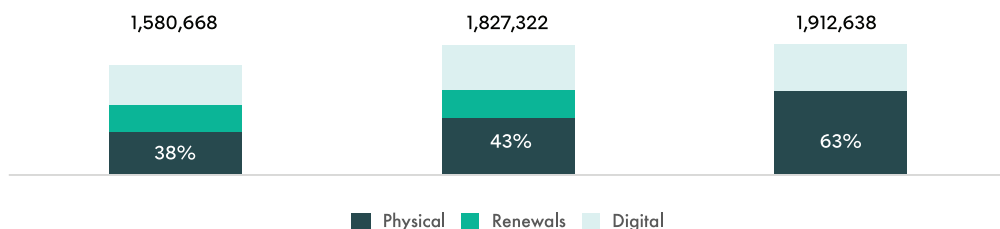


Year-over-Year Growth

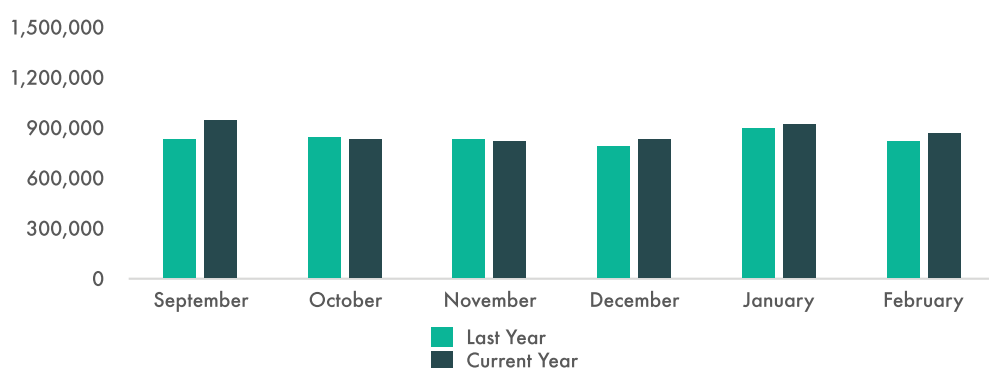


Circulation | February 2024

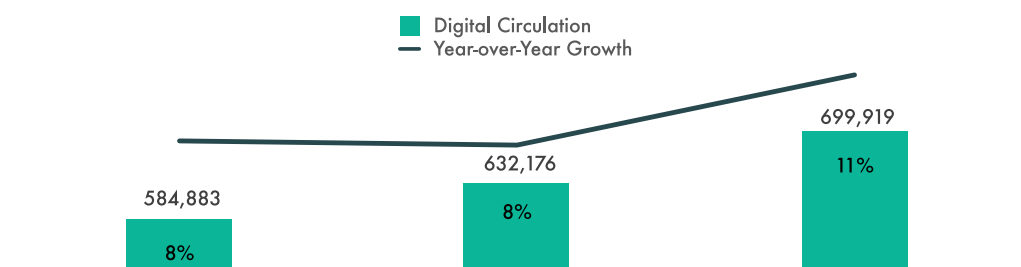
Year to Date Total Circulation



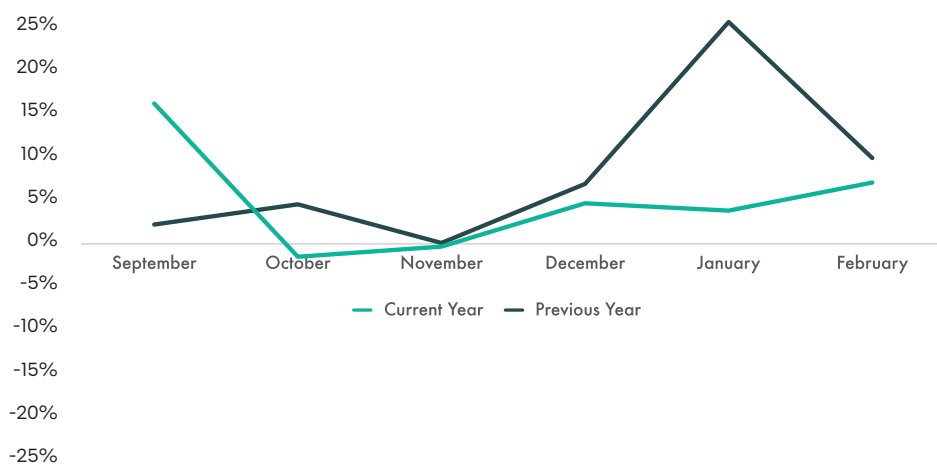
Monthly Total Circulation



Year to Date Digital Circulation

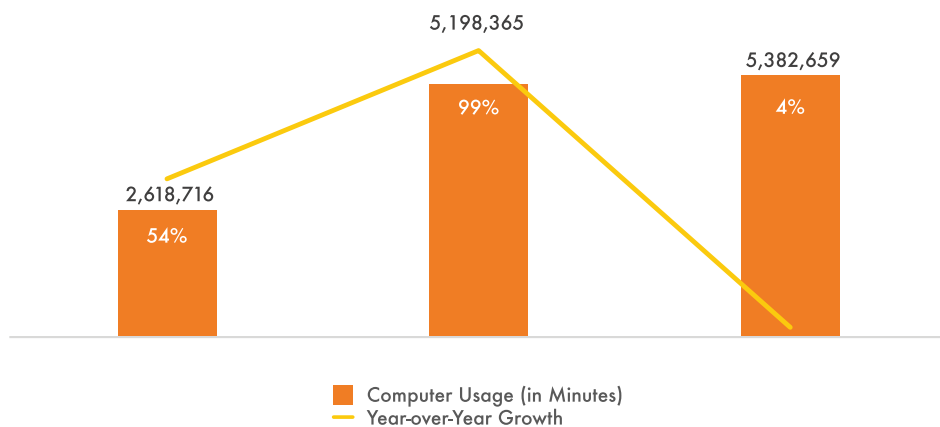


Year-over-Year Growth Total Circulation

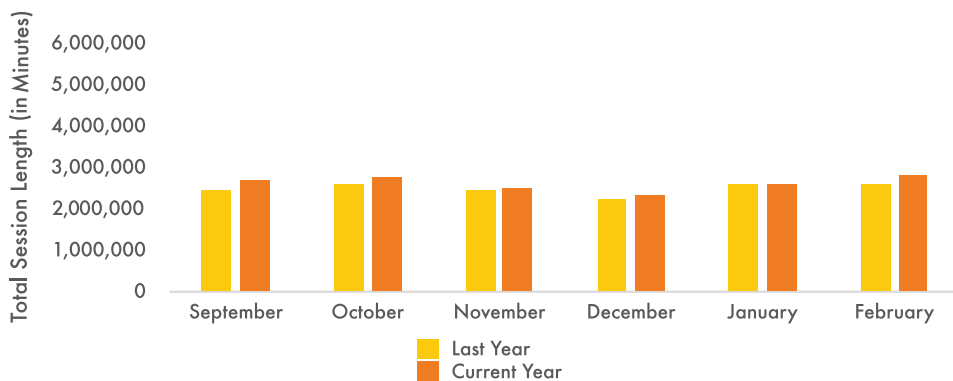


Computer Use | February 2024

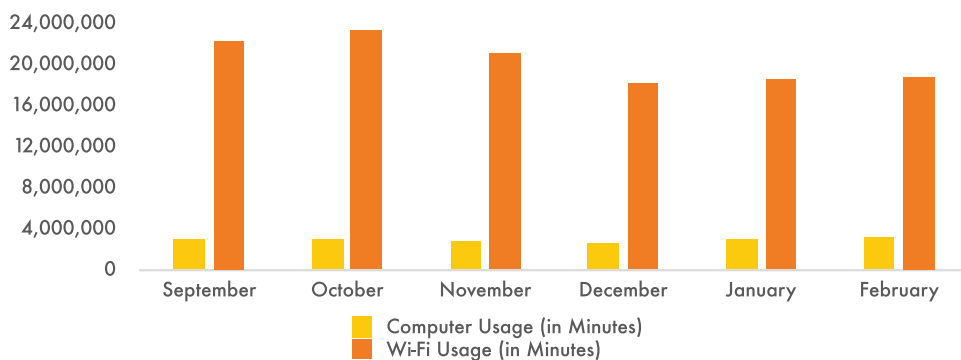
Year to Date



Monthly

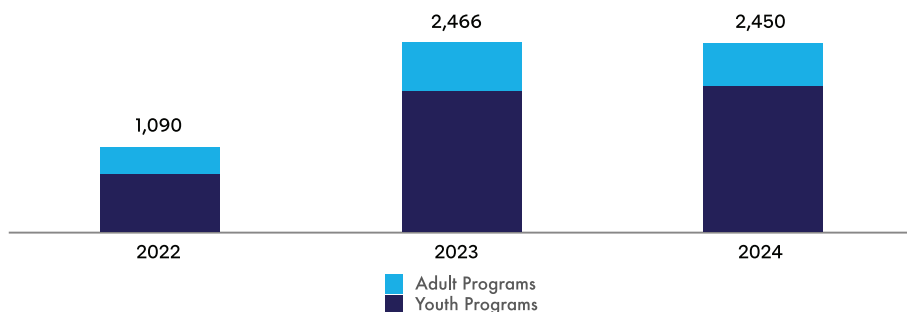


Public Computer VS. WiFi Usage

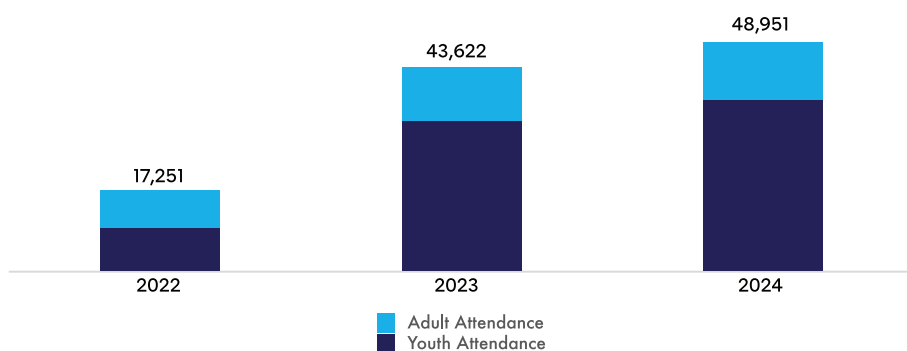


Programs | February 2024

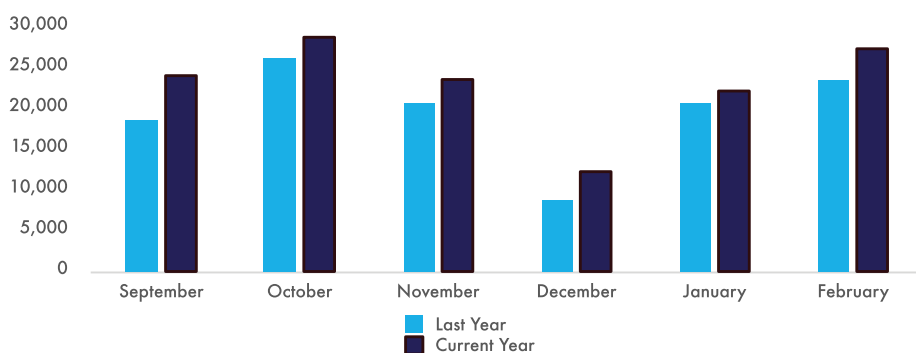
Year to Date Programs Offered



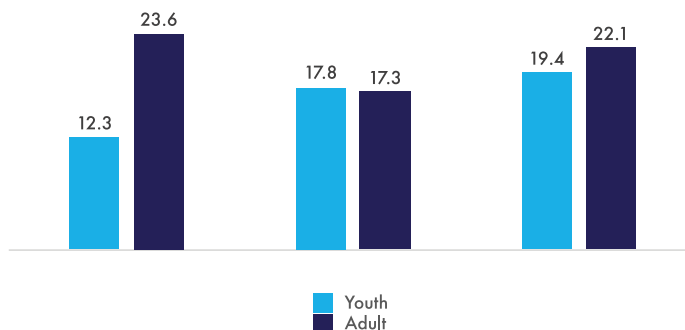
Year to Date Program Attendance



Program Attendance



Average Program Attendance



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HUMAN RESOURCES DIVISION REPORT LIST NO. 2024-3

APPOINTMENTS										
NAME	POSITION	GRADE	SALARY	HOURS WEEK	COST CENTER	REPLACES	SALARY	REASON	HOURS WEEK	EFFECTIVE DATE
Allen, Anthony	Shipping & Receiving Clerk	205	\$16.16	40	ADM		\$16.16	New Hire	40	3/4/2024
Atkinson, Kaitlyn	NBU Page	OS	\$12.00	15	PWR		\$12.00	New Hire	15	3/11/2024
Bardlabon, Tonia	Branch Services Clerk	205	\$16.16	16	GFH		\$16.16	New Hire	16	2/26/2024
Keeney, Willow	Youth Programming Tutor	OS	\$12.00	10	MAY		\$12.00	New Hire	10	3/4/2024
Kromer, Lynne	Branch Services Clerk	205	\$16.16	16	BAY		\$16.16	Rehire	16	3/4/2024
McAllister, Finn	NBU Page	OS	\$12.00	12	NRY		\$12.00	New Hire	12	2/26/2024
Morrison-Cleary, Joshua	ITD Specialist - Systems Support	210	\$27.85	40	ADM		\$27.85	New Hire	40	3/18/2024
Orlowski, Joseph	Delivery Driver I	205	\$21.81	40	ADM		\$21.81	Rehire	40	2/26/2024
Ovens, Jamie	NBU Page	OS	\$12.00	15	MAY		\$12.00	New Hire	15	3/18/2024
Page, Sarah	NBU Page	OS	\$12.00	12	NRY		\$12.00	New Hire	12	2/26/2024
Porter, Leah	NBU Page	OS	\$12.00	15	MPL		\$12.00	New Hire	15	3/11/2024
Smith, Zoe	NBU Page	OS	\$12.00	15	CHF		\$12.00	New Hire	15	3/4/2024
Szalkowski, Ariel	NBU Page	OS	\$12.00	15	STV		\$12.00	New Hire	15	3/18/2024
Taylor, Marissa	Branch Services Librarian - Generalist	208	\$22.40	20	BAY		\$22.40	New Hire	20	3/18/2024

SEPARATIONS						
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	EFFECTIVE DATE
Ragheb, Mohamed	Software & Applications Manager	ADM	40	\$44.20	40	3/7/2024
Suzelis, Brandon	Branch Services Assistant I SUB	ADM	207	\$20.09	1	2/20/2024

