

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
December 17, 2020
Learning Commons Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,
Ms. Rodriguez, Mr. Hairston, Ms. Thomas,
Mr. Parker

Absent: None

Ms. Rodriguez called the Regular Board Meeting to order at 12:08 p.m.

Ms. Rodriguez extended an apology on behalf of the Board of Trustees for not acknowledging public comments that has been submitted during the past Regular Board Meeting. The system is being reviewed and corrected so that future comments will be addressed either in whole or in part during future Board Meetings.

Director Thomas also apologized as designated staff unfortunately did not check the public comments. This, however, has been addressed.

Tana Peckham, Chief Strategy Officer, apologized on behalf of staff who inadvertently missed the comments due to an oversight. Unfortunately, the public comments were not review prior to the last Board Meeting. Moving forward, public comments will be review before the Board Meeting. If any comments are received during the meeting, they will be passed along in real time.

Ms. Peckham stated that 49 comments were received before the last Board Meeting and they were all regarding phazzers and the concern about phazzers available. A spreadsheet containing all of the statements will be shared with the Board.

Ms. Rodriguez stated that during the last Board Meeting, clarification was provided about the phazzers including an explanation of the difference between a taser and phazzers. Ms. Rodriguez expressed that hopefully the

explanation provided supports the decision of why the Library chose the phazzers.

Director Thomas stated that we do not want the public or staff to feel as if we were trying to intentionally move something forward without providing an opportunity for their concerns to be expressed.

Director Thomas stated that we are continuing to have discussions regarding this issue with our staff including SEIU 1199 and our Union staff members about what this means for them, their safety and our community. We will continue to find ways so that everyone feels comfortable with the safety and the training that is provided. Because this issue is extremely important, Director Thomas stated that discussion points will be brought to the Board.

Ms. Butts asked that the distinction between a phazzer and taser be shared again for clarification.

Director Thomas stated that when a taser is deployed, currents of electricity can continue to be sent to a victim. Phazzers have a safety shut down circuit technology embedded into the weapon that prevents the delivery of more than three charges to a subject. Tasers, have in the past caused death when used improperly. There have been zero deaths associated with the use of phazzers across the United States since they have been implemented.

Finally, Ms. Rodriguez stated that in the future, public comments will be answered in real time or at the conclusion of the meeting.

COMMUNICATIONS

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

FINANCE COMMITTEE REPORT

Mr. Seifullah stated that the following items to be considered were discussed at length at the recent Joint Finance & Human Resources Committee Meeting. Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of November

(See page 1641)

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

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of November of 2020; now therefore be it

RESOLVED, That the gifts described in the Gift Report for November of 2020 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Tenth Amendment to the Year 2020 Appropriation

(See pages 1642-1648)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2020 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated December 10, 2020; and

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

RESOLVED, That the sums indicated on the attached Tenth Amendment to the Year 2020 Appropriation Schedule be approved.

**RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF NOVEMBER
2020**
Approved

**TENTH
AMENDMENT TO
THE YEAR 2020
APPROPRIATION**
Approved

**RESOLUTION
AUTHORIZING
TRANSFER OF
FUNDS FROM
THE GENERAL
FUND TO THE
DEBT
SERVICE
FUND**

Approved

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

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

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

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

WHEREAS, The estimated December 31, 2020 General Fund
Unencumbered Balance is as follows:

Certified Revenue per Amended Official Certificate of Estimated Resources dated December 10, 2020	\$ 90,121,844.39
Appropriation - 10th Amendment	(56,561,717.20)
Repayment of Advance made to the MyCom Fund	75,008.56
Repayment of Advance made to the Tech Centers Fund	10,000.00
Transfer to Debt Service Fund January 2021	(2,588,329.59)
Estimated Unencumbered Balance as of January 1, 2021	\$ 31,056,806.16

Now therefore be it

RESOLVED, That the Unencumbered General Fund Balance, currently estimated to be \$31,056,806.16, be carried forward for 2021 operating expenses and that the set aside of \$2,588,329.59 for Debt Service payments be transferred to the Debt Service Fund in January 2021.

Year 2021 Annual Appropriation Measure

(See pages 1649-1652)

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

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

**YEAR 2021
ANNUAL
APPROPRI-
ATION
MEASURE**

Approved

WHEREAS, The appropriation totals on the attached schedules do not exceed the Amended Official Certificate of Estimated Resources requested from the Cuyahoga County Budget Commission dated December 10, 2020; now therefore be it

RESOLVED, That the Year 2021 Appropriation Measure in the amount of \$60,651,191.92 for the General Fund and listed amounts for other funds be approved as detailed in the attached schedules.

Resolution to Accept Grant from the Cleveland Foundation for Expanding Digital Access

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

WHEREAS, In 2017 The Cleveland Foundation launched the Digital Excellence Initiative to build a strong, equitable, and resilient digital community in Greater Cleveland to ensure all residents can successfully participate in the digital world and economy, and to elevate Greater Cleveland's infrastructure, talent and research prominence in digital technology; and

WHEREAS, Cleveland Public Library applied for and received a \$148,242 grant to purchase 200 Chromebook devices and solar powered charging stations that will be distributed amongst every library branch and our Main Library buildings downtown; and

WHEREAS, The new laptops will increase the amount of computers available for the public to use as well as to increase the space they are able to use them and the charging stations will benefit those patrons who have increasingly been using the Library's W-Fi signal from our parking lots; now therefore be it

RESOLVED That Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant in the amount of \$148,242 from The Cleveland Foundation for deposit into

the Founders Fund Account 203046-46100-20301 (Restricted Gifts); and be it further

**RESOLUTION TO
ACCEPT GRANT
FROM THE
CLEVELAND
FOUNDATION FOR
EXPANDING
DIGITAL ACCESS**

Approved

RESOLVED, That the Executive Director, CEO or his designee, is authorized to enter into and to execute agreements and instruments as may be necessary or appropriate, including those in excess of \$25,000.00, to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Director of Legal Affairs.

Resolution to Enter into an Agreement with HF Group LLC for Binding and Rebinding Library Service Materials

(See pages 1653-1665)

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

WHEREAS, On September 17, 2015 the Board of Library Trustees authorized the Executive Director, or his designee, to enter into a one-year contract effective November 1, 2015 with HF Group LLC to bind Cleveland Public Library materials with an option to continue the contract for four one-year renewal periods, thus continuing services through October 31, 2020; and

WHEREAS, On October 15, 2020, the Board of Library Trustees authorized the Library to extend the agreement with HF Group through December 31, 2020 in order to allow the Library to complete the request for proposals process to identify a vendor for the new contract term; and

WHEREAS, The Department of Technical Services issued a request for proposals seeking pricing proposals from ten (10) vendors to perform the needed binding and rebinding services; and

WHEREAS, HF Group was the only vendor to respond to the Library's request for proposals, and their proposal met all of the Library's specifications; and

WHEREAS, The Library Administration has had good results from working with HF Group LLC in the past, and recommends that the proposal submitted by HF Group LLC be accepted; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, or his designee, to execute and negotiate a one-year contract with HF Group LLC

**RESOLUTION
TO ENTER
INTO AN
AGREEMENT
WITH HF
GROUP LLC
FOR BINDING
AND
REBINDING
LIBRARY
SERVICE
MATERIALS**
Approved

effective January 1, 2021 to bind Cleveland Public Library materials with an option to continue the contract for four one-year renewal periods subject to the approval of the Director of Legal Services, with such expenditures to be charged to the General Fund Account 14130054-54710 (Bookbinding).

Mr. Hairston stated that he recalled a company in East Cleveland that did a lot of book binding for Cleveland schools.

Sandy Jelar Elwell, Director of Collection and Technical Services, Acquisitions and High Demand Manager, stated that this bid was sent out to 11 different vendors including 2 that were located in Cleveland. The vendor selected was the only vendor that responded to the bid request and confirmed that they were able to perform all the binding work according to the instructions and specifications that had been indicated in the bid request.

In response to Mr. Hairston's inquiry, Ms. Jelar Elwell stated that although there are vendors in the Cleveland area, they can only perform more common binding work and the Library needed a vendor that would be able to bind and rebind all formats of library materials as well as provide more uncommon and specialized types of binding work.

Sadie M. Winlock, Chief Equity, Education & Engagement Officer, stated that the Library has become dependent in using a lot of organizations that have been previously used to deliver Library services. Because the Library has some unique requirements, we find that there are very few minority businesses that either do not have the experience in working directly with libraries or don't understand our needs. In addition, some may possess similar work experiences but may not know how those experiences align with our needs or may lack the capacity for the work altogether.

Ms. Winlock stated that we are in the discovery period of listing all of our needs as an organization and working with corporations and organizations who do deliver these services locally, regionally, or nationally and determining if we can develop an entrepreneurship training center. The entrepreneurship training center is where minority businesses learn how

to expand their capabilities to deliver services not only to the Cleveland Public Library but libraries around the country.

In conclusion, Ms. Winlock stated that we want to be the Library system that assists minorities in building capacity to do this work and contributing to the economic growth of our city and region. The Board will be updated as progress continues.

Resolution Authorizing Fifth Amendment with Chilcote & Wright LLP for Legal Services Related to the Martin Luther King, Jr. Branch of the Cleveland Public Library

**RESOLUTION
AUTHORIZING
FIFTH
AMENDMENT
WITH
CHILCOTE &
WRIGHT LLP
FOR LEGAL
SERVICES
RELATED TO
THE MARTIN
LUTHER KING,
JR. BRANCH
OF THE
CLEVELAND
PUBLIC
LIBRARY**

Approved

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

WHEREAS, On January 16, 2020, this Board amended the agreement with the Chilcote Law Firm LLP, now known as Chilcote & Wright LLP, by an additional \$75,000 to cover additional costs based on new developments in discussions with the developers of the new Martin Luther King, Jr. library and the need to negotiate additional transactions and agreements; and

WHEREAS, Chilcote & Wright have been working diligently to revise the development agreement and have been in regular discussions with the developer regarding key issues such as progress, timing, financing, and the structure of the revised development agreement and the development itself; and

WHEREAS, The Library will continue to require assistance from Chilcote & Wright as the Library continues to negotiate the revised development agreement and moves on to negotiating and drafting other aspects of the transaction, including cost allocation and a reciprocal easement and operating agreement; and

WHEREAS, The Director of Legal Affairs would like to continue to retain the Chilcote & Wright LLP at their current hourly rate of \$275 per hour, which the Library Administration finds to be fair and reasonable; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or the Director

of Legal Affairs to enter into an amendment to the Agreement with Chilcote & Wright to provide additional legal services in connection with the Martin Luther King, Jr. branch relocation project at the hourly rates set forth in this Resolution, which expenditure shall be charged to Construction-Tax Exempt fund account 40276705-55300 (Construction/Improvements), and requires that the Fiscal Officer provide a report to the Board of Library Trustees of fees paid to Chilcote & Wright LLP on a quarterly basis.

Resolution to Ratify Agreement for Purchase of Electricity

(See pages 1666-1670)

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

WHEREAS, On November 19, 2020, the Board of Library Trustees authorized the Executive Director, CEO or his designee, to enter into a new agreement commencing August 2021 with an electricity supplier that has the best rate for a 24 or 36-month term provided that the rate does not exceed \$3.35 cents per kWh for a capacity pass-through agreement or \$4.4 cents per kWh for a fixed all-in one price agreement; and

WHEREAS, The Cleveland Public Library currently has a contract with Dynegy Energy Services, LLC for the supply of electricity through August 2021 at the rate of \$3.860 cents per kWh; and

WHEREAS, On November 30, 2020, the Library entered into a fixed all-in one price agreement with Energy Harbor LLC at the rate of \$4.120 cents per kWh from August 2021 through August 2024; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies the agreement entered into by the Library on November 30, 2020 with Energy Harbor LLC for electricity

at the rate of \$4.120 cents per kWh for a 36 month term from August 2021 through August 2024.

**RESOLUTION
TO RATIFY
AGREEMENT
FOR
PURCHASE
OF
ELECTRICITY**
Approved

**RESOLUTION
AUTHORIZING
CONTRACT
WITH DELTA
DENTAL OF
OHIO FOR
EMPLOYEE
DENTAL
BENEFITS**

Approved

Resolution Authorizing Contract with Delta Dental of Ohio for Employee Dental Benefits

(See pages 1671-1700)

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

WHEREAS, The Cleveland Public Library currently purchases employee dental insurance from Delta Dental of Ohio; and

WHEREAS, The Library's current contract with Delta Dental provides for employee dental insurance coverage is from January 1, 2018 through December 31, 2020; and

WHEREAS, Delta Dental has proposed to offer employee dental insurance to the Library for 2021 and 2022 at the same rates as the current three-year agreement as outlined in the attached renewal; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or his designee to enter into an agreement with Delta Dental of Ohio for employee dental insurance benefits for a 24 month term from January 1, 2021 through December 31, 2022 at the same rates as the current agreement with Delta Dental of Ohio, which agreement shall be subject to the review and approval of the Director of Legal Affairs.

Resolution Authorizing Continuation of Lease of Vehicles from Enterprise FM Trust

**RESOLUTION
AUTHORIZING
CONTINUATION
OF LEASE OF
VEHICLES
FROM
ENTERPRISE
FM TRUST**

Approved

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

WHEREAS, On December 18, 2014, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a sixty (60) month agreement with Enterprise Fleet Management for the lease, maintenance, and management of twelve (12) vehicles at an estimated cost of \$59,899 per year; and

WHEREAS, The five-year term of the lease agreement with Enterprise Fleet Management expired on March 31, 2020, and Enterprise Fleet Management agreed to allow the

Library to continue the lease on a month-to-month basis at the Library's current monthly rate of \$4,991.50 per month; and

WHEREAS, On September 17, 2020, the Board of Trustees of the Cleveland Public Library authorized the Library to continue leasing the 12 vehicles from Enterprise Fleet Management on a month-to-month basis through December 31, 2020; and

WHEREAS, The Library desires to continue leasing the 12 vehicles from Enterprise Fleet Management on a month-to-month basis through March 31, 2021 at the current rate of \$4,991.50 per month for a total cost of \$14,974.50 for the additional three-month period; and

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee(s) to continue the twelve-vehicle lease initially authorized by this Board on December 18, 2014 on a month-to-month basis through March 31, 2021 at the rate of \$4,991.50 per month for total cost of \$14,974.50, with the expenditures being charged to the General Fund account 12xx0053-53510 (Rental/Lease), where xx = the vehicle number.

Resolution to Enter into an Agreement with Business Smarts for Hardware Maintenance

(See pages 1701-1705)

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

WHEREAS, On January 16, 2020, the Board of Library Trustees authorized the Library to enter into an agreement with Business Smarts for maintenance of the Library's Hewlett Packard ("HP") printers, desktop stations, and servers for the period February 1, 2020 through January 31, 2021 at a cost not-to-exceed \$89,331.65; and

WHEREAS, Business Smarts is an Elite HP Partner that provides in-house service for printers, desktop stations and industry standard server support, and the Library is pleased with the HP-approved support that Business Smarts has provided during the preceding year; and

**RESOLUTION
TO ENTER
INTO AN
AGREEMENT
WITH
BUSINESS
SMARTS FOR
HARDWARE
MAINTENANCE**
Approved

WHEREAS, Business Smarts has proposed to provide maintenance service for the Library's HP printers, desktop stations, and servers for the one-year period beginning on February 1, 2021 and ending on January 31, 2022 at a total cost of \$99,521.38; and

WHEREAS, The Library Administration finds Business Smarts' proposed price to be fair and reasonable and requests authority to enter into a one-year agreement with Business Smarts for hardware maintenance; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to enter into a Maintenance Agreement with Business Smarts, subject to the approval of the Director of Legal Affairs, for the period February 1, 2021 through January 31, 2022, at a cost not-to-exceed \$99,521.38, with the expenditure being charged to the General Fund Account 13010053-53360 (Computer Maintenance).

Resolution Authorizing Amendment to Agreement with Unique Management Services, Inc. for Material and Cash Recovery Services

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

WHEREAS, From 2011 through 2019, the Cleveland Public Library Board of Trustees has annually authorized the Cleveland Public Library ("Library") to enter into agreements with Unique Management Services, Inc. ("Unique") for services related to the recovery of overdue fines and materials; and

WHEREAS, On December 19, 2019, this Board authorized the Library to enter into an agreement with Unique for material and cash recovery services from January 1, 2020 through December 31, 2020 with a budget neutral guarantee, at the cost of \$7.95 per account referred, in an amount not-to-exceed \$55,000, from fees recovered plus amounts waived; and

WHEREAS, Due to the COVID-19 pandemic, the Library Administration made the determination not to refer accounts to Unique, and no accounts have been referred to Unique for recovery since March 2020, and \$44,474.20 remains from the \$55,000 authorized by this Board; and

**RESOLUTION
AUTHORIZING
AMENDMENT
TO
AGREEMENT
WITH UNIQUE
MANAGEMENT
SERVICES, INC.
FOR MATERIAL
AND CASH
RECOVERY
SERVICES**

Approved

WHEREAS, The Library Administration desires to amend the agreement with Unique to allow for accounts to be referred for recovery in 2021 if and when the Library Administration determines that it is appropriate to resume material and cash recovery services with Unique; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee, to enter into an amendment with the current agreement between the Cleveland Public Library and Unique Management Services, Inc. for material and cash recovery services from January 1, 2021 through December 31, 2021, incorporating a budget neutral guarantee, at the cost of \$7.95 per account referred, in an amount not-to-exceed \$ 44,474.20, from fees recovered plus amounts waived, which expenditure shall be charged to General Fund Account 11100053-53710 (Professional Services), and which agreement shall be subject to review and approval of the Director of Legal Affairs.

In response to Ms. Butts' inquiry, Carrie Krenicky, Chief Financial Officer, explained that during the COVID pandemic, the Library stopped referring accounts to Unique. No accounts have been referred since the end of March 2020. Therefore, we still have an available balance on our purchase order since no accounts have been referred.

Ms. Krenicky stated that since the Library's current agreement with Unique expires at the end of this year, we are looking to extend the agreement for another year and use the funds that we already have encumbered on the current purchase order.

John Skrtic, Chief of Special Projects and Collections, stated that we did an analysis and found that from May 26 to today, we have looked over the formats of lost items for books, CDs, magazines, and comics and found the total to be 1,544. This is very low compared to our usual average.

In response to Ms. Butts' inquiry, Mr. Skrtic explained that 1,544 is the number of items that were not returned during that period.

Director Thomas added that during that period, we would have checked out around 2 million items. To have only

1,544 items out or lost is relatively low in comparison to the number of lost items we would have out generally had we been open to the public.

**RESOLUTION
TO PURCHASE
FILTERS FOR
MAIN
LIBRARY,
LOUIS STOKES
WING AND
LAKE SHORE
BUILDINGS'
HVAC
EQUIPMENT
FROM AIR-
RITE, INC.
Approved**

Resolution to Purchase Filters for Main Library, Louis Stokes Wing and Lake Shore Buildings' HVAC Equipment from Air-Rite, Inc.

(See pages 1706-1719)

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

WHEREAS, To continue with the maintenance of the Library's HVAC Equipment, Property Management is requesting approval to replace the prefilters, secondary filters and final carbon filters in the air handling units in the Main Library, Louis Stokes Wing and Lake Shore buildings in order to preserve the quality of air for the protection of the patrons, staff and the library materials; and

WHEREAS, The Property Management department requested quotes from three (3) vendors and received the following:

Air-Rite, Inc.	\$139,090.73
Ketchum & Walton Co	\$143,506.58
Hepner Air Filter Service	\$145,191.98

WHEREAS, All vendors were asked to match a provided list of filters and specifications; and

WHEREAS, Property Management recommends the purchase of the filters from Air-Rite, Inc., as they are the lowest quote meeting the specifications and they have supplied the filters since the Louis Stokes Wing opened; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into a purchase agreement, subject to the Chief Legal Officer's approval, to purchase prefilters, secondary filters and final carbon filters from Air-Rite, Inc., for a total cost not to exceed \$139,090.73, with the expenditure being charged to the General fund account 12100052-52230 (Maintenance Supplies).

Resolution Authorizing Agreement with Squire Patton
Boggs LLP for Agent and Lobbyist Services

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

WHEREAS, The Board of Trustees of the Cleveland Public Library has determined that it is necessary to hire an individual to represent the interests of the Cleveland Public Library with regard to state government policies and legislation; and

WHEREAS, Timothy J. Cosgrove is an attorney with Squire Patton Boggs law firm, and is among Ohio's best connected and influential government relations professionals. He combines his experience as director of policy and legislation for former Ohio Governor George V. Voinovich with his training and experience as a lawyer practicing in the legislative counseling, public finance and administrative law areas to serve the needs of corporate, nonprofit and trade association clients in Ohio; and

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

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into an agreement with Timothy J. Cosgrove of Squire Patton Boggs for the period commencing January 1, 2021 through December 31, 2021 in an amount not-to-exceed \$4,000 per month and \$48,000 per year, which expenditure shall be charged to General fund account 11020053-53710 (Professional

Services), which agreement shall be subject to review and approval of the Director of Legal Affairs.

**RESOLUTION
AUTHORIZING
AGREEMENT
WITH SQUIRE
PATTON
BOGGS LLP
FOR AGENT
AND LOBBYIST
SERVICES**
Approved

**FISCAL
OFFICER'S
REPORT**
Submitted

Fiscal Officer's Report

(See pages 1720-1731)

**REPORT ON
INVESTMENTS**
Submitted

Report on Investments

(See pages 1732-1734)

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

Report on Conference and Travel Expenditures

(See page 1735)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

**REGULAR
EMPLOYMENT
REPORT**
Approved

Regular Employee Report

(See page 1736)

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

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

Resolution Authorizing Amendment to Employment Agreement with the Director of the Cleveland Public Library

(See pages 1737-1738)

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

WHEREAS, On December 20, 2018, the Board of Library Trustees authorized the President of the Board of Trustees to execute an employment agreement with Executive Director, CEO of the Cleveland Public Library, Felton Thomas, Jr., to continue to be employed as the Executive Director of the Cleveland Public Library for a five (5) year term; and

WHEREAS, The employment agreement so approved by this Board provided an annual Salary of Two Hundred Twenty Thousand Dollars (\$220,000), with annual raises of Five Percent (5%) commencing in January of 2020; and

WHEREAS, Due to the COVID-19 pandemic's effect on the Library's financial situation and in recognition of the sacrifices being made by Library staff as a result of the pandemic, the Executive Director, CEO desires that his employment agreement be amended to forego his Five Percent (5%) raise for the 2021 calendar year; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library directs and authorizes the President of the Board of Trustees to execute an amendment to the employment with Felton Thomas, Jr. that was approved by this Board on December 20, 2018 to forego the Executive Director, CEO's Five Percent (5%) raise for calendar year 2021 in substantially the same form as has been provided to the Board with this Resolution.

Mr. Hairston thanked Director Thomas for his unselfish sacrifice to forgo this raise at this time.

Resolution Authorizing Wage Increases for Non-Bargaining Unit Staff

(See page 1739)

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

WHEREAS, The Library's Collective Bargaining Agreements with Laborers International Union of North America, Local 860 and the Service Employees International Union District 1199 both provide for annual wage increases for bargaining unit staff; and

WHEREAS, No similar guarantee of an annual wage increase exists for the Library's non-bargaining unit staff; and

WHEREAS, In recognition of the hard work and service that non-bargaining unit employees have invested in the Library over the past year, the Library Administration would like to extend wage increases in the amount of two percent (2%) to full- and part-time non-bargaining unit employees, other than substitutes, pages, and those members of the Executive Leadership Team listed in Exhibit "A" to this Resolution, who are employed by the Cleveland Public Library as of the date of this

**RESOLUTION
AUTHORIZING
WAGE
INCREASES
FOR NON-
BARGAINING
UNIT STAFF**
Approved

Resolution, effective the beginning of the pay period that includes January 1, 2021; now therefore be it

RESOLVED That the Executive Director, CEO, the Chief Financial Officer, and the Chief Talent Officer are authorized to implement the wage increases set forth in this Resolution for all non-bargaining unit employees.

Lynn Sargi, Chief Talent Officer, stated that we are recommending that non-bargaining unit staff receive a 2% increase for the calendar year 2021 with the exception of pages and substitutes and Executive Leadership Team members listed on the attachment.

Resolution for Special Closings and Holidays in 2021

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

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

WHEREAS, The Cleveland Public Library will be closed in 2021 in observance of the following holidays and special closings as listed below.

New Year's Day	January 1, 2021
Martin Luther King Jr. Day	January 18, 2021
Presidents' Day	February 15, 2021
Memorial Day	May 31, 2021
Independence Day	July 5, 2021
Labor Day	September 6, 2021
Veterans Day	November 11, 2021
Thanksgiving	November 25, 2021
Day After Thanksgiving	November 26, 2021
Christmas Eve	December 24, 2021
Christmas Day	December 25, 2021

WHEREAS, December 31, 2021 hours of operations will be 10 am to 6 pm.

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

**RESOLUTION
FOR SPECIAL
CLOSINGS
AND
HOLIDAYS IN
2021**

Approved

Resolution to Revise the Human Resources Manual

(See pages 1740-1744)

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

WHEREAS, Pursuant to Section 121.2 of the Human Resources Manual, the Board of Library Trustees must approve all changes to the Human Resources Manual; and

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

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to rescind Section 234, titled "Termination of Employment of Full-Time and Part-Time Regular Employees," and to include a revised Section 238, titled "Disciplinary Action," as set forth in Exhibit "A" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 386, titled "Special Library Closings", as set forth in Exhibit "B" to this Resolution; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revisions to the Human Resources Manual as set forth in Exhibits "A" and "B" of this Resolution to update Sections 238 and 386, respectively, and to rescind section 234, to become effective December 18, 2020, and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and their related procedures.

Lynn Sargi, Chief Talent Officer, stated that this recommended revision addresses changes to the Human Resources Manual.

We must rescind Policy 234 because what is proposed in Policy 238 incorporates some of the components that were in Policy 234 as well. The Disciplinary Action Policy 238 addresses discipline for non-bargaining unit

employees. One of the changes from the old policy to the new policy includes the removal of the opportunity for non-bargaining unit staff to arbitrate terminations. No one can recall a time when a staff member actually exercised their right to arbitrate for a non-bargaining unit staff member. At the advisement of both internal and external counsel, we have removed that option for non-bargaining employees.

Ms. Sargi stated that secondly, we believe philosophically in progressive discipline. We have had many conversations with SEIU during negotiations about the importance of progressive discipline if appropriate. Therefore, this policy identifies our intent and philosophical agreement with progressive discipline but still allows the Library the right to impose higher level discipline up to and including termination if the situation warrants.

Lastly, Ms. Sargi stated that we have updated the list of offenses from the prior policy and divided them into two categories: (1) infractions that could lead to discipline up to and including termination; and (2) more serious or egregious violations that could result in termination. Those are identified on the Non-exclusive List of Terminable Offenses.

Ms. Sargi continued and stated that we are updating the Emergency Close policy. Compared to our existing policy, reflects two changes,

Ms. Sargi explained that the first change codifies that in both bargaining agreements, we have adopted an additional Special Close day of the Friday after Thanksgiving. We eliminated that Columbus Day holiday and negotiated and offered the Friday after Thanksgiving.

Ms. Sargi stated that the second change is under the area of Closed for the Entire Day. If in the event that we need a Special or an Emergency Close such as a snow day, non-bargaining non-exempt staff that can telecommute and work effectively from home can do so. However, the Library will not be paying them time and a half to do so.

Mr. Hairston thanks Ms. Sargi for her review of these policy revisions.

Resolution Authorizing Extended Emergency Paid Sick
Leave Benefit

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

WHEREAS, The Families First Coronavirus Response Act (FFCRA) became effective April 1, 2020, and among other things, created up to two weeks of emergency paid sick leave for those employees who meet certain qualifying COVID-19 related reasons; and

WHEREAS, Under the FFCRA, employees who are unable to work because they are either: 1) subject to a Federal, state, or local quarantine or isolation order related to COVID-19; 2) being advised by a health care provider to self-quarantine due to COVID-19 concerns; or 3) experiencing COVID-19 symptoms and seeking a medical diagnosis are entitled to be paid at 100% of their normal rate of pay for up to two weeks without using any accrued time off while on the emergency leave; and

WHEREAS, The FFCRA is due to expire on December 31, 2020, and to date, Library staff have taken 5,632.75 hours of emergency paid sick leave; and

WHEREAS, Given the surge of COVID-19 that the country is experiencing and the anticipated lack of action on the part of Congress to possibly extend or modify the leave provisions under the FFCRA, the Library Administration recommends continuing to offer some components of the FFCRA through March 31, 2021 unless legislation is passed that provides equal or greater protection to employees; and

WHEREAS, Specifically, the Library Administration recommends providing up to two weeks of emergency paid sick leave to employees who satisfy any of the three criteria set forth above, provided that the employees meet two eligibility requirements: 1) the employee must be unable to perform their job duties under CPL's Telecommuting procedure (i.e., the employee is required to report to work at a CPL location or is unable to perform job duties remotely as a result of COVID-19);

and 2) the employee has not exhausted the two weeks of paid sick leave as provided under the FFCRA; and

**RESOLUTION
AUTHORIZING
EXTENDED
EMERGENCY
PAID SICK
LEAVE
BENEFIT**
Approved

WHEREAS, The Library Administration further recommends that employees eligible for the emergency paid sick leave described herein must apply for such leave through the Human Resources Department and will be paid at 100% of their regular rate of pay for each hour or fraction thereof of paid sick leave, capped at \$511 per day or \$5,110 per employee, and that such emergency paid sick leave not be offered intermittently subsequent to the first day and only to be taken in whole day increments; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, the Chief Financial Officer, and the Chief Talent Officer to implement the emergency paid sick leave benefit described in this Resolution beginning on January 1, 2021 and continuing until the earlier of March 31, 2021 or such time as legislation is passed that provides Library staff with equal or greater protection than is provided by the benefit described herein; be it further

RESOLVED, That the Board of Trustees of the Cleveland Public Library further authorizes the Executive Director, CEO, or his designee to continue the emergency paid sick leave benefit as described in this Resolution beyond March 31, 2021 for such time period as the Executive Director, CEO determines is in the best interests of the Library, its employees, and patrons.

Lynn Sargi, Chief Talent Officer, stated that the Families First Coronavirus Response Act (FFCRA) was enacted earlier in early 2020 but is due to expire on December 31, 2020. We are unaware of any pending legislation that will extend this benefit past the expiration date. This resolution proposes that the Library extend certain elements of it through March 31, 2021 for certain people who satisfy specific requirements.

Ms. Sargi stated that there are two components of FFCRA. They are (1) Emergency Paid Sick Leave that can be used if one is subject to a quarantine and you have been recommended by a health care provider to quarantine or you are seeking a diagnosis of COVID; and (2) Expanded Family Medical Leave which allows time off for child care and school related reasons. We are proposing, without the umbrella of the law, the continuation of the

Emergency Paid Sick Leave for COVID related situations including diagnosis but limited to those employees who are unable to telecommute. This is for those employees who must report to work. We do not want anyone who believes that they may be sick or seeking diagnosis. We do not want them to risk their health or the health of their colleagues. Therefore, we would like for them to stay home and have the benefit of the Emergency Paid Sick Leave.

In conclusion, Ms. Sargi stated that if there is any legislation that is passed that goes above and beyond or extends the FFCRA, we would implement whatever law is required. This provides a bridge until it is determined that Congress will act.

Mr. Hairston expressed his approval of this resolution and stated that the Library has always held a reputation for taking care of its employees as much as possible. This resolution will help take care of our staff and their families during this challenging time.

Ms. Butts asked for the current status of the effect of COVID on Library staff.

Director Thomas stated that we have not lost anyone to COVID.

Ms. Sargi stated that currently the Library has had approximately 21 or 22 cases of COVID among staff since March of 2020.

In response to Ms. Butts' inquiry, Director Thomas confirmed that all employees have recovered and are back to work. The number of cases we have are comparable with the other metro libraries across the state.

Mr. Hairston stated that he believes that there is a role for the Library to play to inform our patrons about the importance of taking the vaccine. The Library should consider working to collaborate with partners and others to share this important information.

Employee Demographics (EEO-4) Report

(See page 1745)

**EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT**
Submitted

**REPORT ON
PAID SICK
TIME**
Submitted

Report on Paid Sick Time Used by the Month

(See page 1746)

**INSURANCE
SUMMARY
REPORT**
Submitted

Insurance Summary Report

(See page 1747)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

**MONTHLY
ACTIVITY
REPORT**
Submitted

Monthly Activity Report

(See pages 1748-1752)

Mr. Corrigan shared the following observations: CLEVNET partners have borrowed books from the Library in a reduction in rate about a little less reduction of books from our own system but we still serve the public in a research library role for the entire system; the circulations of books and other hard items have been reduced; eMedia is up by more than 25% compared to last year; access to eVideos is up 171% over the year. Some of that is a recognition of services that were not as well known before COVID and are being used.

Mr. Corrigan also noted the increase in the number of people seeking cards so that they can do eAccess; and circulation activity is up in eMusic and OLPD BARD.

**BUILDING
STATUS
UPDATE**
Presented

Building Status Update

Ms. Butts' asked for a status on the flooding problems in the Children's Room at Fleet Branch.

John Lang, Chief Operations Officer, stated that although the cleanup has been completed at Fleet, a root cause has not yet been determined. The root cause was later determined to be water infiltration due to a clogged roof drain. The drain line was cleared and repaired, and water-damaged carpet tiles in the children's area were replaced.

Director Thomas stated that additional information about the leak will be forwarded to Ms. Butts as soon as possible.

Mr. Lang stated that the update consists of routine buildings operations over the last month. In addition, Mr. Lang spoke about the winterization effort and HVAC cooling equipment, early season tune ups, heating plans and initial exercise of the snow removal plan and equipment.