ANNIVERSARY PAY ADJUSTMENTS								
NAME	POSITION	COST CENTER	GRADE OLD	GRADE NEW	HOURS	SALARY OLD	SALARY NEW	EFFECTIVE DATE
Mach, Shayla	NBU Page	GFH	OSP	OS	15	\$12.00	\$12.50	3/3/2024
Sleeth, Samantha	NBU Page	OLF	OSP	OS	15	\$12.00	\$12.50	3/3/2024

RETIREMENTS							
NAME	POSITION	COST CENTER	GRADE	SALARY	HRS WEEK	HIRE DATE	LAST WORKING DAY
Shaw, Peggy	Youth Literacy & Outreach Clerk	ADM	205	\$22.63	40	1/7/2002	2/29/2024

HUMAN RESOURCES DIVISION REPORT LIST NO. 2024-3

CHANGES IN HOURS/SALARY/TRANSFERS

NAME	POSITION	COST CENTER OLD	COST CENTER NEW	GRADE OLD	GRADE NEW	HOURS OLD	HOURS NEW	SALARY OLD	SALARY NEW	REPLACES	REASON	HRS WEEK	EFFECTIVE DATE
Baca, Carol	OPD Assistant - Maintenance Branch Services Clerk SUB EXD Manager SUB	ADM ADM	ADM ADM ADM	206 205	206 205 30	40 1	40 1 1	\$25.23 \$22.63 \$27.76	\$25.23 \$22.63 \$27.76		Add Third Rate	40 1 1	2/24/2024
Baird, Cassie	NBU Page Branch Services Assistant I SUB	FPR	FPR ADM	OS	OS 207	15	15 1	\$12.00	\$12.00 \$20.09		Add Second Rate	15 1	3/3/2024
Brunecz, Cecelia	Branch Services Clerk Branch Services Librarian SUB	GFH ADM	GFH ADM	207 208	205 208	20 1	32 1	\$21.73 \$23.07	\$17.83 \$23.07		Acting Position Ended	32 1	2/18/2024
Cawley, Vicki	Youth Programming Tutor Branch Services Clerk SUB	ADM	ADM ADM	OS	OS 205	10	10 1	\$12.00	\$12.00 \$16.16		Add Second Rate	10 1	3/3/2024
Clifton, Karmar	AES Instructor Assistant	MPL	MPL	207	207	24	28	\$23.64	\$23.64		Increase in Hours	28	3/3/2024
Dobbins-Cobb, Samantha	Branch Services Clerk	ADM	MPL	205	205	1	24	\$16.16	\$16.16		Transfer	24	3/3/2024
Fistek, Diane	Homework Center Coordinator Branch Services Librarian SUB	FPR	FPR ADM	OS	OS 208	14	14 1	\$22.24	\$22.24 \$22.40		Add Second Rate	14 1	3/3/2024
Fredericy, Cameron	Branch Services Clerk	FPR	FPR	205	205	24	32	\$16.16	\$16.16		Increase in Hours	32	2/18/2024
Garcia, Eileen	NBU Page Branch Services Assistant I SUB	MDH	MDH ADM	OS	OS 207	12	12 1	\$12.50	\$12.50 \$20.09		Add Second Rate	12 1	3/3/2024
Gill, Malloy	NBU Page Branch Services Clerk SUB	GAT	GAT ADM	OS	OS 205	10	10 1	\$13.00	\$13.00 \$16.16		Add Second Rate	10 1	3/3/2024
Inglis, Graham	Branch Services Clerk Branch Services Assistant I SUB	RCH	RCH ADM	205	205 207	20	20 1	\$16.16	\$16.16 \$20.69		Add Second Rate	20 1	3/3/2024
Kacica, Lauren	AES Instructor Assistant	MPL	MPL	207	207	24	28	\$22.89	\$22.89		Increase in Hours	28	3/3/2024
Kays, Carlotta	NBU Page Branch Services Clerk SUB	SEU	SEU ADM	OS	OS 205	15	15 1	\$13.00	\$13.00 \$16.16		Add Second Rate	15 1	3/3/2024
Kazimir, Brandon	Branch Services Clerk Branch Services Assistant I SUB	ADM ADM	BPK ADM	204 207	205 207	40 1	32 1	\$17.31 \$20.69	\$17.31 \$20.69		Acting Position Ended	32 1	2/18/2024
Kell, Alexandra	Branch Services Assistant I	PAS	BAY	205	207	40	40	\$17.31	\$21.09		Acting Position Begins	40	2/18/2024
Kowall, Celine	NBU Page Branch Services Assistant I SUB	SEU	SEU ADM	OS	OS 207	15	15 1	\$13.00	\$13.00 \$20.09		Add Second Rate	15 1	3/3/2024

HUMAN RESOURCES DIVISION REPORT LIST NO. 2024-3

CHANGES IN HOURS/SALARY/TRANSFERS

NAME	POSITION	COST CENTER OLD	COST CENTER NEW	GRADE OLD	GRADE NEW	HOURS OLD	HOURS NEW	SALARY OLD	SALARY NEW	REPLACES	REASON	HRS WEEK	EFFECTIVE DATE
Krnac, En	NBU Page Branch Services Librarian SUB	MPL	MPL ADM	OS	OS 208	15	15 1	\$13.00	\$13.00 \$22.40		Add Second Rate	15 1	3/3/2024
Liberatore, Caroline	Branch Services Clerk Branch Services Assistant I SUB	ADM ADM	PAS ADM	205 207	205 207	40 1	20 1	\$17.83 \$20.69	\$17.83 \$20.69		Acting Position Ended	20 1	3/3/2024
Mazur, Michelle	Branch Services Clerk	BEA	BEA	205	205	28	32	\$17.83	\$17.83		Increase in Hours	32	3/3/2024
Miller, Michelle	Mentor Monitor Branch Services Librarian SUB Branch Services Clerk SUB	SEU	SEU ADM ADM	OS	OS 208 205	15	15 1 1	\$22.24 \$22.40 \$16.16	\$22.24 \$22.40 \$16.16		Add Second & Third Rate	15 1 1	3/3/2024
Moskalski, Pyper	NBU Page Branch Services Clerk SUB	MDH	MDH ADM	OS	OS 205	12	12 1	\$13.00	\$13.00 \$16.16		Add Second Rate	12 1	3/3/2024
Oates, Alexandria	Branch Services Clerk	BEA	BEA	205	205	16	20	\$16.16	\$16.16		Increase in Hours	20	3/3/2024
Papcum, Erica	Branch Services Assistant II Branch Services Clerk SUB Branch Services Librarian SUB	FPR ADM	FPR ADM ADM	205 207	207 205 208	40 1	24 1 1	\$16.97 \$21.09 \$16.97	\$21.09 \$21.09 \$23.07		Promoted to BSA II	24 1 1	2/18/2024
Saunders, Gerard	Branch Services Clerk	FPR	FPR	205	205	40	40	\$17.83	\$17.83		Temporary to Permanent Hours	40	2/18/2024
Smith, Jordan	NBU Page Branch Services Clerk SUB	SEU	SEU ADM	OS	OS 205	15	15 1	\$13.00	\$13.00 \$16.16		Add Second Rate	15 1	3/3/2024
Soper, Sarah	NBU Page Branch Services Assistant I SUB	FPR	FPR ADM	OS	OS 207	10	10 1	\$13.00	\$13.00 \$20.09		Add Second Rate	10 1	3/3/2024
Stacho, Tamera	TSD Acquisitions Clerk Branch Services Clerk SUB	ADM ADM	ADM ADM	206 205	204 205	40 1	40 1	\$21.30 \$21.30	\$20.29 \$20.29		Acting Position Ended	40 1	2/18/2024
Starrett, Alyssa	NBU Page Branch Services Assistant I SUB	CHF	CHF ADM	OS	OS 207	15	15 1	\$12.00	\$12.00 \$20.09		Add Second Rate	15 1	3/4/2024
Vargas, Anna	Branch Services Clerk SUB	BEA	ADM	205	205	24	1	\$17.83	\$16.16		Transfer to Substitute	1	2/18/2024
Winstead, Lakisha	Branch Services Assistant I	ADM	GHF	206	207	40	20	\$23.27	\$23.27		Acting Position Ended	20	2/18/2024

HUMAN RESOURCES DIVISION REPORT LIST NO. 2024-3

CONFERENCE AND MEETING ATTENDANCE				
NAME	DATE (\$)	AMOUNT	MILEAGE	MEETING
Baldwin, Rebecca	9/19/2024	\$1,250.00	\$ -	Morris Seminar ALSC / ALSC ALA / Denver, CO
Brown, Lisa	3/14/2024	\$30.00	\$ -	The Impact of AI on HR / Akron SHRM / Akron, OH
Colagiovanni, Laura	5/21/2024	\$0.00	\$ 59.47	Early Literacy 101 / Ohio Ready to Read / Akron, OH
Cordek, Greg	4/18/2024 - 4/19/2024	\$603.00	\$ 81.22	CPIM Public Library Fiscal Officer Conference / Ohio Library Council / Columbus, OH
Freedman, Elyssa	4/9/2024 - 4/12/2024	\$0.00	\$ -	De-Escalation and Crisis Intervention Training / ADAMHS Board of Cuyahoga County / Parma, OH
Hehir-Brewer, Patricia	11/12/2024 - 11/15/2024	\$0.00	\$ -	Community Partner Crisis Intervention Training / ADAMHS / Parma, OH
Jones, Regan	4/30/2024	\$0.00	\$ 175.54	Storytime Foundations / State Library of Ohio / Columbus, OH
Kahoe Arthur, Elizabeth	9/18/20204 - 9/22/2024	\$0.00	\$ 15.72	De-Escalation and Crisis Intervention Training / ADAMHS Board of Cuyahoga County / Parma, OH
Miller, Paul	5/21/2024 - 5/22/2024	\$980.00	\$ 335.36	Mitsubishi Electric Heating and Air Conditioning Training / Mitsubishi Ohio Training Center / Hebron, KY
Miller, Paul	4/30/2024 - 5/1/2024	\$750.00	\$ -	Siemens Insight Fundamentals Online Class / Siemens / Virtual
Mirvic, Emina	4/9/2024 - 4/12/2024	\$0.00	\$ -	De-Escalation and Crisis Intervention Training / ADAMHS Board of Cuyahoga County / Parma, OH
Moore, Daniella	5/21/2024	\$35.00	\$ -	Early Literacy 101 / Ohio Ready to Read / Akron, OH
Nay, Kyra	5/21/2024 - 5/24/2024	\$0.00	\$ -	De-Escalation and Crisis Intervention Training / ADAMHS Board of Cuyahoga County / Parma, OH
Patterson, Leslie	5/21/2024 - 5/24/2024	\$0.00	\$ -	De-Escalation and Crisis Intervention Training / ADAMHS Board of Cuyahoga County / Parma, OH
Pawuk, Michael	5/21/2024 - 5/24/2024	\$0.00	\$ -	De-Escalation and Crisis Intervention Training / ADAMHS Board of Cuyahoga County / Parma, OH
Schreiber, Mary	9/18/20204 - 9/22/2024	\$2,079.00	\$ -	ALSC Institute / Association for Library Service to Children / Denver, CO
Shafer, Dale	5/21/2024 - 5/22/2024	\$980.00	\$ 335.36	Mitsubishi Electric Heating and Air Conditioning Training / Mitsubishi Ohio Training Center / Hebron, KY
Shafer, Dale	5/14/2024 - 5/16/2024	\$2,102.00	\$ -	ST-9202 Desigo CC Workstation 1 MP 5.0 Online Course / Siemens Building Automation / Virtual
Stupica, Dominik	4/16/2024 - 4/17/2024	\$980.00	\$ 363.53	Mitsubishi Electric Heating and Air Conditioning Training / Mitsubishi Ohio Training Center / Hebron, KY
		\$9,789.00		

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Financial Statement Analysis

February 2024

The budget presented on this report are the Permanent Appropriations and Estimated Revenues as adopted by the Board on February 27, 2024 for the fiscal year 2024.

Revenues

We received additional advances for both of our property tax levies (2.5 and 1.0 Mills) totaling \$15.1 million. The largest advance generally comes to us in February for the first half of the year. We will see a March remittance for our property tax levies that will cover the remaining first half of the year settlement.

Our monthly distribution for the PLF was received in the amount of \$2,334,842. We will continue to track those amounts monthly to monitor the collectability against our anticipated projection. Based on a comparison to last year, this distribution was slightly less than February of 2023.

All other revenue including Patron Fines and Fees and Interest Income are in line with amounts received in February 2023.

Expenses

The Salaries line item consists of 5 pay periods, while other benefits represent two months worth of postings. The Insurance Benefits account shows over 20% spent. In January each year, the Library funds a portion of employee health savings accounts for those who chose that type of healthcare coverage. That amount will reflect a more normal percentage after a few months of actual postings during our fiscal year.