Mr. Lang gave an update on the Facilities Master Plan specifically the Martin Luther King, Jr. Branch development. In regards to the ongoing design work for the library proper part of the project we have used the extension of fee approved by the Board in September to go through a cost and design reconciliation schematic phase that has gone well. The scope and budget for the project are matched. For the library part, we are on track to complete design development by the end of February. The Board will be provided an update at that time.

Mr. Lang stated that the Board is aware of the external challenges with our partner. We have been working with internal and external counsel to develop a revised development agreement. The Developer has recently contacted us within the last few weeks and is seeking an early transfer of one of the Library's parcels at the existing MLK Branch that would substantially comprise the patron parking area. We believe that this is a prerequisite for their financing plan that they are developing.

Mr. Lang stated that this would be a major concession on the Library's part as that transfer is not otherwise anticipated until the completion of the project. We are not recommending the authorization of the transfer at this point. However, there are some increased certainties that the Library would like to have and is working toward in the revised developer agreement. These include a cash deposit, an establishment of milestones that the Developer would be compelled to meet or have monetary impact or penalties; the completion of negotiations regarding shared and premium costs for the shared facility that is under design; the restart of the Developer's architectural construction and management efforts; and temporary parking and cross walk which were all stipulated in the agreement.

Mr. Lang explained that the strategy from this point is to roll all of those items into a negotiation and there

would be milestones that the Developer would have to achieve in order to get the early transfer of the property. Work will continue with Bryan Szalewski, Director of Legal Affairs, and the legal team to develop that strategy.

In response to Ms. Butts' inquiry, Mr. Lang confirmed that what the Developer is seeking now is the parking area. The branch will remain open but we will lose the patron parking. The current agreement stipulates parking will be provided at the new facility for patrons and staff in a parking structure that the Developer is going to build and that there would be temporary parking across the street. It would be lighted and have a city cross walk to the branch. What they are seeking now is early transfer of that property. The branch would remain open and not impact the building. Although staff parking would be available, we would lose the patron parking. All of these things that we are seeking, including the temporary parking for patrons, are steps that the Developer would have to take in order for us to contemplate the early transfer. The scheduled milestones include the cash penalties, deposit, architectural construction management effort, and completed negotiations on a shared cost of the project.

Ms. Butts' stated that in the years after COVID, we will mostly need the most parking on Martin Luther King, Jr. holiday.

Director Thomas stated that this is the one piece of leverage that the Library has in this discussion. They need this piece of land to start their project. Some of the Board members have been having conversations with the Developer regarding things that we would like to see from them. We obviously should not transfer anything to them until we receive what the Board has been asking for ahead of time. This is an opportunity for us to put it into a legal agreement which they can be responsible for.

Finally, Director Thomas stated that he wanted to seek direction from the Board on this issue. In response to Mr. Seifullah's inquiry, Director Thomas stated that last year, the Library's Martin Luther King, Jr. program was held at the high school. This year, it will be held virtually.

Director Thomas stated that we would have to work with our community members regarding parking. The faster we can get them to put things in writing, the faster the building will be built.

In response to Mr. Hairston's inquiry, Director Thomas stated that the Library has partnered with the Pentecostal Church of Christ to secure parking on Sunday and that they would likely work with the Library on future parking needs.

Bryan Szalewski, Director of Legal Affairs, added for clarity, that temporary parking has been a part of our development agreement that we have already signed with the Developer. We had already anticipated that we would need to be parked on the opposite side of the street of the current MLK Branch during construction. What is changing is that the Developer is now asking for ownership at an earlier date of the parking that would already be closed for construction staging anyhow. They will be providing us with 50 or 75 parking spaces opposite the branch with a lighted and signaled cross walk so that patrons can safely access across Stokes Blvd.

Mr. Hairston stated that we should use this leverage to the Library's benefit.

Director Thomas stated that any agreement made will come before the Board.

In conclusion, Director Thomas stated that Councilman Basheer Jones would like to address the Board at the next Regular Board Meeting to offer his thoughts on the Library's Branch Naming Policy and renaming the Hough Branch.

Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that our focus efforts for our local delegation is ensuring that our City Council members are supportive of the community updates that Mr. Lang and his team have been leading on each of the branches and all of our City Council members have been engaged on that effort.

**ADVOCACY
TASKFORCE
UPDATE**
Presented

Ms. Johnson Thomas stated that this is a State Operating Budget year and we want our PLF to remain at the same level. We are working with our local lobbyist at Squire in addition to our lobbyist with the MLO's to ensure that our percentage does not change.

Finally, Ms. Johnson Thomas stated that she and Director Thomas will discuss the potential of providing another Legislative Update to our local, state, and federal delegations in January around the time that committee assignments are being set and prior to the first flush of the Operating Budget comes out in February.

**FOUNDATION
UPDATE**
Presented

Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that in the month of November, the Foundation has been wrapping up year-end efforts. Additional sponsors have been secured. We received the Cleveland Foundation Grant for Chrome Books and solar power charging stations. Efforts continue with LAND Studio and Jaros Strategy for the FMP private support that we are looking to do for the Public Art Campaign.

Mr. Corrigan commended the Foundation on its progress and growth over the years and stated that he was very proud of the Foundation and how the recent board meeting was run. Mr. Corrigan thanks Ms. Johnson Thomas and her team for their leadership and assistance that they provide to the Foundation Board.

**DIVERSITY,
EQUITY &
INCLUSION
UPDATE**
Presented

Diversity, Equity & Inclusion Update

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that we are continuing to work with our Internal Supplier Diversity Council which is made up of Facilities Management, Legal and Finance, we are implementing minority engagement goals, beginning with our Phase IA Construction Manager at Risk, Gilbane Construction Company. Gilbane, on its own accord, presented us proposed goals for both engagement of minorities on both the contract and workforce side of the business. The goals they propose exceed the City of Cleveland, Cuyahoga Community College as well as Cleveland State University minority goals. We have decided to adopt these same goals and incorporate these goals into the contracts with not only Gilbane and the construction manager firms selected for the Phase IA

project but for all upcoming projects. The goals are as follows:

Ms. Winlock shared the following goals with the Board:

	City of Cleveland	Cuyahoga Community College	Cleveland State U.	Gilbane Proposal
Contracts				
MBE	15%	15%	10%	20%
FBE	7%	5%	5%	9%
VBE	0%	2%	0%	0%
CSB/SBE	8%	6%	0%	15%
Workforce				
Minority	N/A	15%	15%	18%
Women	N/A	7%	7%	7%
Local (Co.)	20%	45%	40%	60%
Note: Gilbane workforce goal = 20% City + 40% County				

These goals will be implemented using good faith efforts guidelines which means the Construction Manager will have to meet a minimum of eight requirements to assure us they have exercised good faith in securing minority vendors to participate in the project. A few are:

1. Documenting attempts to obtain DBE/MBE/WBE/VOB/SDVOB/EDGE participation sufficient to meet the Diversity and Inclusion Goal.
2. Conducting outreach and recruiting activities.
3. Dividing scopes of work into economically feasible portions to facilitate maximum participation by DBE/MBE/WBE/VOB/SDVOB/EDGE entities and selecting portions of the work to be performed by DBE/MBE/WBE/VOB/SDVOB/EDGE entities.
4. Informing DBE/MBE/WBE/VOB/SDVOB/EDGE entities of the opportunity to participate in the Project, with sufficient time to respond.

5. Providing interested DBE/MBE/WBE/VOB/SDVOB/EDGE entities with adequate information about the Project.
6. Negotiating in good faith with interested DBE/MBE/WBE/VOB/SDVOB/EDGE entities. Evidence of such negotiation includes the name and address of the DBE/MBE/WBE/VOB/SDVOB/EDGE entities that were considered, a description of the information provided, and evidence as to why an agreement could not be reached for the DBE/MBE/WBE/VOB/SDVOB/EDGE entities to perform the work.
7. Documenting efforts to subcontract with a consortium of DBE/MBE/WBE/VOB/SDVOB/EDGE entities.
8. Using the services and assistance of the Small Business Administration and Minority Development Agency of the U.S. Department of Commerce.

Ms. Winlock stated that we continue to move forward on our DEI Supplier and Diversity goals and the Board will be updated accordingly.

Director Thomas thanked Dr. Winlock and stated that he was proud of the work that has been done in this area.

OLD BUSINESS

There were no items Old Business to discuss.

NEW BUSINESS

Before Ms. Rodriguez presented the following item of New Business, Mr. Corrigan stated that because of our continuing work and partnership with the Baseball Heritage Museum, he requested that Director Thomas communicate to the Museum our gratitude and appreciation for keeping the light burning by succeeding in getting the Negro League recognized by Major League Baseball this week. Without the work of the Zimmer family and the people at the Baseball Heritage Museum to show that there are records of wonderful players who played great baseball.

Mr. Corrigan stated that he felt it was important that the Director communicated this on behalf of the Library Board of Trustees in recognition of this great accomplishment this week.

Director Thomas stated that he will work with John Skrtic, Chief of Special Projects and Collections, on the letter and noted that he and Mr. Skrtic have met almost quarterly with Robert Zimmer, President and Chairman Baseball Heritage Museum. Mr. Zimmer is very excited about partnerships with the Library and that Hough Branch will in essence be located across the street from the Baseball Heritage Museum.

Mr. Hairston noted that there were eight Hairstons in the Negro League.

In conclusion, Mr. Corrigan thanked Director Thomas and stated that when one of our key partners ends up with a nationally recognized success he wanted to make sure that we formally acknowledged them in appreciation for what they have done.

Appoint Nominating Committee for 2021 Library Officers

Ms. Rodriguez appointed the following Nominating Committee for 2021 Library Officers to consist of Mr. Hairston, Chair and Ms. Butts and Mr. Parker to serve as members.

Ms. Rodriguez added that committee assignments will be adjusted and shared with the Board after the 2021 Organizational Meeting.

Ms. Rodriguez thanked the Nominating Committee for their willingness to serve.

PUBLIC COMMENTS

Ms. Rodriguez stated that although there were no public comments to acknowledge today, that all public comments would be submitted to record as they would if they had been presented in person.

**APPOINT
NOMINATING
COMMITTEE
FOR 2021
LIBRARY
OFFICERS**
Appointed

DIRECTOR'S REPORT

Before presenting his report, Director Thomas stated that Ms. Rodriguez and he have been discussing ways that Trustees could be more involved in constituent engagement and the community. The Library has moved to a district model with each district containing a set of branches. Each of the Trustees living in the City of Cleveland could take on a district to begin the constituent engagement.

Ms. Rodriguez stated that any time there is an issue or concern at any of our branches, City Council representative go to Director Thomas.

Ms. Rodriguez explained that she has in the past made unannounced visits to some of the library branches. Although visiting branches is restricted during this present time, once we have reopened to the public, it may be good for Trustees to select branches to visit and talk with patrons. This way, people know that we are more than a Board that meets each month. We want them to know that we are available to support them and learn what the community wants. It is important that the Board be involved.

Ms. Butts shared that she has always tried to visit every branch especially if she is in that particular neighborhood and has tried to get the names and email addresses of branch managers and children's managers to stay in touch. Ms. Butts stated that during her visits, managers are good about sharing information.

Ms. Butts stated that after reading the Director's Reports, she has emailed branch managers to compliment them on their accomplishments and suggested that Trustees may wish to consider doing the same as a form outreach. Ms. Butts stated that it would be a good idea for the Board to receive contact information for branch leadership.

Ms. Rodriguez clarified that the intention of the Board is not to interfere with branch management but to discover ways on how we can be involved as a part of the community of libraries.

Mr. Hairston recommended that if there is programming for parents and children at the branches, Trustees could

attend to show support and be available to give welcome remarks if necessary.

Ms. Rodriguez stated that we will provide a breakdown of the districts to share with the Board and continue the discussion.

Dr. Winlock stated that especially during COVID, children are not picking up the food that is delivered from the Food Bank and asked if any members of the Board had connections in the community that could help get food to our children. Links in those various community could help inform them of all of the things they can get at the Library.

Director Thomas stated that we have seven Board members. Four live on the west side and three live on the east side. Everyone is almost split up into our districts. The idea is that when you are linked to a district, you are living in that community and know people and community organizations who help spread the word about the things that the Library is doing. As a Board member, you will be connected around information that can make the Library better. Because we are moving toward a district library system, we would like our leadership to be aligned as well.

Discussion continued about the benefits of sharing Library programming information via Facebook pages of community organizations.

Ms. Rodriguez advised that it would be good to identify key persons of the Facebook pages of community organizations so that the Library could be tied in.

Ms. Rodriguez expressed her concern about the lunches not being pick up and suggested that we possibly secure volunteers to deliver the food to the children.

Ms. Winlock stated that she is working with the Food Bank and Public Services to try to figure this out. The schools close tomorrow and they will not be provide two meals per day for the next two weeks. We are looking at picking up the Back Pack program from the Food Bank. With this program, food that will last for one weekend is put into a back pack for the family. The Food Bank also has a program called the Disaster Box which is food for a week for a family.

Ms. Winlock noted that we have even reached out to churches to see if the Food Bank will allow for churches to pick up and distribute the food. We are working through details and we will provide updates to the Director will inform the Board accordingly.

Director Thomas share that the next Community Conversations with Library staff will be held on Friday, December 18, 2020 and will feature Eric Gordon, CEO, CMSD.

Mr. Parker complimented Director Thomas and staff for the recent and well-executed Writers & Readers event featuring Bryan Stevenson, founding director of the Equal Justice Institute.

Director Thomas thanked Outreach & Programming and Marketing staff for their efforts.

Director Thomas asked for Ms. Winlock to share information on the Library's 36th Annual Martin Luther King, Jr. Commemorative Celebration as an example of how to take a limitation and turn it into a great strength.

Ms. Winlock stated that starting in June, she began conversations with Director Thomas about the MLK event and the possibility of partnering with a local television station so that we could still reach our audiences. Tana Peckham and the Marketing team developed a relationship with WOIO-TV through one of their projects. While Programming put all of the components together, Marketing worked with WOIO to take our program and make it fit for television.

Ms. Peckham stated that since the pandemic began, we learned more and more about how people are viewing programs. As we were thinking about different ways to present our MLK program and we knew that we could not host our regular live program. We had to do something different such as getting a local television station to broadcast it. We had been developing a relationship with WOIO Channel 19 around the Next 400 series and providing a lot of resources such as book recommendations they were having conversations around racism and antiracism. As this conversation evolved, we approached them about hosting and collaborating with us around our MLK program. They were very excited. We began working closely with Ms. Winlock so that the

things that are so special out our MLK program are not lost while broadcasting it on television.

Ms. Peckham stated that Ms. Winlock was instrumental in identifying our honorees and making sure that we knew how the theme *And Justice for All* would work for the actual program. We have been working with WOIO to schedule interviews with our featured speaker and our guests and how to translate what would have been a live program on to television. This was a fun learning experience and great collaboration all around.

Ms. Winlock shared the following highlights about this year's program: Rev. Marvin A. McMickle, Ph.D., Pastor Emeritus, Antioch Baptist Church, will be the keynote speaker; 28 individuals will be recognized at the Library's Unsung Heroes; a Karamu actor will reenact Robert Kennedy's speech when he announced that Dr. King had been shot; and musical soloists.

Ms. Peckham started that this program will air on Sunday, January 17, 7:00 p.m. on WUAB Channel 43 and on Monday, January 18, 9:00 a.m. on WOIO Channel 19 and at 11:00 a.m. on Channel 43. Three broadcasts will also be shown during February for Black History Month.

In conclusion, Ms. Peckham stated that while COVID has limited us in some ways; it has actually provided an opportunity to expand our reach. Although, our MLK event has always been a wonderful venue where we can share the legacy of Dr. King, we now have the opportunity to broaden that audience.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

PUBLIC SERVICES**LIBRARY SERVICES DURING COVID 19**

Due to rising COVID-19 cases across Cuyahoga County, Cleveland Public Library closed all Library Buildings to the Public once again on November 21st. Curbside and walk-up service as well as Drive-Up Window Service at Main Library remained open and available to patrons.

Additional service changes included the closure of all Cleveland Public Library buildings and services on Saturdays except for the downtown drive-up window and CPL's on-line reference service "Ask CPL". On Saturdays, "Ask CPL" is being staffed by Main Library Public Service Managers and Branch Managers.

PROGRAMS, SERVICES, AND EXHIBITS

Photograph Collection Librarian Brian Meggitt presented *Cleveland City Hall Collection: A Virtual Tour* via Zoom to ten patrons on November 7th. The program featured selections from the collection's 55,000+ photographs and showed scenes of daily life in the city from the 1920s to 1990s. CLGH Manager Olivia Hoge served as the host for the Zoom session.

Youth Services Children's Librarian Eric Hanshaw conducted a virtual story time for families for the Legal Aid Society. The session was recorded and shared with the Marketing Department. Library Assistant, Christine Feczkanin, conducted a virtual story time for 31 preschoolers and mailed the teacher a take home craft for the students. Each item was individually wrapped and sanitized.

Center for Local and Global History Librarian Terry Metter hosted the final Books and Ballots program with East 131st Street Branch Manager Marina Marquez and Board of Elections Community Outreach Manager Mike West on November 2nd.

The International Department's exhibit, *From Stalingrad to Prague* will run until May 7, 2021.

Literature/Ohio Center for the Book (OCFTB) Manager Don Boozer and Senior Librarian Nick Durda worked on an exhibit highlighting the Mike Curtis Collection of

Superman Memorabilia in the corridor on the second floor of Main Library. Ohio Center for the Book Scholar-in-Residence Dr. Valentino Zullo hosted the final two book discussions looking at the classic *Sandman* series by Neil Gaiman on November 5th and 19th.

Fine Arts Department staff hosted a display of art and music books for *National Native American Heritage Month History* month for November.

Social Science Librarian Helena Travka hosted a display of holiday books featuring Hanukkah, Kwanzaa, and Christmas books. Ms. Travka also included holiday photos of the City of Cleveland from the Photograph Collection.

Government Documents Library Assistant Alea Lytle hosted a voting display featuring information on the 2020 election.

Center for Local and Global History Department Library Assistant Danilo Milich hosted a book display, *November is a Great Month to become emperor, king, or queen* and included books on Henry VIII, Elizabeth I, Peter the Great, and Hirohito. He also hosted a display featuring Veteran's Day. Library Assistant Lisa Sanchez chose four Throwback Thursday images that were featured on the library's social media platforms. Some of the photos included the Detroit-Superior Bridge, East 85th St., and the Bradley Court Apartments.

Popular Department Librarian Judy Daniels and Library Assistant Ricardo Jackson assembled hot lists for books and DVDs for patrons to place holds.

LIBCHAT

For the month of November there were 164 on-line reference inquires using the libraries "Ask CPL" service.

OUTREACH

Homebound Services - primarily coordinated by Literature/OCFTB Librarian Timothy Phillips with assistance from Library Assistant Michael Haverman and Senior Clerk Debbie Nunez - sent out 193 packages to fulfill 173 requests from patrons. Respectively, a 29% and 25% increase over November 2019!

Center for Local and Global History Library Assistant Adam Jaenke worked with Mike West of the Cuyahoga County Board of Elections for the Neighborhood Photographic Survey. On Election Day, Mr. Jaenke photographed voting at the Fairfax Recreation Center and pre-vote counting Cuyahoga County Board of Elections warehouse.

Social Sciences Librarian Mark Moore continues to work with the Marketing Department team to supply weekly bibliographies for the Next 400 series with WOIO.

Science and Technology Department Senior Librarian Jim Bettinger and General Research Collections Manager Sarah Dobransky presented *Food Fight: International battles over wine and cheese and the regions that produce them* via Zoom on November 12th.

COLLECTION MANAGEMENT AND DEVELOPMENT

Staff across Main Library were busy during most of November placing material orders for department collections.

Thanks to an LSTA grant from the State Library of Ohio, Literature/OCFTB Librarian Evone Jeffries, Manager Don Boozer, Director of Technical Services Sandy Jelar-Elwell, and Overdrive staff collaborated to create an e-media special collection highlighting a diverse selection of Ohio Authors, now available at <https://clevnet.overdrive.com/clevnet-cpl/content/collection/1130112>

Center for Local and Global History Map Librarian Tom Edwards and Manager Olivia Hoge received a donation of Sanborn Fire Insurance books from the Cleveland Museum of Natural History. On November 17th, they worked with Joe Tait, Librarian/Archivist, to transfer the materials to the Library. These rare acquisitions offer a wider range of coverage for property & genealogical researchers in the volumes original full-colored form verses the black & white microfilm.

Photograph Librarian Brian Meggitt continued working on the item-level inventory of the second section of the Cleveland City Hall Collection and created a summary of the Photograph Collection's overall holdings. Map Librarian Tom Edwards finished adding metadata on the G.M. Hopkins Plat Book of Cleveland, Volume 2, 1921 and

Sanborn Fire Insurance of Cleveland, Volumes 2A, 2B, 4A & 4B for upload into the Digital Gallery.

Library Assistant Adam Jaenke photographed and processed 40 images from Election Day and digitized 60 photographs from the Cleveland Picture Collection as part of the ongoing digitization project. Library Assistant Lisa Sanchez continued to scan images and add item descriptions to the Cleveland City Hall Collection of images. In addition, Mx. Sanchez has begun a cursory list of items in the Theatre Collection of Carte Visite in the Photograph Collection.

Fine Arts & Special Collections Manager Pam Eyerdam found a 1959 copy of the *FIDE Congress: World Chess Federation report* which was cataloged. Cataloger Erin Valentine met with Fine Arts Librarian Andy Kaplan to identify and correct music score call numbers for the *Elgar complete series*, improved and imported catalog records for several Special Collections titles.

Links to the bibliographic records to the OhioLINK EAD finding aid which included the *Howell & Thomas architectural drawings index* have been fixed.

The Schweinfurth Committee met via zoom on November 16th and made selections of trade catalogs and approved the purchase of the 12-volume set of the *Frank Lloyd Wright Monograph series*.

Youth Services staff are currently weeding and reorganizing items in the department as well as on the 5th floor stack area. Staff have been identifying collections and sections that need to be reviewed, weeded, expanded, and restructured.

Social Science Librarian Helena Travaka has been weeding the Library's UN collection using the new guidelines provided by the UN Library. Many of the former print items are now online and can be discarded to create space.

Popular Library Assistant Ricardo Jackson updated and weeded the Criterion Collection of the DVDs.

Fine Arts librarian Andy Kaplan continued to process the *Anvil Music Collection* and shifted 462 music books from 3rd floor to the 5th floor. Library Assistant Mark Fox

Morgan continued to work on relabeling and boxing the Special Collections Juvenile collection and processed 91 books and shifted the shelving. Librarian Bruce Biddle continued to stock the Little Free Library on Superior and 14th Street, maintain the Doodle Desk, reviewed items in the Art Vertical File and updated the database. In addition, Mr. Biddle manages Page assignments and work on weeding and shifting projects.

Special Collections staff members shifted approximately 1280 octavos in the vault on November 5th and shelved 44 octavo books in the Special Collections Reading Room.

The son-in-law of Alessandro Sanvito emailed Fine Arts & Special Collections Manager Pam Eyerdam of the passing of chess historian Dr. Sanvito on October 19, 2020. Dr. Sanvito was instrumental in translating the Library's edition of *Il diletteuole, e giudizioso giuoco de scacchi: manoscritto inedito del XVIII secolo* [*Delightful and Judicious chess game*] which is an 18th century chess manuscript

A graphics request was submitted to print a stock of the *Anna M. Schweinfurth Trust* book plates using the new online request form.

RESEARCH THAT'S ONLY POSSIBLE AT MAIN LIBRARY

- PAL staff assisted a patron locate an agreement between Shaker Heights and Cleveland using the Cleveland City Records.
- PAL staff assisted a patron located an ordinance from 1923.
- Social Science Librarian Helena Travaka assisted graduate students in locating *The Beginning and End of Rape: Confronting Sexual Violence in Native America*. Cleveland Public Library is the only public library in Ohio owning this item.
- Staff assisted a patron locate the reference book, *Alf Francis: Racing Mechanic* (1958). Cleveland Public Library is the only library in Ohio to own this book, and one of only seven libraries worldwide to own the book. Science and Technology Librarian Rose Hoge recommended going to his local library and initiate an interlibrary loan request.
- Photograph Librarian Brian Meggitt assisted a patron from the Cleveland Police Museum with locating and obtaining images from a series of

photographs of Cleveland Police officers taken by the *Plain Dealer* in 1921.

- Photograph Librarian Brian Meggitt assisted a patron from the Cleveland Arts Prize organization with finding and obtaining historical images of Cleveland choreographer and dancer Eleanor Buchla for an upcoming publication.
- Photograph Librarian Brian Meggitt assisted a patron using the Cleveland Scene and Free Times on microfilm to find a review of an R.E.M concert at the Gund Arena in 1995.
- Library Assistant Lisa Sanchez found images for Cleveland.com of Geauga Lake and Sea World for a photo gallery on the Cleveland.com YouTube page. There are over 2,000 views for the video.
- Library Assistant Lisa Sanchez found newspaper articles for a patron who was looking for articles about a man who died in a car accident in 1941. Using the Plain Dealer Historical database and microfilm, Mx. Sanchez found the newspaper article and death notice.
- A staff member from Trinity College, Cambridge University, UK, contacted the Literature department to request information on each of the English translations of *Quo Vadis?* by Henryk Sienkiewicz.
- A small sampling of items requested by Cleveland Public Library patrons from the Literature collection included:
 - *The Carolingian Coins* (1908), *The Iron Collar* (1909), and *The Galley Slave's Ring* (1911) by Eugène Sue. *Prophet of Joy* (1920) by Gamaliel Bradford, *This Is The Christmas: A Serbian Folk Tale* (1945) by Ruth Sawyer, *Esprit de Corps: Sketches from Diplomatic Life* (1957) by Lawrence Durrell, *In the Footsteps of Sherlock Holmes* (1958) by Michael Harrison, *The Pedestrian: A Fantasy in One Act* (1966) by Ray Bradbury. In Ohio, only four universities have a copy of this play published by Samuel French, Inc., *The Poetry of Rock* (1969) edited by Richard Goldstein. In Ohio, only the University of Akron and the Rock and Roll Hall of Fame own copies.
- A researcher writing an essay on Slovak poet Hviezdoslav came to Literature to request several

books including his *Bloody Sonnets* (1950) translated by Jaroslav Vajda.

- A Literature patron requested *Arbor Day in Poetry* (1926) by the Carnegie Library School Association this month. The only other library in Ohio to have this title was Toledo-Lucas County Public Library.
- A music professor at Case Western Reserve University requested *The Lady Minstrels from Dixie* (1928), a play written by Arthur Leroy Kaser. The book is only held by ten libraries in WorldCat with CPL being one of only two libraries in the entire state to own it.
- Patron requested to view several volumes from the Special Collections *Robin Hood collection*.
- Chess researcher writing a book about Emmanuel Lasker requested information from the *Emanuel Lasker: scrapbooks and medals* collection.
- Chess researcher requested scans from 1914 *Schachwart*, 1914 *Wochenschach*, 1939 *Szachista*, 1996 *Szachista*, 1914 *Schachmeisterpartieen*.
- Researcher requested scans from the book, *Art of the Ninja* (1945).

The Ingalls Library of the Cleveland Museum of Art requested scans from the catalogue raisonne entitled *Vuillard: le regard innombrable: catalogue critique des peintures et pastels* in preparation for an exhibition.

- Researcher requested scans from the 1903 edition of *Pachacamac: Report of William Pepper on the Peruvian expedition of 1896*.
- Researcher requested scans from the *Histoire de Yahya Ibn Saiid d'Antioche*.
- The grandson of Harold F. Gosnell (winner of the 1936 Anisfield Wolf Award for non-fiction) requested scans from the book of poems called *Snacks*. *Snacks* was written in 1938 by Edith Anisfield Wolf.

STAFF DEVELOPMENT

During the month of November, Main Library Public Service Managers attended HR Forums, CPL Town Halls, Collection Development Meetings with Michael Ruffing, and a Strategic Planning - Program & Services Planning Session.

Assistant Director of Public Services Robin Wood attended the on-line NEO-RLS Annual Meeting on November 17th.

Literature/OCFTB Manager Don Boozer took part in the virtual advisory committee meeting on November 10th hosted by the State Library of Ohio to choose the competitive LSTA grant recipients for 2021.

Assistant Shelf Manager Cynthia Coccaro attended an OCLC webinar *The Accidental Facilities Manager* on November 10, 2020. In addition, Mrs. Coccaro participated in a NEO-RLS webinar titled *Just Right Books* on November 18, 2020.

Shelf Manager Demba Diawara attended the Automated Material Handling vendor invitation meeting hosted by Galecia Group on November 16, 2020.

Several Fine Arts & Special Collections staff participated in the NEO-RLS zoom session on *Coping in a New World: How to continue to thrive and cope while providing public services* on November 19th.

Fine Arts & Special Collections Manager Pam Eyerdam participated on the Ohio Valley zoom regional conference sessions on November 13th.

Special Collections staff participated in the Cleveland Archival Roundtable (CAR) zoom meeting on November 19th and the ICA zoom session on caring for cultural items during COVID on November 18th.

Social Sciences Librarian Helena Travka attended the ReadingGroupGuides.com webinar *9 1/2 Annual Book Group Speed Dating* on November 13th to identify new winter reading material for Library patrons.

Social Sciences Library Assistant Peter Elwell attended the webinar *Caring for Collections during Covid-19* hosted by the Intermuseum Conservation Association (ICA) Art Conservation.

Business, Economics and Labor Senior Subject Librarian Sandy Witmer and Business, Economics, and Labor Librarian Susan Mullee attended a 3-day virtual (one-hour presentation series) from the St. Louis Federal Reserve Bank titled *Beyond the Numbers* from November

18th through November 20th. Social Sciences Librarian Forest Kilb attended the webinar, *Who Are We Designing for and Why Service Design Techniques for Responsive Libraries* from OCLC's WebJunction.

OTHER

On November 9th, the call center was successfully transferred from BEL to the Lending Department. Staff in both departments worked together to better understand all calls that come to the Main number and how to transfer them to the appropriate department.

Several Main Library staff members including Subject Department Managers Hoge and Dobransky worked as Precinct Election Officials during the November 3, 2020 presidential election.

TECHCENTRAL

Outreach

Inside Programs-via zoom

Name of Program	Program Date	Total Attendees	# of Adults	# of YA	# of Juveniles
Microsoft Word I	11/2	3			
Microsoft Word II	11/9	cancelled			
Microsoft Word III	11/16	0			
Microsoft Word IV	11/23	0			
CodeCentral part V	11/3	3			
CodeCentral part VI	11/10	cancelled			
CodeCentral part VII	11/17	2			
CodeCentral part VIII	11/24	2			
Resume Workshop	11/4	1			
Resume Workshop	11/18	2			
Job Searching	11/6	Cancelled			
Job Searching	11/20	0			
Microsoft PowerPoint I	11/5	3			
Microsoft PowerPoint II	11/12	Cancelled			
eMedia: CPL and your Device	11/13	0			
1-on-1	Nov	18			

Professional Development and Meetings

TechCentral Manager, Suzi Perez, and TechCentral Assistant Manager, Melissa Canan, attended Pub Svc manager mtg on November 4.

Mrs. Perez and Ms. Canan attended the HR Forum on November 10.

Michael Credico, Library Assistant-Computer Emphasis, attended Creative Inclusion webinar through the Center for Arts-Inspired Learning on November 19.

Alison Guerin, Library Assistant-Computer Emphasis, attended a CPL FIT meeting on November 19.

Mrs. Perez and Ms. Canan attended the Strategic Plan - Programs & Services Planning Session on November 30.

Computer Usage

There were 1,074 computer sessions (TechCentral, 15-minute, MakerSpace). We returned to curbside services effective 11/21.

Special Projects

Produced 300 buttons and stickers for Facility Master Plan promotional material.

Printed vinyl signage for newly implemented curbside service hours for all locations.

Printed Facility Master Plan schedules for Property Management.

Designed and 3D printed replacement keys for gel hand sanitizer stations.

Printed QR codes for branch MFDs for remote release.

PST - Oct 30 to Nov 30 - 2020 Report

Service Calls and Tickets Summary

Service Calls and Tickets Received: 40
- CPL Help Desk Tickets: 35
- CPL TechCentral Tickets: 5

Service Calls and Tickets Resolved: 22
Tickets in Progress: 18

Service Ticket and Project Detail

Workstation: 24
iPad Management: 3

Hotspot Resets: 4
Maker Equipment: 1
Form 001's: 3
Applications: 4

CLEVELAND DIGITAL PUBLIC LIBRARY

Summary: ClevDPL scanned items, repaired books, did ILL, created media, and served patrons.

Programs & Exhibits: Throughout the month, ClevDPL has supported Robin Wood's census engagement, and will collect the first archives of local non-profit's work on the Census at the beginning of December. As we have been able, we are adding metadata to the 20/20 exhibit in ContentDM.

Public Service Statistics: The library was physically open to the public for half the month. 29 in person customers did digitization appointments, consulted with staff, and visited from Nov. 2nd to Nov. 17th. ClevDPL had phone and email traffic regarding digitization services. ClevDPL's librarian answered LibChat queries. From November 1st to November 31st, Google Analytics (GA) reports 5185 sessions for 3285 users and 86,195 page-views. Search engines delivered 55% of our accesses (99%+ from Google). Searching in ContentDM accounts for 26.5% of our accesses. Referrals were 10.7% of our accesses (41% of our referrals came from Wikipedia, 12% from cpl.org, and 6% from DPLA). Social media referred the remaining 7% of our sessions (84% came from Facebook and 8% from Twitter). Like last month, 54% of our users accessed our site using desktop computers, and 46% of our users accessed ContentDM through mobile devices (15% tablets and 85% phones).