The Library materials accounts reflect an overall expensed and encumbered of 29.9%. This is typical as the beginning of the year is a larger buying time for materials.\

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

Investments

There was one purchase of a Treasury Note for the month of February:

BMO-Chicago Branch \$300,000 at a yield of 4.25%

There were seven purchases of Commercial Paper for the month of February:

Wells Fargo Securities \$600,000 at a yield of 5.33%

BofA Securities, Inc \$800,000 at a yield of 5.27%

Citibank \$600,000 at a yield of 5.27%

BNY Capital Markets, Inc \$1,000,000 at a yield of 5.39%

JP Morgan Securities LLC \$500,000 at a yield of 5.33%

BofA Securities, Inc \$510,000 at a yield of 5.41%

Citigroup Global Markets, Inc \$540,000 at a yield of 5.43%

There was one purchase of an Agency Security for the month of February:

Wells Fargo Securities, LLC \$200,000 at a yield of 4.50%

Transfers and Advances

Transfers from the General Fund to:

\$6,445.87 to SNAP Program for Library Match

CUYAHOGA COUNTY PUBLIC LIBRARY										General Fund
REVENUE										16.7% of Year
Fiscal 2024 -February										
Acct. No.	General Fund Line Item Description	2024 Revenue	2023 Final Revenue	2024 MTD Received	2023 MTD Received	2024 YTD Received	2023 YTD Received	2024 % Received	2024 Balance	Notes
1200	General Property Taxes	\$59,958,349.00	\$59,394,793.53	\$15,164,000.00	\$21,688,914.55	\$18,324,643.11	\$24,975,914.55	30.6%	(\$41,633,705.89)	
	Gen Prop Taxes-Rel Estate 2.5 Mills	\$40,687,228.00	\$40,291,214.03	\$10,510,000.00	\$15,058,914.55	\$12,193,700.64	\$16,830,914.55	30.0%	(\$28,493,527.36)	
	Gen Prop Taxes-Rel Estate 1.0 Mills	\$19,271,121.00	\$19,103,579.50	\$4,654,000.00	\$6,630,000.00	\$6,130,942.47	\$8,145,000.00	31.8%	(\$13,140,178.53)	
1250	Intergovernmental	\$30,256,320.74	\$31,487,529.60	\$2,334,841.89	\$2,499,027.71	\$4,193,930.78	\$4,643,189.57	13.9%	(\$26,062,389.96)	
	Public Library Fund	\$25,524,770.74	\$26,754,162.29	\$2,334,841.89	\$2,497,310.15	\$4,193,930.78	\$4,641,472.01	16.4%	(\$21,330,839.96)	
	Property Taxes	\$4,731,550.00	\$4,733,367.31	\$0.00	\$1,717.56	\$0.00	\$1,717.56	0.0%	(\$4,731,550.00)	
2200	Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
2300	Local Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
3100	Patron Fines & Fees	\$950,000.00	\$1,175,260.26	\$118,587.24	\$127,950.98	\$264,322.35	\$276,852.52	27.8%	(\$685,677.65)	
	Fines and Fees Income	\$35,000.00	\$33,338.27	\$2,297.61	\$3,339.98	\$3,354.85	\$2,368.52	9.6%	(\$31,645.15)	
	Passport Fee	\$620,000.00	\$823,270.00	\$82,880.00	\$92,400.00	\$187,810.00	\$202,650.00	30.3%	(\$432,190.00)	
	Passport Photo Fee	\$276,400.00	\$298,505.00	\$31,300.00	\$31,160.00	\$69,340.00	\$67,420.00	25.1%	(\$207,060.00)	
	Electric Vehicle Charging	\$600.00	\$640.74	\$78.38	\$69.75	\$186.25	\$69.75	31.0%	(\$413.75)	
	Meeting Room Rental Fees	\$18,000.00	\$19,506.25	\$2,031.25	\$981.25	\$3,631.25	\$4,344.25	20.2%	(\$14,368.75)	
4000	Interest	\$450,000.00	\$696,612.86	\$17,549.26	\$13,266.57	\$26,765.69	\$31,593.66	5.9%	(\$423,234.31)	
5500	Services Provided Other Entities	\$5,000.00	\$6,106.03	\$50.00	\$179.75	\$56.00	\$264.75	1.1%	(\$4,944.00)	
6100	Restricted Gifts	\$0.00	\$195,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
6500	Unrestricted Gifts	\$20,000.00	\$123,676.23	\$50.00	\$9,333.25	\$550.00	\$9,333.25	2.8%	(\$19,450.00)	
8100	Sale of Property	\$25,000.00	\$31,254.23	\$335.00	\$3,850.00	\$8,835.00	\$3,850.00	35.3%	(\$16,165.00)	
8200	Sale of Resale Supplies	\$87,220.00	\$101,490.90	\$9,826.97	\$8,005.93	\$20,162.24	\$17,577.97	23.1%	(\$67,057.76)	
8300	Rental of Real Property	\$23,110.00	\$25,031.50	\$1,925.50	\$3,851.00	\$3,851.00	\$3,851.00	16.7%	(\$19,259.00)	
8700	Refunds and Reimbursements	\$157,170.00	\$203,722.33	\$31,658.17	\$4,143.21	\$36,974.55	\$11,638.29	23.5%	(\$120,195.45)	
8900	Miscellaneous	\$7,500.00	\$7,807.38	\$17.94	\$99.00	\$75.14	\$145.00	1.0%	(\$7,424.86)	
9800	Advances In	\$306,645.88	\$45,540.85	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$306,645.88)	
9900	Transfers In	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
	Carryover	\$500,000.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	100.0%	\$0.00	
TOTAL -- General Fund		\$92,746,315.62	\$94,001,425.70	\$17,678,841.97	\$24,358,621.95	\$23,380,165.86	\$30,474,210.56	25.2%	(\$69,366,149.76)	
TOTAL -- Capital Fund - 402		\$750,000.00	\$17,249,885.44	\$257,168.07	\$157,169.84	\$368,559.15	\$222,335.76	49.1%	(\$381,440.85)	
TOTAL -- Note Retirement Fund - 301		\$4,327,019.00	\$4,602,011.85	\$634.53	\$113.17	\$1,316.05	\$232.38	0.0%	(\$4,325,702.95)	
TOTAL -- Trust Fund (Regular) - 701		\$25,000.00	\$81,727.25	\$25,703.96	\$734.22	\$29,833.82	\$4,634.35	119.3%	\$4,833.82	
TOTAL -- Trust Fund (Special) - 702		\$65,000.00	\$500,064.66	\$8,271.95	\$7,062.62	\$17,156.72	\$12,440.72	26.4%	(\$47,843.28)	
TOTAL -- Endowment Fund - 801		\$250.00	\$937.23	\$71.55	\$64.32	\$153.18	\$132.08	61.3%	(\$96.82)	
TOTAL -- Agency Fund (FSA) - 901		\$80,651.28	\$102,334.57	\$9,503.54	\$8,851.20	\$18,882.08	\$17,282.40	23.4%	(\$61,769.20)	
TOTAL -- Libraries Accelerated Learning - 222		\$204,440.91	\$244,281.51	\$6,281.37	\$0.00	\$26,765.22	\$0.00	13.1%	(\$177,675.69)	
TOTAL -- Project Build - 223		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- My Com Neighborhood - 242		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Memory Lab Grant - 243		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- WVH Garden Grant - 244		\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
TOTAL -- Adult Education Services - 247		\$1,171,953.77	\$1,494,225.71	\$100,564.11	\$5,161.50	\$333,249.35	\$180,533.15	28.4%	(\$838,704.42)	
TOTAL -- Family Engagement - 249		\$188,876.84	\$184,093.45	\$3,546.23	\$40,558.47	\$30,193.51	\$56,081.34	16.0%	(\$158,683.33)	
TOTAL -- IPAD Lab - 253		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Food & Culinary Literacy Program		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- Hotspot Lending Program		\$118,982.49	\$118,982.49	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$118,982.49)	
TOTAL --Digital Literacy- 265		\$131,302.89	\$320,193.10	\$47,618.60	\$0.00	\$141,767.95	\$33,250.00	108.0%	\$10,465.06	
TOTAL --OH EPA Charging Station- 266		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL --SLN Innovaton Center- 267		\$0.00	\$850,000.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
TOTAL -- Student Success - 270		\$147,052.00	\$333,342.21	\$5,000.00	\$55,000.00	\$7,500.00	\$55,000.00	5.1%	(\$139,552.00)	
TOTAL -- Summer Camps - 280		\$104,900.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$104,900.00)	
TOTAL -- Special School Program. - 293		\$33,225.77	\$39,140.78	\$0.00	\$8,775.17	\$9,924.83	\$15,839.84	29.9%	(\$23,300.94)	
GRAND TOTAL -- All Funds		\$100,094,970.57	\$120,134,645.95	\$18,143,205.88	\$24,642,112.46	\$24,365,467.72	\$31,071,972.58	24.3%	(\$75,729,502.85)	

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2024 February												
16.7% of Year												
Acct. No.	General Fund Line Item Description	2024 Appropriation	2023 C/O Encumbrance	2023 Final Expended	2024 MTD Expended	2023 MTD Expended	2024 YTD Expended	2023 YTD Expended	2024 Enc + PY Enc	2024 Exp+Enc	2024% Exp+Enc	2024 Balance
1000s	SALARIES & BENEFITS	47.2%										
1110	Salaries	\$31,500,000.00	\$0.00	\$31,084,592.55	\$3,587,634.22	\$2,313,420.37	\$5,933,976.48	\$4,670,593.07	\$0.00	\$5,933,976.48	18.8%	\$25,566,023.52
1400	Retirement Benefits-Employer	\$4,410,000.00	\$0.00	\$4,328,516.25	\$506,321.11	\$326,617.76	\$835,535.93	\$651,298.94	\$0.00	\$835,535.93	18.9%	\$3,574,464.07
1600	Insurance Benefits-Employer	\$7,817,562.00	\$0.00	\$6,433,846.64	\$582,286.56	\$501,228.05	\$1,567,951.00	\$1,423,540.38	\$0.00	\$1,567,951.00	20.1%	\$6,249,611.00
1900	Other Employee Benefits	\$72,438.00	\$0.00	\$71,093.62	\$1,332.00	\$1,104.03	\$1,332.00	\$20,932.19	\$0.00	\$1,332.00	1.8%	\$71,106.00
	SUBTOTAL -- SALARIES & BENEFITS	\$43,800,000.00	\$0.00	\$41,918,049.06	\$4,677,573.89	\$3,142,370.21	\$8,338,795.41	\$6,766,364.58	\$0.00	\$8,338,795.41	19.0%	\$35,461,204.59
2000s	SUPPLIES	1.7%										
2100	General Administrative Supplies	\$899,425.00	\$105,382.36	\$765,167.23	\$57,082.57	\$70,065.32	\$74,661.67	\$107,401.60	\$525,105.98	\$599,767.65	59.7%	\$405,039.71
2200	Property Maintenance & Repair Supplies	\$481,170.00	\$857.95	\$349,034.29	\$45,462.65	\$43,300.24	\$55,160.10	\$64,119.96	\$426,702.95	\$481,863.05	100.0%	\$164.90
2300	Motor Equipment Fuel & Supplies	\$109,340.00	\$720.00	\$88,941.34	\$7,231.44	\$8,085.47	\$14,008.82	\$15,868.51	\$95,937.60	\$109,946.42	99.9%	\$113.58
2500	Supplies for Resale	\$60,065.00	\$0.00	\$36,795.00	\$6,600.00	\$0.00	\$6,600.00	\$0.00	\$53,400.00	\$60,000.00	99.9%	\$65.00
	SUBTOTAL -- SUPPLIES	\$1,550,000.00	\$106,960.31	\$1,239,937.86	\$116,376.66	\$121,451.03	\$150,430.59	\$187,390.07	\$1,101,146.53	\$1,251,577.12	75.5%	\$405,383.19
3000s	PURCHASED & CONTRACTED SERVICES	17.5%										
3100	Travel & Meeting Expenses	\$198,225.00	\$0.00	\$107,030.84	\$11,232.37	\$6,076.71	\$12,840.56	\$7,494.32	\$0.00	\$12,840.56	6.5%	\$185,384.44
3200	Communications-Printing & Publications	\$1,323,340.00	\$0.00	\$1,289,213.30	\$83,092.24	\$88,576.95	\$152,487.08	\$219,804.10	\$693,297.92	\$845,785.00	63.9%	\$477,555.00
3300	Property Maintenance & Repair Service	\$5,708,586.00	\$289,878.84	\$5,609,197.60	\$540,915.45	\$254,528.60	\$1,072,857.93	\$842,194.93	\$3,922,702.27	\$4,995,560.20	83.3%	\$1,002,904.64
3400	Insurance	\$397,300.00	\$0.00	\$378,438.67	\$0.00	\$1,186.00	\$4,384.00	\$1,186.00	\$392,916.00	\$397,300.00	100.0%	\$0.00
3500	Rents and Leases	\$1,254,897.00	\$0.00	\$1,152,073.02	\$169,532.63	\$206,011.95	\$278,432.11	\$258,630.56	\$973,546.60	\$1,251,978.71	99.8%	\$2,918.29
3600	Utilities	\$1,777,765.00	\$0.00	\$1,473,017.40	\$151,514.83	\$102,858.83	\$235,127.08	\$252,027.82	\$0.00	\$235,127.08	13.2%	\$1,542,637.92
3700	Professional Services	\$3,053,561.00	\$1,034,164.21	\$2,563,859.47	\$91,531.17	\$102,484.15	\$154,218.60	\$217,934.51	\$2,018,121.93	\$2,172,340.53	53.1%	\$1,915,384.68
3900	Other Contracted Services	\$2,483,886.00	\$62,364.52	\$2,674,690.94	\$471,656.61	\$134,769.54	\$712,207.27	\$799,229.21	\$1,341,926.09	\$2,054,133.36	80.7%	\$492,117.16
	SUBTOTAL -- CONTRACTED SERVICES	\$16,197,560.00	\$1,386,407.57	\$15,247,521.24	\$1,519,475.30	\$896,492.73	\$2,622,554.63	\$2,598,501.45	\$9,342,510.81	\$11,965,065.44	68.0%	\$5,618,902.13
4000s	LIBRARY MATERIALS & INFORMATION	10.8%										
4100	Books & Pamphlets	\$7,912,150.00	\$542,919.87	\$7,162,412.96	\$1,146,434.26	\$956,131.90	\$2,216,818.47	\$1,849,939.81	\$609,905.95	\$2,826,724.42	33.4%	\$5,628,345.45
4200	Periodicals	\$235,200.00	\$0.00	\$189,831.72	\$2,609.62	\$596.73	\$4,076.01	\$13,073.62	\$0.00	\$4,076.01	1.7%	\$231,123.99
4300	Audiovisual Material	\$1,155,000.00	\$81,645.36	\$1,147,783.73	\$45,541.43	\$80,003.03	\$85,904.58	\$199,652.12	\$117,865.64	\$203,770.22	16.5%	\$1,032,875.14
4500	Computer Services & Information	\$667,000.00	\$0.00	\$1,289,080.16	\$40,612.92	\$136,768.44	\$151,838.62	\$208,037.53	\$0.00	\$151,838.62	22.8%	\$515,161.38
4700	Library Material Repair & Restoration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
4900	Library Materials-Other	\$52,650.00	\$360.00	\$58,932.39	\$1,300.29	\$2,479.60	\$2,053.28	\$8,758.08	\$25.18	\$2,078.46	3.9%	\$50,931.54
	SUBTOTAL -- LIBRARY MATERIALS	\$10,022,000.00	\$624,925.23	\$9,848,040.96	\$1,236,498.52	\$1,175,979.70	\$2,460,690.96	\$2,279,461.16	\$727,796.77	\$3,188,487.73	29.9%	\$7,458,437.50
5000s	CAPITAL OUTLAY	5.6%										
5100	Purchase of Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
5400	Building Improvements	\$3,804,000.00	\$601,109.00	\$1,478,686.00	\$85,084.58	\$0.00	\$85,084.58	\$2,324.00	\$516,024.42	\$601,109.00	13.6%	\$3,804,000.00
5500	Furniture & Equipment	\$1,114,062.76	\$1,506,368.28	\$2,383,843.03	\$515,197.43	\$51,696.58	\$552,877.39	\$80,215.58	\$1,133,850.54	\$1,686,727.93	64.4%	\$933,703.11
5700	Motor Vehicles	\$310,000.00	\$57,925.00	\$193,472.20	\$0.00	\$0.00	\$57,860.00	\$98,470.00	\$0.00	\$57,860.00	0.0%	\$310,065.00
	SUBTOTAL -- CAPITAL OUTLAY	\$5,228,062.76	\$2,165,402.28	\$4,056,001.23	\$600,282.01	\$51,696.58	\$695,821.97	\$181,009.58	\$1,649,874.96	\$2,345,696.93	31.7%	\$5,047,768.11
7000s	OTHER OBJECTS	0.1%										
7100	Dues and Memberships	\$61,950.00	\$0.00	\$52,084.43	\$2,287.00	\$1,207.53	\$49,987.00	\$20,264.03	\$10,100.00	\$60,087.00	97.0%	\$1,863.00
7200	Taxes and Assessments	\$55,970.00	\$0.00	\$37,391.21	\$3,220.81	\$3,037.88	\$11,444.05	\$10,575.37	\$0.00	\$11,444.05	20.4%	\$44,525.95
7500	Refunds and Reimbursements	\$3,310.00	\$0.00	\$3,849.49	\$52.48	\$43.75	\$52.48	\$99.74	\$0.00	\$52.48	1.6%	\$3,257.52
7900	Other Miscellaneous Expenses	\$3,770.00	\$300.00	\$5,657.49	\$0.00	\$0.00	\$0.00	\$122.85	\$300.00	\$300.00	7.4%	\$3,770.00
	SUBTOTAL -- OTHER OBJECTS	\$125,000.00	\$300.00	\$98,982.62	\$5,560.29	\$4,289.16	\$61,483.53	\$31,061.99	\$10,400.00	\$71,883.53	57.4%	\$53,416.47
8000s	CONTINGENCY	0.3%										
8999	Contingency	\$266,277.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$266,277.86
	SUBTOTAL -- CONTINGENCY	\$266,277.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$266,277.86
9000s	TRANSFERS OUT	16.8%										
9899	Advances to Other Funds	\$0.00	\$0.00	\$306,645.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
9999	Transfers to Other Funds	\$15,557,415.00	\$0.00	\$19,610,150.00	\$6,445.87	\$0.00	\$6,445.87	\$0.00	\$0.00	\$6,445.87	0.0%	\$15,550,969.13
	SUBTOTAL -- TRANSFERS OUT	\$15,557,415.00	\$0.00	\$19,916,795.88	\$6,445.87	\$0.00	\$6,445.87	\$0.00	\$0.00	\$6,445.87	0.0%	\$15,550,969.13
GRAND TOTAL -- General Fund		\$92,746,315.62	\$4,283,995.39	\$92,325,328.85	\$8,162,212.54	\$5,392,279.41	\$14,336,222.96	\$12,043,788.83	\$12,831,729.07	\$27,167,952.03	28.0%	\$69,862,358.98

CUYAHOGA COUNTY PUBLIC LIBRARY												
BUDGET EXPENDITURE STATUS												
Fiscal 2024 February												16.7% of Year
Acct. No.	General Fund Line Item Description	2024 Appropriation	2023 C/O Encumbrance	2023 Final Expended	2024 MTD Expended	2023 MTD Expended	2024 YTD Expended	2023 YTD Expended	2024 Enc + PY Enc	2024 Exp+Enc	2024% Exp+Enc	2024 Balance
FUND	Line Item Description	2024 Appropriation	2023 C/O Encumbrance	2023 Final Expended	2024 MTD Expended	2023 MTD Expended	2024 YTD Expended	2023 YTD Expended	2024 ENC + PY Enc	2024 Exp+Enc	2024 % Exp+Enc	2024 Balance
222	TOTAL -- Libraries Accelerated Learning	\$204,440.91	\$0.00	\$0.00	\$28,818.15	\$6,312.58	\$35,099.52	\$6,312.58	\$63,149.09	\$98,248.61	48.1%	\$106,192.30
223	TOTAL -- Project Build	\$25,483.51	\$0.00	\$14,990.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$25,483.51
244	TOTAL -- WVH Garden Grant	\$2,004.57	\$0.00	\$1,970.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$2,004.57
247	TOTAL -- Adult Education Services	\$1,171,953.77	\$0.00	\$1,599,840.58	\$161,514.88	\$109,763.42	\$276,805.75	\$217,798.38	\$30,611.05	\$307,416.80	26.2%	\$864,536.97
249	TOTAL -- Family Engagement	\$188,876.84	\$0.00	\$165,384.55	\$14,779.89	\$17,209.11	\$24,910.23	\$25,129.42	\$14,052.97	\$38,963.20	20.6%	\$149,913.64
256	TOTAL -- Food & Culinary Literacy Programs	\$19,311.33	\$0.00	\$1,064.08	\$1,526.53	\$759.41	\$2,732.40	\$1,120.00	\$236.92	\$2,969.32	15.4%	\$16,342.01
257	TOTAL -- Hotspot Lending Program	\$118,982.49	\$0.00	\$245,000.00	\$0.00	\$9,983.33	\$2,053.25	\$19,983.33	\$0.00	\$2,053.25	1.7%	\$116,929.24
265	TOTAL --Digital Literacy	\$131,302.89	\$0.00	\$222,668.71	\$18,843.01	\$7,451.23	\$32,618.60	\$14,809.68	\$0.00	\$32,618.60	24.8%	\$98,684.29
267	TOTAL -- SLN Innovation Center	\$850,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$850,000.00
270	TOTAL -- Student Success	\$175,913.33	\$0.00	\$215,204.29	\$60,018.93	\$46,099.25	\$67,665.42	\$59,642.72	\$11,059.88	\$78,725.30	44.8%	\$97,188.03
280	TOTAL -- Summer Camps	\$114,904.89	\$0.00	\$37,878.18	\$0.00	\$0.00	\$0.00	\$0.00	\$8,302.50	\$8,302.50	0.0%	\$106,602.39
293	TOTAL -- Special School Programming	\$33,225.77	\$0.00	\$182,764.37	\$0.00	\$0.00	\$0.00	\$7,500.00	\$1,650.00	\$1,650.00	5.0%	\$31,575.77
301	TOTAL -- Note Retirement Fund	\$4,327,019.00	\$0.00	\$4,498,249.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$4,327,019.00
402	TOTAL -- Capital Fund	\$12,300,000.00	\$16,068,550.03	\$4,789,536.46	\$851,207.43	\$13,839.46	\$1,147,263.92	\$166,851.48	\$15,182,500.13	\$16,329,764.05	57.6%	\$12,038,785.98
701	TOTAL -- Trust Fund (Regular)	\$140,000.00	\$1,318.04	\$324,591.31	\$4,152.34	\$3,528.53	\$5,859.21	\$5,675.48	\$3,369.47	\$9,228.68	6.5%	\$132,089.36
702	TOTAL -- Trust Fund (Special)	\$1,180,000.00	\$0.00	\$158,969.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$1,180,000.00
801	TOTAL -- Endowment Fund	\$2,500.00	\$223.27	\$2,094.09	\$0.00	\$522.56	\$0.00	\$644.73	\$0.00	\$0.00	0.0%	\$2,723.27
901	TOTAL -- Agency Fund (FSA)	\$100,000.00	\$0.00	\$117,085.27	\$7,519.80	\$9,177.16	\$13,645.17	\$19,590.20	\$0.00	\$13,645.17	13.6%	\$86,354.83
	GRAND TOTAL -- All Funds	\$113,832,234.92	\$20,354,086.73	\$104,902,620.31	\$9,310,593.50	\$5,616,925.45	\$15,944,876.43	\$12,588,846.83	\$28,146,661.08	\$44,091,537.51	32.9%	\$90,094,784.14

CUYAHOGA COUNTY PUBLIC LIBRARY							
Capital Fund Balances							
Fiscal 2024 -February							
FUND	CC	Project Budget	2024 Expenditures	Expenditures To Date (1)	Encumbered & Unpaid (2)	Project Balance (3)	STATUS
Capital Fund - 402							
Beachwood	007	\$21,000,000.00	\$111,005.75	\$123,728.00	\$1,814,213.00	\$19,062,059.00	
Brecksville	013	\$1,565,000.00	\$163,899.88	\$739,729.44	\$294,096.95	\$531,173.61	
Brooklyn	019	\$17,662,550.00	\$713,466.24	\$5,119,363.63	\$12,063,531.25	\$479,655.12	
Parma Heights	061	\$16,175,000.00	\$12,510.23	\$237,374.35	\$862,380.65	\$15,075,245.00	
Solon	073	\$4,793,000.00	\$140,867.50	\$379,271.72	\$148,278.28	\$4,265,450.00	
Total Capital Fund - 402		\$61,195,550.00	\$1,141,749.60	\$6,599,467.14	\$15,182,500.13	\$39,413,582.73	

CUYAHOGA COUNTY PUBLIC LIBRARY				
All Funds Cash Balance				
Fiscal 2024 --February				
Fund	Beginning Cash Balance	Receipts To Date	Expenditures To Date	Cash Balance
General Fund	\$4,783,995.39	\$22,880,165.86	\$14,336,222.96	\$13,327,938.29
Debt Service	\$145,002.42	\$1,316.05	\$0.00	\$146,318.47
Capital Fund - 402	\$59,919,266.64	\$368,559.15	\$1,147,263.92	\$59,140,561.87
Trust Fund - Regular	\$255,984.06	\$29,833.82	\$5,859.21	\$279,958.67
Trust Fund - Special	\$1,889,309.86	\$17,156.72	\$0.00	\$1,906,466.58
Endowment Fund	\$16,336.91	\$153.18	\$0.00	\$16,490.09
Agency Fund	\$19,348.72	\$18,882.08	\$13,645.17	\$24,585.63
Libraries Accelerated Learning	\$0.00	\$26,765.22	\$35,099.52	(\$8,334.30)
Project Build	\$25,483.51	\$0.00	\$0.00	\$25,483.51
WVH Garden Grant	\$2,004.57	\$0.00	\$0.00	\$2,004.57
Adult Education Services (AES)	\$0.00	\$333,249.35	\$276,805.75	\$56,443.60
Family Engagement	\$0.00	\$30,193.51	\$24,910.23	\$5,283.28
Food & Culinary Literacy Programs	\$19,311.33	\$0.00	\$2,732.40	\$16,578.93
Hotspot Lending Program	\$0.00	\$0.00	\$2,053.25	(\$2,053.25)
Digital Literacy	\$0.00	\$141,767.95	\$32,618.60	\$109,149.35
SLN Innovation Center	\$850,000.00	\$0.00	\$0.00	\$850,000.00
Student Success	\$28,861.33	\$7,500.00	\$67,665.42	(\$31,304.09)
Summer Camps	\$10,004.89	\$0.00	\$0.00	\$10,004.89
Kindergarten and Baby Kits	\$0.00	\$0.00	\$0.00	\$0.00
Special School Programming	\$0.00	\$9,924.83	\$0.00	\$9,924.83
SUBTOTAL	\$67,964,909.63	\$23,865,467.72	\$15,944,876.43	\$75,885,500.92