Outreach: We worked with community partners during November and have continued working to maintain existing engagement with Cleveland Grays (glass plate scanning), Karamu House (we advised on collection assessment and description this month), Old Brooklyn Historical Society (newspaper digitization), The Ukrainian Museum and Archives (collection links and new projects), Cleveland Orchestra (scrapbook project), Moreland Courts (scanning project for anniversary and display), Cleveland Architecture Foundation (interviews), and many others. In the first part of the month partners were in the library utilizing ClevDPL services.

Collection Development: As of November 30th, 2034 images were scanned, 1734 were post-processed and QA'd, and 1126 images were uploaded, some of which were included in 70 multiple-image .pdfs. We uploaded media to Youtube and linked to it from ContentDM records. ClevDPL supported projects documenting local non-profit's Census efforts, and we look forward to receiving the first installment of Census Archives by the close of business Nov. 30th. ClevDPL did more interviews for the #VoicesofCle art project. The web archives have material in 44 unique archives documenting Cleveland and NE Ohio. Scanning highlights include continuing scanning the Brooklyn News, scanning architectural plans, and continuing the Cleveland Orchestra scrapbook project. We are also continuing to work on sheet music collections.

ILL: Statistics from OCLC are one month behind and cover October. We had 64 requests from CPL users for materials from other libraries, and response time by other libraries, likely due to the pandemic, averaged 21 days for turn around on our patron's requests. Partner libraries made 590 requests to borrow from CPL during October and CPL staff managed a turn-around average of 9 days. 8 copy requests (digital and analog) were fulfilled.

Preservation: As of November 31st, preservation received 54 items and returned 56. The team produced 4 labels. The team did 34 complex and 11 simple book repairs and completed 20 simple and 20 complex flat paper repairs, including washing, encapsulation, and mending. The preservation team has continued working on an inventory of artwork in the library system, beginning with branches in phase one of the master plan.

Media: During November these media projects were edited: About Book Preservation (video), #VoicesofCLE new paintings (photos), Artist Antwoine Washington (video), Artist Antwoine Washington (photos), CAF video clips (video), Our Future is Building Version 2 (editing)

OLBPD

Note: Effective Saturday, November 21st, CPL including OLBPD closed to the public due to the increase of COVID-19 cases across the country. While closed to the public,

OLBPD is operating during normal business hours, and continues to offer curbside services for patrons. For November 2020, OLBPD circulated 27,589 books and magazines directly to patrons. OLBPD registered 107 new readers to the service. Approximately 733 BARD patrons among 1,451 active users downloaded 16,958 items. On November 12th, OLBPD staff met virtually with staff of the National Library Service (NLS) as part of preparations for phase two of the braille e-reader pilot project. OLBPD was one of two regional libraries - along with the Washington Braille and Talking Book Library - selected by NLS to participate in phase two testing. Nearly 600 active braille readers registered with OLBPD will be invited to test the Zoommax braille e-reader and offer NLS feedback on their experiences. Phase two is expected to begin in early 2021.

OLBPD will be collecting patron feedback to gauge interest to expand our selection of remote programming beyond our monthly adult book chats, and add more programming options in 2021. We want to learn if patrons are interested in participating in library programs remotely from home; what types of programming patrons are interested in; and the ways in which patrons would prefer to participate remotely, such as over the phone or online meeting applications; and when and what days of the week are best to offer programming. The patron survey will run through the winter and early spring 2021.

The OLBPD adult book club met on November 12th to discuss "Wild: From Lost to Found on the Pacific Crest Trail" by Cheryl Strayed.

BRANCHES

Due to Covid-19, in an effort to limit the amount of patron interaction, the library has transitioned to curbside and walk-up services for our public. Additionally, our hours to the public were reduced with Saturday closures through March 2021. Additional highlights are as follows:

District One

Eastman - The Eastman Branch was closed Tuesday, November 3, for Election Day. Children's Librarian

Cassandra Feliciano and Manager Jamie Lauver facilitated multiple UBTech Robotics sessions. Jamie attended the Westown CDC Board Zoom Meeting this month, the HR Forum, and viewed the recording of the first Town Hall. Jamie has continued to assist with LibChat on a regular basis. Cassie reduced our Grab 'n Go Lunches to one delivery per week. Patron attendance continues to be light, but consistent. We are seeing many of the same people each week and they continue to respect the time limits. There has been light weeding and curating of our collections continue as we strive to meet the needs of our community. We continue to receive favorable feedback from patrons regarding the new layout of the branch. They like the openness and ease of browsing.

Lorain - During the month of November, the Lorain Branch was happy to see an increase in daily attendance. Through a partnership with the Greater Cleveland Food Bank, branch staff offered free meals to youth on weekdays. Library Assistant Youth Emphasis Todd Fagan and Library Assistant Computer Emphasis Larisse Mondok hosted Zoom Tutoring sessions for youth on Wednesdays and Thursdays. Although the Lorain Branch was closed to the public for regular library services on November 3, it acted as a polling location for 117 voters. Mondok was appointed as a co-chair for the Multi-Cultural Employee Resource Group and received training earlier this month. Branch Manager Crystal Tancak attended the Managers Meeting, a Book Ends Meeting, a Strategic Planning Workshop, an HR Forum, and CPL Community Conversations. Tancak had a virtual meeting with Director Thomas and Dr. Winlock to discuss future programming. Tancak also provided virtual reference via LibChat throughout the month of November.

Rockport - In November, Rockport Branch continued to be the most highly utilized branch, topping over 600 visitors per week. Attendance at digital programming--including bingo, trivia, and story times--continues to grow, and more youth are returning to the branch for take-and-make crafts and Kid's Cafe meals. We have also challenged our patrons to set reading goals for this Fall for the chance to win a prize. Staff members attended meetings with MyCom, Bellaire-Puritas Development Corporation, and Rockport Community Partners Neighborhood Association.

In the BBTTC, participation is steady for digital programming: Engineer for the Week, Mindful Mondays, Wellness Wednesdays, Thankful Thursdays, Origami Club, Sewing Club, D&D Club, paint-and-sip, and UKIT Advanced Robotics. Our SCOL program has attracted several students looking for a supportive environment for remote learning. The Youth Leadership Council is starting back up! We are also excited to learn how to use our new Glowforge laser engraver.

Walz - November at Walz was a time of reaching out to patrons and community partners to create new connections and rekindle old partnerships. The first week of November was a push to get all the information possible to the Walz community surrounding voting, registration and election information. Ms. Gielty created an email group of patrons and partners to introduce them to the CoUrbanize site featuring the possible design for the new Walz Branch. Walz also made sure that hard copies of all the Walz CoUrbanize information. Programming continued with holiday Take and Make Turkey Crafts and story times offered for prek-3rd grade. Ms. Gielty and Mr. Dimarco have connected with area daycares again for additional virtual programming, and book sets for teachers. The Monthly Senior Book Club continues to be a great success with more members than ever. Beginning in December, Ms. Gielty will also provide a Take and Make Monthly Senior Craft for area nursing homes and assisted living. Lastly, Ms. Gielty attended the West 80s Stakeholder Meeting -- first time as new manager -- and made plenty of meaningful connections.

West Park - Branch staff were presented the latest schematic redesign of West Park and were informed that the branch would close for at least a year beginning spring of 2021. Staff, patron concerns, and feedback based on the design were reported back to the FMP staff in a meeting initiated by district manager Dalby. Dalby also hosted a visit to the branch by the ER&D department to discuss ways to keep connected to the community during the branch closure. Children's Librarian Libby McCuan recorded four virtual story times and shared it to local schools as well as the branch Facebook page. LACE Katie Power recorded a how-to video for the branch's take home Thanksgiving craft (also posted to the FB page). Dalby continued to gather and compile system stats for the ELT meetings on Monday as well as his DM duties for D1 and D2 while Luigi Russo is out.

District Two

Brooklyn - November 2020 saw the branch find social distanced ways to serve the community. Library assistant Catherine Hankins continued sharing take home crafts. With assistance from other staff, more than 80 crafts were prepared and distributed to educators and families for youth. Librarian Laura McShane continued to find and share resources with her email list of over 40 educators. Branch manager Ron Roberts participated in online learning. Two of particular interest was Conflict Negotiation and Resolution for Youth sponsored by the Urban League and 150 Million New Technology-Oriented Jobs and the Skills Needed to Get Them sponsored by PLA. Mr. Roberts also attended the virtual Second District Community Relation Meeting.

Carnegie West - With funds and consent from the CPL Foundation, manager Angela Guinther purchased garland and outdoor rated red ribbon to decorate the fifteen antique light poles in Frank Novak Park for the holidays. Staff from the community development corporation, Ohio City Inc., and volunteers from Friends of Ohio City Parks assisted Guinther. Page Grafton Lee and L.A.C.E.'s Lily Korte and Michael Webster did the essential preparation work. The children's staff prepared one hundred fall take-n-make craft kits to give away to local daycares and families. This month also concluded the three part series of Jesse Jukebox online Zoom concerts for children.

Jefferson - During November, the Jefferson Branch hosted numerous virtual programs. For youth, the Stem @ Home robotics coding course continued, taught by Karen Kelly Grasso, Youth Librarian. Also, the Wee Read story time for the youngest was held each Friday and afterschool tutoring was facilitated by Alexander Story, Library Assistant-Youth. Programming for adults included a discussion of Malcolm Gladwell's Talking to Strangers and a lecture by Dr. W. Dennis Keating, Emeritus Professor of Urban Studies and Law, based upon his book A Brief History of Tremont. Book displays included Cleveland Pizza Week, the Next 400 African American experience, and No-shave November. Outreach efforts included meetings with Merrick House staff, Tremont MyCom, and the Cleveland Police Second District Community Relations Committee. A Design and Construction Kick-off meeting was held, where community members were

able to receive updates about the branch's upcoming renovation project. Continuing education courses from various sources were taken by multiple staff members and the branch became temporary home to whimsical artwork from children at Tremont Montessori School.

South - Tutoring continued at the South Branch which takes place every Wednesday from 4:00 to 6:00 pm. Family Circle Time and bilingual story times continued to be held every week with new attendees. Youth Services Staff and the Branch Manager attended the Programs & Services 2020 & Beyond meeting. In this meeting, Dr. Sadie Winlock discussed how programming will be changed to be more inclusive to the patrons and community. Staff members attended the "Coping in a New World" online seminar through NEO where they learned different skills needed for this new norm. Youth Staff have provided patrons with crafts to go daily. A story time was presented by Ms. Moncayo to 15 Luis Muñoz Marín Dual Language Academy preschoolers. The South Branch Facebook page continues to reach out far and wide. So far this month there have been 2,500 views of the story times and programs posted to the page.

South Brooklyn - Though the numbers of Covid cases are rising, staff continue to maintain positive and cheerful outlooks, in large part due to the patronage we see and how their comments about our services continue to inspire us. CLERK Grace Wen recorded a spoken story for Virtual Story time. LAYE Raymond Cruz processed ecards, conducted ZOOM story time and attended the following workshops/meetings: NEO-RLS Just right Books, NEO-RLS Coping in a New World, and YS meeting. Children Librarian Ronald Palka-Roman conducted ZOOM story times and attended the following workshops/meetings: MyCOM Professional Development on Conflict, Negotiation and Resolution, Booklist Harper Collins 2021 Book Preview, and YS meeting. Assistant Manager Tammy Houghton attended the following meetings: Public Services managers, D1/D2 meeting, Book Ends, Second District Community Relations, OBCDC Community.

District Three

Garden Valley - The Garden Valley Branch team is continuously following the new work protocols, working on special projects, and actively re-engaging with the Central-Kinsman community. The Clerk team, Marla

McConnell and Melissa Brooks are quarantining returned materials, discharging items after 96 hours, reviewing the magazines, and the DVD/CD collections. The Youth Services team continue to present virtual story times for the Harvest Day Care, Rainbow Terrace Day Care, and the I Learn N Play Enrichment Center. Mr. Leonard Burks host the weekly Cleveland State University virtual tutoring program and Ms. Andrea Csia conducts the UBTECH Robotics Corp program. Library Assistants-Computer Emphasis, Latoya Barnes and Alycia Woodman continued to go above and beyond to provide great customer service and assist patrons with basic computer needs while following social distancing guidelines. Ms. Barnes and Ms. Woodman also continue to conduct the Greater Cleveland Foodbank Kids Cafe Program as well as offered a Cover Letter Workshop for the North Central-Kinsman patrons. During the month of November Mrs. Estrella and Mr. Smith, both attended the monthly MyCom community meetings.

Hough - The Hough Branch has had a steady flow of patrons this month until the smooth transition of curbside/walkup services. Children's Cafe has fluctuated day to day with the amount of meals served but it is going successfully. The branch has had two children participate in the tutoring offered. PC's for people has been a top initiative by all staff to share with our patrons. Youth Servies staff have started a virtual story time once a week, together for the local day care, Lexington-Bell. All staff attended the information Town Hall. Children's Librarian Ms. Spivey, Library assistant- Youth Emphasis Mr. Young and Branch Manager Lexy Kmiecik attended the Youth Services information meeting with break out groups. Ms. Kohr also met with the Digital C, Think Box and the Midtown virtually for community engagement. Library Assistant-Computer Emphasis Michael attended the Webinars COVID-19 & Collections - ICA-Art Conservation and Raising the Bar for Continuous Improvement for Customer Service. Mr. Barkacs also finished the Customer Service Academy from NEO-RLS! Branch Manager Ms. Kmiecik attended the Human Resources Forum and sat down with all staff to deliver yearly reviews.

Martin Luther King - The MLK branch team was part of a pilot group for Cleveland Public Library (CPL) Facebook branch pages. New arrivals, program advertising with

accompanying video commercials, and book lists are regularly featured on MLK's Facebook page. In addition, links to social justice news such as the online availability of Martin Luther King's book about the Montgomery Bus protest, *Stride Toward Freedom*, through Arizona State University's Civic Classics Collection.

Sterling-Sterling continues to support Central Neighborhood adults, families and youth. Our most requested adult services continue to be fax, email, copy, print and computer use/instruction. Youth Services team, Sonja McCord and Charles Bailey, presented a story time via Zoom and distributed craft kits for the weekly Grab and Go program. Sumayyah Davis, Branch Clerk, recorded a story for dial-a-story. Kids Cafe after school snack program is well attended. The Food Bank's weekly backpack program is a success with 100% distribution. Branch Manager, Monica Rudzinski, attended the MyCom Partner meeting and is working with partners to distribute new books to Central youth.

Woodland - The Woodland Branch team is continuously following the new work protocols, working on special projects, and actively re-engaging with the Central-Neighborhood community. The Clerk team, Shannon Muhammad and LaTasha Brent are quarantining returned materials, discharging items after 96 hours, reviewing the magazines, and the DVD/CD collections. Ms. Kelli Newsom presented virtual storytimes for the All-Around Children Day Care and conducted the Fall into Winter program (virtually) on behalf of the Woodland Branch. Library Assistant-Computer Emphasis, Desiree Smith, continues to go above and beyond to provide great customer service and assist patrons with basic computer needs while following social distancing guidelines. In addition, Ms. Smith presented the Digital Services Crash Course program, and co-facilitated the Greater Cleveland Foodbank Kids Cafe Program with Mrs. Newsom. During the month of November, Mrs. Estrella also attended the monthly MyCom community meeting for the Goodrich Gannet-Kinsman Neighborhood, the November 2020 HR Forum, and the CPL Woodland/CDF - Design & Construction Kick-Off. Children's Librarian, Ayesha Drake El, resigned on Saturday, November 14, 2020.

District Four

East 131st Street - The East 131 Branch kicked off the month of November assisting patrons with reference questions regarding Election Day. Along with community partners, Branch Manager Marina Marquez co-hosted the Facebook Live program Books & Ballots: What to Expect on Election Day, Value in Voting. Branch Clerk Karie Felder and Library Assistant Carla Carraway assisted as Precinct Election Officials (PEO) at the polls. Six of the East 131 Corlett Volunteers hosted the Democracy Town Hall, moderated by Elizabeth TiOlu Oresanya. Along with Youth Services staff, Ms. Marquez attended the MyCom Community Meeting, participated in the Design Thinking Committee meeting, completed OCLC's webinar Libraries and Sustainability: A Global Perspective and virtually met with a representative from Ideastream to plan for families of the East 131 Branch to participate in PBS's Play & Learn Science Family and Community Learning virtual program. The branch presented two Facebook Live events that included Children's Librarian Kelli Minter reading Eric Carle's the Grouchy Ladybug and From Head to Toe along with Library Assistant Youth Emphasis Rosa Simone presenting playful cooking programs. Library Assistant Computer Emphasis Carla Caraway, Ms. Minter and Ms. Simone created a seasonal book display highlighting WOIO Channel 19's Next 400 series. The East 131 Branch ended the month with a holiday program in celebration of being grateful.

Fleet - This month featured preparations for holiday programming. Branch Manager, Magnolia Peters is preparing for a weeklong Adult and Senior Patrons Appreciation Week in December. Community partners Oak Street Health and Zelma George have been invited to participate. Children's Librarian, Tracie Forfia is planning for the holidays with "take and make" crafts kits for the children along with a festive "take one" book giveaway courtesy of the Children's Book Bank. Due to flooding problems in the Children Room, partial carpeting was removed from the floor to prevent the development of mold.

Harvard-Lee - In November 2020, Harvard-Lee Branch hosted tutoring for students via Zoom every Tuesday afternoon. Five tutors were present each session, and one student signed in for homework help. Branch Manager Kristen Schmidt attended the Neighborhood Collaborative

Meeting via Zoom by Harvard Community Services Center and the Mt Pleasant MyCom meeting. Ms. Schmidt conducted the photo/phone call site visit with the Food Bank of Greater Cleveland. Ms. Schmidt attended all CPL meetings for managers and the CPL Community Conversation webinars.

Mount Pleasant - In November, Mark Tidrick, Children's Librarian, participated in community outreach with Murtis Taylor at a Drive-through Diaper Giveaway. Mr. Tidrick handed out 50 backpacks filled with Cleveland Public Library program information and activities for families. Mr. Tidrick also coordinated with teachers at Murtis Taylor to bring virtual story time to their pre-school classes. Branch Manager, Shayla Boyce, attended orientation for the role of Chair for the African American Employee Resource Group. Ms. Boyce also became the library representative on the upcoming Mt. Pleasant Steering Committee being organized by MyCom.

Rice - Rice Branch kicked off the month of November by assisting in the election process. In partnership with the Greater Cleveland Board of Elections we were a polling location on Election Day. For the youth and adult patrons, Rice provided a multitude of fall and voting themed book and DVD displays. Youth, families and educators enjoyed seasonal crafts to share with each other, students and friends that coincided with our month's thankfulness theme. From paper pumpkins to hand turkeys Rice brought crafts to the buckeye woodland community. Youth Librarian Whitney Johnson participated with the Dial a Story and Virtual Storytelling at Main Library. Branch/District Manager Amiya Hutson attended West Parks virtual Design and Construction kick-off as a member of the CPL's building projects Core Team. The branch gift wrapped the month up by decorating its book cart to start the book sale season with 50% off themed books and popular artist picks.

Union - For the month of November, patron visits has been steady during the week as more people are looking for a safe, quiet space to sit and read. Youth staff continue to enjoy their time with the students during the UBTech Stem program sessions. The students that are participating in the program are very creative. We continue to offer Kids café, Kahoots Wednesdays and Virtual Story Time programs to our youth. Youth LA Valerie Johnson participated in CPL-ERG committee

meetings and has been selected to co-chair the Women's ERG. Ms. Williams, Ms. Steward and Ms. Johnson took part in the Programs and Services 2021 and beyond workshop. Ms. Williams attended the Public Services Manager's meeting, the CPL-Fit meeting, HR Forum, Mental Health update for Book Ends and WOW committee meeting. Ms. Williams also completed Managing for Results video course which is offered through Lynda.com.

District Five

Addison - During the Month of November Addison staff was busy with professional and community development. Both Addison branch clerks completed one hour of professional development inclusive of the Ohio Reference Excellence module four. Branch Clerk Ms. Carter also participated in a Webjunction webinar called "What Would Walt Do? Quality Customer Service for Libraries." Ms. Means, The Branch Manager, attended the 3rd District Monthly Safety meeting and participated in NEORLS's webinar called "Coping in a New World: How to continue to thrive and cope while providing public service." LAYE, Ron Clark, watched a Webjunction webinar called "Dealing with Angry Patrons" and continues to participate with NEORLS' Teen/Youth Services Virtual Networking Meetings. Mrs. Malinoski has connected with St. Francis in a library card drive for about 225 students' grades kindergarten through 8th grade to renew or apply for a new card prior to Christmas break. Mrs. Malinoski has connected with Rainey and Fatima learning pods in the Addison service area with 91 students for literacy support. Mrs. Malinoski attended NEORLS's webinar called, "Hot Tech Toys." Addison ended the month by switching out its Juvenile displays to Thanksgiving themes. And, The YA displays were switched to showcase new materials and a Next 400/Channel 19 series display was created featuring materials from the branch collection.

Collinwood - Collinwood library is thankful to be partnering with PCs for People "Free Computers and Internet for School Students K-12 attending schools in Cuyahoga County for a special distribution. With support of the District Manager, extra security and parking lot access was arranged to facilitate the drive thru process for receiving devices. Manager Peak and her staff reached out to schools, pods, and community organizations to spread the word and get applications completed. Our monthly article in the Collinwood

Observer continues to be a primary resource to reach out to the public. Patron visits to the branch continue to increase and we have helped patrons to access online CMHA Section 8 Housing Vouchers applications. Friendly proper masks wearing signs were added to computers to comply with COVID-19. Youth Services Librarian, Adam Tully, visited the 'Better Together' learning pod taking 33 books for children and signed up 10 children with ConnectED cards. Kiaira Jefferson has connected with Cleveland Playhouse Square, site coordinator, Emmanuel Jackson to begin class visits in the coming weeks. Thoughtfulness and thoroughness continue to drive us in planning for success in providing the best customer service and programming for the Collinwood community.

Glenville - At the Glenville branch during the Month of November Youth Staff, Peter Roth and Difranco Barnes hosted weekly zoom story times. Every week they also have created a curbside craft project for the young patrons to pick up the kit and put it together at home. Mr. Roth created juvenile and picture books displays about social activism, honor to Veterans, the Transgender, Thanksgiving and Kamala Harris. Mr. Barnes created a YA book display that featured love stories. Mr. Roth and Mr. Barnes, both led the STEM@HOME program for the UKIT robots. Mr. Roth attended ERG training, worked as a poll worker for Election Day, and Program and Services 2021 training as part of the Youth Service meeting. Branch Manager, Sharon Jefferson attended Manager's Meeting, the Town hall meetings, HR Forum training, and the Program and Services 2021 training. The ER&D office met with the Manager to discuss how the office can be supportive to the Branch.

Langston Hughes - Langston Hughes served as a voting site for the 2020 Presidential election. Langston Hughes partnered with local author/historian, Dr. Regennia N. Williams of the Western Reserve Historical Society who was instrumental with the planning of "Hughes, History and Harmony," Stories & Songs in the Key of Langston. Dr. Williams will be planning future virtual programming for the branch. Eric Herman of Property Management visited the branch to examine the logistics of installing lighting to illuminate the protest sculptures located on the west side of the branch bordering East Boulevard. Branch Manager, William Bradford, attended the Library HR discipline forum. Mr. Bradford also hosted a special virtual author speak for the annual

Friends Council speaker series of the Oberlin College Library featuring author and Rutgers University History Professor, Erica Armstrong Dunbar. Additionally, Mr. Bradford hosted the virtual annual meeting of the Friends Council of the Oberlin College Library.

Memorial Nottingham - During the month of November, Memorial-Nottingham Branch continued to provide programs and services to adult and youth patrons. Manager, Pasha Moncrief Robinson created a variety of take and make bags for adults. Children's Librarian, Joanna Rivera also created a Thanksgiving take and make craft bags for children. Ms. Rivera conducted Have a Party with your Bear Day virtual program. Book requests for community partners Salvation Army and Helping Hands Daycare were filled to continue services to their children. Ms. Rivera conducted two virtual story times for O.H. Perry's Kindergarten and 1st grade classrooms that were fall and Thanksgiving themed. Library Assistant-Youth, Marvin Benton, promoted partnering services from CMHA and PC's to People to patrons in the branch.

OUTREACH & PROGRAMMING SERVICES

SUMMARY

November was the last full month of 3E/OPS programming for 2020 calendar year. Participation in academic and nutritional support programs such as tutoring and violin for boys experienced declines in participation due to holiday school closings.

PARTNERS AND PROGRAMS

On November 28th the Library announced that it will be closed to the public through March 31, 2021; curbside delivery of bagged lunches courtesy of the Cleveland FoodBank continued at eleven branches: Eastman, Glenville, Harvard-Lee, Hough, Jefferson, Memorial Nottingham, MLK, Rice, Rockport, South Brooklyn, West Park.

After-school tutoring continued at five virtual locations through November. Participation remained light with an average attendance 5 students per week utilizing this service.

The STEM@HOME Program continued in November eight library branches with the registration of approximately seventy-five students. Over the month, an average of 8 students per session learned the basics of building and programming miniature robots.

On Saturday, Saturday 26th, as a part of the Writers & Readers author series, the Library hosted Cathy O'Neil, an American mathematician and the author of the blog mathbabe.org and several books on data science, including *Weapons of Math Destruction*. O'Neil is the former Director of the Lede Program in Data Practices at Columbia University Graduate School of Journalism's Tow Center and was employed as a Data Science Consultant at Johnson Research Labs. Following a short presentation, O'Neil participated in a moderated conversation with WEWS reporter Homa Bash.

In partnership with The City Club of Cleveland and nine regional Library's the Library offered a series of programs and resources as a part of Five Days for Democracy, a collaborative project designed to promote democracy through a series of daily challenges. During the week of November 28 library, patrons were encouraged to participate in thematic book discussions, online forums, and trips to public art installations at the Eastman Reading Garden and Addison Branch.

During the week of November 28, the Library hosted its first multi-day virtual conference, Global Cleveland's Sister City Conference. The Sister Cities conference was a 3-day interactive event bringing together representatives from 20+ sister cities to discuss their partnership goals, successes, and aspirations to cross-pollinate ideas and forge connections with global partner organizations and corporations.

The STEM@HOME Program launched on Tuesday, November 22, 2020, virtually across eight different library branches with registration of approximately seventy-five students.

STEM@HOME is a robotics, engineering, and science program for students. Each scholar received a UKIT with everything they needed to build, program, and control mini-robots. The UBTECH curricula will introduce and reinforce STEM and AI concepts, and make engineering and

computer science engaging, accessible, and relevant for all learners while addressing educational standards.

The Young Scholars Academy Program launched on Monday, November 21, 2020. As of the 21st, twelve students registered for this four day a week online program. Young Scholars Academy is a new program for the Cleveland Public Library. Each grouping (Beginner, Intermediate, and Transitional) will have several unique lesson plans based on the Ohio Department of Education, Kindergarten Readiness Assessment (KRA), and Get Ready for Kindergarten Checklist. The program prepares students for Kindergarten. It will also increase parents' knowledge of what skills are on the Kindergarten Readiness Assessment and provide parents with information on creating and applying learning opportunities.

Starting November 22, 2020, Express Yourself! art workshops are virtually hosted by Art Therapy Studios and the following branches: East 131, Hough, Sterling, and West Park branches. On Tuesdays and Thursdays, students can virtually engage with their peers and a professional Art Therapist, continuing to learn various art mediums for self-expression. Fall sessions are scheduled to conclude in December 2020.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

The following Office of External Relations and Development efforts took place November 2020:

External Relations & Advocacy Updates:

- *Goal: Increase Elected Officials and Key Stakeholders' Awareness and Understanding of CPL's Community Impact*
 - *Engage*
 - City Council Members participated in the Library's design and construction virtual kick-off events
 - Councilman Charles Slife, West Park Branch
 - Councilwoman Phyllis Cleveland, Woodland Branch
 - Councilman Kerry McCormack, Jefferson Branch

CPL Development Updates:

- **Goal:** *Secure Funding to Buttress CPL Organizational Goals*
 - **Digital Equity:** Secured funding from the Public Library Association for a partnership with Microsoft to improve digital literacy and access, includes grant funds plus an in-kind contribution of refurbished Microsoft Surface tablets for distribution in alignment with digital access goals. The Microsoft Surface tablets will be given to Ohio Means Jobs participants through the Library's partnership with the organization.

CPL Foundation Updates:

- **Goal:** *Reach Annual Financial Targets*
 - *Fundraising*
 - End of year appeal mailed
 - Continued solicitation efforts with Cleveland Public Library Eastman Reading Garden Tile Campaign
 - Democracy 2020
 - Secured Corporate Sponsorships:
 - o Westfield Insurance Foundation
 - o The Sherwin-Williams Company
 - o Cleveland Neighborhood Progress

Additional Department Efforts:

- Held CPL Foundation Development Committee meeting
- Staff attended virtual conferences/webinars including: Keybank & Grants Plus webinars "How Nonprofits Can Survive and Thrive in a Challenging Year" and "Grant Writing in the New Normal: Rewriting Your Nonprofit's Story for 2021"

COLLECTION & TECHNICAL SERVICES

Interim Director of Collection and Technical Services Sandy Jelar Elwell, Collection Manager Pam Matthews, and Collection Management Librarian Laura Mommers met virtually with Findaway Account Manager Donna Destefano to learn about new pre-loaded products from Playaway and new Wonderbook titles.

Ms. Jelar Elwell and Materials Handling Supervisor James Clardy attended a meeting led by Richard Ortmeyer of Bostwick Design Partnership to review and finalize the

invitation being sent to qualified vendors of Automated Materials Handling (AMH) systems. Ms. Jelar Elwell participated in an OCLC virtual discussion on public library cataloging and online visibility.

Collection and Technical Services staff attended the Town Hall Community Conversation with Ohio Means Jobs (OMJ). Ms. Jelar Elwell, Catalog Manager Andrea Johnson, Ms. Matthews, and Mr. Clardy attended the November HR Forum.

Acquisitions: The Acquisitions Department ordered 4,789 titles and 68,839 items (including periodical subscriptions and serial standing orders); received 24,439 items, 1,264 periodicals, and 220 serials; added 385 periodical items, 74 serial items, 292 paperbacks, and 342 comics; and processed 1,954 invoices.

Acquisitions Librarian Leslie Pultorak continued to assist with the unpacking, verifying, and receiving of new foreign materials when needed.

Catalog: Librarians cataloged 2,627 titles and added 3,554 items for Cleveland Public Library. Librarians also added 1,203 titles, merged 51 records, and made 20 edits for CLEVNET member libraries. The Technical Services Associates cataloged 274 new titles for the Cleveland Public Library and added 217 records for the CLEVNET libraries. The Technical Services Senior Clerk added 2,077 items.

The Catalog Department Librarians attended a demonstration of Baker & Taylor's cataloging utility BTCat that was presented by BTCat Product Manager Eric Thronson on November 12. Technical Services Librarian Michael Gabe and Catalog Manager Andrea Johnson composed an announcement for CLEVNET regarding a new form for original record requests. Mr. Gabe handled the first batch of requests submitted using the new template.

Technical Services Librarian Erin Valentine met with Fine Arts Librarian Andrew Kaplan to identify and correct score call numbers for the Elgar complete series. Technical Services Librarian Barbara Satow cataloged two sets of the Sanborn Fire Insurance Maps recently acquired by the Library from the Western Reserve Historical Society. Ms. Satow attended the Ohio

Library Council Leadership Conference via Zoom on November 10.

Collection Management: Collection Management continued to select in both the physical and electronic formats in November, with 725 titles and 5,352 copies selected and over \$117,500 spent on physical items alone.

Collection Manager Pam Matthews attended three training sessions for Employee Resource Group (ERG) Chairs/Co-Chairs. Collection Management Librarian Laura Mommers attended three webinars on new books for children and young adults: "Booklist Winter Young Reader Announcements"; "Title Talk: Spring 2021 Publisher Preview for Babies & Early Readers"; and "Title Talk: Spring/Winter 2021 Beginning Chapter & Middle Grade Books."

High Demand: The High Demand Department ordered 597 titles and 4,488 items; received and added 6,304 items; processed 411 invoices, and added 337 records for the CLEVNET libraries.

High Demand Librarian Dale Dickerson cataloged and processed 105 circulating maps for the Map Collection.

Materials Processing: The Materials Processing Technicians processed 16,462 items for the month.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 18 items to the Main Library for requests and 58 items to fill holds. Main Library received 147 telescopes, the Branches received 292 telescopes, and CLEVNET received 78 telescopes. A total of 517 telescopes were shipped out. The Technicians sent out 223 items of foreign material and in total 15,311 new items were sent to the Acquisitions and High Demand Departments.

MARKETING & COMMUNICATIONS

Democracy 2020

Objective: Drive awareness and participation in the 2020 Presidential Election.

BE HEARD: November marketing efforts continued to encourage voter registration, early voting, and to cast their ballot on Election Day.

- Printed materials: table-top tents, flyers, posters
- Fall Program Guide for Adults and Seniors: features
- Digital and social: cpl.org, Off the Shelf monthly e-newsletter
- Media relations: Listings in local community calendars, cleveland.com; a media release. Click here for [coverage](#).

AUTHORS ON DEMOCRACY Culminating Event

BRYAN STEVENSON (SAT, DEC 5 @ 12 pm, ZOOM): The author of the award winning, New York Times bestseller, and recently adapted film Just Mercy, Bryan Stevenson shared insights and lessons from more than 30 years fighting injustice and inequality.

Marketing Efforts: Media release; advertisements (radio, digital, print, news), printed materials (post cards, table tents, posters, Fall Program Guide of Adults and Seniors); social and digital (cpl.org, Off the Shelf, community calendars, social media toolkit, [Eventbrite](#))

Library Services

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

CURBSIDE SERVICE: Due to the recent increase in COVID-19 cases across the county, Cleveland Public Library is making changes to protect staff and visitors. Starting Saturday, November 21, all Library buildings closed to the public, and transitioned to offering Curbside and walk-up services.

Marketing Efforts: Media release (Click here for [coverage](#)), signage and printed materials (sandwich board inserts, handouts); social and digital (cpl.org, Off the Shelf)

WORDS ON WHEELS: Starting January 1, all Cleveland residents can get books, movies, and more by mail with their Cleveland Public Library card. This is an expansion of The Library's Homebound Service, which caters to those unable to visit the library due to age or disability.

Marketing Efforts: Media release, ads (radio, TV, digital, billboards and bus shelters), social and digital (cpl.org, Off the Shelf)

CLEVELAND WORKS: Whether looking for a job, starting a business or seeking professional development, Cleveland Public Library can help. In addition to useful resources, the Library is partnering with Ohio Means Jobs, Reach Success and Digital Learn on a series of programs and services to help Clevelanders attain their career goals.

Marketing Efforts: Media release (Click here for [coverage](#)), ads (radio, TV, digital, billboards and bus shelters), social and digital (cpl.org, Off the Shelf)

CLE READS YOUNG ADULT BOOK FESTIVAL (FRI, DEC 4 @ 2 PM, HOPIN): CLE Reads Young Adult Book Festival returns with a day of panel discussions covering antiracism, injustice and diversity from amazing authors including Dr. Ibram X. Kendi (*Stamped*), one of the "Exonerated Five" Dr. Yusef Salaam (*Punching the Air*), and many more! CLE Reads is made in partnership with Cleveland Public Library, College Now, Rock & Roll Hall of Fame, and Cleveland author Justin Reynolds. Sponsored by Center for Arts-Inspired Learning.

Marketing Efforts: Media release (Click here for [coverage](#)), ads (radio, digital, print, news), printed materials (post cards, table tents, posters, Fall Program Guide for Kids, Teens and Families); social and digital (cpl.org, Off the Shelf, local community calendars, social media toolkit)

Other Features

SAVE THE DATE! MARTIN LUTHER KING, JR DAY TRIBUTE:

Cleveland Public Library is partnering with WOIO to present three special airings - Sunday, Jan. 17 at 7PM on WUAB Channel 43; Monday, Jan. 18 at 9AM and 11AM on WOIO Channel 19. This year's theme is *And Justice for All*. Be sure to tune in for:

- Keynote Speaker Rev. Marvin A. McMickle, Ph.D.,
Pastor Emeritus
Antioch Baptist Church
- CPL Drum Major for Change 2021 Recipient India
Pierce Lee

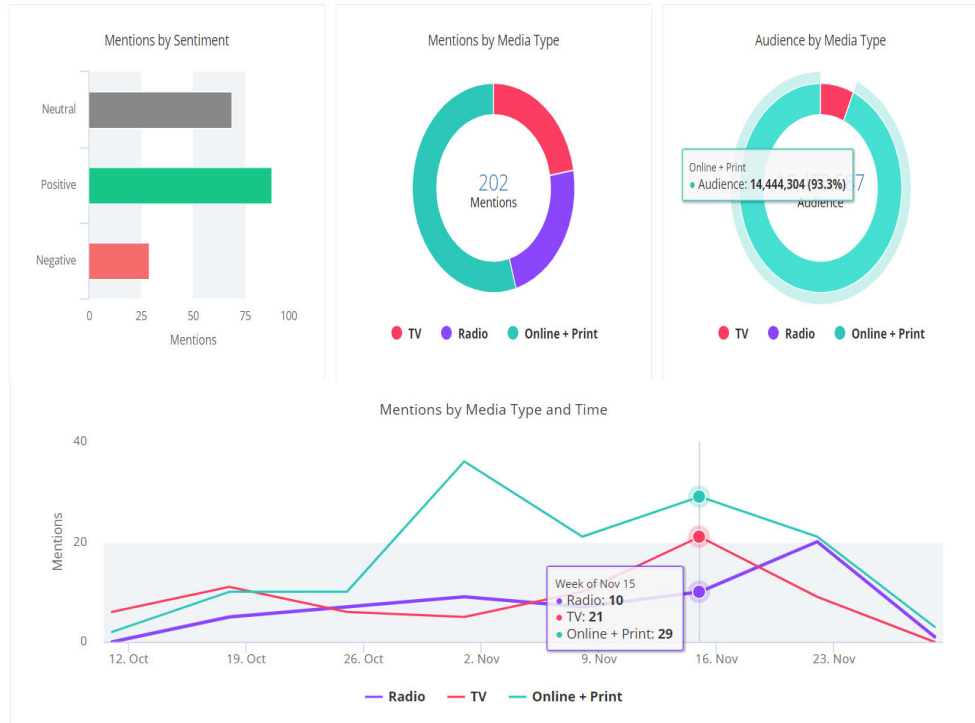
- Recognition of 28 Community Heroes who make a difference in our neighborhoods every day
- Solo performances by members of the Cleveland Metropolitan School District All City Choir

Marketing Efforts: media release, social and digital (cpl.org, Off the Shelf, community calendars), printed materials (post cards, calendar, commemorative poster); paid advertisement (radio, TV, digital, email)

PUBLIC RELATIONS OVERVIEW

Cleveland Public Library garnered over 202 mentions this month, reaching more than 15 million people in national and local TV news, and online and print. Coverage included:

- SPS officers receive [stun guns and professional training](#)
- Local author hosts a virtual, musical [puppet performance](#) based on bilingual children's book (in partnership with The Library)
- Reflect and Refract Democracy interactive [exhibition](#) in outdoor Eastman Reading Garden
- Cleveland Public Library Foundation's Eastman Reading Garden [paver](#) campaign
- Cleveland Public Library is moving to the next chapter of the [capital development project](#) and held community meetings to show the plans for the new [Hough Branch](#).
- The Library partnered with PCs for People to distribute [computers and hotspots](#) for qualifying K-12 students enrolled in a Cuyahoga County public or charter school.
- Cleveland Public Library offers a plethora of resources for patrons to trace their [family tree](#).
- The Library participated in The Rock Hall's virtual [Fam Jam series](#) by providing Storytime to viewers.



 Total National TV Audience 1,615,685	Total National TV Publicity USD \$629,821	Total Local TV Audience 1,319,036	Total Local TV Publicity USD \$522,381
 Total Online + Print Audience 15,756,128	Total Online + Print Publicity USD \$258,161		

[Click here to view additional media coverage.](#)

SOCIAL MEDIA SUMMARY

November focused on Library-related news, partnership initiatives and closures as a result of a spike in COVID cases. Cross network total metrics for Instagram, Twitter, Facebook and LinkedIn experienced major increases of impressions (704%), engagements (98.1%) and post clicks (165%) compared to the previous month mostly due to closures and marketing initiatives around registration for CLE Reads YA Book Festival and the Authors on Democracy event with Brian Stevenson.

<p>Impressions ⓘ</p> <p>1,152,068</p> <p>↗704%</p>	<p>Engagements ⓘ</p> <p>9,128 ↗98.1%</p>	<p>Post Link Clicks ⓘ</p> <p>1,154 ↗165%</p>
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<p> Cleveland... Thu 11/12/2020 ...</p> <p>#TBT Superior Ave. (West), undated. Cleveland City Hall</p> <p>Total Engagem... 784</p> <p>Likes 60</p> <p>@Replies 2</p> <p>Retweets 11</p> <p>Post Link Clicks 3</p> <p>Other Post Clicks 708</p>	<p> Cleveland... Sat 11/14/2020 ...</p> <p>Author and civil rights lawyer Bryan Stevenson shares insights and</p> <p>Total Engagem... 351</p> <p>Likes 155</p> <p>@Replies 1</p> <p>Retweets 47</p> <p>Post Link Clicks 49</p> <p>Other Post Clicks 99</p>	<p> Cleveland... Sun 11/8/2020 3:...</p> <p>"This is the time to heal in America." - President-Elect Joe Biden "While </p> <p>Total Engagem... 130</p> <p>Likes 12</p> <p>@Replies 0</p> <p>Retweets 4</p> <p>Post Link Clicks 2</p> <p>Other Post Clicks 112</p>
<p> Cleveland... Thu 11/19/2020 ...</p> <p>Due to the recent increase in COVID-19 cases, Cleveland Public</p> <p>Total Engage... 4,110</p> <p>Reactions 324</p> <p>Comments 52</p> <p>Shares 117</p> <p>Post Link Clicks 456</p> <p>Other Post Cli... 3,161</p>	<p> Cleveland... Sun 11/8/2020 8:...</p> <p>"This is the time to heal in America." - President-Elect Joe Biden "While </p> <p>Total Engagem... 467</p> <p>Reactions 137</p> <p>Comments 17</p> <p>Shares 5</p> <p>Post Link Clicks 2</p> <p>Other Post Clicks 306</p>	<p> Cleveland... Thu 11/19/2020 ...</p> <p>New president, now what? How do we begin to heal? For our first</p> <p>Total Engagem... 324</p> <p>Reactions 48</p> <p>Comments 23</p> <p>Shares 13</p> <p>Post Link Clicks 2</p> <p>Other Post Clicks 238</p>
<p> cleveland... Thu 11/12/2020 ...</p> <p>#TBT Up and over the Detroit-Superior bridge...looking west</p> <p>Total Engagem... 112</p> <p>Likes 102</p> <p>Comments 4</p> <p>Saves 6</p>	<p> cleveland... Thu 11/26/2020 ...</p> <p>#TBT This cabinet card shows a young girl circa 1893. Gaining populari</p> <p>Total Engageme... 80</p> <p>Likes 78</p> <p>Comments 0</p> <p>Saves 2</p>	<p> cleveland... Wed 11/4/2020 ...</p> <p>Bond over books and celebrate diversity at CLE Reads young adult boo</p> <p>Total Engageme... 72</p> <p>Likes 62</p> <p>Comments 3</p> <p>Saves 7</p>

PROPERTY MANAGEMENT

Carpenters

- Lorain- installed new panic bar device on door.
- East 131- scraped, plastered, and painted around windows in children's area.
- Delivered snow equipment to all branches. Also, installed snow plows on trucks.

MAINTENANCE MECHANICS

- Repaired/replaced parking lot and outdoor lighting at Carnegie West, Woodland, Langston Hughes and Westpark.
- Worked with the water department on replacing main supply lines for LSW, flushed piping and repaired plumbing equipment afterwards.
- Winterized/charged HVAC equipment system wide with glycol.
- Replaced HVAC pre-filters on all LSW/Main/Lakeshore air handlers.
- Worked with the Board of Elections on branch/polling location preparation/staffing.
- Continuing work to address programming/hardware issues with Siemens on the Desigo building automation system upgrade project.
- Continuing work with Wright Engineering on mechanical prints, purchasing and installation of Ionization systems.
- Installed free demo cameras (2 exterior, 1 interior) from new vendor (Verkada) in the Eastman Garden and Main building front lobby.
- Completed quarterly sprinkler system inspection for LSW/Main, Lakeshore and select branches.
- Continuing work with the Covid-19 Task force on a safe and comprehensive operating strategy.
- Continuing work/meetings with FMP Core Group, CMR, project engineers and architects and the Capital projects team on FMP design and building standards.
- Working with Kone Elevator on repair, compliance and capital projects for LSW/Main and branches.
- Continuing preventative maintenance on rooftop gas fired heating equipment, hydronic systems (boilers, pumps, etc.) for the upcoming heating season.
- 24/7 response to building emergencies and critical work orders.
- Continuing work on scheduled preventative maintenance requisitions generated by Hippo CMMS.
- Continuing work on the balance of the security camera project (IPS/Harrington Electric).

SAFETY & PROTECTIVE SERVICES**Safety Services**

- Safety & Protective Services ordered replacement vest for officers with expiring vests.
- SPS participated in an online meeting with a CCTV camera vendor with CPL Property Management.

Protective Services

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Nov 2020	2487	52	16	17	73	29
Oct 2020	2303	69	22	43	94	34
Sept 2020	2550	42	29	30	82	87
Aug 2020	2226	27	12	9	20	37
July 2020	1148	12	5	2	10	23
June 2020	802	13	8	1	30	30
May 2020	200	11	2	0	5	14
April 2020	909	29	0	0	0	4
March 2020	896	13	18	15	90	103
Feb 2020	1446	12	77	44	255	46
Jan 2020	1934	19	53	57	161	63
Dec 2019	2180	14	54	48	227	31
Nov 2019	1842	25	54	52	295	59

Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: MFD pickups, and one officer to meet the three car minimum.
- Video requests fulfilled for Public Services and the Cleveland Police Department.
- SPS officers are posted at Carnegie West, East 131, Harvard Lee, Hough, Rice, Rockport, and South Brooklyn branches.

Protective and Fire Systems

- SPS branch patrol was dispatched to Woodland branch to troubleshoot an alarm keypad issue. The issue was corrected.
- New (trial) cameras have been installed inside the LSW lobby, Main lobby, and Eastman Reading Garden.

Contract Security

- Royce guards worked branches participating in the November 3rd elections. No problems or issues.

Administration

- Training of new SPS officers completed.
- SPS participated in the Finance and Board meetings to get PhaZZer approval. PhaZZers were ordered.

INFORMATION TECHNOLOGY & CLEVNET

Hilary Prisbylla, Director of CLEVNET and Larry Finnegan, Director of IT, worked with their four teams to keep their focus on the following:

- Helping member libraries adjust service levels gracefully
- Adopting new and innovative solutions to serve patrons in the time of COVID-19
- Finding solutions to help staff throughout CLEVNET work more effectively and efficiently
- Staying the course with 2020 priorities and goals
- Fulfilling regular duties and obligations with greater efficiency and accountability

Three particular projects are worth noting in detail. First, there is a new option in the CLEVNET mobile app to allow for self-checkout of library materials using the built-in smartphone camera. When a patron is in a participating library location, the patron will see the option for Self Service appear in the app. In three easy steps, a patron can check out a library item by scanning the barcode with the smartphone's camera. The project was piloted at Lorain Public Library System with great success and is ready for rollout at all CLEVNET member libraries that use barcodes. RFID checkout will be tested next.

Second, as a current subscriber to OverDrive magazines, CLEVNET's existing 100-title subscription package was upgraded to a new collection of over 3,000 popular magazine titles at the end of November. With their recent acquisition of RBDigital, OverDrive is changing its magazine supplier to ZINIO. Moving forward, all new magazine issues in this package will be supplied by ZINIO and available with article view in Libby, OverDrive's app for accessing e-media from public libraries.

Third, CLEVNET has a new open access journal article collection that is being tested by staff throughout CLEVNET. After the testing phase, the SirsiDynix product-CloudSourceOA-will be integrated directly into the public catalog. CloudSourceOA makes it easy for our resource sharing network to take advantage of the growing body of scholarly Open Access (OA) content available today. At launch, CloudSourceOA will feature five million items from reputable publishers such as Wiley, Elsevier, and Oxford University Press.

In other CLEVNET news, elections were held for two positions on the CLEVNET Executive Panel that have terms ending in December 2020. Directors of the member libraries in the East Region reelected Katie Ringenbach, Director of Burton Public Library, to represent them for another term. Meanwhile, directors in the West Region elected Jamie Mason, Director of Rocky River Public Library, to serve a full three-year term. Director Mason is currently on the Panel, completing the term vacated by Stephanie Buchanan, former director of Bellevue Public Library, now outside of CLEVNET at Bucyrus Public Library.

The CLEVNET directors will hold their next quarterly meeting, using Microsoft Teams, on Friday, January 29, 2021 at 10:00 a.m.

Ms. Rodriguez adjourned the Regular Board Meeting at 2:07 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR NOVEMBER 2020

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	16	2,210
Periodicals	0	23
Publishers Gifts	0	10
Non-Print Materials	5	202
Total Library Service Materials	21	2,445

TECHNOLOGY RESOURCES

Tech Gifts	0	6
Total Technology Resources	0	6

MISCELLANEOUS NON-MONETARY GIFTS

Miscellaneous Gifts	0	10
Total Miscellaneous Non-Monetary Gifts	0	10

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 0	\$ 510
Library Fund	Restricted	300	4,057
Young Fund	Restricted	0	38,402
Founders Fund	Restricted	0	125,431
Ohio Center for the Book	Restricted	0	2,225
Judd Fund	Restricted	0	188,260
Lockwood Thompson Fund	Restricted	98,136	196,272
Paulson Fund	Restricted	0	148,784
Tech Centers	Restricted	10,000	108,000
Total Money Gifts		\$ 108,436	\$ 811,941

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	4	58	21	2,445
Technology Resources	0	3	0	6
Miscellaneous Non-Monetary Gifts	0	1	0	10
Money Gifts	4	69	4	75
TOTAL GIFTS	8	131	25	2,536

Cleveland Public Library
2020

December 10, 2020

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

Dear Bryan,

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

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-20	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 25,470,007.10	\$ 35,178,839.00	\$ 39,635,306.60	\$ 1,648,219.44	\$ 1,756,466.24	\$ 6,087,452.62
Special Revenue Funds:							
201	Anderson	\$ 387,801.04			\$ 28,000.00	\$ 3,890.00	\$ (24,110.00)
202	Endowment for the Blind	\$ 2,966,435.07			\$ 210,000.00	\$ 32,050.00	\$ (177,950.00)
203	Founders	\$ 6,100,171.34			\$ 615,429.80	\$ 295,619.80	\$ (319,810.00)
204	Kaiser	\$ 82,631.57			\$ 6,000.00	\$ 870.00	\$ (5,130.00)
205	Kraley	\$ 225,178.19			\$ 14,000.00	\$ 1,940.00	\$ (12,060.00)
206	Library	\$ 198,673.24			\$ 19,000.00	\$ 4,596.50	\$ (14,403.50)
207	Pepke	\$ 176,596.14			\$ 12,000.00	\$ 1,830.00	\$ (10,170.00)
208	Wickwire	\$ 1,832,259.49			\$ 120,000.00	\$ 14,640.00	\$ (105,360.00)
209	Wittke	\$ 112,324.15			\$ 8,000.00	\$ 1,170.00	\$ (6,830.00)
210	Young	\$ 5,653,196.59			\$ 450,000.00	\$ 101,522.45	\$ (348,477.55)
225	Friends	\$ -			\$ -	\$ -	\$ -
226	Judd	\$ 125,755.08			\$ 250,486.00	\$ 250,486.00	\$ -
228	Lockwood Thompson	\$ 123,921.33			\$ 196,272.00	\$ 196,272.00	\$ -
229	Ohio Center for the Book	\$ 372.42			\$ 4,525.00	\$ 2,225.00	\$ (2,300.00)
230	Schweinfurth	\$ 174,430.52			\$ 50,000.00	\$ 73,222.00	\$ 23,222.00
231	CLEVNET	\$ 1,189,111.21			\$ 5,544,169.34	\$ 5,544,169.34	\$ -
251	OLBPD	\$ 100,795.48			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (51,048.15)			\$ 199,324.67	\$ 124,165.64	\$ (75,159.03)
256	Learning Centers	\$ 18,774.07			\$ -	\$ -	\$ -
257	Tech Centers	\$ -			\$ 118,000.00	\$ 118,000.00	\$ -
258	Early Literacy	\$ -			\$ -	\$ -	\$ -
259	Rice Solar Panel System	\$ 181.23			\$ -	\$ 289.00	\$ 289.00
260	Coronavirus Relief Fund	\$ -			\$ 700,000.00	\$ 702,536.58	\$ 2,536.58
		\$ 19,417,560.01			\$ 10,053,400.81	\$ 8,977,688.31	\$ (1,075,712.50)
Debt Service							
301	Debt Service	\$ 2,893,175.95	\$ -	\$ -	\$ 1,090,385.20	\$ 1,104,835.20	\$ 14,450.00
Capital Projects Funds							
401	Building and Repair	\$ 2,019,144.18			\$ -	\$ -	\$ -
402	Construction - Tax-Exempt	\$ 49,957,265.10			\$ -	\$ 800,000.00	\$ 800,000.00
401	Construction - Taxable	\$ 9,010,253.88			\$ -	\$ 130,000.00	\$ 130,000.00
		\$ 60,986,663.16			\$ -	\$ 930,000.00	\$ 930,000.00
Permanent Funds							
501	Abel	\$ 294,642.27			\$ 20,000.00	\$ 3,120.00	\$ (16,880.00)
502	Ambler	\$ 2,898.23			\$ 200.00	\$ 30.00	\$ (170.00)
503	Beard	\$ 61,191.47			\$ 8,000.00	\$ 1,070.00	\$ (6,930.00)
504	Klein	\$ 6,825.62			\$ 500.00	\$ 80.00	\$ (420.00)
505	Malon/Schroeder	\$ 248,043.47			\$ 24,000.00	\$ 3,810.00	\$ (20,190.00)
506	McDonald	\$ 239,236.61			\$ 18,000.00	\$ 2,880.00	\$ (15,120.00)
507	Ratner	\$ 119,528.50			\$ 9,000.00	\$ 1,310.00	\$ (7,690.00)
508	Root	\$ 47,700.74			\$ 3,000.00	\$ 550.00	\$ (2,450.00)
509	Sugarman	\$ 93,878.45			\$ 15,000.00	\$ 3,460.00	\$ (11,540.00)
510	Thompson	\$ 131,090.49			\$ 13,000.00	\$ 220.00	\$ (12,780.00)
511	Weidenthal	\$ 8,571.67			\$ 600.00	\$ 90.00	\$ (510.00)
512	White	\$ 2,401,414.42			\$ 200,000.00	\$ 36,980.00	\$ (163,020.00)
513	Beard Anna Young	\$ 39,171.24			\$ 6,000.00	\$ 970.00	\$ (5,030.00)
514	Paulson	\$ -			\$ 148,784.42	\$ 148,784.42	\$ -
		\$ 3,694,183.18			\$ 466,084.42	\$ 203,354.42	\$ (262,730.00)
Agency Funds							
901	Unclaimed Funds	\$ 7,585.80			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 5,617.12			\$ -	\$ -	\$ -
		\$ 13,202.92			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

General fund: An increase in Taxes/PLF by \$5,979,205.82 and Other Sources by \$108,246.80.

Special Revenue funds: A total net decrease in Other Sources by \$1,075,712.50 consisting of an decrease of \$1,029,560 in endowment income/investment earnings, a net decrease of \$46,152.50 in restricted gifts and interest.

Debt Service and Capital Funds: An increase in Other Sources of \$930,000 in investment earnings.

Permanent funds: A decrease in Other Sources by \$262,730 in endowment income.

Thank You,

Cavie Krenicky

Treasurer/CFO

Cleveland Public Library

Form Prescribed by the Bureau of Inspection and Supervision of Public Offices.
County Auditor's Form No. 139

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Based on 90.99% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

December 10, 2020

To the Board of Library Trustees of the:

Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2020, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balace	General Property Tax	P.L.F.	Other Sources	Total
General Fund	\$25,470,007.10	\$39,635,306.60	\$23,260,064.45	\$1,756,466.24	\$90,121,844.39
Special Revenue	\$19,417,560.01			\$8,977,688.31	\$28,395,248.32
Debt Service	\$2,893,175.95			\$1,104,835.20	\$3,998,011.15
Capital	\$60,986,663.16			\$930,000.00	\$61,916,663.16
Permanent	\$3,694,193.18			\$203,354.42	\$3,897,547.60
Agency	\$13,202.92			\$0.00	\$13,202.92
Totals/Subtotals	\$112,474,802.32	\$39,635,306.60	\$23,260,064.45	\$12,972,344.17	\$188,342,517.54

	<p>Budget</p>	
<p>Commission</p>		

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: TENTH AMENDMENT
DECEMBER 17, 2020**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	25,470,007.10	-	25,470,007.10
Taxes - General Property	32,778,839.00	4,278,198.68	37,057,037.68
Public Library Fund (PLF)	21,737,326.23	1,522,738.22	23,260,064.45
State Rollbacks/CAT	2,400,000.00	178,268.92	2,578,268.92
Fines and Fees	114,040.00	(988.20)	113,051.80
Earned Interest	638,998.00	19,000.00	657,998.00
Unrestricted Gifts	400.00	110.00	510.00
Miscellaneous	979,790.00	90,125.00	1,069,915.00
Return of Advances/(Advances Out)	(85,008.56)	-	(85,008.56)
TOTAL RESOURCES	84,034,391.77	6,087,452.62	90,121,844.39 (3)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	36,944,713.00	-	36,944,713.00
Supplies	1,013,867.00	-	1,013,867.00
Purchased/Contracted Services	9,680,575.00	-	9,680,575.00
Library Materials/ Information	6,280,000.00	-	6,280,000.00
Capital Outlay	1,336,870.00	-	1,336,870.00
Other Objects	215,307.00	-	215,307.00
SUBTOTAL OPERATING	55,471,332.00	-	55,471,332.00
Transfers	1,090,385.20	-	1,090,385.20
TOTAL APPROPRIATION	56,561,717.20	-	56,561,717.20

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: TENTH AMENDMENT
DECEMBER 17, 2020**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	29,470,960.82	(1,075,712.50)	28,395,248.32 (4)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Anderson	14,150.00	(13,920.00)	230.00
Endowment for the Blind	10,000.00	(10,000.00)	-
Founders	986,805.56	(324,135.37)	662,670.19
Kaiser	-	-	-
Kraley	30,000.00	(25,000.00)	5,000.00
Library	35,000.00	(34,000.00)	1,000.00
Pepke	-	-	-
Wickwire	35,000.00	(21,500.00)	13,500.00
Wittke	-	-	-
Young	10,000.00	(10,000.00)	-
Friends	-	-	-
Judd	376,241.08	-	376,241.08
Lockwood Thompson	320,193.33	-	320,193.33
Ohio Center for the Book	4,897.42	(2,300.00)	2,597.42
Schweinfurth	224,430.52	(174,430.52)	50,000.00
CLEVNET	6,733,280.55	-	6,733,280.55
LSTA-OLBPD	1,608,989.48	-	1,608,989.48
MyCom	73,267.96	(26,257.69)	47,010.27
Learning Centers	18,774.07	-	18,774.07
Tech Centers	118,000.00	-	118,000.00
Early Literacy	-	-	-
Rice Solar Panel System	-	-	-
Coronavirus Relief Fund	700,000.00	2,536.58	702,536.58
TOTAL APPROPRIATION	11,299,029.97	(639,007.00)	10,660,022.97

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: TENTH AMENDMENT
DECEMBER 17, 2020**

DEBT SERVICE FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,983,561.15	14,450.00	3,998,011.15
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
DEBT SERVICE	3,292,635.20	-	3,292,635.20

CAPITAL PROJECT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	60,986,663.16	930,000.00	61,916,663.16 (5)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Building & Repair	2,019,144.18	-	2,019,144.18
Construction - Tax-Exempt	9,535,616.17	-	9,535,616.17
Construction - Taxable	5,550.00	-	5,550.00
TOTAL APPROPRIATION	11,560,310.35	-	11,560,310.35

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: TENTH AMENDMENT
DECEMBER 17, 2020**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	4,160,277.60	(262,730.00)	3,897,547.60 (6)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Abel	5,000.00	(5,000.00)	-
Ambler	-	-	-
Beard	8,201.00	-	8,201.00
Klein	-	-	-
Malon/Schroeder	10,000.00	-	10,000.00
McDonald	4,000.00	-	4,000.00
Ratner	-	-	-
Root	-	-	-
Sugarman	15,000.00	-	15,000.00
Thompson	10,000.00	(10,000.00)	-
Weidenthal	-	-	-
White	50,000.00	-	50,000.00
Beard Anna Young	-	-	-
TOTAL APPROPRIATION	102,201.00	(15,000.00)	87,201.00

AGENCY FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	13,202.92	-	13,202.92

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Fund Balance/
Unclaimed Funds	7,585.80	-	7,585.80
CLEVNET Fines & Fees	5,617.12	-	5,617.12
TOTAL APPROPRIATION	13,202.92	-	13,202.92

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: TENTH AMENDMENT
DECEMBER 17, 2020**

(1) Certificate dated November 12, 2020

(2) Certificate dated December 10, 2020

(3) \$25,395,007.10 unencumbered cash carried forward plus the repayment of advance to be made from MyCom of \$75,000 less advances out to MyCom of \$75,008.56 and Tech Centers of \$10,000 plus \$64,736,845.85 certified operating revenue produces the balance available for appropriation in 2020 (plus \$5,183,818.88 12/31/19 encumbered cash).

$(\$25,395,007.10 + \$75,000 - \$75,008.56 - \$10,000 + \$64,736,845.85 = \$90,121,844.39)$

(4) \$19,492,560.01 unencumbered cash carried forward less the repayment of advance to be made from MyCom of \$75,000 plus \$8,977,688.31 additional revenue to receive in 2020 produces the certified revenue of \$28,395,248.32.

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

$(\$28,395,248.32 - \$2,492,057.50 = \$25,903,190.82)$ available for appropriation (plus \$1,287,167.78 12/31/19 encumbered cash).

(5) \$60,986,663.16 unencumbered cash carried forward plus additional revenue of \$930,000 produces the balance available for appropriation in 2020 (plus \$2,804,715.75 12/31/19 encumbered cash).

(6) \$4,478,509.54 unencumbered cash carried forward less non-expendable principal amounts of \$784,316.36 plus \$203,354.42 additional revenue to receive in 2020 produces the balance available for appropriation in 2020 (plus \$40,224.31 12/31/19 encumbered cash).

Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts. The non-expendable principal amount of \$148,784.42 from the Paulson Trust will be recorded as a restricted donation for 2020 to get it on the books.

$(\$4,478,509.54 - \$784,316.36 + \$54,570 + 148,784.42 = \$3,897,547.60)$

Cleveland Public Library
2021

December 10, 2020

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

Dear Bryan,

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

Fund Number	Fund Description	Estimated Unencumbered Balance as of 1-Jan-21	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 31,056,806.16		\$ 37,103,541.88		\$ 1,320,813.51	\$ 59,296,420.49
Special Revenue Funds							
201	Anderson	\$ 387,542.51				\$ -	\$ -
202	Endowment for the Blind	\$ 2,968,100.00				\$ -	\$ -
203	Founders	\$ 5,564,662.36				\$ 148,242.00	\$ 148,242.00
204	Kaiser	\$ 82,600.00				\$ -	\$ -
205	Kraley	\$ 220,300.00				\$ -	\$ -
206	Library	\$ 201,500.00				\$ -	\$ -
207	Pepke	\$ 176,500.00				\$ -	\$ -
208	Wickwire	\$ 1,814,652.63				\$ -	\$ -
209	Wittke	\$ 112,300.00				\$ -	\$ -
210	Young	\$ 5,684,500.00				\$ 50,000.00	\$ 50,000.00
225	Friends	\$ -				\$ -	\$ -
226	Judd	\$ -				\$ 245,000.00	\$ 245,000.00
228	Lockwood Thompson	\$ -				\$ 190,000.00	\$ 190,000.00
229	Ohio Center for the Book	\$ -				\$ -	\$ -
230	Schweinfurth	\$ 124,400.00				\$ 50,000.00	\$ 50,000.00
231	CLEVNET	\$ -				\$ 5,298,834.00	\$ 5,298,834.00
251	OLBPD	\$ -				\$ 1,508,194.00	\$ 1,508,194.00
254	MyCom	\$ (48,901.34)				\$ 75,159.03	\$ 75,159.03
256	Learning Centers	\$ -				\$ -	\$ -
257	Tech Centers	\$ (10,000.00)				\$ 10,000.00	\$ 10,000.00
258	Early Literacy	\$ -				\$ -	\$ -
259	Rice Solar Panel System	\$ -				\$ -	\$ -
		\$ 17,278,156.16				\$ 7,575,429.03	\$ 7,575,429.03
Debt Service							
301	Debt Service	\$ 705,374.41	\$ -	\$ -	\$ -	\$ 2,588,329.59	\$ 2,588,329.59
Capital Projects Fund							
401	Building and Repair	\$ 1,798,460.83			\$ -	\$ -	\$ -
402	Construction - Tax-Exempt	\$ 41,211,400.00			\$ -	\$ -	\$ -
401	Construction - Taxable	\$ 9,135,600.00			\$ -	\$ -	\$ -
Permanent Funds							
501	Abel	\$ 294,642.27				\$ -	\$ -
502	Ambler	\$ 2,898.23				\$ -	\$ -
503	Beard	\$ 53,400.00				\$ -	\$ -
504	Klein	\$ 6,825.62				\$ -	\$ -
505	Malon/Schroeder	\$ 238,400.00				\$ -	\$ -
506	McDonald	\$ 235,500.00				\$ -	\$ -
507	Ratner	\$ 119,528.50				\$ -	\$ -
508	Root	\$ 47,700.74				\$ -	\$ -
509	Sugarman	\$ 80,170.00				\$ -	\$ -
510	Thompson	\$ 129,647.70				\$ -	\$ -
511	Weidenthal	\$ 8,571.67				\$ -	\$ -
512	White	\$ 2,359,900.00				\$ -	\$ -
513	Beard Anna Young	\$ 39,171.24				\$ -	\$ -
514	Paulson	\$ -				\$ -	\$ -
		\$ 3,616,355.9				\$ -	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 6,130.00			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ -			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

Please reflect the current estimated unencumbered balances for January 1, 2021 and estimated Other Sources as above for a Certificate of Estimated Revenues for 2021.

I have placeholders for Property Tax and PLF for now based on TY19/CY20 Certified Tax Revenue @ 90.99% collection rate and the PLF from ODT's 7/24/20 estimate.