CUYAHOGA COUNTY PUBLIC LIBRARY						
Investments Approval						
Fiscal 2024 - February						
Description	Institution of Deposit	Par Value/Qty.	Purchase Yield	Purchase Date	Maturity Date	% of Assets
Money Market Funds						
Sweep Account	Key Bank	\$3,925,588.95	0.40%	n/a	n/a	5.04%
Money Market Fund	US Bank	\$14,247.48	5.19%	n/a	n/a	0.02%
Money Market Fund	Fifth Third	\$350,052.66	5.18%	n/a	n/a	0.45%
Star Ohio Accounts						
Star Ohio Accounts	Star Ohio	\$39,119,468.35	5.49%	n/a	n/a	50.26%
US Treasury Notes						
US Treasury	Wells Fargo Securities, LLC	\$570,000.00	0.42%	June 30, 2021	April 15, 2024	0.73%
US Treasury	Morgan Stanley & Co LLC	\$550,000.00	3.45%	August 31, 2022	August 31, 2024	0.71%
US Treasury	BofA Securities, Inc	\$250,000.00	4.00%	January 12, 2024	November 15, 2028	0.32%
US Treasury	Bmo-Chicago Branch	\$300,000.00	4.25%	February 15, 2024	January 31, 2029	0.39%
US Treasury Bills						
Municipal Bonds						
City of Columbus, OH	BofA Securities, Inc.	\$500,000.00	2.96%	May 17, 2022	April 1, 2025	0.64%
Commercial Paper						
JP Morgan Secs LLC	JP Morgan Securities LLC	\$1,500,000.00	5.79%	June 30, 2023	March 25, 2024	1.93%
Natixis NY	Dbtc Americas	\$500,000.00	5.92%	June 30, 2023	March 26, 2024	0.64%
Toronto Dominion Bank	Citigroup Global Markets, Inc	\$1,000,000.00	5.91%	July 13, 2023	April 8, 2024	1.28%
Royal Bk Cda Ny	Rbc Capital Markets, LLC	\$500,000.00	5.86%	July 14, 2023	April 5, 2024	0.64%
Canadian Imperial Bk	JP Morgan Securities LLC	\$700,000.00	5.92%	July 17, 2023	April 11, 2024	0.90%
Toyota Mtr Cr Corp	Citibank	\$1,000,000.00	5.86%	July 19, 2023	April 8, 2024	1.28%
Canadian Imperial Bk	JP Morgan Securities LLC	\$500,000.00	5.89%	July 24, 2023	April 19, 2024	0.64%
Toyota Mtr Cr Corp	Citibank	\$500,000.00	5.90%	July 25, 2023	April 16, 2024	0.64%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$500,000.00	5.80%	July 25, 2023	March 1, 2024	0.64%
Toyota Mtr Cr Corp	Citibank	\$250,000.00	5.92%	August 2, 2023	April 25, 2024	0.32%
Natixis NY	Bny Capital Markets Inc	\$500,000.00	5.88%	August 8, 2023	April 29, 2024	0.64%
Canadian Imperial Bk	JP Morgan Securities LLC	\$485,000.00	5.84%	August 14, 2023	May 9, 2024	0.62%
National Bank	Rbc Capital Markets, LLC	\$425,000.00	5.77%	August 17, 2023	March 15, 2024	0.55%
Bank Montreal Disc Coml	Bank of New York	\$1,500,000.00	5.91%	August 24, 2023	May 20, 2024	1.93%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$500,000.00	5.80%	August 24, 2023	March 28, 2024	0.64%
Ing US Fdg LLC	Rbc Capital Markets, LLC	\$1,000,000.00	5.82%	August 31, 2023	April 1, 2024	1.28%
National Bk Cda Disc	Rbc Capital Markets, LLC	\$415,000.00	5.84%	August 31, 2023	March 18, 2024	0.53%
Toronto Dominion Bank	JP Morgan Securities LLC	\$350,000.00	5.86%	September 7, 2023	June 3, 2024	0.45%
Bank Amer Secs Inc	BofA Securities, Inc.	\$1,600,000.00	5.93%	October 5, 2023	June 4, 2024	2.06%
Bank Amer Secs Inc	BofA Securities, Inc.	\$625,000.00	5.92%	October 17, 2023	July 12, 2024	0.80%
Natixis NY	BofA Securities, Inc.	\$340,000.00	5.94%	October 23, 2023	June 20, 2024	0.44%
Mufg Bk LTD NY	Usbna/CP	\$280,000.00	5.89%	November 2, 2023	June 28, 2024	0.36%
Toyota Mtr Cr Corp	Citibank/Cp/lpa	\$250,000.00	5.81%	November 8, 2023	August 2, 2024	0.32%
Natixis NY	Rbc Capital Markets, LLC	\$1,050,000.00	5.78%	November 16, 2023	May 20, 2024	1.35%
Mufg Bk LTD NY	Wells Fargo Securities, LLC	\$570,000.00	5.40%	January 26, 2024	May 31, 2024	0.73%
Credit Agricole Crp In	Wells Fargo Securities, LLC	\$600,000.00	5.33%	February 2, 2024	June 11, 2024	0.77%
National Bk Cda Disc	BofA Securities, Inc.	\$800,000.00	5.27%	February 7, 2024	October 28, 2024	1.03%
Toyota Mtr Cr Corp	Citibank	\$600,000.00	5.27%	February 13, 2024	November 8, 2024	0.77%
Bank Montreal Disc Coml	Bny Capital Markets Inc	\$1,000,000.00	5.39%	February 16, 2024	August 13, 2024	1.28%
Canadian Imperial Bk	JP Morgan Securities LLC	\$500,000.00	5.33%	February 20, 2024	August 9, 2024	0.64%
BofA Securities Inc	BofA Securities, Inc.	\$510,000.00	5.41%	February 23, 2024	November 18, 2024	0.66%
Mufg Bk LTD NY	Citigroup Global Markets, Inc	\$540,000.00	5.43%	February 29, 2024	July 1, 2024	0.69%
Certificate of Deposit						
Certificate of Deposit	Capital One Bank (USA) National Assoc	\$246,000.00	2.85%	June 15, 2022	June 17, 2024	0.32%
Certificate of Deposit	The Dart Bank	\$250,000.00	3.10%	June 21, 2022	December 22, 2025	0.32%
Certificate of Deposit	Bangor Svgs Bk	\$244,000.00	4.85%	November 23, 2022	May 23, 2024	0.31%
Certificate of Deposit	Multi-Bank Securities Inc	\$244,000.00	4.55%	April 19, 2023	April 20, 2026	0.31%
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	4.80%	April 20, 2023	July 22, 2024	0.32%
Certificate of Deposit	Charles Schwab Bank, SSB	\$237,000.00	5.35%	August 21, 2023	August 20, 2024	0.30%
Certificate of Deposit	Flagstar Bank, N.A.	\$40,000.00	5.30%	August 21, 2023	August 23, 2024	0.05%
Certificate of Deposit	Multi-Bank Securities Inc	\$248,000.00	5.00%	August 23, 2023	February 23, 2026	0.32%
Certificate of Deposit	Multi-Bank Securities Inc	\$243,000.00	5.08%	August 24, 2023	August 25, 2025	0.31%
Certificate of Deposit	Multi-Bank Securities Inc	\$249,000.00	4.84%	August 28, 2023	August 25, 2026	0.32%
Certificate of Deposit	Multi-Bank Securities Inc	\$248,000.00	4.95%	September 8, 2023	September 28, 2026	0.32%
Certificate of Deposit	Multi-Bank Securities Inc	\$248,000.00	4.95%	September 13, 2023	September 14, 2026	0.32%
Certificate of Deposit	Multi-Bank Securities Inc	\$243,000.00	5.15%	September 29, 2023	September 29, 2026	0.31%
Agency Securities						
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$305,000.00	0.57%	September 30, 2020	September 24, 2025	0.39%
Federal Farm Credit Bank	Intl Fcstone Financial Inc	\$250,000.00	0.50%	October 29, 2020	January 27, 2025	0.32%
Federa Farm Credit Bank	JP Morgan Securities LLC	\$250,000.00	0.40%	November 19, 2020	May 16, 2024	0.32%
Federal Home Loan Mortgage Company	Citigroup Global Markets, Inc	\$500,000.00	0.27%	January 22, 2021	March 28, 2024	0.64%
Federal Home Loan Mortgage Company	Intl Fcstone Financial Inc	\$500,000.00	0.65%	January 28, 2021	January 28, 2026	0.64%
Federal Home Loan Mortgage Company	Keybanc Capital Markets, Inc.	\$300,000.00	0.65%	February 26, 2021	February 26, 2026	0.39%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$390,000.00	1.00%	March 23, 2021	March 23, 2026	0.50%
Federal Home Loan Mortgage Company	Rbc Capital Markets, LLC	\$240,000.00	0.50%	May 27, 2021	August 27, 2024	0.31%
Federal Home Loan Mortgage Company	Toronto Dominion Securities	\$250,000.00	0.63%	May 28, 2021	November 27, 2024	0.32%
Federal Home Loan Mortgage Company	Great Pacific Securities	\$255,000.00	1.10%	August 30, 2021	August 24, 2026	0.33%
Federal Home Loan Mortgage Company	Baird, Robert W. & Company In	\$200,000.00	0.60%	October 8, 2021	January 7, 2025	0.26%
Federal Farm Credit Bank	Amherst Pierpont Securities	\$250,000.00	3.37%	May 26, 2022	May 26, 2026	0.32%
Federal Home Loan Mortgage Company	First Tennessee Bank	\$205,000.00	3.12%	May 27, 2022	May 23, 2025	0.26%
Federal Farm Credit Bank	Stonex Financial Inc	\$250,000.00	3.96%	August 17, 2022	August 17, 2026	0.32%
Federal Farm Credit Bank	Wells Fargo Securities, LLC	\$500,000.00	3.29%	August 24, 2022	August 24, 2026	0.64%
Federal Home Loan Mortgage Company	Stonex Financial Inc	\$120,000.00	5.00%	October 18, 2022	October 18, 2027	0.15%
Federal Home Loan Mortgage Company	BofA Securities Inc/FXD Inc	\$265,000.00	5.00%	October 20, 2022	October 20, 2025	0.34%
Federal Home Loan Mortgage Company	JP Morgan Securities LLC	\$300,000.00	4.79%	November 2, 2022	March 8, 2024	0.39%
Federal Home Loan Mortgage Company	Morgan Stanley & Co LLC	\$250,000.00	5.37%	March 8, 2023	September 13, 2024	0.32%
Federal Farm Credit Bank	Stonex Financial Inc	\$550,000.00	5.19%	August 11, 2023	September 28, 2026	0.71%
Federal Home Loan Mortgage Company	Loop Capital Markets LLC	\$500,000.00	4.64%	August 25, 2023	September 10, 2027	0.64%
Federal Home Loan Mortgage Company	BofA Securities Inc/FXD Inc	\$410,000.00	5.87%	December 14, 2023	December 14, 2028	0.53%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$635,000.00	5.41%	December 29, 2023	September 11, 2024	0.82%
Federal Home Loan Mortgage Company	Wells Fargo Securities, LLC	\$200,000.00	4.50%	February 23, 2024	March 12, 2027	0.26%
US Government Agency Discount Notes						
TOTAL PORTFOLIO		\$77,833,357.44				100.00%

CUYAHOGA COUNTY PUBLIC LIBRARY
Purchase Approval List
March 26, 2024

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		ENCUMBRANCE INCREASES			
1		Consulting services			
		SUMMARY: Necessary to increase amount from \$167,730 to \$222,730 to assist in the implementation of new payroll software.			
		As requested by the Operations-Finance Division.	Plante Moran		\$55,000.00
2		Consulting services			
		SUMMARY: Necessary to increase Blanket PO amount from \$60,000 to \$82,500 for additional strategic consulting services.			
		As requested by the Communications and External Relations Division.	McCaulley & Company		\$22,500.00
		NEW PURCHASES			
3		20,000 Solar Eclipse glasses			
		SUMMARY: Necessary to provide to customers for safety during upcoming eclipse & related programs. Glasses have been ordered & received by division staff. CCPL Foundation has contributed \$15,000 for this purchase.			
		As requested by the Communications and External Relations Division.	Proforma Park Place		\$15,000.00
4	2	Panasonic Laser Projectors		\$6,330.91	\$12,661.82
	2	Projector Mounts		\$223.85	\$447.70
		Labor, Materials, & Shipping			\$2,915.00
		SUMMARY: Necessary to replace failing projectors at Mayfield branch.			
		As requested by the Information Technologies Division.	iVideo		\$16,024.52
5		Roland TruVIS Printer/Cutter & supplies			
		SUMMARY: Necessary to provide large size graphics & sign printing as part of the new Innovation Center at Solon branch.			
		As requested by the Information Technologies Division.	Buckeye Education Systems		\$18,562.88

CUYAHOGA COUNTY PUBLIC LIBRARY
Purchase Approval List
March 26, 2024

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
6		Epson SureColor Hybrid printer & accessories			
		SUMMARY: Necessary to provide direct-to-garment & film printing as part of the new Innovation Center at Solon branch.			
		As requested by the Information Technologies Division.	Grimco Inc		\$17,987.45
7		IP Camera upgrade			
		SUMMARY: Necessary for upgraded security cameras at Solon branch.	Citywide		
		As requested by the Operations-Facilities Division.	Solutions Inc		\$35,505.00
8		IP Camera upgrade			
		SUMMARY: Necessary for upgraded security cameras at Maple Heights branch.	Continental		
		As requested by the Operations-Facilities Division.	Fire & Security		\$43,760.00
9		Catch basin repairs			
		SUMMARY: Necessary to make repairs at Parma-Snow & Administration location.			
		As requested by the Operations-Facilities Division.	Advanced Asphalt		\$24,500.00
10		2024 Summer Learning programming & supplies			
		SUMMARY: Necessary for centrally planned summer programs in all branches, Summer Reading Program supplies, and individual branch planned programs.			
		CCPL Foundation has contributed \$10,000 included in total.			Not to Exceed
		As requested by the Literacy and Learning Division.	Various		\$90,000.00
		CAPITAL FUND NEW PURCHASES			
11		Exterior and Interior signage			
		SUMMARY: Necessary for all signage at new Brooklyn branch including interior signage standards, exterior wayfinding, and branch entrance monument sign.			
		As requested by the Communications and External Relations Division.	ASI Signage		\$122,095.00

CUYAHOGA COUNTY PUBLIC LIBRARY
Purchase Approval List
March 26, 2024

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
12		Construction observation and materials testing at Beachwood site			
		SUMMARY: Necessary for construction of new Beachwood building	Geo Sci		
		As requested by the Operations-Facilities Division.	Laboratory		\$50,000.00
13		Tree & landscape clearing			
		SUMMARY: Necessary to clear area in preparation for construction of building			
		expansion at Solon branch.			
		As requested by the Operations-Facilities Division.	Davey Tree		\$29,300.00
14		Owner to Provide items- see attached list			
		SUMMARY: Necessary for equipment & materials for the new Brooklyn branch.			
		As requested by the Operations-Facilities Division.	Various		\$45,750.00

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"Owner to Provide" Budget								
Project:	BKL							
Date: Mar 21, 2024	DRAFT	C.Loughlin						
Component	Location	Item # / Model	Notes	Vendor	Qty Needed	Qty Onhand	Est Cost	Est Total
APPLIANCES								
Refrigerator	Staff Break Room		18cu Stainless, __ handle, __ hand swing	Home Depot	1		\$2,000	\$2,000
Refrigerator	Student Success Rm		18cu Stainless, __ handle, __ hand swing	Home Depot	1		\$2,000	\$2,000
Dishwasher	Staff Break Room		ADA height 24"W,residential grade, Stainless	Home Depot	1		\$1,200	\$1,200
Microwave	Staff Break Room	Panasonic NE1054	counter top type 1000 w 1.0 cu commercial	Webstaraunt store	1		\$250	\$250
Microwave	Meeting Room	Panasonic NE1054	counter top type 1000 w 1.0 cu commercial	Webstaraunt store	1		\$250	\$250
Keurig	Staff Break Room		commercial brewer	Webstaraunt store	1		\$250	\$250
Coffee Maker	Meeting Room		10 cup commercial brewer	Webstaraunt store	1		\$250	\$250
APPLIANCES TOTAL								\$6,200
TECHNOLOGY								
Network Switches			Separate PO 2024-00000525	Logicalis				
Wireless Access Points			Separate PO 2024-00000525	Logicalis				
Gaming station (ITL)	Childrens		Switch/Xbox and games				\$4,000	\$4,000
AWE stations	Childrens		AWE Early Literacy Station	AWE Digital Learning	3	3	\$3,000	\$0
Cash Register	Circ Desk		cash drawer, printer and all software	Clover	1	1	\$2,200	\$0
Cisco VOIP Phones		Cisco VOIP phones/software packag	Phone sets and software licensing	Logicalis				\$2,000
People Counter	Entrance	Spectrum Video People Counter		Traf-sys	3		\$1,330	\$3,990
TECHNOLOGY TOTAL								\$9,990
Waste Receptacles	Interior Desk	Rubbermaid RCP295600BKRZ1	7 gallons, black	WB Mason	20		\$15	\$300
Waste Receptacles	Interior Desk Recycling	Rubbermaid RCP295673BERZ1	7 gallons, blue	WB Mason	20		\$15	\$300
Waste Receptacles	Eating areas	Rubbermaid #RCP816088BK	15 gallons, Domed lid, black	WB Mason	5		\$230	\$1,150
Interior Book Return Bins	Circulation Area		Ergo trolley bins	Lyngsoe Systems	2		\$1,750	\$3,500
Safe	Circulation Area	Amsec #BF1716	23x22x22" w/ electronic lock	Southgate Lock & Sec	1		\$3,000	\$3,000
Book baskets & carts	Floor		Blue baskets 20/set, & 3 shopping carts	Uline	1		\$300	\$300
Book trucks	Floor	LibraryQuiet book truck black	6 sloped shelves: 40"-42" wide	Demco	10		\$500	\$5,000
Book trucks	Floor	LibraryQuiet book truck black	3 Flat shelves: 40"-42" wide	Demco	10		\$485	\$4,850
Book trucks	Floor	LibraryQuiet book truck black	3 Sloped shelves: 40"-42" wide	Demco	5		\$500	\$2,500
Office Accessories	Circ & Ref		Staplers, paper cutter, labeler, desk access.	WB Mason			\$1,500	\$1,500
Restroom Accessories	Restrooms		diaper genie pail set	Amazon	4		\$300	\$1,200
Shelving Displays		Magbox	Magazine Magbox, 2/pk	Demco	32		\$125	\$4,000
			Newspaper Magbox	Demco	12		\$105	\$1,260
Misc	Staff Break Area	New Kitchen Items	Plates, flatware, cups, etc	Amazon			\$700	\$700
OTHER TOTAL								\$29,560
GRAND TOTAL								\$45,750