Thank You,

*Carrie Krenicky*Treasurer/CFO
Cleveland Public Library

CLEVELAND PUBLIC LIBRARY

<u>General Fund</u>	<u>Appropriation 2021</u>	
Salaries/Benefits 67.7%	TOTAL	\$ 39,317,513.68
Supplies 1.5%	TOTAL	848,690.17
Purchased/Contracted Services 17.0%	TOTAL	9,863,710.00
Library Materials/Information 11.7%	TOTAL	6,789,691.00
Capital Outlay 1.9%	TOTAL	1,105,724.22
Other 0.2%	TOTAL	137,533.26
Subtotal General Operating Appropriation 100.0%	\$	58,062,862.33
Transfers/Advances Out	TOTAL	\$ 2,588,329.59
Total General Fund Appropriation	\$	60,651,191.92
Note: Percentages based on operating appropriation		

CLEVELAND PUBLIC LIBRARY - Appropriation for Other Funds

<u>Special Revenue Funds</u>	<u>Fund #</u>	<u>Appropriation 2021</u>
Anderson	201	\$ -
Endowment for the Blind	202	\$ -
Founders	203	\$ 1,177,377.37
Kaiser	204	\$ -
Kraley	205	\$ 30,000.00
Library	206	\$ 35,000.00
Pepke	207	\$ -
Wickwire	208	\$ -
Wittke	209	\$ -
Young	210	\$ -
Friends	225	\$ -
Judd	226	\$ 245,000.00
Lockwood Thompson	228	\$ 190,000.00
Ohio Center for the Book	229	\$ -
Schweinfurth	230	\$ 50,000.00
CLEVNET	231	\$ 5,298,834.00
LSTA-OLBPD	251	\$ 1,508,194.00
MyCom	254	\$ 26,257.69
Learning Centers	256	\$ -
Tech Centers	257	\$ -
Early Literacy	258	\$ -
Rice Solar Panel System	259	\$ -
Coronavirus Relief Fund	260	\$ -
Total Appropriation		\$ 8,560,663.06

<u>Debt Service Fund</u>	<u>Fund #</u>	<u>Appropriation 2021</u>
Debt Service Fund	301	\$ 3,293,704.00
Total Appropriation		\$ 3,293,704.00

<u>Capital Funds</u>	<u>Fund #</u>	<u>Appropriation 2021</u>
Building and Repair Fund	401	\$ 1,798,460.83
Construction - Tax-Exempt	402	\$ 20,000.00
Construction - Taxable	403	\$ 5,000.00
Total Appropriation		\$ 1,823,460.83

CLEVELAND PUBLIC LIBRARY - Appropriation for Other Funds

<u>Permanent Funds</u>	<u>Fund #</u>	<u>Appropriation 2021</u>
Abel	501	\$ -
Ambler	502	\$ -
Beard	503	\$ 8,423.00
Klein	504	\$ -
Malon/Schroeder	505	\$ 10,000.00
McDonald	506	\$ 3,900.00
Ratner	507	\$ -
Root	508	\$ -
Sugarman	509	\$ -
Thompson	510	\$ -
Weidenthal	511	\$ -
White	512	\$ 50,000.00
Beard Anna Young	513	\$ -
Paulson	514	\$ -
Total Appropriation		\$ 72,323.00

<u>Agency Funds</u>	<u>Fund #</u>	<u>Appropriation 2021</u>
Unclaimed Funds	901	\$ 6,130.00
CLEVNET Fines & Fees	905	\$ -
Total Appropriation		\$ 6,130.00
Total Appropriation For Other Funds		\$ 13,756,280.89
Total ALL Funds		\$ 74,407,472.81

CLEVELAND PUBLIC LIBRARYBINDING MONOGRAPHSGROUP AI. DEFINITION

For the purpose of this contract, a monograph is defined as one piece of graphic material submitted for binding or rebinding as a single unit without reference to another unit, or with no demand placed on the Binder to match the unit to another.

II. QUOTATIONS

Prices given shall apply to each size as indicated on the proposal form for this group. The measurement shall be taken from the cover after the binding work has been done.

CLEVELAND PUBLIC LIBRARY

PROPOSAL FOR BINDING MONOGRAPHS

GROUP A

GROUP A	PRICE PER VOLUME Including all Author, Title and Call Number lettering on the spine.
Class 1 - Books up to 14" and including 14" in height	\$ 11.40
Class 2 - Books over 14" and including 16" in height	\$ 15.40
Class 3 - Books over 16" - per each additional inch	\$ 4.00
NAME OF COMPANY	HF Group LLC
COMPANY OFFICER AUTHORIZED TO SIGN	Jim Bratton
TITLE	General Manager
BUSINESS ADDRESS	1010 N. Sycamore St North Manchester, IN 46962
DATE	11/20/2020

CLEVELAND PUBLIC LIBRARY**BINDING PERIODICALS/SERIALS****GROUP B****I. DEFINITION**

A serial publication is defined as a single piece of graphic material bound separately, or a series of two or more serially numbered graphic units bound together, for which the cloth color must be selected, and the cover stamped with information so as to match other publications in the same set or series. The Binder assumes responsibility for this uniformity, based on information initially supplied by the Library and any subsequent changes made by the Library.

II. QUOTATIONS

Prices given shall apply to all volumes up to 16" in height, 2 1/2" in thickness. All lettering to be included.

CLEVELAND PUBLIC LIBRARY

PROPOSAL FOR BINDING PERIODICALS/SERIALS

GROUP B

GROUP B

PRICE PER VOLUME

Including all Author, Title and Call Number lettering on the spine.

Volumes 16" and under, 2 1/2" thick, all lettering to be included.

\$ 12.50

NAME OF COMPANY

HF Group LLC

COMPANY OFFICER AUTHORIZED TO SIGN

Jim Bratton

TITLE

General Manager

BUSINESS ADDRESS

1010 N Sycamore St

North Manchester, IN 46962

DATE

11/20/2020

CLEVELAND PUBLIC LIBRARY**RECASING AND NEW COVERS****GROUP C****I. DEFINITION**

Volumes (primarily monographs, but including previously bound serials) that are strongly sewn and have no broken threads shall be recased only, not resewn. Included in this category are previously bound volumes that have worn or damaged covers but sewing intact and new soft cover books that are sewn through the fold. Old covers shall be removed and old back linings and adhesive lifted from book spines. Sewing is not to be disturbed. New alkaline endsheets and back lining shall be glued or sewn to the book block. No trimming will be done unless specifically requested by the Library. Books found to have damaged sewing shall be double fan adhesive bound.

II. SPECIFICATIONS

General specifications as give for monographs will be in effect for Group C, insofar as they are applicable.

CLEVELAND PUBLIC LIBRARY

PROPOSAL FOR RECASING AND NEW COVERS

GROUP C

GROUP C

PRICE PER VOLUME
Including all Author, Title and Call
Number lettering on the spine.

Class 1 - Books up to 14" and including
14" in height

\$ 11.40

Class 2 - Books over 14" and including
16" in height

\$ 15.40

Class 3 - Books over 16" - per each
additional inch

\$ 4.00

NAME OF COMPANY

AF Group LLC

COMPANY OFFICER
AUTHORIZED TO SIGN

Jim Bratton

TITLE

General Manager

BUSINESS ADDRESS

1010 N Sycamore St

North Manchester, IN 46962

DATE

11/20/2020

CLEVELAND PUBLIC LIBRARY**BINDING PAPERBACK BOOKS****GROUP D****I. DEFINITION**

For the purpose of these specifications, Group D shall consist of paperback books up to 14" in height and 1 1/2" in thickness or less. This measurement shall apply to the thickness of the book with covers on.

II. QUOTATIONS

Prices given shall apply to each size as indicated on the proposal form for this group. The measurement of the height shall be taken from the cover after the binding has been done.

CLEVELAND PUBLIC LIBRARY

PROPOSAL FOR BINDING PAPERBACK BOOKS

GROUP D

GROUP D

PRICE PER VOLUME

Including all Author, Title and Call Number lettering on the spine.

Class 1 - Books up to 14" and including 14" in height

19.95

NAME OF COMPANY

HF Group LLC

COMPANY OFFICER AUTHORIZED TO SIGN

Jim Bratton

TITLE

General Manager

BUSINESS ADDRESS

1010 N Sycamore St

North Manchester, IN 46962

DATE

11/20/2020

CLEVELAND PUBLIC LIBRARY

MUSIC BOOKS

GROUP E

I. DEFINITION

As described in specifications for music book binding (see page 23).

II. QUOTATIONS

Prices shall apply to each group and size as indicated on the proposal form.

CLEVELAND PUBLIC LIBRARY

PROPOSAL FOR BINDING MUSIC BOOKS

GROUP E

<u>GROUP E</u>	<u>PRICE PER VOLUME</u> Including all Author, Title and Call Number lettering on the spine.
Music books (new-case only, sewn-thru-fold, or adhesive, buckram cover, no trim).	
Class 1 - Books up to 14" and including 14" in height	\$ 11.40
Class 2 - Books over 14" and including 16" in height	\$ 15.40
Class 3 - Books over 16" - per each additional inch	\$ 4.00
Music books with pocket (cloth or tyvek)	
Class 1 - Books up to 14" and including 14" in height	\$ 20.40
Class 2 - Books over 14" and including 16" in height	\$ 24.40
Class 3 - Books over 16" - per each additional inch	\$ 4.00

Music part (multi-folio part, sewn-thru-fold with reinforcing end sheet).

Class 1 - Books up to 14" and including 14" in height	<u>\$ 5.00</u>
Class 2 - Books over 14" and including 6" in height	<u>\$ 5.00</u>
Class 3 - Books over 16" - per each additional inch	<u>\$ 5.00</u>

NAME OF COMPANY HF Group LLC

COMPANY OFFICER
AUTHORIZED TO SIGN Jim Bratton

TITLE General Manager

BUSINESS ADDRESS 1010 N Sycamore St
North Manchester, IN 46962

DATE 11/20/2020

CLEVELAND PUBLIC LIBRARY
PROPOSAL FOR EXTRA CHARGES AND
PRICES FOR SPECIAL WORK

Cloth pockets	\$ 9.00
Tyvek pockets	\$ 6.00
Inserting Library provided tattle-tape	.40 / volume
Extra lines of lettering – horizontal	N/C
Extra lines of lettering – vertical	N/C
Extra work time stripping, hinging, guarding, stubbing, handsewing (hourly rate)	\$ 60.00

NOTE: ADDITIONAL EXTRA CHARGES FOR UNUSUAL, EXCESSIVE WORK, OR SPECIAL ITEMS OR THOSE NOT OTHERWISE COVERED, SHALL BE QUOTED BY THE BINDER AND APPROVED BY THE INTERIM DIRECTOR OF COLLECTION AND TECHNICAL SERVICES BEFORE THE WORK IS DONE.

NAME OF COMPANY	HF Group LLC
COMPANY OFFICER AUTHORIZED TO SIGN	Jim Brantton
TITLE	General Manager
BUSINESS ADDRESS	1010 N Sycamore St
	North Manchester, IN 46962
DATE	11/20/2020



1010 NORTH SYCAMORE ST.
 NORTH MANCHESTER, IN 46962
 (260) 982-2107

Additional Products and Services Pricing

CopiCover / DigiCover	\$12.00
Newspapers	\$85.00
Oversew	\$4.00
Sew thru Fold	\$4.00
Mount Covers	\$4.00

Other products or services may be requested and will be quoted at that time.

HF Group may apply a Fuel Surcharge / Transportation Charge of between 1-4% based on price of fuel at time of shipment pick-up.

HF Group LLC

Jim Bratton
 General Manager
 1010 N. Sycamore St
 North Manchester, IN 46962



Thank you for the opportunity to serve you as your energy consultant. Enclosed is your fully executed electric supplier agreement. Please contact us if you have any questions or if you are going to make any changes to your business (expand, move, close or sell).



Dana Martell
Business Development Manager
North Shore Energy Consulting, LLC
Phone: (216) 780-3065
Fax: (888) 807-6627
 dana@northshoreenergy.com
 www.northshoreenergy.com



Scott Rafferty
Director, Energy Consulting Services
North Shore Energy Consulting, LLC
Phone: (216) 789-2686
Fax: (888) 807-6627
 scott@northshoreenergy.com
 www.northshoreenergy.com



Pricing Attachment

This Pricing Attachment is entered into on this 30th day of November, 2020 by and between **Energy Harbor LLC**, a Delaware Limited Liability Company with its principal office location in Akron, Ohio (“Supplier”), and **Cleveland Public Library**, a customer with its principal office located in Cleveland, OH (“Customer”) and is hereby incorporated into the Customer Supply Agreement (“Agreement”) dated 30th day of November, 2020 (“Effective Date”). Supplier and Customer are referred to individually as “Party” and collectively as the “Parties.”

Customer Name: Cleveland Public Library

Billing Address: 325 Superior Ave E / Cleveland OH 44114-1205

Customer hereby acknowledges that it will be receiving Consolidated Billing from the Electric Utility.

- 1.0 All applicable taxes shall be listed separately on the monthly invoice if required by state and local tax law. Taxes may be altered periodically in accordance with state and local requirements.
- 2.0 Price: For the billing months listed on this Pricing Attachment, all kilowatt-hours (“kWh”) of electric energy metered by the Electric Utility at the Service Address listed hereto shall be billed at the rate per kWh specified.
- 3.0 Enrollment Chart:

Service Address	Electric Utility Account Number	Electric Utility	Electric Utility Rate Code	Interval Meter (Yes or No)	*FCM mm/yy	End Month mm/yy	Sample Meter Read Date / Billing Cycle	**Pricing cents / kWh
10200 Superior Ave	08004607261050095671	CEI	GS	No	08/21	08/24	2020-12-09	4.12
2200 E 30th St	08004607261230000974	CEI	GS	No	08/21	08/24	2020-12-15	4.12
525 Superior Ave E	08004607261250001296	CEI	GSU	No	08/21	08/24	2020-12-17	4.12
4421 W 140th St	08004607261350000312	CEI	GS	No	08/21	08/24	2020-12-19	4.12
3805 W 157th St	08004607261400000345	CEI	GS	No	08/21	08/24	2020-12-01	4.12
7910 Detroit Ave	08004607261450000155	CEI	GS	No	08/21	08/24	2020-12-22	4.12
17133 Lake Shore Blvd	08004607261460094095	CEI	GS	No	08/21	08/24	2020-12-01	4.12
7200 Broadway Ave	08004607261490000929	CEI	GS	No	08/21	08/24	2020-12-14	4.12
16918 Harvard Ave	08004607261570000786	CEI	GS	No	08/21	08/24	2020-12-02	4.12
14000 Kinsman Rd	08004607261570001012	CEI	GS	No	08/21	08/24	2020-12-01	4.12
1566 Crawford Rd	08004607261580001118	CEI	GS	No	08/21	08/24	2020-12-10	4.12
3463 E 93rd St	08004607261610000956	CEI	GS	No	08/21	08/24	2020-12-09	4.12
3545 Fulton Rd	08004607261620000179	CEI	GS	No	08/21	08/24	2020-12-19	4.12
850 Jefferson Ave	08004607261670000172	CEI	GS	No	08/21	08/24	2020-12-18	4.12
4303 Pearl Rd	08004607261670000420	CEI	GS	No	08/21	08/24	2020-12-14	4.12
11602 Lorain Ave	08004607261700000161	CEI	GS	No	08/21	08/24	2020-12-22	4.12
3706 Pearl Rd	08004607261710000178	CEI	GS	No	08/21	08/24	2020-12-19	4.12
1980 Stokes Blvd	08004607261910001136	CEI	GS	No	08/21	08/24	2020-12-09	4.12
3830 E 131st St	08004607261960000915	CEI	GS	No	08/21	08/24	2020-12-08	4.12
850 Jefferson Ave	08004607265000036749	CEI	SL	No	08/21	08/24	2020-12-22	4.12
7200 Broadway Ave	08004607265000039831	CEI	SL	No	08/21	08/24	2020-12-09	4.12

4303 Pearl Rd	08004607265000040244	CEI	SL	No	08/21	08/24	2020-12-01	4.12
525 Superior Ave E	08004607265000040862	CEI	GSU	No	08/21	08/24	2020-12-17	4.12
3463 E 93rd St	08004607265000041062	CEI	SL	No	08/21	08/24	2020-12-21	4.12
14000 Kinsman Rd	08004607265000041155	CEI	SL	No	08/21	08/24	2020-12-10	4.12
3545 Fulton Rd	08004607265000041540	CEI	SL	No	08/21	08/24	2020-12-23	4.12
17133 Lake Shore Blvd	08004607265000041544	CEI	SL	No	08/21	08/24	2020-12-01	4.12
10200 Superior Ave	08004607265000042566	CEI	GS	No	08/21	08/24	2020-12-09	4.12
3805 W 157th St	08004607265000043233	CEI	SL	No	08/21	08/24	2020-12-01	4.12
4421 W 140th St	08004607265000043234	CEI	SL	No	08/21	08/24	2020-12-01	4.12
10200 Superior Ave	08004607265000043340	CEI	SL	No	08/21	08/24	2020-12-03	4.12
2200 E 30th St	08004607265000043341	CEI	SL	No	08/21	08/24	2020-12-15	4.12
1980 Stokes Blvd	08004607265000043622	CEI	SL	No	08/21	08/24	2020-12-15	4.12
7910 Detroit Ave	08004607265000044129	CEI	SL	No	08/21	08/24	2020-12-22	4.12
11535 Shaker Blvd	08004607265000341555	CEI	GS	No	08/21	08/24	2020-12-11	4.12

* First Commencement Month (“FCM”)

** By execution of this Pricing Attachment, Customer acknowledges that above Pricing includes a fee for an agent acting on Customer’s behalf. This fee will be paid directly by Supplier to the agent. Customer understands that the agent is not a representative of Supplier.

- 4.0 Pricing Attachment will automatically renew on a month to month basis until terminated by either Party on 30 days' prior written notice at a price per kWh as determined by Supplier on a monthly basis that will include the then current market based price for energy plus all other costs, charges, fees, and taxes.
- 5.0 Irrespective of any terms to the contrary contained in the Agreement, the following revisions apply. The paragraph below shall replace Paragraph 31 of the Agreement in its entirety. Paragraph 32 of the Agreement is intentionally omitted.

Effect of Regulatory Action:

31. In the event that any change in any statute, rule, regulation, order, law, tariff, or operating procedure promulgated or established by any court, governmental authority, utility, Independent System Operator (“ISO”), Regional Transmission Organization (“RTO”) or other service provider, alters to the detriment of Supplier its costs to perform under this Agreement, Supplier may pass through to Customer such costs or revise the pricing under this Agreement to eliminate the impact of such changes. Before any such pass through or price revision, Supplier shall provide notice to Customer of the changes and the date upon which such pass through or revised pricing shall be effective. Customer shall pay the pass-through costs or revised price described in such notice, and all other terms and conditions of this Agreement shall remain in full force and effect.

32. Intentionally omitted.

- 6.0 Fixed Capacity Beyond May 31, 2022. The Pricing in the above Enrollment Chart includes a component based on a fixed Capacity Rate per MW day beyond May 31, 2022. Notwithstanding section 31 of the Customer Supply Agreement, Supplier shall not pass through to Customer any changes in the Capacity Rate or revise the Fixed Price to reflect either of the following: 1) any changes in the auction rules associated with formulating future Capacity Rates, including the outcome of the forthcoming Federal Energy Regulatory Commission (“FERC”) Minimum Offer Price Rule (“MOPR”); or 2) any charges imposed by PJM, Supplier, any ISO, or Electric Utility associated with Capacity Tag, Capacity Performance or Capacity Rates as a result of the forward capacity auction effective June 2022.

All terms and conditions of the Agreement shall remain in full force and effect unless specifically stated otherwise herein.

IN WITNESS WHEREOF, both Parties hereto have caused this Pricing Attachment to be executed and represent that the persons whose signatures appear below are duly authorized to sign the same.

Energy Harbor LLC
(Both Energy Harbor Signatures Required)

Cleveland Public Library

By: Chris Barnum
Print: Chris Barnum
Title: Director
Date: 12/1/2020

By: Felton Thomas, Jr.
Print: Felton Thomas, Jr.
Title: Executive Director, CEO
Date: November 30, 2020

Energy Harbor LLC Contracts: Evan Malinowski Date: 12/02/2020



Contact Information Form

This Form of Notice for the Customer Supply Agreement between **Energy Harbor LLC** ("Supplier") and Cleveland Public Library ("Customer") is effective until the Customer Supply Agreement is terminated. Customer should contact the applicable Electric Utility to report a service outage or downed wire or other emergency situation. Should any of the Customer-provided information on this Form of Notice change, Customer must notify Supplier of such change.

	Customer: All Formal Notices	
	Cleveland Public Library	
	Attention: Carrie Krenicky	
	Address: 325 Superior Ave E	
	Cleveland, OH 44114-1205	
	Telephone: 216-623-2845	
	FAX:	
Email: carrie.krenicky@cpl.org		
Supplier Sales Representative	Customer's Representative	
Mr. Michael Durinsky	Cleveland Public Library	
Energy Harbor LLC	Attention:	
168 East Market Street	Address:	
Akron, Ohio 44308	Telephone:	
Telephone: +1 (330) 592-3922	FAX:	
FAX: +1 (330) 315-7584	Email:	
Email: durinsky@m@energyharbor.com		
Supplier Accounting Representative	Customer's Accounting Representative (optional)	
Energy Harbor LLC	Cleveland Public Library	
Attention: Accounting Department	Attention:	
168 East Market Street	Address:	
Akron, Ohio 44308	Telephone:	
Telephone: 1- 888-254-6359	FAX:	
FAX: (330) 436-1903	Email:	
Email:		
Electric Utility Service Numbers:	Emergency:	Other:
Cleveland Electric Illuminating	(800) 544-4877	(800) 589-3101
Public Utilities Commission of Ohio		(800) 686-7826
Supplier Tax Identification Number: 31-1560186	Customer Tax Identification Number:	
Supplier DUNS Number: 19-247-2751	Customer DUNS Number:	



P.O. Box 30416
Lansing, MI 48909-7916

<https://www.DeltaDentalOH.com>

October 28, 2020

Eddie Taylor
Taylor Oswald, LLC
1100 Superior Ave E Ste 1330
Cleveland, OH 44114-2531

Dear Eddie Taylor,

Enclosed is renewal information for one of your Delta Dental Plan of Ohio groups that renews in the month of January. A renewal letter indicating the group's renewal rates is included.

Please ensure that the enclosed renewal documents are delivered to the group.

If you have any questions or need additional information, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Catherine M. Dorocak".

Catherine M Dorocak
Senior Account Manager

Enclosures:
1964-0001 Cleveland Public Library



P.O. Box 30416
Lansing, MI 48909-7916

<https://www.DeltaDentalOH.com>

October 28, 2020

Ronelle Miller-Hood
Benefits & Compensation Manager
Cleveland Public Library
325 Superior Ave E
Cleveland, OH 44114-1205

Re: Dental Plan Rate Review, Group #1964-0001

Dear Ronelle Miller-Hood,

Thank you for placing your confidence in Delta Dental. We are committed to improving the oral health of our communities by providing access to the nation's largest dental network at competitive rates. This allows your enrollees to obtain the dental care they need to remain healthy.

We have completed a comprehensive review of your dental plan premiums. Enclosed are the rates and renewal documents related to your contract renewal. Payment of the new rates will be your consent to renew Delta Dental coverage. No action is required from you at this time unless you wish to change the benefits you offer.

If your coverage or budget goals have changed, please contact Eddie Taylor or me for more plan design options. We can administer many different plan designs to suit your needs and provide you with a comprehensive analysis of how any changes would affect your rates. Benefit changes can be effective at your renewal, but you must request them no later than 15 days prior to your plan's renewal date.

Enclosed is a contract for the renewal of your existing dental plan. Please have your group's authorized representative sign the contract and return it to me at your earliest convenience. If we are not in receipt of the signed contract by the effective date, we will consider remittance of payment as acceptance of the contract, and we will continue to administer your dental benefits accordingly. By permitting us to do so, you accept the terms of this contract in full and agree that this contract is binding, even if you do not return a signed copy of the contract to us. If you do not wish to renew coverage, please provide notice to us in accordance with your Contract. Notwithstanding the above terms of this contract, all delinquent balances due to Delta Dental must be paid in full prior to acceptance on the above-mentioned renewal date. If there is a deficit at the time of your acceptance, Delta Dental reserves the right to revoke this offer and terminate your existing contract upon its natural expiration date.

Please call me at (216) 706-1203 if you have any questions or if I can be of help in any way. Thank you, we look forward to continuing our relationship with you and we greatly appreciate your business.

Sincerely,

A handwritten signature in cursive script that reads "Catherine M. Dorocak".

Catherine M Dorocak
Senior Account Manager

cc: Eddie Taylor



Delta Dental of Ohio
Renewal Rates for Cleveland Public Library #1964
Effective January 1, 2021

Rates - Non-Retention		
Rates per enrollee per month	Current Rate(s) January 1, 2018 through December 31, 2020	Renewal Rate(s) January 1, 2021 through December 31, 2022
Enrollee only	\$26.53	\$26.53
Enrollee with one or more dependents	\$70.04	\$70.04
Overall Percent Change		0.00%

Rating Requirements
Minimum client contributions: 90 percent for employee and 90 percent for dependent(s).
Tied to medical: No
Subscribers and eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after 12 months, they may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Dependents may only enroll if the Subscriber is enrolled (except under COBRA) and must be enrolled in the same plan as the Subscriber. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

Rating Assumptions
Rates do not include any applicable claims taxes. The rates are valid only for the effective date noted above and are guaranteed for a two year non-retention contract.
Delta Dental agrees to accept self-billing of monthly premium provided the Contractor agrees to reconciliation and settlement of premium balances as follows: Contractor must submit a detailed member report in conjunction with all payments made pursuant to this Contract. On at least a quarterly basis, or more frequently at Delta Dental's discretion, Delta Dental will reconcile its records against the payments received from Contractor ("Reconciliation Period") to determine whether any discrepancies exist. Discrepancies will be determined by comparing the amount paid to date by the Contractor during the Reconciliation Period and the amount owed as calculated by Delta Dental based on the eligibility provided by Contractor during that same period. If after performing its reconciliation, Delta Dental determines that Contractor has paid premiums +/- 1% or more of billed premiums during the Reconciliation Period, Delta Dental will provide notice to Contractor of such discrepancy. Within 30 days of receipt of notice of the discrepancy, Contractor shall respond to Delta Dental by either providing eligibility corrections or remitting all outstanding premium. If Contractor's eligibility corrections do not satisfy the discrepancy, the Contractor will remit all outstanding premium to Delta Dental within 60 days of receipt of the notice of discrepancy. If Delta Dental does not receive remittance of all outstanding premium within 60 days of receipt of notice of discrepancy, Delta Dental shall have the right to immediately place all claims on hold and/or terminate the Contract in accordance with the terms set forth herein. If Delta Dental determines that Contractor has consistently underpaid or consistently overpaid premiums by less than 1% for multiple reconciliation periods, Delta Dental may, in its sole discretion, provide Contractor a notice of the discrepancies as stated above. Contractor will respond and remit any outstanding premium in accordance with the above. Upon termination of the Contract, Delta Dental shall perform a final reconciliation within 90 days of receipt of the last payment applicable to the contract period or the last day of the contract, whichever is greater. If a payment discrepancy exists, Delta Dental will provide Contractor notice of discrepancy as stated above. Contractor will respond and remit any outstanding premium in accordance with the above.
Standard subscriber materials will be provided to you to distribute to your members. These include the Summary of Dental Plan Benefits, Certificate, and ID cards.
Printed dentist directories are not included. You can find participating dentists on our website at https://www.DeltaDentalOH.com .
The plan specifications are subject to Delta Dental's standard exclusions and limitations, including: <ul style="list-style-type: none"> ➤ Oral exams (including evaluations by a specialist) are payable twice per calendar year. ➤ Prophylaxes (cleanings) are payable twice per calendar year. ➤ People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment. ➤ Fluoride treatments are payable twice per calendar year for people age 18 and under. ➤ Bitewing X-rays are payable once per calendar year and full mouth X-rays (which include bitewing X-rays)

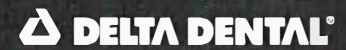


**Renewal Rates for Group #1964
Cleveland Public Library
Effective Month January 1, 2021**

are payable once in any five-year period.

- Sealants are payable once per tooth per lifetime for first permanent molars for people age eight and under and second permanent molars for people age 13 and under. The surface must be free from decay and restorations.
- Composite resin (white) restorations are payable on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Implants are payable once per tooth in any five-year period. Implant related services are Covered Services.
- Crowns over implants are payable once per tooth in any five-year period. Services related to crowns over implants are Covered Services.

Delta Dental of Ohio
Dental Benefit Highlights for
Cleveland Public Library #1964



Delta Dental PPO (Point-of-Service)

Coverage effective **January 1, 2021**

Delta Dental PPO Dentist **Delta Dental Premier Dentist** **Nonparticipating Dentist**

Plan Pays **Plan Pays** **Plan Pays***

Diagnostic & Preventive			
Diagnostic and Preventive Services - exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Emergency Palliative Treatment - to temporarily relieve pain	100%	100%	100%
Sealants - to prevent decay of permanent teeth	100%	100%	100%
Brush Biopsy - to detect oral cancer	100%	100%	100%
Bitewing Radiographs - bitewing X-rays	100%	100%	100%
Basic Services			
All Other Radiographs - other X-rays	80%	80%	80%
Minor Restorative Services - fillings and crown repair	80%	80%	80%
Endodontic Services - root canals	80%	80%	80%
Periodontic Services - to treat gum disease	80%	80%	80%
Oral Surgery Services - extractions and dental surgery	80%	80%	80%
Other Basic Services - misc. services	80%	80%	80%
Relines and Repairs - to prosthetic appliances	80%	80%	80%
Major Services			
Major Restorative Services - crowns	60%	60%	60%
Prosthodontic Services - bridges, implants, dentures, and crowns over implants	60%	60%	60%

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. This amount may be less than what the Dentist charges or Delta Dental approves and you are responsible for that difference.

Maximum Payment - \$1,500 per person total per Benefit Year on all services.

Deductible - \$50 Deductible per person total per Benefit Year. The Deductible does not apply to diagnostic and preventive services, emergency palliative treatment, brush biopsy, bitewing X-rays, and sealants.

Note - This document is only intended to provide a brief description of your benefits. Please refer to your Certificate and summary for a complete description of benefits, exclusions, and limitations.

Welcome to Ohio's largest dental benefits family!

As a member of Delta Dental of Ohio, you have access to the nation's largest dental networks: Delta Dental PPO and Delta Dental Premier.

- It's easy to find a dentist! Four out of five dentists nationwide participate in our network.
- You have superior access to care and fee savings because of our agreements with participating dentists.
- Our dentists cannot balance bill you, which means more money in your pocket!
- No troublesome paperwork! Network dentists will fill out and file your claims.
- Pay only your copayments and/or deductibles when you receive care from network dentists -- there are no hidden fees.
- You can still visit nonparticipating dentists, but you may be billed the full amount at the time of service and then have to wait to be reimbursed.

Quality Dental Program

With our quick and accurate claims processing, *we pay more than 90% of claims in 10 days or less*. Delta Dental also offers world-class customer service from our BenchmarkPortal Certified Center of Excellence call center.

Online Access

Our online Consumer Toolkit lets you access your dental plan securely over the Internet. You can find a dentist, check benefits, select paperless notices, review claims and amounts used toward maximums, print ID cards, and more -- all at your own convenience.

A Healthy Smile

Keep your smile healthy with dental benefits from Delta Dental. Your smile is a good indicator of your health. Did you know that your dentist can detect up to 120 different diseases, including diabetes and heart disease? Early detection is one of the best ways to prevent further complications.

Questions?

If you have questions, please call our Customer Service team at 800-524-0149 (TTY users call 711) or look online at <https://www.DeltaDentalOH.com>.



Delta Dental Contract For Cleveland Public Library

This Contract ("Contract") is entered into by and between Cleveland Public Library (the "Contractor") and Delta Dental Plan of Ohio, Inc., an Ohio non-profit corporation ("Delta Dental"). This is a legally binding contract between the Contractor and Delta Dental and is effective on January 1, 2021, the ("Effective Date").

SECTION I - DECLARATIONS

The Benefits afforded are only with respect to such benefits as are indicated in this Contract, including the Summary of Dental Plan Benefits. Delta Dental's liability is limited to the Benefits stated herein; subject to all the terms of this Contract having reference thereto. This Declarations Section and the Summary of Dental Plan Benefits supersedes any contrary provision of the subsequent sections of this Contract.

- A. Effective Date:** 12:01 A.M. Standard Time, January 1, 2021
- B. First Renewal Date:** January 1, 2023
- C. Client Number:** 1964-0001
- D. Rate(s):** See Addendum

DELTA DENTAL PLAN OF OHIO, INC.

BY: 

President and CEO

DATE: October 28, 2020

CONTRACTOR

BY: _____
(Authorized Signature)

(Title)

BY: _____
(Witnessed By)

(Title)

DATE: _____

ADDENDUM

Cleveland Public Library
1964-0001
January 1, 2021

D. Rate(s):

Enrollee only - \$26.53 per month per Enrollee

Enrollee with one or more dependents - \$70.04 per month per Enrollee

These rates are contingent upon the enrollment of a minimum of 75 percent of the eligible members of the defined group and their eligible dependents. Rates do not include any applicable claims taxes.

Delta Dental agrees to accept self-billing of monthly premium provided the Contractor agrees to reconciliation and settlement of premium balances as follows:

Contractor must submit a detailed member report in conjunction with all payments made pursuant to this Contract. On at least a quarterly basis, or more frequently at Delta Dental's discretion, Delta Dental will reconcile its records against the payments received from Contractor ("Reconciliation Period") to determine whether any discrepancies exist. Discrepancies will be determined by comparing the amount paid to date by the Contractor during the Reconciliation Period and the amount owed as calculated by Delta Dental based on the eligibility provided by Contractor during that same period.

If after performing its reconciliation, Delta Dental determines that Contractor has paid premiums +/- 1% or more of billed premiums during the Reconciliation Period, Delta Dental will provide notice to Contractor of such discrepancy. Within 30 days of receipt of notice of the discrepancy, Contractor shall respond to Delta Dental by either providing eligibility corrections or remitting all outstanding premium. If Contractor's eligibility corrections do not satisfy the discrepancy, the Contractor will remit all outstanding premium to Delta Dental within 60 days of receipt of the notice of discrepancy. If Delta Dental does not receive remittance of all outstanding premium within 60 days of receipt of notice of discrepancy, Delta Dental shall have the right to immediately place all claims on hold and/or terminate the Contract in accordance with the terms set forth herein.

If Delta Dental determines that Contractor has consistently underpaid or consistently overpaid premiums by less than 1% for multiple reconciliation periods, Delta Dental may, in its sole discretion, provide Contractor a notice of the discrepancies as stated above. Contractor will respond and remit any outstanding premium in accordance with the above.

Upon termination of the Contract, Delta Dental shall perform a final reconciliation within 90 days of receipt of the last payment applicable to the contract period or the last day of the contract, whichever is greater. If a payment discrepancy exists, Delta Dental will provide Contractor notice of discrepancy as stated above. Contractor will respond and remit any outstanding premium in accordance with the above.

SECTION II. Definitions

A. Contract

This document, including the Certificate and applicable Summary (ies) of Dental Plan Benefits (the terms of which are incorporated herein), and, if applicable, any appendices, supplements, riders, successor agreements, renewal letters, or renewals now or hereafter issued or executed.

B. Rate

The amount, per Enrollee and Enrollee classification, the Contractor agrees to pay Delta Dental® each month. This amount, or the information necessary to compute it, is specified in the Declarations Section.

Any capitalized terms not defined herein are defined in the Certificate.

SECTION III. Eligibility

A. Eligibility Requirements and Waiting Periods for Members

Eligibility requirements and waiting periods for Members are set forth in the Certificate and the applicable Summary(ies) of Dental Plan Benefits.

B. General Eligibility Rules

No person will be eligible for Benefits under this Contract unless the Contractor has either currently enrolled that person as an Enrollee or currently listed or acknowledged that person as a Dependent. Contractor shall provide eligibility information in accordance with Section V B. of this Contract.

C. Termination of Eligibility

Eligibility for Benefits will terminate for all Members under this Contract at the earlier of:

1. The termination of this Contract; or
2. Midnight of the last day of the month for which payment has been made if the Contractor fails to make the payments required by this Contract.

Eligibility of an individual Member will also terminate under the following circumstances:

1. The Member ceases to meet the definition of an Enrollee or a Dependent as defined by this Contract;
2. The Member fails to comply with the eligibility requirements of this Contract; or
3. The Member commits fraud or misrepresentation in the submission of any claim.

A Member whose eligibility is terminated may not continue group coverage under this Contract, except as required by the continuation coverage provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985, or comparable, non-preempted state law ("COBRA"). An affiliate of Delta Dental also may offer coverage under an individual direct payment policy to a Member whose eligibility is terminated.

D. Continuation Coverage - COBRA

The other provisions of this Contract notwithstanding, eligibility for Benefits will continue for a person who is required to be provided with and elects continuation coverage pursuant to COBRA, provided:

1. Continuation coverage is required to be provided under COBRA, the person elects COBRA coverage and the Contractor notifies Delta Dental that the person is eligible for Benefits under COBRA. Not all employers are subject to the continuation coverage requirements contained in COBRA. For those that are not, this Section III.D. does not apply. Contractor should consult with its legal counsel to determine how and when the law applies.
2. Continuation coverage shall only be in effect up to the first day of the month after the person notifies the Contractor that he or she no longer wants coverage from Delta Dental, the date a COBRA premium payment was due and was not remitted by the end of the COBRA Grace Period, or until the end of that person's continuation coverage period, whichever occurs first.
3. Further, if the Contractor fails to make payments required by this Contract, continuation coverage shall only remain in effect until the last day of the month for which payment has been made to Delta Dental by the Contractor; provided, however, that any payment for COBRA continuation coverage received during a period that is 30 days following the date the COBRA premium payment was due (the "COBRA Grace Period") will provide continuation coverage from the due date. A person's coverage may be retroactively reinstated for the

60-day COBRA "election" period if the Contractor pays the applicable rate for the period within the 45-day period following the date of the COBRA election. Delta Dental may, at its sole option and without notice, continue coverage, if legally required.

4. Continuation coverage will not continue beyond the termination of this Contract.
5. The person who is receiving continuation coverage is responsible for the costs of any services provided after he or she is no longer eligible for continuation coverage under this Section III.D.
6. Contractor shall be solely responsible for identifying Members entitled to COBRA continuation coverage. Contractor shall provide all required notices, collect all necessary payments, and otherwise administer all facets of its COBRA program. In the event that Contractor continues to provide eligibility information to Delta Dental for a Member during the COBRA election period, as opposed to terminating coverage and then retroactively reinstating the Member upon the Member's election of COBRA coverage, Contractor shall be liable for any Benefits paid or Rates due during that period if the Member ultimately does not elect COBRA coverage.
7. The monthly Rate that must be paid on behalf of any person who is provided coverage under this Section III.D. will be based on the COBRA continuation coverage rates in effect during that month.
8. A person who continues coverage will be considered to be a Member under this Contract and the dental care certificate as long as coverage is provided under this Section III.D.
9. Delta Dental does not assume any of the obligations assigned by COBRA to the Contractor or any employer (including the obligation to notify potential beneficiaries of their rights or options under COBRA), and the Contractor agrees that it will perform those obligations in full.

E. Loss of Eligibility During Treatment

1. If a Member loses eligibility while receiving dental treatment, only Covered Services received while that person was eligible under the Contract will be payable.
2. Certain services begun before the loss of eligibility may be covered if they are completed within a 60 day period measured from the date of termination. In those cases, Delta Dental evaluates those services in progress to determine what portion may be paid by Delta Dental.

SECTION IV. Benefits

Delta Dental agrees to provide Benefits to Members in accordance with the terms and conditions set forth in this Contract and the policies and procedures of Delta Dental.

SECTION V. Agreements

A. Delta Dental Agrees:

1. To provide all claims processing, service, and administration of Benefits to Members of the Contractor subject to the terms and conditions of this Contract.
2. To provide to the Contractor, for submission to the Enrollee, a Certificate of the Benefits provided pursuant to this Contract.
3. To endeavor to enlist Dentists to become Participating Dentists in sufficient number to ensure an adequate choice of Dentists, and to make periodic checks as to the adequacy of care provided by Dentists to Members covered by this Contract. Delta Dental is not required to provide a dental appointment to a Member.
4. To contractually require each Participating Dentist to schedule and render all dental treatment provided under this Contract according to the standards of the dental profession in the community in which the dental procedures are rendered.
5. Consistent with any applicable law protecting the confidentiality of a patient's health records, data, or information, to make standard reports available to the Contractor or Plan Sponsor upon request for no additional charge and to provide agreed-to, non-standard reports on a time and materials basis.
6. To provide a copy of the Certificate, Summary(ies) of Dental Plan Benefits and Delta Dental's Notice of Privacy Practices to Contractor for distribution to Enrollees at the Contractor's or Plan Sponsor's expense.

B. Contractor Agrees:

1. Unless otherwise stated in the Declarations Section of this Contract, to pay Delta Dental the monthly Rate specified in the Declarations Section of this Contract as billed by Delta Dental, with no payment adjustments for updates not yet reflected on the monthly invoice. To ensure timely coverage, unless otherwise stated in the

Declaration Section of this Contract, the amount to be paid will be due by the 5th of the month of the intended coverage. For example, the premium for April coverage is due on April 5th. If payment is not received by the due date, Delta Dental shall, at its sole discretion, have the right to suspend claims processing, unless otherwise stated in the Declaration Section of this Contract. Coverage will terminate effective the first day of the coverage month if Delta Dental receives no payment by the end of the coverage month.

Delta Dental may, at its sole option, send notification to the Contractor of an adjustment in Rates, Benefits, or Copayments to correct potential adverse group experience resulting from the following:

- a. Information provided upon enrollment proves to be in error; or
- b. Terms and provisions of the Contract are materially violated; or
- c. Initial size or composition of the group changes by ten percent (10%) or more unless otherwise set forth in the Declarations section of this Contract; or
- d. Monthly invoices are not paid as billed.

Delta Dental will provide the Contractor written notice 30 days prior to implementing any adjustment. If the Contractor refuses to accept this adjustment, Delta Dental may, in its sole discretion, terminate this Contract.

2. To pay all premiums in accordance with subparagraph 1 above in full, irrespective of any Member contributions or COBRA payments. Delta Dental shall not be responsible for collecting Members' contributions or COBRA payments.
3. To enroll as Members with Delta Dental all eligible employees, retirees or members of the Contractor, including that employee's, retiree's or member's Dependents, who enroll for Benefits during the enrollment periods set forth in the Certificate. Contractor shall not enroll any employees, retirees or members of the Contractor, or any such person's Dependents, at any time other than during the enrollment periods set forth in the Certificate. Contractor shall provide to Delta Dental, in a format requested by Delta Dental, an initial enrollment file prior to the initial Effective Date of this Agreement
4. To provide Delta Dental with all eligibility data needed to process claims under this Contract. Eligibility data shall be provided in a timely manner, which in the case of electronic eligibility files shall in no event be less than monthly, and in the format requested by Delta Dental. Delta Dental will not accept additions, terminations, and/or retroactive eligibility updates more than six (6) months after the date of a Member's change in eligibility. Notwithstanding the foregoing, if the Contractor requests that a Member's eligibility be terminated retroactively and a claim was incurred for that Member or any member of that Member's family after the requested termination date, eligibility for that Member and the Member's entire family will continue at the expense of the Contractor until the end of the month in which the claim was incurred. In no event will any Rate adjustments for time periods greater than six months be made for retroactive terminations, and no credits will be issued for any month in which claims were incurred.
5. To permit Delta Dental, by its auditors or other authorized representatives, on reasonable advance written notice, to inspect the Contractor's records to verify the accuracy of the eligibility data submitted to Delta Dental. In the event of a discrepancy, Contractor agrees to reconcile any errors in payment with Delta Dental.
6. To provide each Enrollee with copies of the Certificate, the applicable Summary of Dental Plan Benefits, and all privacy notices as may be required by any applicable federal or state law, at such intervals as may be required by law from time to time.
7. To pay for any agreed-to, non-standard reports on a time and materials basis.
8. To consult as necessary with its own legal counsel regarding the selected covered benefits and to be responsible for determining all potential tax consequences relating to the covered benefits it selects.

SECTION VI. General Provisions

- A. Independent Contractors. Dentists providing services are independent contractors, and neither the Contractor nor Delta Dental will be liable for any act or omission of any Dentist, his or her employees or agents, or any person providing dental or other professional services to Members.
- B. Binding Effect. All Members, by enrolling in This Plan, are bound by the terms and conditions of this Contract.
- C. Payment Limitations. Delta Dental will make no payment for services or supplies if a claim for such has not been received by Delta Dental within one year following the date the services or supplies were furnished.

- D. Marketing Materials.** Except for those standard documents and materials Delta Dental generates to administer This Plan, neither Party shall publish or distribute any materials regarding This Plan without the prior written approval of the other Party.
- E. Legal Action.** Unless otherwise prohibited by applicable state or federal law, no action or legal claim arising out of or related to this Contract shall be brought against Delta Dental unless Contractor, or the Member, has first provided Delta Dental with at least sixty (60) days advance written notice of such claim. Notwithstanding the foregoing, in any event, no action shall be brought by either Party or a Member more than three years after the legal claim first arose, or after expiration of the applicable statute of limitations, whichever is shorter.
- F. Indemnification.**
- 1.** Contractor agrees to indemnify and hold harmless Delta Dental, its affiliates, directors, officers, and employees from and against any and all losses, claims, damages, liabilities, costs, and expenses (including reasonable attorneys' fees and expenses related to the defense of any claims) resulting from or arising out of: (i) a breach of this Contract by Contractor, its officers, directors, employees, agents or Members; or (ii) any negligent or willful act or omission by Contractor, its officers, directors, employees, agents or Members.
 - 2.** Delta Dental agrees to indemnify and hold harmless Contractor, its affiliates, directors, officers, and employees from and against any and all losses, claims, damages, liabilities, costs, and expenses (including reasonable attorneys' fees and expenses related to the defense of any claims) resulting from or arising out of: (i) a breach of this Contract by Delta Dental, its officers, directors, employees or agents; or (ii) any negligent or willful act or omission by Delta Dental, its officers, directors, employees or agents.
 - 3.** A Party seeking indemnification shall (i) promptly notify the indemnifying Party in writing of the claim, suit or proceeding for which indemnification is sought; (ii) permit the indemnifying Party to control the defense or settlement of the claim, suit or proceeding; (iii) reasonably cooperate with the indemnifying Party (at the indemnifying Party's expense); and (iv) have the right to provide for its separate defense at its own expense. In no event, shall the indemnifying Party settle a claim, suit or proceeding without first obtaining the written consent of the other Party. Any release obtained as a result of settlement must contain a release of all claims against the non-indemnifying Party as well as its officers, directors, and employees.
- G. Dispute Resolution.** Delta Dental will establish procedures for resolving all questions raised by a Dentist, a Contractor, or a Member in regard to claims for Benefits allowed or denied under the terms of this Contract. These procedures will be used both for the initial determination of those questions and for the resolution of appeals made on the basis of those initial determinations. To the extent the benefit plan sponsored by the Contractor is governed by the Employee Retirement Income Security Act of 1974, as amended ("ERISA"), the procedures established for determining the Benefits to which a Member is entitled will comply with the requirements set forth in ERISA Section 503 as applicable to a limited scope dental benefit plan, and the regulations thereunder, for providing a "full and fair review" of all benefit claims. The ERISA-required claims procedures will be set forth in detail in the Certificate that is to be distributed to Enrollees and that describes the Benefits under this Contract. All determinations made according to this procedure will be final and binding on the Dentist, the Contractor, and the Member; provided, however, that the Member may exercise his or her legal rights after this determination as described in the Claims Appeal Procedure contained in the Certificate.
- H. Severability.** If any provision of this Contract is in violation of the laws of the State in which this Contract was issued, that provision shall be deemed to be void, but the invalidation of that provision will not otherwise impair or affect the rest of the Contract. When any provision in this Contract is in conflict with such laws, the rights, duties and obligations of Delta Dental, the Contractor and all Members shall be governed by such laws.
- I. Compliance with Applicable Law.** This Contract is subject to change if, in the future, federal and state laws and regulations require Delta Dental or the Contractor to comply with such laws and regulations. Should any such change to this Contract be necessary by law, the Contractor will receive written notice from Delta Dental informing the Contractor of the reasons for any change to the Contract and the process by which the Contractor will receive an amended Contract.
- J. Additional Services.** Delta Dental may from time to time provide additional services or coverage by rider or other notice. Delta Dental may withdraw those services or coverage at any time after giving notice.
- K. Notices.** Any notice required or permitted to be given by this Contract will be considered given if in writing and personally delivered, or if in writing and deposited in the United States mail with postage prepaid, addressed to the person at their last address of record.
- L. Amendment and Assignment.** No agent has authority to change any part of this Contract. No changes to this Contract will be valid unless both Parties approve them in writing. Delta Dental shall have the discretion to assign its rights and responsibilities under this Contract to an affiliated entity. If Delta Dental chooses to assign its rights and responsibilities, it shall assign them to an appropriately licensed entity capable of performing similar functions at similar levels as Delta

Dental. Delta Dental shall serve written notice of the assignment to Contractor and said notice shall provide the name and address of the assignee. Neither this Contract nor any part of it shall be assigned by Contractor without the prior written consent of Delta Dental, and any attempt at assignment by Contractor without such consent by Delta Dental shall be null and void. Subject to the foregoing limitation, this Contract shall be binding upon the parties and their respective successors and assigns.

- M.** Subrogation. To the extent that This Plan provides or pays Benefits for Covered Services, Delta Dental is subrogated to any right the Member may have to recover from another, his or her insurer, or under his or her "Medical Payments" coverage or any "Uninsured Motorist," "Underinsured Motorist," or other similar coverage provisions.
- N.** Right of Recovery Due to Fraud. If Delta Dental pays for services or supplies that were sought or received under fraudulent, false, or misleading pretenses or circumstances, pays a claim that contains false or misrepresented information, or pays a claim that is determined to be fraudulent due to the acts of the Contractor, and/or Member, it may recover that payment from the person or entity that committed such fraud. Delta Dental may recover any payment determined to be based on false, fraudulent, misleading, or misrepresented information by deducting that amount from any payments properly due to the person(s) or entity(ies) that committed such fraud. Delta Dental will provide an explanation of the payment being recovered at the time the deduction is made.
- O.** Force Majeure. Unless otherwise stated in the Declarations Section of this Contract, neither Delta Dental (including its agents, directors, officers, and employees) nor Contractor shall be liable for delays in performance due to circumstances beyond their reasonable control. Each party shall be excused from performance under this Contract and shall have no liability to the other party for any period during which it is prevented from performing any of its obligations (other than payment obligations), in whole or in part, as a result of delays caused by the other party or by an act of God, war, terrorism, civil unrest, civil disturbance, court order, labor dispute, or other cause beyond its reasonable control, and such nonperformance shall not be a default under or grounds for termination of this Contract. Notwithstanding the foregoing, Force Majeure shall not excuse Contractor's payment obligations under this Contract.
- P.** Assignment of Benefits. Unless otherwise stated in the Declarations Section of this Contract, Benefits to Members are for the personal benefit of those Members and cannot be transferred or assigned; provided, however, Delta Dental shall pay Participating Dentists directly on behalf of Members.
- Q.** Governing Laws. This Contract will be governed by and interpreted under the laws of the State of Ohio.
- R.** Legally Mandated Benefits. If any applicable law requires broader coverage or more favorable treatment for a Member than is provided by this Contract, that law shall control over the language of this Contract.
- S.** Entire Agreement. This Contract constitutes the entire agreement between the Parties.
- T.** Effect of Errors on Coverage. Typographical or administrative errors shall not deprive a Member of Benefits. Neither shall such errors create any rights to additional benefits not in accordance with all of the terms, conditions, limitations, and exclusions of this Contract.
- U.** Bankruptcy or Insolvency. Contractor shall notify Delta Dental immediately in the event of bankruptcy or other insolvency. Delta Dental reserves all rights and remedies with respect to the Contractor's bankruptcy or other insolvency, including but not limited to, the right to automatically terminate or modify performance under this Contract to the extent permitted by applicable law.

SECTION VII. *Coordination of Benefits*

All Benefits under this Contract shall be subject to the coordination of benefits provision set forth in the Certificate.

SECTION VIII. *Term and Termination*

This Contract shall remain in full force and effect for the initial term commencing on the Effective Date and continuing until the First Renewal Date, as specified in the Declarations Section. Thereafter, the Contract may be renewed for subsequent terms as specified in the Declarations Section or in a renewal letter, unless Contractor or Delta Dental provides written notice of its intent not to renew at least thirty (30) days prior to the expiration of the then current term. Delta Dental shall have the option of terminating this Contract if:

- A.** The Contractor fails to make a required payment before expiration of the Grace Period specified; or
- B.** Delta Dental cancels pursuant to Section V.B.1 of this Contract; or
- C.** The size of the group changes by ten percent (10%) or more, or the composition of the group materially changes from the time of initial application, and Delta Dental elects not to exercise its rating rights as set forth in Section V.B.1; or

- D. The Contractor permits Enrollees and/or Dependents to enroll in This Plan outside of the Open Enrollment Period and/or the Special Enrollment Periods set forth in the Certificate; or
- E. The Contractor has otherwise materially breached this Contract.

Unless otherwise stated in the Declarations Section of this Contract, the Contractor may terminate this Contract without cause by providing Delta Dental with thirty (30) days prior written notice.

Upon termination of this Contract, the Contractor is liable to Delta Dental for any Rate that was then due and unpaid. In the event this Contract terminates mid-month, Contractor shall be liable to Delta Dental for all premiums due and owing through the end of the month in which termination occurs.

SECTION IX. Confidentiality and Disclosure

- A. The Parties acknowledge that in the course of performing under this Contract each Party may be provided with or given access to information, in oral, recorded or written form, that is proprietary and confidential to the other Party (collectively referred to as the "Confidential Information"). Such Confidential Information includes, but is not limited to: information regarding the other Party's management, business, organizational structure, policies, procedures, business relationships, intellectual property, copyrights, patents, trademarks, software, data, databases, system designs, specifications, documentation, code, architecture, structure, algorithms, techniques, processes, protocols, product materials, notes, slides, ideas, Maximum Approved Fees, Allowed Amounts, preferred provider reports, actuarial formulas, providers' personal information, and financial terms of this Contract.
- B. Confidential Information shall not include any information that:
 1. Is already known to the Party at the time of the disclosure (as evidenced by written documentation existing at that time);
 2. Is generally available to the public or becomes publicly known through no wrongful act of a Party; or
 3. Is received by a Party from a third-party who had a legal right to provide it (as evidenced by written documentation existing at that time).
- C. The Parties each will make all reasonable, necessary and appropriate efforts to safeguard each other's Confidential Information. Each Party will safeguard the other's Confidential Information to the same extent that it safeguards information relating to its own business, which in no event will be less than the safeguards that a reasonably prudent business would exercise under similar circumstances.
- D. Each Party agrees not to use, distribute or exploit each other's Confidential Information, in whole or in part, for its own benefit or that of any third party and will not disclose such Confidential Information to any other person or entity without each other's prior written consent. A Party shall be responsible for any breach of this Contract by its employees, authorized subcontractors, agents or representatives.
- E. Notwithstanding anything to the contrary in this Section, the Parties shall be permitted to disclose Confidential Information as required by order of a court of law, administrative agency, or other governmental body; provided, however, the Party shall provide reasonable advance written notice to the other Party to the extent allowed by law in order to allow that Party the opportunity to seek a protective order or otherwise limit such disclosure, and the disclosing Party shall reasonably cooperate with the other Party to limit any such disclosure or to seek a protective order. If a Party is nonetheless required to disclose the other Party's Confidential Information, said Party shall only disclose the minimum information necessary to respond to the legal request. Notwithstanding the foregoing, Delta Dental shall not be required to provide Contractor notice prior to responding to governmental agency subpoenas regarding potential provider fraud or abuse.



**Delta Dental PPO (Point-of-Service)
Summary of Dental Plan Benefits
For Group# 1964-0001
Cleveland Public Library**

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

Control Plan - Delta Dental of Ohio

Benefit Year - January 1 through December 31

Covered Services -

	Delta Dental PPO Dentist Plan Pays	Delta Dental Premier Dentist Plan Pays	Nonparticipating Dentist Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services - exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Emergency Palliative Treatment - to temporarily relieve pain	100%	100%	100%
Sealants - to prevent decay of permanent teeth	100%	100%	100%
Brush Biopsy - to detect oral cancer	100%	100%	100%
Bitewing Radiographs - bitewing X-rays	100%	100%	100%
Basic Services			
All Other Radiographs - other X-rays	80%	80%	80%
Minor Restorative Services - fillings and crown repair	80%	80%	80%
Endodontic Services - root canals	80%	80%	80%
Periodontic Services - to treat gum disease	80%	80%	80%
Oral Surgery Services - extractions and dental surgery	80%	80%	80%
Other Basic Services - misc. services	80%	80%	80%
Relines and Repairs - to prosthetic appliances	80%	80%	80%
Major Services			
Major Restorative Services - crowns	60%	60%	60%
Prosthodontic Services - bridges, implants, dentures, and crowns over implants	60%	60%	60%

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. This amount may be less than what the Dentist charges or Delta Dental approves and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people age 18 and under.
- Bitewing X-rays are payable once per calendar year and full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period.
- Sealants are payable once per tooth per lifetime for first permanent molars for people age eight and under and second permanent molars for people age 13 and under. The surface must be free from decay and restorations.
- Composite resin (white) restorations are payable on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Implants are payable once per tooth in any five-year period. Implant related services are Covered Services.
- Crowns over implants are payable once per tooth in any five-year period. Services related to crowns over implants are Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment - \$1,500 per person total per Benefit Year on all services.

Deductible - \$50 Deductible per person total per Benefit Year. The Deductible does not apply to diagnostic and preventive services, emergency palliative treatment, brush biopsy, bitewing X-rays, and sealants.

Waiting Period - Enrollees who are eligible for dental benefits are covered on the first day of the month following the date of hire

Eligible People - All full-time employees of the Contractor working 37.5 hours per week who choose the dental plan and all part-time regular employees who work a regular set schedule of 20 to 36.5 hours per week and COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) enrollees, if applicable who choose the dental plan.

Also eligible are your Spouse and your Children to the end of the month in which they turn 26, including your Children who are married, who no longer live with you, who are not your Dependents for Federal income tax purposes, and/or who are not permanently disabled. Also eligible is your domestic partner, as defined by the contractor.

Enrollees and dependents choosing this dental plan are required to remain enrolled for a minimum of 12 months. Should an Enrollee or Dependent choose to drop coverage after that time, he or she may not re-enroll prior to the date on which 12 months have elapsed. Dependents may only enroll if the Enrollee is enrolled (except under COBRA) and must be enrolled in the same plan as the Enrollee. An election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

Coordination of Benefits -If you and your Spouse are both eligible to enroll in This Plan as Enrollees, you may be enrolled together on one application or separately on individual applications, but not both. Your Dependent Children may only be enrolled on one application. Delta Dental will not coordinate benefits between your coverage and your Spouse's coverage if you and your Spouse are both covered as Enrollees under This Plan.

Benefits will cease on the last day of the month in which the employee is terminated.



Delta Dental PPO™

Our national PPO program

Welcome!

Your dental program is administered by Delta Dental Plan of Ohio, Inc., a nonprofit health insuring corporation doing business as Delta Dental of Ohio. Delta Dental of Ohio is the state’s dental benefits specialist. Good oral health is a vital part of good general health, and your Delta Dental program is designed to promote regular dental visits. We encourage you to take advantage of this program by calling your Dentist today for an appointment.

This Certificate, along with your Summary of Dental Plan Benefits, describes the specific benefits of your Delta Dental program and how to use them. If you have any questions about this program, please call our Customer Service department at 800-524-0149 or access our website at www.DeltaDentalOH.com.

You can easily verify your own Benefit, Claims and eligibility information online 24 hours a day, seven days a week by visiting www.DeltaDentalOH.com and selecting the link for our Consumer Toolkit®. The Consumer Toolkit will also allow you to print claim forms and ID cards, select paperless Explanation of Benefits statements (EOBs), search our Dentist directories, and read oral health tips.

We look forward to serving you!

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Note: Please read this Certificate together with the Summary of Dental Plan Benefits. The Summary of Dental Plan Benefits lists the specific provisions of your group dental plan. If a statement in the Summary conflicts with a statement in this Certificate, the statement in the Summary applies to This Plan and you should ignore the conflicting statement in this Certificate.

NOTICE: IF YOU OR YOUR FAMILY MEMBERS ARE COVERED BY MORE THAN ONE HEALTH CARE AND/OR DENTAL CARE PLAN, YOU MAY NOT BE ABLE TO COLLECT BENEFITS FROM BOTH PLANS. EACH PLAN MAY REQUIRE YOU TO FOLLOW ITS RULES OR USE SPECIFIC DENTISTS, AND IT MAY BE IMPOSSIBLE TO COMPLY WITH BOTH PLANS AT THE SAME TIME. READ ALL OF THE RULES VERY CAREFULLY, INCLUDING THE COORDINATION OF BENEFITS SECTION, AND COMPARE THEM WITH THE RULES OF ANY OTHER PLAN THAT COVERS YOU OR YOUR FAMILY.

I. Delta Dental PPO Certificate

Delta Dental Plan of Ohio, Inc., referred to herein as Delta Dental, issues this Certificate to you, the Enrollee. The Certificate is a summary of your dental benefits coverage. It reflects and is subject to a contract between Delta Dental and the Contractor.

The Benefits provided under This Plan may change if any state or federal laws change.

Delta Dental agrees to provide Benefits as described in this Certificate and the Summary of Dental Plan Benefits.

All the provisions in the following pages form a part of this document as fully as if they were stated over the signature below.

IN WITNESS WHEREOF, this Certificate is executed at Delta Dental's home office by an authorized officer.



Goran M. Jurkovic, CPA, CGMA
President and CEO
Delta Dental Plan of Ohio, Inc.

II. Definitions

Adverse Benefit Determination

Any denial, reduction or termination of the benefits for which you filed a Claim. Or a failure to provide or to make payment (in whole or in part) of the benefits you sought, including any such determination based on eligibility, application of any utilization review criteria, or a determination that the item or service for which benefits are otherwise provided was experimental or investigational, or was not medically necessary or appropriate.

Allowed Amount

The amount permitted under the applicable fee schedule for this Plan, which was selected by your Contractor, and upon which Delta Dental will base its payment for a Covered Service.

Benefit Year

The period during which any benefit frequency limitation and/or annual maximum payment will apply. This will be the calendar year, unless your Contractor elects a different period to serve as the Benefit Year. (See the Summary of Dental Plan Benefits for your Benefit Year.) If the Benefit Year is based upon a calendar year, the terms Benefit Year and Calendar Year may be used interchangeably.

Benefits

Payment for the Covered Services that have been selected under This Plan.

Certificate

This document. Delta Dental will provide Benefits as described in this Certificate. Any changes in this Certificate will be based on changes to the contract between Delta Dental and the Contractor.

Child(ren)

Your natural child(ren), stepchild(ren), adopted child(ren), child(ren) by virtue of legal guardianship, or child(ren) who is/are residing with you during the waiting period for adoption or legal guardianship.

Claim

A request for payment for a Covered Service. Claims are not conditioned upon your seeking advance approval, certification, or authorization to receive payment for any Covered Service.

Completion Date

The date that treatment is complete. Some procedures may require more than one appointment before they can be completed. Treatment is complete:

- ◆ For dentures and partial dentures, on the delivery dates;
- ◆ For crowns and bridgework, on the permanent cementation date;
- ◆ For root canals and periodontal treatment, on the date of the final procedure that completes treatment.

Copayment

The percentage of the charge, if any, that you must pay for Covered Services.

Contractor

The employer, organization, group, or association sponsoring This Plan.

Covered Services

The unique dental services selected for coverage as described in the Summary of Dental Plan Benefits and subject to the terms of this Certificate.

Deductible

The amount a person and/or a family must pay toward Covered Services before Delta Dental begins paying for those services under this Certificate. The Summary of Dental Plan Benefits lists the Deductible that applies to you, if any.

Delta Dental

Delta Dental Plan of Ohio, Inc., a nonprofit health-insuring corporation providing dental benefits. Delta Dental is not an insurance company.

Delta Dental Member Plan

An individual dental benefit plan that is a member of the Delta Dental Plans Association, the nation's largest, most experienced system of dental health plans.

Delta Dental Premier® Dentist Schedule

The maximum fee allowed per procedure for services rendered by a Delta Dental Premier Dentist as determined by that Dentist's local Delta Dental Member Plan.

Dentist

A person licensed to practice dentistry in the state or jurisdiction in which dental services are performed.

- ◆ **Delta Dental PPO Dentist (“PPO Dentist”)** – a Dentist who has signed an agreement with the Delta Dental Member Plan in his or her state to participate in Delta Dental PPO.
- ◆ **Delta Dental Premier Dentist (“Premier Dentist”)** – a Dentist who has signed an agreement with the Delta Dental Member Plan in his or her state to participate in Delta Dental Premier.
- ◆ **Nonparticipating Dentist** – a Dentist who has not signed an agreement with any Delta Dental Member Plan to participate in Delta Dental PPO or Delta Dental Premier.
- ◆ **Out-of-Country Dentist** – A Dentist whose office is located outside the United States and its territories. Out-of-Country Dentists are not eligible to sign participating agreements with Delta Dental.

PPO Dentists and Delta Dental Premier Dentists are sometimes collectively referred to herein as **“Participating Dentists.”** Wherever a definition or provision of this Certificate differs from another state’s Delta Dental Member Plan and its agreement with Participating Dentists, the agreement in that state with that Dentist will be controlling.

Delta Dental Premier Dentists, Nonparticipating Dentists, and Out-of-Country Dentists are sometimes collectively referred to herein as **“Non-PPO Dentists.”**

Deny/Denied/Denial

When a Claim for a particular service is denied for payment due to certain contractual limitations/exclusions. You will be responsible for paying your Dentist the applicable amount for such service regardless of the Dentist’s participating status.

Dependent(s)

- ◆ Your dependents are as defined by the rules of eligibility as stated in your Summary of Dental Plan Benefits.

Enrollee

You, when the Contractor notifies Delta Dental that you are eligible to receive Benefits under This Plan.

Maximum Approved Fee

The Maximum Approved Fee is the lowest of:

- ◆ The Submitted Amount
- ◆ The lowest fee regularly charged, offered, or received by an individual Dentist for a dental service or supply, irrespective of the Dentist’s contractual agreement with another dental benefits organization.
- ◆ The maximum fee that the local Delta Dental Member Plan approves for a given procedure in a given region and/or specialty based upon applicable Participating Dentist schedules and internal procedures.

Participating Dentists agree not to charge Delta Dental patients more than the Maximum Approved Fee for a Covered Service. In all cases, Delta Dental will make the

final determination regarding the Maximum Approved Fee for a Covered Service.

Maximum Payment

The maximum dollar amount Delta Dental will pay in any Benefit Year or lifetime for Covered Services. See the Summary of Dental Plan Benefits for the maximum payments applicable to This Plan.

Member(s)

Any Enrollee or Dependent with coverage under This Plan.

Nonparticipating Dentist Fee

The maximum fee allowed per procedure for services rendered by a Nonparticipating Dentist as determined by Delta Dental.