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BOARD BOOK GIFT REPORT February 2024			
Gift Amount	Name	Recipient	Purpose
\$5,000.00	Bay Village Kiwanis	Bay Village Branch	General Operating
\$150.00	Carol Weinstock	Beachwood Branch	General Operating
\$50.00	Donald C. Auble	Berea Branch	Staff support
\$12.50	Ronald Koehnle	Bedford Branch	Copy of Lessons In Chemistry & a Book Plate In Memory Of Sara Adams
\$50.00	Judy A. Harvan	Independence Branch	General Operating
\$66.90	Friends of the North Olmsted Library	North Olmsted Branch	Reimbursement for Req. 2024-00000198
\$1,034.56	Friends of the Orange Library	Orange Branch	Winter Program Supplies
\$100.00	James Onorato	Orange Branch	General Operating
\$12,000.00	Friends of the Parma Libraries	Parma-Snow Branch	2024 Programs
\$12,000.00	Friends of the Parma Libraries	Parma-Powers Branch	2024 Programs
\$15,000.00	OCCH Ohio Capital Corporation for Housing	Cuyahoga County Public Library	Digital Inclusion and Digital Navigator support
\$3,546.23	United Way of Greater Cleveland	Cuyahoga County Public Library	Family Space Pledge Payment
\$50.00	Samuel S. Perkul	Cuyahoga County Public Library	General Operating Support

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CUYAHOGA COUNTY PUBLIC LIBRARY

RESOLUTION AUTHORIZING THE LIBRARY TO ENTER INTO AGREEMENT WITH TUSING BUILDERS, Ltd., FOR THE SKYLIGHT REPAIR PROJECT AT THE NORTH ROYALTON BRANCH LIBRARY

WHEREAS, the Cuyahoga County Public Library is a county library district political subdivision of the State of Ohio organized under the Ohio Revised Code and this Board is a body politic organized and acting pursuant to relevant provisions of the Ohio Revised Code (ORC), including Sections 3375.22 and 3375.40 of the ORC; and,

WHEREAS, the Board of Trustees previously authorized the Library to advertise for bids for the Skylight Repair Project at the North Royalton Branch through Taylor Consulting Group with a construction budget of \$144,500.00; and

WHEREAS, the Library did so advertise and received three (3) responses for the skylight repair project. The Chief Operations Officer and Roofing Consultant have reviewed each of the responses and determined the best, lowest, and responsive bid was submitted by Tusing Builders, Ltd. with a cost of **One hundred fifty thousand nine hundred dollars (\$150,900.00)**.

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

Section 1. The Board of Trustees concurs with the findings that based upon the bid documents submitted, Tusing Builders, Ltd. is the best, lowest, and responsive bidder for the North Royalton Skylight Repair Project.

Section 2. That the Board of Trustees hereby approves the selection of Tusing Builders, Ltd. for the project and authorizes the Chief Executive Officer, or Designee, to execute the contract in the amount of **One hundred fifty thousand nine hundred dollars (\$150,900.00)** for said project on behalf of the Library.

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

Approved March 26, 2024

X _____
Allyn Davies, President

X _____
Amira Thomas, Secretary

Cuyahoga County Public Library
 North Royalton Branch
 Skylight Repair Project

BID OPENING
 3/12/24
 12:00 P.M.

	BID ITEM	Building Technicians Corporation	Professional Roofing Service, Inc.	Tusing Builders, Ltd.
ITEM 1:	Base Bid Prime Contract: General-Skylight Repair CCPL North Royalton Branch	136,000.00	154,700.00	133,900.00
ITEM 1A:	Alternate Bid: (ADD) Re-glazing entire surface of bothskylights to include remove all old caulking around the glass, clean area and re-caulk with a silicone sealant.	7,000.00	7,700.00	7,000.00
ITEM 1B:	Alternate Bid: (ADD) Roof leak repairs entrance roof.	5,000.00	5,000.00	5,000.00
ITEM 1C:	Alternate Bid: (ADD) Masonry repairs.	5,000.00	5,000.00	5,000.00
TOTAL ITEMS 1, 1B, & 1C:		153,000.00	172,400.00	150,900.00
BID BOND SUBMITTED:		✓	✓	✓

Taylor Consulting Group, LLC
 PO Box 1570
 Mentor, OH 44061
 Phone: 440-840-9019
 Email: gtaylor@tcgroupdesign.com



Cuyahoga County Public Library

A RESOLUTION AUTHORIZING THE LIBRARY TO ACCEPT GUARANTEED MAXIMUM PRICING RELATING TO THE ADDITION AND RENOVATION OF THE SOLON LIBRARY BRANCH

- Whereas,** the Cuyahoga County Public Library (the "Library") is a county library district and political subdivision of the State of Ohio organized under the Ohio Revised Code and this Board of Library Trustees (this "Board") is body politic and corporate organized and acting under relevant provisions of the Ohio Revised Code, including sections 3375.22 and 3375.40 of the Ohio Revised Code; and
- Whereas,** this Board previously approved entering into a contract with Infinity Construction Company for Construction Management at Risk Services; and
- Whereas,** construction documents are complete and contractors have been solicited by Infinity Construction Company to construct the addition and perform the renovation of the Solon Branch Library at a Guaranteed Maximum Price of **Four million four hundred eighty-two thousand three hundred three dollars (\$4,482,303.00)**, which includes the base bid and Alternates 1, 2, 3, and 4A; and
- Whereas,** the Construction Manager At Risk Fees associated with this Guaranteed Maximum Price are **Five hundred eighty thousand one hundred thirty-five dollars (\$580,135.00)**; and
- Whereas,** this Board has determined that it is in the interest of the Library to accept the Guaranteed Maximum Price and Construction Manager At Risk Fees and move forward on the project with a total combined cost of **Five million sixty-two thousand four hundred thirty eight dollars (\$5,062,438.00)**.

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

Section 1. The Board of Trustees concurs with the result of negotiations by Infinity Construction Company for the Guaranteed Maximum Amount of

Four million four hundred eighty-two thousand three hundred three dollars (\$4,482,303.00).

Section 2. The Board of Trustees agrees with the Construction Manager at Risk Fees for Infinity Construction in the amount of **Five hundred eighty thousand one hundred thirty-five dollars (\$580,135.00).**

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

Approved March 26, 2024

Allyn Davies, President

Amira Thomas, Secretary

Resolution Information		Infinity Fees
GMP Base	\$ 3,207,303.00	\$ 476,135.00
Alternate 1	\$ 1,085,000.00	\$ 88,000.00
Alternate 2	\$ 110,000.00	\$ 9,000.00
Alternate 3	\$ 34,000.00	\$ 3,000.00
Alternate 4A	\$ 46,000.00	\$ 4,000.00
Total GMP	\$ 4,482,303.00	\$ 580,135.00
Infinity Fees	\$ 580,135.00	
SubTotal	\$ 5,062,438.00	



Attachment #9 Alternate Work Soft Costs

Project: CCPL Solon Library Addition

3/18/24

Add for CM Contingency, Commercial Activity Tax, General Liability Insurance, Performance Bond, and CM Fee for the following alternates:

1. **Alternate #1 – ADD \$88,000**
2. **Alternate #2: - ADD \$9,000**
3. **Alternate #3: - ADD \$3,000**
4. **Alternate #4A: - ADD \$4,000**
5. **Alternate #4B: - ADD \$16,000**



AIA® Document A133® – 2019 Exhibit A

Guaranteed Maximum Price Amendment

This Amendment dated the 7th day of March, in the year 2024, is incorporated into the accompanying AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 26th day of July in the year 2023 (the “Agreement”)
(In words, indicate day, month, and year.)

for the following **PROJECT**:
(Name and address or location)

CCPL - Solon Branch Addition & Renovations
34125 Portz Parkway
Solon, Ohio 44139

THE OWNER:
(Name, legal status, and address)

Cuyahoga County Public Library
2121 Snow Road
Parma, Ohio 44134

THE CONSTRUCTION MANAGER:
(Name, legal status, and address)

Infinity Construction Co., Inc.
18440 Cranwood Parkway
Warrensville Heights, Ohio 44128

This document has important legal consequences.

Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

TABLE OF ARTICLES

A.1 GUARANTEED MAXIMUM PRICE

A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

ARTICLE A.1 GUARANTEED MAXIMUM PRICE

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 3.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of the Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed Three Million Six Hundred Eighty-Three Thousand Four Hundred Thirty-Eight and

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00/100 dollars (\$ 3,683,438.00), subject to additions and deductions by Change Order as provided in the Contract Documents.

§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price. Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, including allowances; the Construction Manager's contingency; alternates; the Construction Manager's Fee; and other items that comprise the Guaranteed Maximum Price as defined in Section 3.2.1 of the Agreement.
(Provide itemized statement below or reference an attachment.)

See Attachment #1

§ A.1.1.3 The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

§ A.1.1.4 The method of adjustment of the Construction Manager's Fee for changes in the Work is set forth in Section 6.1.3 of the Agreement.

§ A.1.1.5 Alternates

§ A.1.1.5.1 Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price
NONE	

§ A.1.1.5.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Exhibit A. Upon acceptance, the Owner shall issue a Modification to the Agreement.
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
See Attachment #3		

§ A.1.1.6 Unit prices, if any:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
See Attachment #4		

ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ A.2.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

☐ The date of execution of this Amendment.

☒ Established as follows:

(Insert a date or a means to determine the date of commencement of the Work.)

April 1, 2024 (See Project Schedule - Attachment #5)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of execution of this Amendment.

§ A.2.2 Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

§ A.2.3 Substantial Completion

§ A.2.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

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User Notes: (3B9ADA35)

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[] Not later than () calendar days from the date of commencement of the Work.

[X] By the following date: February 4, 2025 (See Project Schedule - Attachment #5)

§ A.2.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Construction Manager shall achieve Substantial Completion of such portions by the following dates:

Portion of Work <u>See Attachment #5</u>	Substantial Completion Date
---	-----------------------------

§ A.2.3.3 If the Construction Manager fails to achieve Substantial Completion as provided in this Section A.2.3, liquidated damages, if any, shall be assessed as set forth in Section 6.1.6 of the Agreement.

ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

§ A.3.1 The Guaranteed Maximum Price and Contract Time set forth in this Amendment are based on the Contract Documents and the following:

§ A.3.1.1 ~~The following Supplementary and other Conditions of the Contract:~~

Document	Title	Date	Pages
----------	-------	------	-------

§ A.3.1.2 The following Specifications:

(Either list the Specifications here, or refer to an exhibit attached to this Amendment.)

See Attachment #6

Section	Title	Date	Pages
---------	-------	------	-------

§ A.3.1.3 The following Drawings:

(Either list the Drawings here, or refer to an exhibit attached to this Amendment.)

See Attachment #6

Number	Title	Date
--------	-------	------

§ A.3.1.4 ~~The Sustainability Plan, if any:~~

~~(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective, the targeted Sustainable Measures, implementation strategies selected to achieve the Sustainable Measures, the Owner's and Construction Manager's roles and responsibilities associated with achieving the Sustainable Measures, the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure, and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)~~

Title	Date	Pages
-------	------	-------

Other identifying information:

§ A.3.1.5 Allowances, if any, included in the Guaranteed Maximum Price:

(Identify each allowance.)

Item	Price
See Attachment #7	

§ A.3.1.6 Assumptions and clarifications, if any, upon which the Guaranteed Maximum Price is based:
(Identify each assumption and clarification.)

See Attachment #8

§ A.3.1.7 The Guaranteed Maximum Price is based upon the following other documents and information:
(List any other documents or information here, or refer to an exhibit attached to this Amendment.)

Attachment #1 - GMP Summary - 1 page
Attachment #2 - NOT USED
Attachment #3 - Alternates not in the GMP
Attachment #4 - Unit Prices
Attachment #5 - Project Schedule
Attachment #6 - List of Drawings & Specifications
Attachment #7 - List of Allowances
Attachment #8 - Assumptions & Clarifications

ARTICLE A.4 - CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

§ A.4.1 The Construction Manager shall retain the consultants, contractors, design professionals, and suppliers, identified below:

(List name, discipline, address, and other information.)

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

OWNER (Signature)

(Printed name and title)


CONSTRUCTION MANAGER (Signature)

Charles A. Izzo, President / CEO

(Printed name and title)

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Charles A. Izzo, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with this certification 13:11:31 ET on 03/07/2024 under Order No. 4104241319 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A133™ - 2019 Exhibit A, Guaranteed Maximum Price Amendment, other than changes shown in the attached final document by underscoring added text and striking over deleted text.