Open Enrollment Period

The period of time, as determined by the Contractor, during which a Member may enroll or be enrolled for Benefits.

Out-of-Country Dentist Fee

The maximum fee allowed per procedure for services rendered by an Out-of-Country Dentist as determined by Delta Dental.

PPO Dentist Schedule

The maximum fee allowed per procedure for services rendered by a PPO Dentist as determined by that Dentist’s local Delta Dental Member Plan.

Pre-Treatment Estimate

A voluntary and optional process where Delta Dental issues a written estimate of dental benefits that may be available under your coverage for your proposed dental treatment. Your Dentist submits the proposed dental treatment to Delta Dental in advance of providing the treatment.

A Pre-Treatment Estimate is for informational purposes only and is not required before you receive any dental care. It is not a prerequisite or condition for approval of future dental benefits payment. You will receive the same Benefits under This Plan whether or not a Pre-Treatment Estimate is requested. The benefits estimate provided on a Pre-Treatment Estimate notice is based on benefits available on the date the notice is issued. It is not a guarantee of future dental benefits or payment.

Availability of dental benefits at the time your treatment is completed depends on several factors. These factors include, but are not limited to, your continued eligibility for benefits, your available annual or lifetime Maximum Payments, any coordination of benefits, the status of your Dentist, This Plan’s limitations and any other provisions, together with any additional information or changes to your dental treatment. A request for a Pre-Treatment Estimate is not a Claim or a preauthorization, precertification or other reservation of future Benefits.

Processing Policies

Delta Dental's policies and guidelines used for Pre-Treatment Estimate and payment of Claims. The Processing Policies may be amended from time to time.

Special Enrollment Period

A period outside of the Open Enrollment Period in which you or your Dependent can obtain coverage under This Plan due to qualifying life event.

Spouse

Your legal spouse.

Submitted Amount

The amount a Dentist bills to Delta Dental for a specific treatment or service. A Participating Dentist cannot charge you or your Dependents for the difference between this amount and the Maximum Approved Fee.

Summary of Dental Plan Benefits

A description of the specific provisions of your group dental coverage. The Summary of Dental Plan Benefits is and should be read as a part of this Certificate, and supersedes any contrary provision of this Certificate.

This Plan

The dental coverage established for Members pursuant to this Certificate and your Summary of Dental Plan Benefits.

III. Enrolling in This Plan

The Open Enrollment Period, if applicable, will be established by the Contractor and will occur on an annual basis. During the Open Enrollment Period, all eligible persons as defined in your Summary of Dental Plan Benefits may enroll in This Plan. You and/or your Dependents may not enroll in This Plan at any other time during the applicable Benefit Year except in the following instances:

- a. Newly hired or rehired employees (if applicable): You will be eligible to enroll on the date for which employment compensation begins or, if applicable, that date plus the number of days specified as a waiting period in the Summary of Dental Plan Benefits.
- b. New Spouse: Your new Spouse will be eligible to enroll on the date of marriage.
- c. Newborn: Your newborn will be eligible to enroll on the date of birth.
- d. Legal adoptions or guardianships: Your newly adopted Child(ren) and/or the minor Child(ren) that you and/or your Spouse have guardianship over will be eligible to enroll on the date that the legal petition for adoption or guardianship becomes legally final, or the date on which the Child(ren) begins residing with the Enrollee and the Enrollee assumes responsibility for the Child(ren) while waiting for adoption or guardianship to become final.
- e. New Stepchild: Your new stepchild will be eligible to enroll on the date that the Child's natural parent becomes a Dependent.
- f. To the extent Contractor permits Dependents other than those defined in this Certificate to

enroll in This Plan, such Dependents will be eligible to enroll on the date that they become an eligible Dependent. Any such additional Dependents permitted by Contractor shall be set forth in your Summary of Dental Plan Benefits.

- g. All others will be permitted on the date that Delta Dental approves in writing the enrollment or listing of those people, unless compelled by a court or administrative order to otherwise provide Benefits for a Dependent.

IV. Selecting a Dentist

You may choose any Dentist. Your out-of-pocket costs are likely to be less if you go to a Delta Dental Participating Dentist.

To verify that a Dentist is a Participating Dentist, you can use Delta Dental's online Dentist Directory at www.DeltaDentalOH.com or call 800-524-0149.

V. Accessing Your Benefits

To utilize your dental benefits, follow these steps:

1. Please read this Certificate and the Summary of Dental Plan Benefits carefully so you are familiar with your benefits, payment methods, and terms of This Plan.
2. Make an appointment with your Dentist and tell him or her that you have dental benefits with Delta Dental. If your Dentist is not familiar with This Plan or has any questions, have him or her contact Delta Dental by writing to Delta Dental, Attention: Customer Service, P.O. Box 9089, Farmington Hills, Michigan 48333-9089, or calling the toll-free number at 800-524-0149.
3. After you receive your dental treatment, you or the dental office staff will file a Claim form, completing the information portion with:
 - a. The Enrollee's full name and address
 - b. The Enrollee's Member ID number
 - c. The name and date of birth of the person receiving dental care
 - d. The Contractor's name and number

Notice of Claim Forms

Delta Dental does not require special Claim forms. However, most dental offices have Claim forms available. Participating Dentists will fill out and submit your dental Claims for you.

Mail Claims and completed information requests to:

Delta Dental
P.O. Box 9085
Farmington Hills, Michigan 48333-9085

Pre-Treatment Estimate

A Pre-Treatment Estimate is not required to receive payment, but it allows Claims to be processed more efficiently and allows you to know what services may be covered before your Dentist provides them. You and your Dentist should review your Pre-Treatment Estimate Notice before treatment. Once

treatment is complete, the dental office will submit a Claim to Delta Dental for payment.

Written Notice of Claim and Time of Payment

Because the amount of your Benefits is not conditioned on a Pre-Treatment Estimate decision by Delta Dental, all Claims under This Plan are post-service Claims. All Claims for Benefits must be filed with Delta Dental within one year of the date the services were completed. Once a Claim is filed, Delta Dental will adjudicate it within 30 days of receiving it. If there is not enough information to adjudicate your Claim, Delta Dental will notify you or your Dentist within 30 days. The notice will (a) describe the information needed, (b) explain why it is needed, (c) request an extension of time in which to decide the Claim, and (d) inform you or your Dentist that the information must be received within 45 days or your Claim will be Denied if the services were performed by a Nonparticipating Dentist, or not chargeable to the Member if the services were performed by a Participating Dentist. You will receive a copy of any notice sent to your Dentist. Once Delta Dental receives the requested information, it has 15 days to adjudicate your Claim. If you or your Dentist does not supply the requested information, Delta Dental will Deny your Claim. In such case, you will be responsible for all charges if the services were performed by a Nonparticipating Dentist. If the services were performed by a Participating Dentist, the services will not be chargeable to the Member. Once Delta Dental adjudicates your Claim, it will notify you within five days.

Authorized Representative

You may also appoint an authorized representative to deal with Delta Dental on your behalf with respect to any Claim you file or any review of a Denied Claim you wish to pursue (see the Claims Appeal Procedure section). You should contact your Contractor, call Delta Dental's Customer Service department, toll-free, at 800-524-0149, or write them at P.O. Box 9089, Farmington Hills, Michigan, 48333-9089, to request a form to designate the person you wish to appoint as your representative. Delta Dental will only recognize the person whom you have authorized on the last dated form filed with Delta Dental. Once you have appointed an authorized representative, Delta Dental will communicate directly with your representative and will not inform you of the status of your Claim. You will have to get that information from your representative. If you have not designated a representative, Delta Dental will communicate directly with you.

Questions and Assistance

Questions regarding your coverage should be directed to your Contractor or call Delta Dental's Customer Service department, toll-free, at 800-524-0149. You may also write to Delta Dental's Customer Service department at P.O. Box 9089, Farmington Hills, Michigan, 48333-9089. When writing to Delta Dental, please include your name, the Contractor's name and number, the Enrollee's Member ID number, and your daytime telephone number.

VI. How Payment is Made

Delta Dental shall make payments for Covered Services in accordance with the type of plan selected by the Contractor. The type of plan selected will be identified in your Summary of Dental Plan Benefits.

Delta Dental PPO (Point-of-Service)

If your Dentist is a Participating Dentist, Delta Dental will base payment on the Maximum Approved Fee for Covered Services.

Delta Dental will send payment directly to Participating Dentists and you will be responsible for any applicable Copayments and/or Deductibles. Unless prohibited by state law, you will be responsible for the Maximum Approved Fee for most commonly performed non-covered services. For other non-covered services, you will be responsible for the Dentist's Submitted Amount.

If your Dentist is a Nonparticipating Dentist, Delta Dental will base payment on the Nonparticipating Dentist Fee for Covered Services.

If your Dentist is an Out-of-Country Dentist, Delta Dental will base payment on the Out-of-Country Dentist Fee for Covered Services.

For Covered Services rendered by a Nonparticipating Dentist or Out-of-Country Dentist, Delta Dental will send payment to you unless otherwise required by law or contract, and you will be responsible for making full payment to the Dentist. You will be responsible for any difference between Delta Dental's payment and the Dentist's Submitted Amount.

Delta Dental PPO (Standard)

Regardless of your Dentist's participating status, Delta Dental will base its payment on the lesser of the Submitted Amount or the PPO Dentist Schedule.

Delta Dental will send payment directly to Participating Dentists and you will be responsible for any applicable Copayments and/or Deductibles. If your Dentist is not a PPO Dentist, but is a Delta Dental Premier Dentist, you will also be responsible for any difference between the PPO Dentist Schedule and the Delta Dental Premier Dentist Schedule for Covered Services, in addition to Copayments and/or Deductibles. Unless prohibited by state law, you will be responsible for the Maximum Approved Fee for most commonly performed non-covered services. For other non-covered services, you will be responsible for the Dentist's Submitted Amount.

For Covered Services rendered by a Nonparticipating Dentist or Out-of-Country Dentist, Delta Dental will send payment to you unless otherwise required by law or contract, and you will be responsible for making full payment to the Dentist. You will be responsible for any difference between Delta Dental's payment and the Dentist's Submitted Amount.

Orthodontics

If This Plan includes orthodontics it will be identified on and paid as reflected in your Summary of Dental Plan Benefits.

Covered Services Requiring Multiple Visits

In the event a Covered Service requires more than one (1) visit with your Dentist, payment for the Covered Service will be rendered upon Completion Date.

VII. Benefit Categories

The Benefits covered by This Plan are set forth in your Summary of Dental Plan Benefits.

VIII. Exclusions and Limitations

Exclusions

Delta Dental will make no payment for the following services or supplies, unless otherwise specified in the Summary of Dental Plan Benefits. All charges for these services will be your responsibility:

1. Services for injuries or conditions payable under Workers' Compensation or Employer's Liability laws. Services received from any government agency, political subdivision, community agency, foundation, or similar entity. NOTE: This provision does not apply to any programs provided under, Medicaid or Medicare.
2. Services or supplies, as determined by Delta Dental, for correction of congenital or developmental malformations.
3. Cosmetic surgery or dentistry for aesthetic reasons, as determined by Delta Dental.
4. Services completed or appliances completed before a person became eligible under This Plan. This exclusion does not apply to orthodontic treatment in progress (if a Covered Service).
5. Prescription drugs (except intramuscular injectable antibiotics), premedication, medicaments/ solutions, and relative analgesia.
6. General anesthesia and intravenous sedation for (a) surgical procedures, unless medically necessary, or (b) restorative dentistry.
7. Charges for hospitalization, laboratory tests, histopathological examinations and miscellaneous tests.
8. Charges for failure to keep a scheduled visit with the Dentist.
9. Services or supplies, as determined by Delta Dental, for which no valid dental need can be demonstrated.
10. Services or supplies, as determined by Delta Dental that are investigational in nature, including services or supplies required to treat complications from investigational procedures.
11. Services or supplies, as determined by Delta Dental, which are specialized techniques.
12. Treatment by other than a Dentist, except for services performed by a licensed dental hygienist under the supervision of a licensed dentist. Treatment rendered by any other licensed dental professional may be covered only as solely determined by the Contractor and/or Delta Dental.
13. Services or supplies for which the patient is not legally obligated to pay, or for which no charge would be made in the absence of Delta Dental coverage.
14. Services or supplies received due to an act of war, declared or undeclared, or terrorism.
15. Services or supplies covered under a hospital, surgical/medical, or prescription drug program.
16. Services or supplies that are not within the categories of Benefits selected by the Contractor and that are not covered under the terms of this Certificate.
17. Fluoride rinses, self-applied fluorides, or desensitizing medicaments.
18. Interim caries arresting medicament.
19. Preventive control programs (including oral hygiene instruction, caries susceptibility tests, dietary control, tobacco counseling, home care medicaments, etc.).
20. Sealants.
21. Space maintainers for maintaining space due to premature loss of anterior primary teeth.
22. Lost, missing, or stolen appliances of any type, or replacement or repair of orthodontic appliances or space maintainers.
23. Cosmetic dentistry, including repairs to facings posterior to the second bicuspid position.
24. Veneers.
25. Prefabricated crowns used as final restorations on permanent teeth.
26. Appliances, surgical procedures, and restorations for increasing vertical dimension; for altering, restoring, or maintaining occlusion; for replacing tooth structure loss resulting from attrition, abrasion, abfraction, or erosion; or for periodontal splinting. If Orthodontic Services are Covered Services, this exclusion will not apply to Orthodontic Services as limited by the terms and conditions of the Contract between Delta Dental and the Contractor.
27. Implant/abutment supported interim fixed denture for edentulous arch.
28. Soft occlusal guard appliances.
29. Paste-type root canal fillings on permanent teeth.
30. Replacement, repair, relines, or adjustments of occlusal guards.
31. Chemical curettage.
32. Services associated with overdentures.
33. Metal bases on removable prostheses.
34. The replacement of teeth beyond the normal complement of teeth.
35. Personalization or characterization of any service or appliance.

36. Temporary crowns used for temporization during crown or bridge fabrication.
 37. Posterior bridges in conjunction with partial dentures in the same arch.
 38. Precision attachments and stress breakers.
 39. Biologic materials to aid in soft and osseous tissue regeneration when submitted on the same day as tooth extraction, periradicular surgery, soft tissue grafting, guided tissue regeneration and periodontal or implant bone grafting.
 40. Bone replacement grafts and specialized implant surgical techniques, including radiographic/surgical implant index.
 41. Appliances, restorations, or services for the diagnosis or treatment of disturbances of the temporomandibular joint.
 42. Diagnostic photographs and cephalometric films, unless done for orthodontics and orthodontics are a Covered Service.
 43. Myofunctional therapy.
 44. Mounted case analyses.
 45. Any and all taxes applicable to the services.
 46. Processing policies may otherwise exclude payment by Delta Dental for services or supplies.
- Delta Dental will make no payment for the following services or supplies. Participating Dentists may not charge Members for these services or supplies. All charges from Nonparticipating Dentists for the following services or supplies are your responsibility:**
1. Services or supplies, as determined by Delta Dental, which are not provided in accordance with generally accepted standards of dental practice.
 2. The completion of forms or submission of Claims.
 3. Consultations, patient screening, or patient assessment when performed in conjunction with examinations or evaluations.
 4. Caries risk assessment performed on a Member age 2 or under.
 5. Local anesthesia.
 6. Acid etching, cement bases, cavity liners, and bases or temporary fillings.
 7. Infection control.
 8. Temporary, interim, or provisional crowns.
 9. Gingivectomy as an aid to the placement of a restoration.
 10. The correction of occlusion, when performed with prosthetics and restorations involving occlusal surfaces.
 11. Diagnostic casts, when performed in conjunction with restorative or prosthodontic procedures.
 12. Palliative treatment, when any other service is provided on the same date except X-rays and tests necessary to diagnose the emergency condition.
 13. Post-operative X-rays, when done following any completed service or procedure.
 14. Periodontal charting.
 15. Pins and preformed posts, when done with core buildups.
 16. Any substructure when done for inlays, onlays, and veneers.
 17. A pulp cap, when done with a sedative filling or any other restoration. A sedative or temporary filling, when done with pulpal debridement for the relief of acute pain prior to conventional root canal therapy or another endodontic procedure. The opening and drainage of a tooth or palliative treatment, when done by the same Dentist or dental office on the same day as completed root canal treatment.
 18. A pulpotomy on a permanent tooth, except on a tooth with an open apex.
 19. A therapeutic apical closure on a permanent tooth, except on a tooth where the root is not fully formed.
 20. Retreatment of a root canal by the same Dentist or dental office within two years of the original root canal treatment.
 21. A prophylaxis or full mouth debridement, when done on the same day as periodontal maintenance or scaling in the presence of gingival inflammation.
 22. Scaling in the presence of gingival inflammation when done on the same day as periodontal maintenance.
 23. Prophylaxis, scaling in the presence of gingival inflammation, or periodontal maintenance when done within 30 days of three or four quadrants of scaling and root planing or other periodontal treatment.
 24. Full mouth debridement when done within 30 days of scaling and root planing.
 25. Scaling and debridement in the presence of inflammation or mucositis of a single implant, including cleaning of the implant surfaces without flap entry and closure, when performed within 12 months of implant restorations, provisional implant crowns and implant or abutment supported interim dentures.
 26. Full mouth debridement, when done on the same day as a comprehensive evaluation.
 27. An occlusal adjustment, when performed on the same day as the delivery of an occlusal guard.
 28. Reline, rebase, or any adjustment or repair within six months of the delivery of a partial denture.
 29. Tissue conditioning, when performed on the same day as the delivery of a denture or the relin or rebase of a denture.
 30. Periapical and/or bitewing X-rays, when done within a clinically unreasonable period of time of performing panoramic and/or full mouth X-rays, as determined solely by Delta Dental.
 31. Charges or fees for overhead, internet/video connections, software, hardware or other

equipment necessary to deliver services, including but not limited to teledentistry fees.

32. Processing policies may otherwise exclude payment by Delta Dental for services or supplies.

Limitations

The Benefits for the following services or supplies are limited as follows, unless otherwise specified in the Summary of Dental Plan Benefits. All charges for services or supplies that exceed these limitations will be your responsibility. All time limitations are measured from the applicable prior dates of services in our records with any Delta Dental Member Plan or, at the request of your Contractor, any dental plan:

1. Bitewing X-rays are payable once per calendar year, unless a full mouth X-ray which include bitewings has been paid in that same year.
2. Panoramic or full mouth X-rays (which may include bitewing X-rays) are payable once in any five-year period.
3. Any combination of teeth cleanings (prophylaxes, full mouth debridement, scaling in the presence of inflammation, and periodontal maintenance procedures) are payable twice per calendar year. Full mouth debridement is payable once in a lifetime.
4. Oral examinations and evaluations (not including limited problem focused evaluations or patient screenings) are only payable twice per calendar year, regardless of the Dentist's specialty.
5. Patient screening is payable once per calendar year.
6. Preventive fluoride treatments are payable twice per calendar year for people age 18 and under.
7. Space maintainers for posterior teeth are payable once in a lifetime for people age 13 and under. A distal shoe space maintainer is only payable for first permanent molars.
8. Cast restorations (including jackets, crowns and onlays) and associated procedures (such as core buildups and post substructures) are payable once in any five-year period per tooth.
9. Crowns or onlays are payable only for extensive loss of tooth structure due to caries (decay) or fracture (lost or mobile tooth structure).
10. Individual crowns over implants are payable at the prosthodontic benefit level once in a five year period.
11. Substructures, porcelain, porcelain substrate, and cast restorations are not payable for people age 11 and under.
12. Hard full or partial arch occlusal guards are payable once in a lifetime.
13. An interim partial denture is payable only for the replacement of permanent anterior teeth for people age 16 and under or during the healing period for people age 17 and over.
14. Biologic materials to aid in soft and osseous tissue regeneration are payable once per natural tooth in a 36 month period.
15. Prosthodontic Services limitations:
 - a. One complete upper and one complete lower denture, and any implant used to support a denture, are payable once in any five-year period.
 - b. A removable partial denture, endosteal implant (other than to support a denture), or fixed bridge is payable once in any five-year period unless the loss of additional teeth requires the construction of a new appliance.
 - c. Fixed bridges and removable partial dentures are not payable for people age 15 and under.
 - d. A reline or the complete replacement of denture base material is payable once in any three-year period per appliance.
 - e. Implant removal is payable once per lifetime per tooth or area.
 - f. Implant maintenance is payable once per any twelve (12) month period.
 - g. Removal of a broken implant retaining screw is payable once in a 5 year period.
16. Orthodontic Services limitations, if covered under your Plan pursuant to your Summary of Dental Plan Benefits:
 - a. Orthodontic Services are payable for Members pursuant to the age limits specified in your Summary of Dental Plan Benefits.
 - b. If the treatment plan terminates before completion for any reason, Delta Dental's obligation for payment ends on the last day of the month in which the patient was last treated.
 - c. Upon written notification to Delta Dental and to the patient, a Dentist may terminate treatment for lack of patient interest and cooperation. In those cases, Delta Dental's obligation for payment ends on the last day of the month in which the patient was last treated.
17. Delta Dental's obligation for payment of Benefits ends on the last day of coverage. However, Delta Dental will make payment for Covered Services provided on or before the last day of coverage, as long as Delta Dental receives a Claim for those services within one year of the date of service.
18. When services in progress are interrupted, Delta Dental will not issue payment for any incomplete services; however, Delta Dental will calculate the Maximum Approved Fee that the dentist may charge you for such incomplete services, and those charges will be your responsibility. In the event the interrupted services are completed later by a Dentist, Delta Dental will review the Claim to determine the amount of payment, if any, to the Dentist in accordance with Delta Dental's policies at the time services are completed.
19. Care terminated due to the death of a Member will be paid to the limit of Delta Dental's liability for the services completed or in progress.

20. Optional treatment: If you select a more expensive service than is customarily provided, Delta Dental may make an allowance for certain services based on the fee for the customarily provided service. You are responsible for the difference in cost. In all cases, Delta Dental will make the final determination regarding optional treatment and any available allowance.

Listed below are services for which Delta Dental will provide an allowance for optional treatment. Remember, you are responsible for the difference in cost for any optional treatment.

- a. Resin, porcelain fused to metal, and porcelain crowns, bridge retainers, or pontics on posterior teeth - Delta Dental will pay only the amount that it would pay for a full metal crown.
 - b. Overdentures - Delta Dental will pay only the amount that it would pay for a conventional denture.
 - c. Resin, or porcelain/ceramic onlays on posterior teeth - Delta Dental will pay only the amount that it would pay for a metallic onlay.
 - d. Inlays, regardless of the material used - Delta Dental will pay only the amount that it would pay for an amalgam or composite resin restoration.
 - e. All-porcelain/ceramic bridges - Delta Dental will pay only the amount that it would pay for a conventional fixed bridge.
 - f. Implant/abutment supported complete or partial dentures - Delta Dental will pay only the amount that it would pay for a conventional denture.
 - g. Gold foil restorations - Delta Dental will pay only the amount that it would pay for an amalgam or composite restoration.
 - h. Posterior stainless steel crowns with esthetic facings, veneers or coatings - Delta Dental will pay only the amount that it would pay for a conventional stainless steel crown.
21. Maximum Payment:
All Benefits available under This Plan are subject to the Maximum Payment limitations set forth in your Summary of Dental Plan Benefits.
22. If a Deductible amount is stated in the Summary of Dental Plan Benefits, Delta Dental will not pay for any services or supplies, in whole or in part, to which the Deductible applies until the Deductible amount is met.
23. Caries risk assessments are payable once in any 36-month period for Members age 3-18.
24. Processing policies may otherwise limit payment by Delta Dental for services or supplies.

Delta Dental will make no payment for services or supplies that exceed the following limitations. All charges are your responsibility. However, Participating Dentists may not charge Members for these services or supplies when performed by the same Dentist or dental office. All time limitations are measured from the applicable prior dates of services in our records with any Delta Dental Member Plan or, at the request of your Contractor, any dental plan.

1. Amalgam and composite resin restorations are payable once in any two-year period, regardless of the number or combination of restorations placed on a surface.
2. Core buildups and other substructures are payable only when needed to retain a crown on a tooth with excessive breakdown due to caries (decay) and/or fractures.
3. Recementation of a crown, onlay, inlay, space maintainer, or bridge within six months of the seating date.
4. Retention pins are payable once in any two-year period. Only one substructure per tooth is a Covered Service.
5. Root planing is payable once in any two-year period.
6. Periodontal surgery is payable once in any three-year period.
7. A complete occlusal adjustment is payable once in any five-year period. The fee for a complete occlusal adjustment includes all adjustments that are necessary for a five-year period. A limited occlusal adjustment is not payable more than three times in any five-year period. The fee for a limited occlusal adjustment includes all adjustments that are necessary for a six-month period.
8. Tissue conditioning is payable twice per arch in any three-year period.
9. The allowance for a denture repair (including reline or rebase) will not exceed half the fee for a new denture.
10. Services or supplies, as determined by Delta Dental, which are not provided in accordance with generally accepted standards of dental practice.
11. Distal shoe space maintainers are only payable for Members age 8 and under.
12. One caries risk assessment is allowed on the same date of service.
13. One caries risk assessment is allowed within a twelve (12) month period when done by the same dentist/dental office.
14. Processing Policies may otherwise limit payment by Delta Dental for services or supplies.

IX. Coordination of Benefits

Coordination of Benefits ("COB") applies to This Plan when a Person has health care coverage under more than one plan. "Plan" is defined below.

The order of benefit determination rules govern the order in which each Plan will pay a claim for benefits. The Plan that pays first is called the Primary Plan. The Primary Plan must pay benefits in accordance with its policy terms without regard to the possibility that another Plan may cover some expenses. The Plan that pays after the Primary Plan is the Secondary Plan. The Secondary Plan may reduce the benefits it pays so that payments from all Plans does not exceed 100 percent of the total Allowable Expense.

Definitions

Plan

A Plan is any of the following that provides benefits or services for medical or dental care or treatment. If separate contracts are used to provide coordinated coverage for members of a group, the separate contracts are considered parts of the same Plan and there is no COB among those separate contracts.

1. Plan includes: group and non-group insurance contracts, health insuring corporation ("HIC") contracts, Closed Panel Plans or other forms of group or group-type coverage (whether insured or uninsured); medical care components of long-term care contracts, such as skilled nursing care; medical benefits under group or individual automobile contracts; and Medicare or any other federal governmental plan, as permitted by law.
2. Plan does not include: hospital indemnity coverage or other fixed indemnity coverage; accident only coverage; specified disease or specified accident coverage; supplemental coverage as described in Revised Code sections 3923.37 and 1751.56 ; school accident type coverage; benefits for non-medical components of long-term care policies; Medicare supplement policies; Medicaid policies; or coverage under other federal governmental plans, unless permitted by law.

Each contract for coverage under (1) or (2) above is a separate Plan. If a Plan has two parts and COB rules apply only to one of the two, each of the parts is treated as a separate Plan.

This Plan

For purposes of this Article IX, This Plan means, the part of the contract providing the health care benefits to which the COB provision applies and which may be reduced because of the benefits of other Plans. Any other part of the contract providing health care benefits is separate from This Plan. A contract may apply one COB provision to certain benefits, such as dental benefits, coordinating only with similar benefits, and may apply another COB provision to coordinate other benefits.

Order of Benefit Determination Rules

The Order of Benefit Determination Rules determine whether This Plan is a Primary Plan or Secondary Plan when the person has health care coverage under more than one Plan.

When This Plan is primary, it determines payment for its Benefits first before those of any other Plan without considering any other Plan's Benefits. When This Plan is secondary, it determines its Benefits after those of another Plan and may reduce the Benefits it pays so that all Plan benefits do not exceed 100 percent of the total Allowable Expense.

Allowable Expense

Allowable Expense is a health care expense, including deductibles, coinsurance and copayments, that is covered at least in part by any Plan covering the person. When a Plan provides benefits in the form of services, the reasonable cash value of each service will be considered an Allowable Expense and a benefit paid. An expense that

is not covered by any Plan covering the person is not an Allowable Expense. In addition, any expense that a provider by law or in accordance with a contractual agreement is prohibited from charging a covered person is not an Allowable Expense.

The following are examples of expenses that are not Allowable Expenses:

1. If a person is covered by two or more Plans that compute their benefit payments on the basis of usual and customary fees or relative value schedule reimbursement methodology or other similar reimbursement methodology, any amount in excess of the highest reimbursement amount for a specific benefit is not an Allowable Expense.
2. If a person is covered by two or more Plans that provide benefits or services on the basis of negotiated fees, an amount in excess of the highest of the negotiated fees is not an Allowable Expense.
3. If a person is covered by one Plan that calculates its benefits or services on the basis of usual and customary fees or relative value schedule reimbursement methodology or other similar reimbursement methodology and another plan that provides its benefits or services on the basis of negotiated fees, the Primary Plan's payment arrangement shall be the Allowable Expense for all Plans.
4. Notwithstanding numbers 1, 2, and 3 above, if the provider has contracted with the Secondary Plan to provide the benefit or service for a specific negotiated fee or payment amount that is different than the Primary Plan's payment arrangement and if the provider's contract permits, the negotiated fee or payment shall be the Allowable Expense used by the Secondary Plan to determine its benefits.
5. The amount of any benefit reduction by the Primary Plan because a covered person has failed to comply with the Plan provisions is not an Allowable Expense. Examples of these types of plan provisions include second surgical opinions, precertification of admissions, and preferred provider arrangements.

Closed Panel Plan

Closed Panel Plan is a Plan that provides health care benefits to covered persons primarily in the form of services through a panel of providers that have contracted with or are employed by the Plan, and that excludes coverage for services provided by other providers, except in cases of emergency or referral by a panel member.

Custodial Parent

Custodial Parent is the parent awarded custody by a court decree or, in the absence of a court decree, is the parent with whom the Child resides more than one half of the calendar year excluding any temporary visitation.

Order of Benefits Determination Rules

When a person is covered by two or more Plans, the rules for determining the order of benefit payments are as follows:

1. The Primary Plan pays or provides its benefits according to its terms of coverage and without regard to the benefits under any other Plan.
2. Except as provided in paragraph 3 below, a Plan that does not contain a COB provision that is consistent with Ohio regulation is always primary unless the provisions of both Plans state that the complying Plan is primary.
3. Coverage that is obtained by virtue of membership in a group that is designed to supplement a part of a basic package of benefits and provides that this supplementary coverage shall be excess to any other parts of the Plan provided by the contract holder. Examples of these types of situations are major medical coverages that are superimposed over base Plan hospital and surgical benefits, and insurance type coverages that are written in connection with a Closed Panel Plan to provide out-of-network benefits.
4. A Plan may consider the benefits paid or provided by another Plan in calculating payment of its benefits only when it is secondary to that other Plan.
5. Each Plan determines its order of benefits using the first of the following rules that apply:

Non-Dependent or Dependent. The plan that covers the Person other than as a dependent, For example as an employee, member, policyholder, subscriber or retiree is the Primary Plan and the plan that covers the person as a dependent is the Secondary Plan. However, if the Person is a Medicare beneficiary and, as a result of federal law, Medicare is secondary to the Plan covering the person as a dependent, and primary to the Plan covering the person as other than a dependent (e.g. a retired employee), then the order of benefits between the two Plans is reversed so that the Plan covering the person as an employee, member, policyholder, subscriber or retiree is the Secondary Plan and the other Plan is the Primary Plan.

Dependent Child covered under more than one Plan. Unless there is a court decree stating otherwise, when a dependent Child is covered by more than one Plan the order of benefits is determined as follows:

- a. For a dependent Child whose parents are married or are living together, whether or not they have ever been married:
 - ◆ The Plan of the parent whose birthday falls earlier in the calendar year is the Primary Plan; or
 - ◆ If both parents have the same birthday, the Plan that has covered the parent the longest is the Primary Plan.

However, if one spouse's Plan has some other coordination rule (for example, a "gender rule" which says the father's Plan is always primary), we will follow the rules of that Plan.

- b. For a dependent Child whose parents are divorced or separated or not living together, whether or not they have ever been married:
 - ◆ If a court decree states that one of the parents is responsible for the dependent Child's health care expenses or health care coverage and the Plan of that parent has actual knowledge of those terms, that Plan is primary. This rule applies to plan years commencing after the Plan is given notice of the court decree;
 - ◆ If a court decree states that both parents are responsible for the dependent Child's health care expenses or health care coverage, the provisions of subparagraph (a) above shall determine the order of benefits;
 - ◆ If a court decree states that the parents have joint custody without specifying that one parent has responsibility for the health care expenses or health care coverage of the dependent Child, the provisions of subparagraph (a) above shall determine the order of benefits; or
 - ◆ If there is no court decree allocating responsibility for the dependent Child's health care expenses or health care coverage, the order of benefits for the Child are as follows:
 - (1) The Plan covering the Custodial Parent;
 - (2) The Plan covering the spouse of the Custodial Parent;
 - (3) The Plan covering the non-custodial parent; and then
 - (4) The Plan covering the spouse of the non-custodial parent.
- c. For a dependent Child covered under more than one Plan of individuals who are not the parents of the Child, the provisions of subparagraph (a) or (b) above shall determine the order of benefits as if those individuals were the parents of the Child.

Active employee or retired or laid-off

employee. The Plan that covers a person as an active employee, that is, an employee who is neither laid off nor retired, is the Primary Plan. The Plan covering that same person as a retired or laid-off employee is the Secondary Plan. The same would hold true if a person is a dependent of an active employee and that same person is a dependent of a retired or laid-off employee. If the other Plan does not have this rule, and as a result, the Plans do not agree on the order of benefits, this rule is ignored. This rule does not apply if the rule labeled "Non-Dependent or Dependent" can determine the order of benefits.