(Signed) 

(Title) PRESIDENT / CEO

(Dated) MARCH 7, 2024



Cuyahoga County Public Library

Attachment #1 GMP Summary CCPL - Solon Library Addition

Document Date: January 16, 2024

Estimate Date: February 21, 2024

Square Footage: 6,500

No.	Description	GMP	Remarks
GMP Breakdown			
1	Direct Cost:		
2	General Requirements	\$ 104,975	Items identified as cost of work per Infinity RFP
3	Demolition	\$ 91,842	
4	Concrete	\$ 162,485	Foundations, Slab-on-Grade
5	Masonry	\$ 64,640	Brick Veneer, CMU
6	Structural Steel / Miscellaneous Metals	\$ 283,330	Tube Steel Columns/Beams, Joists, Roof Deck
7	Carpentry / Architectural Millwork	\$ 194,958	Carpentry, Casework,
8	Exterior Siding Systems	\$ 42,675	Fiber Cement/ MCM Panels
9	Roofing	\$ 107,000	Membrane Roofing, Flashings
10	Doors / Frames / Finish Hardware	\$ 27,455	Hollow Metal, Wood Doors, Hardware Allow.
11	Storefront / Glass & Glazing	\$ 297,175	Storefronts/Curtain walls
12	Metal Studs / Drywall / Acoustics / Insulation / CFMF	\$ 301,389	Includes Air Barrier
13	Flooring	\$ 55,282	Carpet, Resilient, Terrazzo, Base
14	Painting	\$ 22,489	Paint, Sealed concrete
15	Specialties / Equipment	\$ 58,280	
16	Plumbing	\$ 164,000	
17	Fire Protection	\$ 53,833	
18	HVAC	\$ 339,050	
19	Electrical	\$ 333,800	
20	Technology	\$ 91,300	
21	Sitework	\$ 357,525	Earthwork, Utilities, SWPPP
22	Landscaping	\$ 53,822	
23	Subtotal Building Cost:	\$ 3,207,303	
24	Design Contingency		Removed
25	Escalation		Removed
26	Subtotal Building & Contingency:	\$ 3,207,303	
27	Indirect Cost:		
28	Construction Staff Cost	\$ 157,181	
29	General Conditions / General Requirements	\$ 21,115	
30	Pre-Construction Services	\$ 25,000	Based upon (4) month max
31	CM Contingency	\$ 96,000	3%
32	City of Solon Building Permit	\$ 1,075	
33	Commercial Activity Tax	\$ 2,287	
34	General Liability Insurance	\$ 13,477	
35	Builder's Risk Insurance	\$ -	Not Included
36	Performance Bond	\$ 35,000	1%
37	CM Fee	\$ 125,000	3.50%
38	Subtotal Indirect Cost:	\$ 476,135	
39	Estimate of Probable Cost:	\$ 3,683,438	

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Attachment #3 List of Alternates not in the GMP

Project: CCPL Solon Library Addition

2/14/24

1. **Alternate #1:** Full interior Geothermal system upgrade including mechanical room addition, relocation of risers, pumps, and associated equipment into mechanical room, replacement of all heat pumps and ERVs and associated controls, repair/replacement of affected ceilings. – **ADD \$1,085,000**
2. **Alternate #2:** Upgrade generator and masonry enclosure to add capacity and tie in sewer racks, security camera system access control system, BAS. Sound control package to be included. - **ADD \$110,000**
3. **Alternate #3:** Improvements to drive-up window area. - **ADD \$34,000**
4. **Alternate #4A:** Interior LED lighting upgrade. - **ADD \$46,000**
5. **Alternate #4B:** Interior LED lighting upgrade. - **ADD \$201,000**

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Attachment #4: Unit Prices

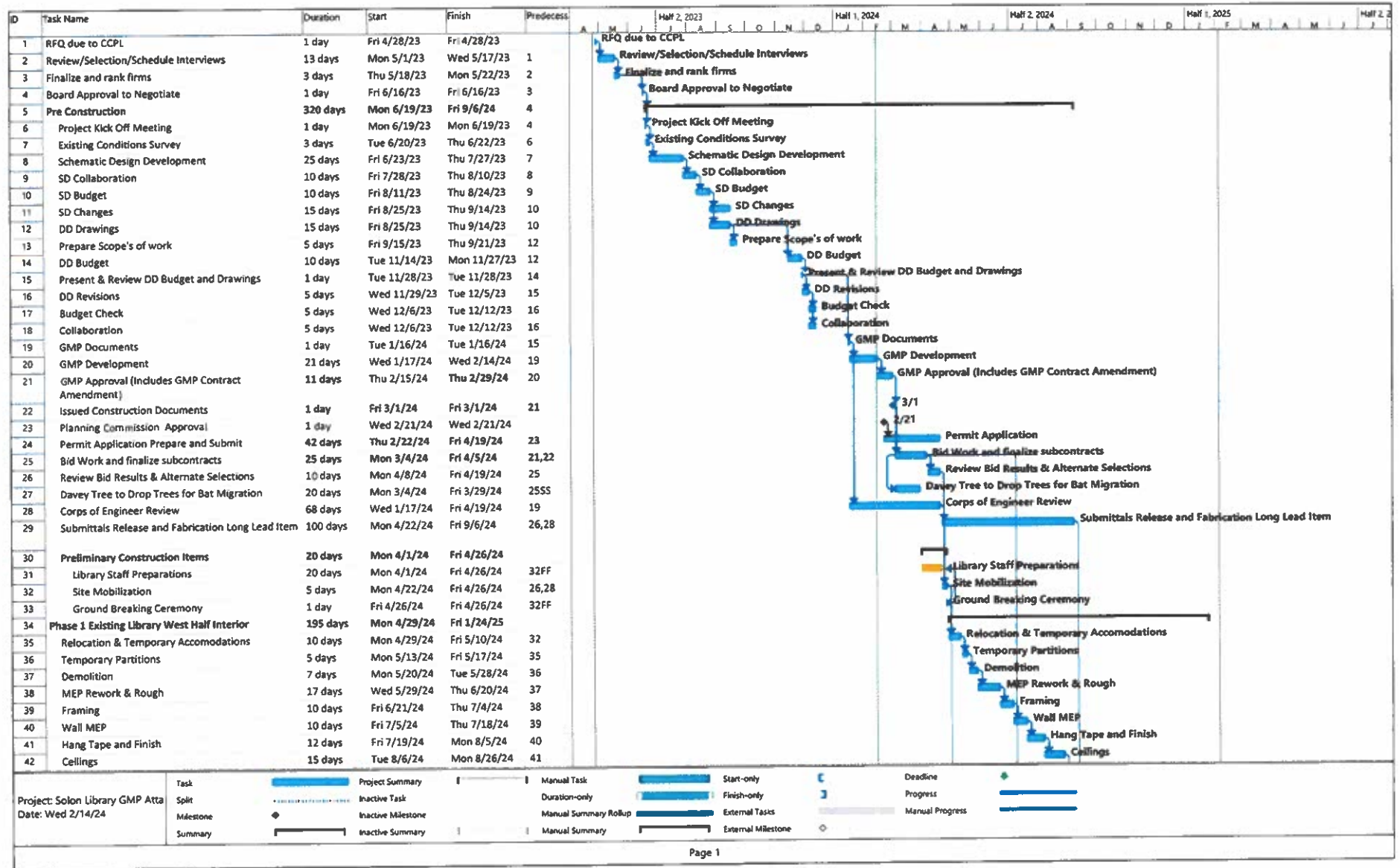
Project: CCPL Solon Branch – Addition & Renovation

2/14/24

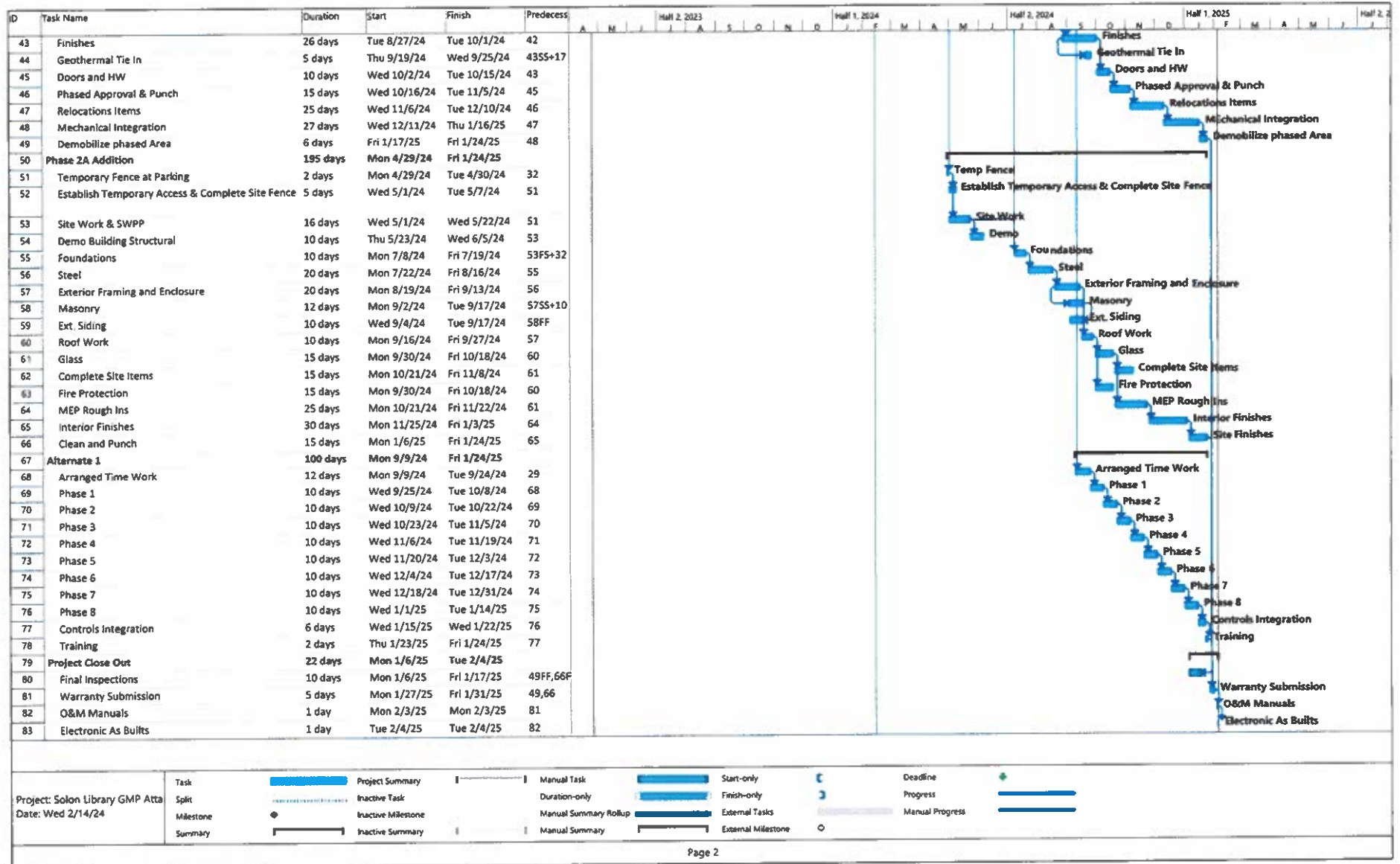
<u>Unit Prices:</u>	<u>Cost</u>
1. Cost for bring in additional premium fill material (304)	\$75.00/CY
2. Finish grade and seed	\$6.50/SY

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Attachment 5 Project Schedule Solon Library Addition GMP



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Attachment 6: List of Drawings and Specifications

Project Name: CCPL Solon Branch - Addition & Renovation



Last Updated: 2/14/2024

Drawings #	Drawing Name	Date
G-100	Cover and Drawings Index	1/16/2024
G-101	Abbreviations, Legends and Symbols	1/16/2024
G-102	Life Safety Plan	1/16/2024
C0-01	Boundary Survey	1/16/2024
C0-02	Existing Conditions Survey	1/16/2024
C1-00	Overall Site Layout Plan	1/16/2024
C1-01	Site Layout Plan	1/16/2024
C2-00	Site Grading and Utilities	2/8/2024
C3-00	Stormwater Pollution Prevention Plan	1/16/2024
C3-01	Stormwater Pollution Prevention Notes	1/16/2024
C3-02	Stormwater Pollution Prevention Details	1/16/2024
C4-01	Site Landscape Plan	1/16/2024
S-001	General Notes	1/16/2024

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Drawings #	Drawing Name	Date
S-002	Special Inspections	1/16/2024
S-100	Foundation Plan	1/16/2024
S-101	Roof Framing Plan	1/16/2024
S-201	Wall Sections	1/16/2024
S-202	Sections	1/16/2024
S-300	Typical Details	1/16/2024
S-301	Typical Details	1/16/2024
A-100	Demolition Plan	1/16/2024
A-101	Demolition Ceiling Plan	1/16/2024
A-300	First Floor Plan	1/16/2024
A-310	Roof Plan	1/16/2024
A-320	First Floor Reflected Ceiling Plan	1/16/2024
A-330	First Floor Finish Plan	1/16/2024
A-401	Exterior Elevations	1/16/2024
A-501	Wall Sections	1/16/2024
A-502	Wall Sections	1/16/2024

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Drawings #	Drawing Name	Date
A-503	Wall Sections	1/16/2024
A-504	Wall Sections	1/16/2024
A-505	Wall Sections	1/16/2024
A-511	Plan Details	1/16/2024
A-521	Section Details	1/16/2024
A-522	Section Details	1/16/2024
A-523	Partition Types	1/16/2024
A-531	Interior Details	1/16/2024
A-532	Interior Details	1/16/2024
A-541	Door Schedule and Details	1/16/2024
A-601	First Floor Furniture Plan	1/16/2024
A-700	Interior Elevations	1/16/2024
A-701	Interior Elevations	1/16/2024
A-800	Schedules and Details	1/16/2024
FP-000	Fire Protection General Information	1/16/2024
FP-001	Fire Protection Record Floor Plan	1/16/2024

CAP

Drawings #	Drawing Name	Date
FP-002	Fire Protection Record Floor Plan	1/16/2024
FP-003	Fire Protection Record Floor Plan	1/16/2024
FP-200	Fire Protection New Work - Plan	1/16/2024
P-000	Plumbing General Information	1/16/2024
P-100	Plumbing Demo - General Floor Plan	1/16/2024
P-200	Plumbing New Work - Domestic Water	1/16/2024
P-201	Plumbing New Work - Sanitary, Vent & Storm	2/5/2024
P-202	Plumbing New Work - Roof	1/16/2024
P-400	Partial Plans	1/16/2024
P-500	Plumbing Schedules and Details	1/16/2024
P-501	Plumbing Isometric	1/16/2024
H-000	HVAC General Information	1/16/2024
H-100	HVAC Demolition - Ductwork	1/16/2024
H-101	HVAC Demolition - Geothermal Piping	1/16/2024
H-200	HVAC New Work - Ductwork	1/16/2024
H-201	HVAC New Work - Geothermal Piping	1/16/2024

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Drawings #	Drawing Name	Date
H-202	HVAC Roof New Work	1/16/2024
H-400	Equipment Room Partial Plans	1/16/2024
H-500	HVAC Schedules	1/16/2024
H-501	HVAC Details	1/16/2024
H-502	HVAC Details	1/16/2024
H-600	HVAC Controls - New Work Plan	1/16/2024
H-601	HVAC Controls - Diagrams	1/16/2024
E-001	Lighting Demolition Plan	1/16/2024
E-002	Electrical Demolition Plan	1/16/2024
E-101	Lighting Plan	1/16/2024
E-201	Receptacle Plan	1/16/2024
E-301	Equipment Wiring Plan	1/16/2024
E-401	Systems Wiring Plan	1/16/2024
E-501	Voice/Data Plan	1/16/2024
E-601	Electrical Details	1/16/2024
E-701	Electrical Distribution Diagram	1/16/2024

cap

Drawings #	Drawing Name	Date
E-702	Panelboard Schedules	1/16/2024
E-801	Fixture & Symbol Schedules	1/16/2024

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CUYAHOGA COUNTY PUBLIC LIBRARY – SOLON ADDITION AND RENOVATION
CBLH DESIGN PROJECT NO. 23-15315

GMP

TABLE OF CONTENTS

DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

- 00 31 32 Geotechnical Data
Geotechnical Soils Report

DIVISION 01 - GENERAL REQUIREMENTS

- 01 10 00 Summary
01 23 00 Alternates
01 25 00 Substitution Procedures
01 31 18 Coordination Drawings
01 32 33 Photographic Documentation
01 33 00 Submittal Procedures
01 40 00 Quality Requirements
01 41 10 Special Inspections & Testing
01 42 00 References
01 60 00 Product Requirements
01 73 00 Execution
01 77 00 Closeout Procedures
01 78 23 Operations and Maintenance Data
01 78 39 Project Record Documents
01 79 00 Demonstration and Training

DIVISION 02 – EXISTING CONDITIONS

- 02 41 19 Selective Demolition

DIVISION 03 – CONCRETE

- 03 01 31 Concrete Floor Flash Patch
03 30 00 Cast in Place Concrete
03 35 43 Polished Concrete Finishing

DIVISION 04 - MASONRY

- 04 20 00 Unit Masonry
04 43 00 Anchored Stone Masonry Repair

DIVISION 05 - METALS

- 05 12 00 Structural Steel Framing
05 31 00 Steel Decking
05 40 00 Cold Formed Metal Framing
05 50 00 Metal Fabrications

DIVISION 06 - WOOD, PLASTICS, AND ROUGH CARPENTRY

- 06 10 53 Miscellaneous Rough Carpentry
06 16 00 Sheathing
06 25 30 Slatwall Panel Systems
06 41 16 Plastic-Laminate-Clad Architectural Cabinets
06 83 00 Composite Wood Paneling

CUYAHOGA COUNTY PUBLIC LIBRARY – SOLON ADDITION AND RENOVATION
CBLH DESIGN PROJECT NO. 23-15315

GMP

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

07 11 13	Bituminous Dampproofing
07 21 00	Thermal Insulation
07 27 26	Fluid-applied Membrane Air Barriers
07 42 10	Composite Sub-Framing
07 42 13	Metal Composite Material
07 46 00	Fiber-Cement Cladding
07 53 23	Ethylene-Propylene-Diene-Monomer (EPDM) Roofing
07 62 00	Sheet Metal Flashing and Trim
07 71 00	Roof Specialties
07 72 00	Roof Accessories
07 92 00	Joint Sealants

DIVISION 08 – OPENINGS

08 11 13	Hollow Metal Doors and Frames
08 14 16	Flush Wood Doors
08 31 13	Access Doors and Frames
08 41 13	Aluminum-Framed Entrances and Storefronts
08 71 00	Door Hardware
08 80 00	Glazing

DIVISION 09 FINISHES

09 05 11	Concrete Floor Preparation
09 05 12	Concrete Floor Moisture Content and PH Testing
09 05 13	Concrete Floor Moisture Mitigation
09 22 16	Non-Structural Metal Framing
09 29 00	Gypsum Board
09 30 13	Ceramic Tiling
09 51 13	Acoustical Panel Ceilings
09 65 13	Resilient Base and Accessories
09 66 23	Resinous Matrix Terrazzo Flooring
09 68 13	Tile Carpeting
09 84 00	Surface Felt
09 84 13	Fixed Sound Absorbing Panels
09 91 23	Interior Painting
09 97 33	Concrete Floor Sealer

DIVISION 10 SPECIALTIES

10 11 00	Visual Display Units
10 14 23	Signage
10 26 00	Wall and Door Protection
10 28 00	Toilet Accessories
10 44 13	Fire Protection Cabinets
10 44 16	Fire Extinguishers
10 71 00	Exterior Protection

DIVISION 11 EQUIPMENT

11 15 00	Transaction Drawers
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DIVISION 12 FURNISHINGS

12 24 13	Roller Window Shades
12 36 61	Solid Surface Countertops

TABLE OF CONTENTS

000110 - 2

Cap

CUYAHOGA COUNTY PUBLIC LIBRARY – SOLON ADDITION AND RENOVATION
CBLH DESIGN PROJECT NO. 23-15315

GMP

DIVISION 13 SPECIAL CONSTRUCTION – Not Used

DIVISION 14 CONVEYING EQUIPMENT – Not Used

DIVISION 21 FIRE PROTECTION

21 00 10	Document Interpretation and General Requirements
21 00 30	Fire Protection Alternates
21 01 10	Project Submittal Requirements
21 01 30	Coordination Drawings
21 03 10	System and Component Flushing and Testing
21 07 10	Penetrations and Sleeves
21 07 20	Firestopping
21 09 10	Hydraulic Design Requirements
21 10 10	Common Piping Requirements
21 10 20	Wet-Pipe System Piping
21 12 10	Piping Identification
21 12 20	Piping Hangers and Supports
21 31 10	Sprinkler Heads

DIVISION 22 - PLUMBING

22 00 10	Document Interpretation and General Requirements
22 00 30	Plumbing Alternates
22 01 10	Project Submittal Requirements
22 01 30	Coordination Drawings
22 02 10	Owner Operating and Maintenance Training
22 03 10	Piping System Flushing and Testing
22 03 20	Equipment and System Start-up
22 04 30	Excavating, Trenching, Backfilling and Paving
22 05 10	Electrical Requirements for Plumbing Equipment
22 07 10	Penetrations and Sleeves
22 07 20	Firestopping
22 10 10	Common Piping Requirements
22 10 20	Drain, Waste and Vent Piping
22 10 30	Domestic Water Piping
22 12 10	Piping Identification
22 12 20	Piping Hangers and Supports
22 12 50	Water Hammer Arrestors
22 12 60	Cleanouts
22 13 10	Domestic Water Valves
22 13 11	Domestic Water Mixing Valves
22 18 11	Bladder Type Expansion Tanks
22 20 10	Equipment Identification
22 21 20	Electric Water Heaters
22 40 10	Vitreous China Fixtures
22 40 11	Water Closets
22 40 14	Lavatories
22 40 20	Stainless Steel Sinks
22 41 10	Drains and Trap Primers

cap

CUYAHOGA COUNTY PUBLIC LIBRARY – SOLON ADDITION AND RENOVATION
CBLH DESIGN PROJECT NO. 23-15315

GMP

DIVISION 23 - HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)

23 00 10	Document Interpretation and General Requirements
23 00 30	Mechanical Alternates
23 01 10	Project Submittal Requirements
23 01 30	Coordination Drawings
23 02 10	Owner Operating and Maintenance Training
23 03 10	Hydronic Piping Systems Flushing and Testing
23 03 20	Equipment and System Startup
23 03 30	Testing, Adjusting and Balancing
23 03 40	Ductwork Leakage Testing
23 05 10	Electrical Requirements for Mechanical Equipment
23 07 10	Penetration and Sleeves
23 07 11	Roof Penetration Curbs
23 07 20	Firestopping
23 07 30	Miscellaneous Steel and Supports
23 10 10	Common Piping Requirements
23 10 20	Hydronic Piping
23 11 10	Piping Insulation
23 12 10	Piping Identification
23 12 20	Piping Hangers and Supports
23 12 35	Manual Air Vents
23 12 40	Flexible Pipe Connectors
23 13 10	Hydronic Valves
23 14 10	Hydronic Manual Balance Valves
23 14 20	Hydronic Automatic Balance Valves
23 14 30	Hydronic Coil Piping Packages
23 16 10	Closed Loop Water Treatment Systems
23 16 30	Anti-Freeze Heat Transfer Fluid Systems
23 17 30	Strainers
23 20 10	Metal Ductwork
23 20 20	Flexible Ductwork
23 21 10	External Duct Insulation
23 21 20	Internal Duct Liner
23 22 10	Grilles and Diffusers
23 22 20	Ductwork Access Doors
23 22 30	Manual Balance Dampers
23 24 10	Filter Housings
23 34 10	End Suction Pumps
23 60 40	Water Source Heat Pumps – Large Capacity
23 63 10	Indoor Energy Recovery Ventilators
23 63 25	Packaged Outdoor Energy Recovery Units
23 81 10	Ductless Split Air Conditioning Systems
23 92 10	Wire and Cable
23 92 11	Conduit Systems
23 92 12	Pulling Cables
23 93 10	Control Devices
23 93 20	Electric Control Valves and Actuators
23 95 10	General Programming Requirements
23 99 10	Sequences of Operation

DIVISION 25 – BUILDING CONTROLS AND INTEGRATION

25 00 10	Document Interpretation and General Requirements
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TABLE OF CONTENTS

000110 - 4

cap

CUYAHOGA COUNTY PUBLIC LIBRARY – SOLON ADDITION AND RENOVATION
CBLH DESIGN PROJECT NO. 23-15315

GMP

- 25 00 11 Instrumentation and Control for HVAC
- 25 00 40 Building Controls and Integration Demolition and Salvage
- 25 01 20 Shop Drawings
- 25 01 40 Building Controls and Integration Operations and Maintenance Manual

DIVISION 26 - ELECTRICAL

- 26 00 51 Basic Materials and Methods
- 26 00 52 Tests
- 26 00 53 General Wiring
- 26 00 54 Cutting and Patching
- 26 00 55 Temporary Power
- 26 00 56 Firestopping
- 26 00 60 Excavating, Trenching, Backfilling and Restoration
- 26 00 74 Electrical Demolition and Salvage
- 26 01 11 Conduit Systems
- 26 01 20 Wire and Cable
- 26 01 25 Pulling Cables
- 26 01 40 Wiring Devices and Plates
- 26 01 51 Motor Wiring
- 26 01 52 Wiring Equipment Furnished Under Other Divisions
- 26 01 55 Combination Motor Starters
- 26 01 56 Variable Frequency Drives
- 26 01 65 Branch Circuit Panelboards
- 26 01 70 Disconnect Switches
- 26 01 71 Surge Suppression
- 26 02 16 Standby Power Generation
- 26 02 50 Automatic Transfer Switches
- 26 05 01 Lighting
- 26 09 16 Lighting Control System
- 26 09 32 Automatic Lighting Controls
- 26 09 50 Electrical Bid Alternates

- 25 92 10 Wire and Cable
- 25 92 11 Conduit Systems
- 25 92 15 Pulling Cables
- 25 93 10 Control Devices
- 25 93 20 Electronic Control Valves and Actuators
- 25 95 10 General Programming Requirements
- 25 99 10 Sequence of Operations

DIVISION 27 - TECHNOLOGY

- 27 07 40 Voice Communication Cabling and Equipment

DIVISION 28 – FIRE ALARMS

- 28 07 21 Fire Alarm and Detection System

DIVISION 31 - EARTHWORK

- 31 10 00 Site Clearing
- 31 20 00 Earthwork

DIVISION 32 – EXTERIOR IMPROVEMENTS

- 32 92 00 Turf and Grasses
- 32 93 00 Plants

DIVISION 33 UTILITIES

- 33 42 00 Stormwater
- 33 46 00 Subdrainage

END OF DOCUMENT 000110

TABLE OF CONTENTS

000110 - 5

cap



Attachment #7 List of Allowances in the GMP

Project: CCPL - Solon Library Addition

2/21/24

The following allowances are included in the GMP:

- | | |
|---|----------|
| 1. Allowance to modify existing end wall (S-101): | \$3,500 |
| 2. Door finish hardware: | \$6,400 |
| 3. Door security hardware: | \$15,000 |
| 4. Additional tree clearing after owner clearing: | \$5,000 |
| 5. Replacement of trees as determined by Solon | \$10,000 |

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Attachment #8: Assumptions & Clarifications

Project: CCPL Solon Branch – Addition & Renovation

3/6/24

General Requirements

1. Project schedule and GMP is based upon simultaneous approval of alternates. This will be accomplished during subcontractor bidding phase.
2. Certified survey of final improvements and final property survey has been excluded (01 73 00).
3. GMP does not include any 3rd party testing requirements as defined in the contract documents.
4. GMP does not include any background screening of onsite employees, with the exception of screening for registered sex offenders who will not be eligible to work on the project.

Demolition

5. GMP does not include cost for removal and relocation of existing library furniture shelving and accessories.
6. GMP does not include cost for relocation of existing library vending machines.

Concrete

7. Exclude moisture vapor reduction add mixture from concrete work (Barrier One).
8. GMP is based upon continuous pour to combine footers with stem walls.
9. GMP includes cost to repair damaged sidewalks and curbs as a result of temporary sitework.

Masonry

10. We have included cost to remove and replace existing brick veneer on existing walls perpendicular to new addition (note 4 on A-504).

Structural Steel / Miscellaneous Metals

11. GMP does not include any new or existing/ repair for spray on fireproofing work
12. I Joist columns shown per plan are figured at a weight of 50 LB/LF.

Carpentry / Architectural Millwork

13. N/A

Exterior Siding Systems

14. N/A

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Roofing

15. N/A

Doors / Frames / Finish Hardware

16. N/A

Storefront / Glass & Glazing

17. N/A

Metal Studs / Drywall / Acoustics / Insulation / CFMF

- 18. Partition type "T" to include insulation to reduce sound and temperature disruptions from work area.
- 19. Partition type "T" will include (3) temporary doors as well to account for life safety requirements.
- 20. 6" studs figured for all CFMF.
- 21. Storage and electrical rooms ceiling finish are to be exposed to roof deck.
- 22. Partition type "T" will be built after hours to prevent disruption to existing library space.
- 23. ACT in existing library to be reused for alternate work, only area to receive new ACT is bookshelf area as part of alternate #1 and #4B.

Flooring

- 24. Concrete floor moisture and PH testing is included.
- 25. Crack isolation membrane not included as defined in spec section 09 30 13.

Painting

26. N/A

Specialties / Equipment

- 27. We have included roof drain and overflow drain at Alt #1 new mechanical room.

Plumbing

- 28. Alternate #1 includes cost for roof drain at mechanical room addition.

Fire Protection

- 29. No required modifications to water pressure requirements for fire suppression work.
- 30. GMP does not include any revision to existing fire main riser.
- 31. Fire watch is not anticipated if required will utilize CMR contingency for cost.

HVAC

- 32. The GMP does not include any additional time or effort for owners commissioning agent as defined within spec section 250010.

33. GMP assumed new thermostats are replaced within existing locations (note 7 H-600). If required to modify ADA requirements CM contingency may be utilized.

Electrical

34. GMP requires design team provide Furniture layout with dimensions for slab on grade power and data floor boxes. This information to be provided for underground electrical work needed to be completed before SOG.

Sitework

35. GMP does not include any comments related to Army corps of engineering permit process. Cost and schedule changes as a result of Army corps of engineering permit and requirements are not included.
36. GMP includes cost for filter sock in lieu of silt fence specified.
37. 760 CY figured for undercutting at new addition.
38. GMP includes allowance of \$5,000 for removal of trees felled by owner (Davey Tree) and grinding of stumps as needed.

Landscaping

39. The GMP includes allowance of \$10,000 for replanting of trees as determined by the City of Solon.
40. The GMP includes 3,890 SY of reseeding.

CCP