COBRA or state continuation coverage. If a person whose coverage is provided pursuant to COBRA or under a right of continuation provided by state or other federal law is covered under

another Plan, the Plan covering the person as an employee, member, subscriber, or retiree or covering the person as a dependent of an employee, member, subscriber, or retiree is the Primary Plan and the COBRA or state or other federal continuation coverage is the Secondary Plan. If the other Plan does not have this rule, and as a result, the Plans do not agree on the order of benefits, this rule is ignored. This rule does not apply if the rule labeled "Non-Dependent or Dependent" can determine the order of benefits.

Longer or shorter length of coverage. The Plan that covered the person as an employee, member, policyholder, subscriber, or retiree longer is the Primary Plan and the Plan that covered the person the shorter period of time is the Secondary Plan.

If the preceding rules do not determine the order of benefits, the Allowable Expenses shall be shared equally between the Plans meeting the definition of Plan. In addition, This Plan will not pay more than it would have paid had it been the primary plan.

Effect on the Benefits of This Plan

When This Plan is secondary, it may reduce its Benefits so that the total benefits paid or provided by all Plans during a plan year are not more than the total Allowable Expenses. In determining the amount to be paid for any claim, the Secondary Plan will calculate the benefits it would have paid in the absence of other health care coverage and apply that calculated amount to any Allowable Expense under its Plan that is unpaid by the Primary Plan. The Secondary Plan may then reduce its payment by the amount so that, when combined with the amount paid by the Primary Plan, the total benefits paid or provided by all Plans for the claim do not exceed the total Allowable Expense for that claim. In addition, the Secondary Plan shall credit to its Plan deductible any amounts it would have credited to its deductible in the absence of other health care coverage.

If a covered person is enrolled in two or more Closed Panel Plans and if, for any reason, including the provision of service by a non-panel provider, Benefits are not payable by one Closed Panel Plan, COB shall not apply between that Plan and other Closed Panel Plans.

Right to Receive and Release Needed Information

Certain facts about health care coverage and services are needed to apply these COB rules and to determine benefits payable under This Plan and other Plans. Delta Dental may get the facts it needs from or give them to other organizations or persons for the purpose of applying these rules and determining benefits payable under This Plan and other Plans covering the person claiming benefits. Delta Dental need not tell, or get the consent of, any person to do this. Each person claiming Benefits under This Plan must give Delta Dental any facts it needs to apply those rules and determine Benefits payable.

Facility of Payment

A payment made under another plan may include an amount that should have been paid under This Plan. If it does, Delta Dental may pay that amount to the organization that made that payment.

That amount will then be treated as though it were a Benefit paid under This Plan. Delta Dental will not have to pay that amount again. The term "payment made" includes providing benefits in the form of services, in which case "payment made" means the reasonable cash value of the benefits provided in the form of services.

Right of Recovery

If the amount of the payments made by Delta Dental is more than it should have paid under this COB provision, it may recover the excess from one or more of the persons it has paid or for whom it has paid, or any other person or organization that may be responsible for the benefits or services provided for the covered person. The "amount of the payments made" includes the reasonable cash value of any benefits provided in the form of services.

Coordination Disputes

If you believe that we have not paid a claim properly, you should first attempt to resolve the problem by contacting us. You or your Dentist should contact Delta Dental's Customer Service department and ask them to check the claim to make sure it was processed correctly. You may do this by calling the toll-free number, 800-870-9988, and speaking to a telephone advisor. You may also mail your inquiry to the Customer Service Department at P.O. Box 9089, Farmington Hills, Michigan, 48333-9089. You may also follow the Claims Appeal Procedure below. If you are still not satisfied, you may call the Ohio Department of Insurance for instructions on filing a consumer complaint. Call 1-800-686-1526, or visit the Department's website at <http://insurance.ohio.gov>.

X. Reconsideration and Claims Appeal Procedure

Reconsideration

If you receive notice of an Adverse Benefit Determination and you think that Delta Dental incorrectly denied all or part of your Claim, you or your Dentist may contact Delta Dental's Customer Service department and ask them to reconsider the Claim to make sure it was processed correctly. You may do this by calling the toll-free number, 800-524-0149, and speaking to a telephone advisor. You may also mail your inquiry to the Customer Service Department at P.O. Box 9089, Farmington Hills, Michigan, 48333-9089.

When writing, please enclose a copy of your explanation of benefits and describe the problem. Be sure to include your name, telephone number, the date, and any information you would like considered about your Claim.

A request for reconsideration is not required and should not be considered a formal request for review of a denied Claim. Delta Dental provides this opportunity for you to describe problems, or submit an explanation or additional information that might indicate your Claim was improperly denied, and allow Delta Dental to correct any errors quickly and immediately.

Whether or not you have asked Delta Dental informally to reconsider its initial determination, you can request a formal review using the Formal Claims Appeal Procedure described below.

Formal Claims Appeal Procedure

If you receive notice of an Adverse Benefit Determination, you, or your Authorized Representative, should seek a review as soon as possible, but **you must file your request for review within 180 days** of the date that you received that Adverse Benefit Determination.

To request a formal review of your Claim, send your request in writing to:

**Dental Director
Delta Dental
P.O. Box 30416
Lansing, Michigan 48909-7916**

Please include your name and address, the Enrollee's Member ID, the reason why you believe your Claim was wrongly denied, and any other information you believe supports your Claim. You also have the right to review the contract between Delta Dental and the Contractor and any documents related to it. If you would like a record of your request and proof that Delta Dental received it, mail your request certified mail, return receipt requested.

The Dental Director or any person reviewing your Claim will not be the same as, nor subordinate to, the person(s) who initially decided your Claim. The reviewer will grant no deference to the prior decision about your Claim. The reviewer will assess the information, including any additional information that you have provided, as if he or she were deciding the Claim for the first time. The reviewer's decision will take into account all comments, documents, records and other information relating to your Claim even if the information was not available when your Claim was initially decided.

If the decision is based, in whole or in part, on a dental or medical judgment (including determinations with respect to whether a particular treatment, drug, or other item is experimental, investigational, or not medically necessary or appropriate), the reviewer will consult a dental health care professional with appropriate training and experience, if necessary. The dental health care professional will not be the same individual or that person's subordinate consulted during the initial determination.

The reviewer will make a determination within 30 days of receipt of your request. If your Claim is denied on review (in whole or in part), you will be notified in writing. The notice of an Adverse Benefit Determination during the Formal Claims Appeal Procedure will meet the requirements described below.

Manner and Content of Notice

Your notice of an Adverse Benefit Determination will inform you of the specific reasons(s) for the denial, the pertinent plan provisions(s) on which the denial is based, the applicable review procedures for dental Claims, including time limits and that, upon request, you are entitled to access all documents, records and other information relevant to your Claim free of charge. This notice will also contain a description of any additional materials necessary to complete your Claim, an explanation of why such materials are necessary, and a statement that you have a right to bring a civil action in court if you receive an Adverse Benefit Determination after your Claim has been completely reviewed according to this Formal Claims Appeal Procedure. The notice will also reference OHPPOCERT062019

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any internal rule, guideline, protocol, or similar document or criteria relied on in making the Adverse Benefit Determination, and will include a statement that a copy of such rule, guideline or protocol may be obtained upon request at no charge. If the Adverse Benefit Determination is based on a matter of medical judgment or medical necessity, the notice will also contain an explanation of the scientific or clinical judgment on which the determination was based, or a statement that a copy of the basis for the scientific or clinical judgment can be obtained upon request at no charge. The Adverse Benefit Determination notice will inform you of your right to a managerial-level conference to complete the formal grievance procedure.

If you are still not satisfied, you may contact the Ohio Department of Insurance for instructions on filing a consumer complaint by calling 614-644-2673 or 800-686-1526. You may also write to the Consumer Services Division of the Ohio Department of Insurance, 50 W. Town St., Third Floor, Suite 300, Columbus, Ohio, 4321543215 or visit the Department's website at <http://insurance.ohio.gov>.

XI. Termination of Coverage

Your Delta Dental coverage may automatically terminate:

- ◆ When the Contractor advises Delta Dental to terminate your coverage.
- ◆ On the first day of the month for which the Contractor has failed to pay Delta Dental.
- ◆ For fraud or misrepresentation in the submission of any Claim.
- ◆ For your Dependent, when they no longer qualify as a Dependent.
- ◆ For any other reason stated in the Contract between Delta Dental and the Contractor.

Delta Dental will not continue eligibility for any person covered under This Plan beyond the termination date requested by the Contractor. A person whose eligibility is terminated may not continue group coverage under this Certificate, except as required by the continuation coverage provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 or comparable, non-preempted state law ("COBRA").

XII. Continuation of Coverage

If the Contractor is required to comply with COBRA and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and your dental coverage would otherwise end, you and your Dependents may have the right to continue that coverage at your expense.

When is Plan Continuation Coverage Available?

Continuation coverage is available if your coverage or a covered Dependent's coverage would end because:

1. Your employment, if applicable, ends for any reason other than your gross misconduct.

2. You do not qualify as an Enrollee as set forth in your Summary of Dental Plan Benefits.
3. You are divorced or legally separated.
4. You die.
5. Your Dependent is no longer a Dependent.
6. You become enrolled in Medicare (if applicable).
7. You are called to active duty in the armed forces of the United States.

If you believe you are entitled to continuation coverage, you should contact the Contractor to receive the appropriate documentation required under the Employee Retirement Income Security Act of 1974 ("ERISA").

XIII. General Conditions

Assignment

Services and Benefits are for the personal benefit of Members and cannot be transferred or assigned, other than to pay Participating Dentists directly.

Subrogation and Right of Reimbursement

To the extent that This Plan provides or pays Benefits for Covered Services, Delta Dental is subrogated to any right you and/or your Dependent has to recover from another party or entity, including but not limited to, that party's insurer, or any other insurer that you or your Dependent may have, which would have been the primary payer if not for the payments made by Delta Dental. This includes but is not limited to, automobile, home, and other liability insurers, as well as any other group health plans.

To the extent that Delta Dental has a subrogation right, you and/or your Dependent must:

1. Provide Delta Dental with any information necessary to identify any other person, entity or plan that may be obligated to provide payments or benefits for the Covered Services that were paid for by Delta Dental,
2. Cooperate fully in Delta Dental's exercise of its right to subrogation and reimbursement,
3. Not do anything to prejudice those rights (such as settling a claim against another party without notifying Delta Dental, or not including Delta Dental as a co-payee of any settlement amount),
4. Sign any document that Delta Dental determines is relevant to protect Delta Dental's subrogation and reimbursement rights, and
5. Provide relevant information when requested.

The term "information" includes any documents, insurance policies, and police or other investigative reports, as well as any other facts that may reasonably be requested to help Delta Dental enforce its rights. Failure by you or your Dependent to cooperate with Delta Dental may result, at the discretion of Delta Dental, in a reduction of future benefit payments available to you or your Dependent under This Plan of an amount up to the aggregate amount paid by Delta Dental that was subject to Delta Dental's equitable lien, but for which Delta Dental was not reimbursed. Please note that Delta Dental's recovery pursuant to this section is subject to your rights as a subrogee as set forth in ORC Section 2323.44.

Obtaining and Releasing Information

While you and/or your Dependent(s) are enrolled in This Plan, you and/or your Dependent(s) agree to provide Delta Dental with any information it needs to process Claims and administer Benefits for you and/or your Dependent(s). This includes allowing Delta Dental access to your dental records.

Dentist-Patient Relationship

Members are free to choose any Dentist. Each Dentist is solely responsible for the treatment and/or dental advice provided to the Member, and Delta Dental does not have any liability resulting therefrom.

Loss of Eligibility During Treatment

If a Member loses eligibility while receiving dental treatment, only Covered Services received while that person was covered under This Plan will be payable.

Certain services begun before the loss of eligibility may be covered if they are completed within 60 days from the date of termination. In those cases, Delta Dental evaluates those services in progress to determine what portion may be paid by Delta Dental. The difference between Delta Dental's payment and the total fee for those services is your responsibility. This provision does not apply to orthodontics if covered under This Plan.

Late Claims Submission

Delta Dental will make no payment for services or supplies if a Claim for such has not been received by Delta Dental within one year following the date the services or supplies were completed. In the event that a Participating Provider submits a Claim more than one year from the date of service, Delta Dental will deny that portion of the Claim that Delta Dental would have paid if the Claim had been timely submitted, and such denied portion of the Claim will not be chargeable to the Member. However, you will remain responsible for any applicable Deductible and/or Copayment. In the event that a Nonparticipating Provider submits a Claim more than one year from the date of service, Delta Dental will Deny the Claim and you may be responsible for the full amount.

Change of Certificate or Contract

No changes to this Certificate, your Summary of Dental Plan Benefits, or the underlying contract are valid unless Delta Dental approves them in writing.

Actions

You cannot bring an action on a legal claim arising out of or related to this Certificate unless you have provided at least 60 days' written notice to Delta Dental, unless prohibited by applicable state law. In addition, you cannot bring an action more than three years after the legal claim first arose or after expiration of the applicable statute of limitations, whichever is shorter. Any person seeking to do so will be deemed to have waived his or her right to bring suit on such legal claim. Except as set forth above, this provision does not preclude you from seeking a judicial decision or pursuing other available legal remedies.

Change of Status

You must notify Delta Dental, through the Contractor, of any event that changes the status of a Dependent. Events that can affect the status of a Dependent include, but are not limited to, marriage, birth, death, divorce, and entrance into military service.

Governing Law

This Certificate and the underlying group Contract will be governed by and interpreted under the laws of the state of Ohio.

Right of Recovery Due to Fraud

If Delta Dental pays for services that were sought or received under fraudulent, false, or misleading pretenses or circumstances, pays a Claim that contains false or misrepresented information, or pays a Claim that is determined to be fraudulent due to your acts or acts of your Dependents, it may recover that payment from you or your Dependents. Delta Dental may recover any payment determined to be based on false, fraudulent, misleading, or misrepresented information by deducting that amount from any payments properly due to you or your Dependents. Delta Dental will provide an explanation of the payment recovery at the time the deduction is made.

Legally Mandated Benefits

If any applicable law requires broader coverage or more favorable treatment for you or your Dependents than is provided by this Certificate, that law shall control over the language of this Certificate.

Any person intending to deceive an insurer, who knowingly submits an application or files a Claim containing a false or misleading statement, is guilty of insurance fraud.

Insurance fraud significantly increases the cost of health care. If you are aware of any false information submitted to Delta Dental, please call our toll-free hotline. We only accept anti-fraud calls at this number.

ANTI-FRAUD TOLL-FREE HOTLINE:

800-524-0147



business smarts

INTEGRATING KNOWLEDGE & TECHNOLOGY

Business Smarts

6770 West Snowville
Brecksville, OH 44141

Phone (440) 526-2471
Fax (240) 358-7179

SERVICE QUOTE

Quote # AAAQ6604-01
Date 11/30/20
Sales Rep. Jerry Short

Quote To:

Cleveland Public Library
Bill Hood
325 Superior Ave
Cleveland, OH 44114

Cpl Contract Eff 2/1/2021

Ln #	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
1	1	MSL G3	MXA430Z051	HPE 1 year Post Warranty Foundation Care MSL 2024 Service	NBD	09 00 00	\$79.67	\$79.67
2	1	D2700	CN8136P245	HPE 1 year Post Warranty Foundation Care Next business day wDMR D2000 Disk Encl Service	NBD	09 00 00	\$57.00	\$57.00
3	1	DL380 G8	2M241605D7	HPE 1 year Post Warranty Foundation Care Next business day wDMR DL380p Gen8 Service	NBD	09 00 00	\$68.58	\$68.58
4	1	BL460C	USE350MRSH	HPE Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$47.50	\$47.50
5	1	BL460C	USE350MRSF	HPE Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$47.50	\$47.50
6	1	BL460C	USE350MRSJ	HPE Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$47.50	\$47.50
7	1	BL460C	USE350MXPL	HPE Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$47.50	\$47.50
8	1	BL460C	USE350MXPN	HPE Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$47.50	\$47.50

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Ln #	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
9	1	BL460C	MXQ33402Y2	HPE Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$47.50	\$47.50
10	1	HP BL460c Gen9	2M26300221	HPE 1 Year Post Warranty Foundation Care BL460c Gen9 Service	NBD	09 00 00	\$55.17	\$55.17
11	1	C7000 Blade Enclosure	SGH216PJPE	HEWLETT PACKARD ENTERPRISE : HP 1y PW Nbd CDMR c7000 Enclosure FC SVC,c7000 Blade Enclosure,9x5 HW support with CDMR, next business day onsite response 24x7 Basic SW phone support with collaborative call mgmt.	NBD	09 00 00	\$68.73	\$68.73
12	1	C7000 Blade Enclosure	USE0535N9J	HEWLETT PACKARD ENTERPRISE : HP 1y PW Nbd CDMR c7000 Enclosure FC SVC,c7000 Blade Enclosure,9x5 HW support with CDMR, next business day onsite response 24x7 Basic SW phone support with collaborative call mgmt.	NBD	09 00 00	\$68.73	\$68.73
13	1	DL380 G8	2M2442020T	HPE 1 year Post Warranty Foundation Care Next business day wDMR DL380p Gen8 Service	NBD	09 00 00	\$68.58	\$68.58
14	1	DL380 G8	2M2441056Q	HPE 1 year Post Warranty Foundation Care Next business day wDMR DL380p Gen8 Service	NBD	09 00 00	\$68.58	\$68.58
15	1	DL380 G8	2M2443076B	HPE 1 year Post Warranty Foundation Care Next business day wDMR DL380p Gen8 Service	NBD	09 00 00	\$68.58	\$68.58
16	1	DL380 G8	USE32361AR	HPE 1 year Post Warranty Foundation Care Next business day wDMR DL380p Gen8 Service	NBD	09 00 00	\$68.58	\$68.58
17	1	HP D2600	5C7252P4W5	HPE 1 year Post Warranty Foundation Care Next business day wDMR D2000 Disk Encl Service	NBD	09 00 00	\$57.00	\$57.00
18	1	HP D2600	7CE548P0MZ	HPE 1 year Post Warranty Foundation Care Next business day wDMR D2000 Disk Encl Service	NBD	09 00 00	\$57.00	\$57.00
19	1	DL380 G8	2m2441003h	HPE 1 year Post Warranty Foundation Care Next business day wDMR DL380p Gen8 Service	NBD	09 00 00	\$68.58	\$68.58
20	1	D3700	2M243001FM	HPE 1 year Post Warranty Foundation Care Next business day wDMR D2000 Disk Encl Service	NBD	09 00 00	\$57.00	\$57.00
21	1	DL380 G8	2M242902TR	HEWLETT PACKARD ENTERPRISE : HPE 1 year post warranty Foundation Care Next business day wCDMR DL380p Gen8 Service	NBD	09 00 00	\$68.58	\$68.58
22	40	PRO 400G1		HP 1y PW Nbd Onsite with DMR DT Only Svc	NBD	09 00 00	\$13.83	\$553.33
23	118	probook 450		HP 1Y PW Nbd Onsite with DMR NB Only SVC SVC,Commercial value NB/TAB PC w/1/1/0 Wty,1 year post warranty hardware support.CPU only,Next business day onsite response. 8am-5pm,Std bus days excl. HP holid	NBD	09 00 00	\$11.33	\$1,337.33

1702

Ln #	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
24	1	Zbook		HP INC. : HP 1y PW NextBusDay Onsite NB Only SVC	NBD	09 00 00	\$21.58	\$21.58
25	5	Zbook		HP INC. : HP 1y PW NextBusDay Onsite NB Only SVC	NBD	09 00 00	\$22.55	\$112.75
26	6	1040		HP INC. : HP 1y PW NextBusDay Onsite NB Only SVC	NBD	09 00 00	\$22.55	\$135.29
27	9	z230		HP INC. : HP 1y PW Nextbusday Onsite WS Only HWSup,Personal WS z2xx/z4xx Series 3/3/3 wty,1 year post warranty hardware support.CPU only,Next business day onsite response. 8am-5pm,Std bus days excl. HP holidays	NBD	09 00 00	\$16.42	\$147.75
28	6	Z440		HP INC. : HP 1y PW Nextbusday Onsite WS Only HWSup,Personal WS z2xx/z4xx Series 3/3/3 wty,1 year post warranty hardware support.CPU only,Next business day onsite response. 8am-5pm,Std bus days excl. HP holidays	NBD	09 00 00	\$12.42	\$74.50
29	8	Z240		HP INC. : HP 1y PW Nextbusday Onsite WS Only HWSup,Personal WS z2xx/z4xx Series 3/3/3 wty,1 year post warranty hardware support.CPU only,Next business day onsite response. 8am-5pm,Std bus days excl. HP holidays	NBD	09 00 00	\$12.42	\$99.33
30								
31	1	large printer		HP 1 year post warranty NBD onsite HW Support w/Defective Media Retention for HP DesignJet SDPro MFP			\$67.42	\$67.42
32	30	probook 450		HP 1 yr post warranty Next business day onsite HW Support w/Defective Media Retention for Notebooks			\$11.33	\$340.00
33	4	Z240		HP INC. : HP 1y PW Nextbusday Onsite WS Only			\$12.75	\$51.00
34	12	EliteOne 800		HP 1y PW Nbd Onsite with DMR DT Only Svc			\$13.83	\$166.00
35	7	Elitebook 1040		HP 1 year post warranty Next business day onsite Hardware Support w/DMR for HP Notebooks			\$22.42	\$156.92
36	1	zbook		HP 1 year post warranty Next business day onsite Hardware Support w/DMR for HP Notebooks			\$22.42	\$22.42
37	80	probook 450		HP 1 yr post warranty Next business day onsite HW Support			\$11.33	\$906.67
38	100	PRO 400G3		HP 1y PW Nbd Onsite with DMR DT Only Svc	NBD	09 00 00	\$13.83	\$1,383.33
39								
40	1	3par	2M280200WP	3par storage hardware support	PRO	24 24 24	\$342.14	\$342.14
41	1	3par	2M280200WP	3par software support	SW	24 24 24	\$206.98	\$206.98

1703

Ln #	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
42	1	3par	2M280200WP	3par software update service	SUS	24 24 24	\$105.94	\$105.94
43	1	DI360	MXQ707008D	HPE Foundation Care - 1 Year Post Warranty - Warranty - On-site - Maintenance - Labor - Physical, Electronic Service	NBD	09 00 00	\$70.39	\$70.39
44	1	C7000	2SN70701GG	HPE Care Pack Post Warranty Proactive Care Service - 1 Year Extended Service - Service - 24 x 7 x 4 Hour - On-site - Maintenance - Physical Service	PRO	24 24 24	\$126.42	\$126.42
45	1	BL460c	2M2848044W	HPE Care Pack Proactive Care - 1 Year Extended Warranty - Warranty - 24 x 7 x 4 Hour - On-site - Maintenance - Parts & Labor - Physical, Electronic Service	PRO	24 24 24	\$100.10	\$100.10
46	1	BL460c	2M2848044V	HPE Care Pack Proactive Care - 1 Year Extended Warranty - Warranty - 24 x 7 x 4 Hour - On-site - Maintenance - Parts & Labor - Physical, Electronic Service	PRO	24 24 24	\$100.10	\$100.10
47	1	BL460c	2M2848044Y	HPE Care Pack Proactive Care - 1 Year Extended Warranty - Warranty - 24 x 7 x 4 Hour - On-site - Maintenance - Parts & Labor - Physical, Electronic Service	PRO	24 24 24	\$100.10	\$100.10
48	1	BL460c	2M2848044Z	HPE Care Pack Proactive Care - 1 Year Extended Warranty - Warranty - 24 x 7 x 4 Hour - On-site - Maintenance - Parts & Labor - Physical, Electronic Service	PRO	24 24 24	\$100.10	\$100.10
49	1	BL460c	2M2848044Z	HPE Care Pack Proactive Care - 1 Year Extended Warranty - Warranty - 24 x 7 x 4 Hour - On-site - Maintenance - Parts & Labor - Physical, Electronic Service	PRO	24 24 24	\$100.10	\$100.10
50	1	BL460c	2M28480450	HPE Care Pack Proactive Care - 1 Year Extended Warranty - Warranty - 24 x 7 x 4 Hour - On-site - Maintenance - Parts & Labor - Physical, Electronic Service	PRO	24 24 24	\$100.10	\$100.10

CPL HP
 maint.
 agreement
 2021
 1 yr.

Monthly Total	\$8,293.45
Yearly Invoice	\$99,521.38
Total	\$99,521.38

1704

Pricing conforms to Ohio State Local Government, NASPOVP OH 0A1067-14. This document is an offer by Business Smarts (an authorized Hewlett Packard reseller) to sell to Cleveland Public Library a Hewlett Packard maintenance service agreement for the products listed herein. The term of this agreement is for one year beginning February 1, 2021. The cost of this agreement is \$99,521.38 and is to be paid within 30 days of the beginning of the contract or within 30 days after invoicing, whichever is later.

This agreement is governed by Hewlett Packard's standard terms and conditions for the United States which is attached. Technical descriptions of the services are also attached to this document.

Business Smarts

Cleveland Public Library



1290 W. 117th St., Cleveland, Ohio 44107
(216) 228-8200 / FAX (216) 228-5651

QUOTE

Date: November 20, 2020

Cleveland Public Library Main Campus

Attn: Anthony Stachnik

Cleveland Public Library Quote

Unit	Quantity	Description	Cost Each	Total
AHU-1	40	24x24x2 S/C MERV 8 Pleat	\$ 3.50	\$ 140.00
	5	12x24x2 S/C MERV 8 Pleat	\$ 2.55	\$ 12.75
	40	24x24x12 MERV 14 Box Style Z-Pak	\$ 53.65	\$ 2,146.00
	5	12x24x12 MERV 14 Box Style Z-Pak	\$ 39.43	\$ 197.15
	40	24x24x12 Box Style Carbon Web Plus	\$ 383.00	\$ 15,320.00
	5	12x24x12 Box Style Carbon Web Plus	\$ 279.55	\$ 1,397.75
				\$ -
AHU-2	36	24x24x2 S/C MERV 8 Pleat	\$ 3.50	\$ 126.00
	9	12x24x2 S/C MERV 8 Pleat	\$ 2.55	\$ 22.95
	36	24x24x12 MERV 14 Box Style Z-Pak	\$ 53.65	\$ 1,931.40
	9	12x24x12 MERV 14 Box Style Z-Pak	\$ 39.43	\$ 354.87
	36	24x24x12 Box Style Carbon Web Plus	\$ 383.00	\$ 13,788.00
	9	12x24x12 Box Style Carbon Web Plus	\$ 279.99	\$ 2,519.91
				\$ -
AHU-3	40	24x24x2 S/C MERV 8 Pleat	\$ 3.50	\$ 140.00
	10	12x24x2 S/C MERV 8 Pleat	\$ 2.55	\$ 25.50
	40	24x24x12 MERV 14 Box Style Z-Pak	\$ 53.65	\$ 2,146.00
	10	12x24x12 MERV 14 Box Style Z-Pak	\$ 39.43	\$ 394.30
	40	24x24x12 Box Style Carbo Web Plus	\$ 383.00	\$ 15,320.00
	10	12x24x12 Box Style Carbon Web Plus	\$ 279.55	\$ 2,795.50
				\$ -
AHU-4	40	24x24x2 S/C MERV 8 Pleat	\$ 3.50	\$ 140.00
	10	12x24x2 S/C MERV 8 Pleat	\$ 2.55	\$ 25.50
	40	24x24x12 MERV 14 Box Style Z-Pak	\$ 53.65	\$ 2,146.00
	10	12x24x12 MERV 14 Box Style Z-Pak	\$ 39.43	\$ 394.30
	40	24x24x12 Box Style Carbon Web Plus	\$ 383.00	\$ 15,320.00
	10	12x24x12 Box Style Carbon Web Plus	\$ 279.99	\$ 2,799.90
				\$ -
AHU-5	20	16x25x2 S/C MERV 8	\$ 2.73	\$ 54.60
	8	24x24x12 MERV 14 SH Z-Pak	\$ 53.65	\$ 429.20
			\$ -	
AHU-6	2	20x24x2 S/C MERV 8	\$ 3.42	\$ 6.84
	4	16x25x2 S/C MERV 8	\$ 2.73	\$ 10.92
			\$ -	
AHU-7	2	16x20x2 S/C MERV 8	\$ 2.43	\$ 4.86

				\$	-
AHU-8	4	16x20x2 S/C MERV 8	\$	2.43	\$ 9.72
	4	16x25x2 S/C MERV 8	\$	2.73	\$ 10.92
				\$	-
AHU-9	3	16x20x2 S/C MERV 8 Pleat	\$	2.43	\$ 7.29
				\$	-
AHU-10	3	20x25x2 S/C MERV 8 Pleat	\$	3.07	\$ 9.21
	3	16x25x2 S/C MERV 8 Pleat	\$	2.73	\$ 8.19
				\$	-
AHU-20	20	24x24x2 S/C MERV 8 Pleat	\$	3.50	\$ 70.00
	20	24x24x12 MERV 14 SH Z-Pak	\$	53.65	\$ 1,073.00
	20	24x24x12 SH Carbon Web Plus	\$	388.65	\$ 7,773.00
				\$	-
AHU-21	20	24x24x2 S/C MERV 8 Pleat	\$	3.50	\$ 70.00
	20	24x24x12 MERV 14 SH Z-Pak	\$	53.65	\$ 1,073.00
	20	24x24x12 SH Carbon Web Plus	\$	388.65	\$ 7,773.00
				\$	-
AHU-22	20	24x24x2 S/C MERV 8 Pleat	\$	3.50	\$ 70.00
	20	24x24x12 MERV 14 SH Z-Pak	\$	53.65	\$ 1,073.00
	20	24x24x12 SH Carbon Web Plus	\$	388.65	\$ 7,773.00
				\$	-
AHU-23	20	24x24x2 S/C MERV 8 Pleat	\$	3.50	\$ 70.00
	20	24x24x12 MERV 14 SH Z-Pak	\$	53.65	\$ 1,073.00
	20	24x24x12 SH Carbon Web Plus	\$	388.65	\$ 7,773.00
				\$	-
AHU-24	4	20x20x2 S/C MERV 8 Pleat	\$	2.73	\$ 10.92
	4	20x24x2 S/C MERV 8 Pleat	\$	3.42	\$ 13.68
	4	20x20x12 MERV 14 SH Z-Pak	\$	49.31	\$ 197.24
	4	20x24x12 MERV 14 SH Z-Pak	\$	50.78	\$ 203.12
	4	20x20x12 SH Carbon Web Plus	\$	328.50	\$ 1,314.00
	4	20x24x12 SH Carbon Web Plus	\$	352.65	\$ 1,410.60
				\$	-
AHU-25	12	24x24x2 S/C MERV 8 Pleat	\$	3.50	\$ 42.00
	12	24x24x12 MERV 14 SH Z-Pak	\$	53.65	\$ 643.80
	12	24x24x12 SH Carbon Web Plus	\$	388.65	\$ 4,663.80
				\$	-
AHU-26	1	24x24x2 S/C MERV 8 Pleat	\$	3.50	\$ 3.50
	2	20x24x2 S/C MERV 8 Pleat	\$	3.42	\$ 6.84
	2	12x24x2 S/C MERV 8 Pleat	\$	2.55	\$ 5.10
				\$	-
AHU-27	3	20x24x2 S/C MERV 8 Pleat	\$	3.42	\$ 10.26
	2	12x24x2 S/C MERV 8 Pleat	\$	2.55	\$ 5.10
				\$	-
AHU-28	6	16x20x2 S/C MERV 8 Pleat	\$	2.43	\$ 14.58
				\$	-
AHU-29	3	20x24x2 S/C MERV 8 Pleat	\$	3.42	\$ 10.26
	2	12x24x2 S/C MERV 8 Pleat	\$	2.55	\$ 5.10
Total for Main Library & Louis Stokes				\$	124,379.43

Lead Time: 4-6 Week
Freight Allowed
Order Must Be Received Before 12/23/20

Thank you,
Dan Andolek
Air Rite Filters
216-228-8200



1290 W. 117th St., Cleveland, Ohio 44107

(216) 228-8200 / FAX (216) 228-5651

QUOTE 11/20/20

Cleveland Public Library Villa Angela Quote

Unit	Quantity	Description	Cost Each	Total
AC-1	16	20x25x2 S/C MERV 8 Pleat	\$ 3.07	\$ 49.12
AC-2	16	20x25x2 S/C MERV 8 Pleat	\$ 3.07	\$ 49.12
AC-3	20	20x25x2 S/C MERV 8 Pleat	\$ 3.07	\$ 61.40
	4	16x25x2 S/C MERV 8 Pleat	\$ 2.73	\$ 10.92
AC-4	4	20x25x2 S/C MERV 8 Pleat	\$ 3.07	\$ 12.28
	12	20x20x2 S/C MERV 8 Pleat	\$ 2.73	\$ 32.76
AC-5	12	20x25x2 S/C MERV 8 Pleat	\$ 3.07	\$ 36.84
AC-6	16	20x25x2 S/C MERV 8 Pleat	\$ 3.07	\$ 49.12
AC-7	16	20x25x2 S/C MERV 8 Pleat	\$ 3.07	\$ 49.12
AC-8	6	20x25x2 S/C MERV 8 Pleat	\$ 3.07	\$ 18.42
AC-9	4	20x25x2 S/C MERV 8 Pleat	\$ 3.07	\$ 12.28
	4	16x25x2 S/C MERV 8 Pleat	\$ 2.73	\$ 10.92
AC-10	40	24x24x2 S/C MERV 8 Pleat	\$ 3.50	\$ 140.00
	15	23 3/8 X 23 3/8 X 11 5/8 PLASTIC MODULE HONEYCOMB TRAYS 100% FILLED 4X8 CARBON	\$ 210.25	\$ 3,153.75
	5	23 3/8 X 19 3/8 X 11 5/8 PLASTIC MODULE HONEYCOMB TRAYS 100% FILLED 4X8 CARBON	\$ 183.30	\$ 916.50
	15	23 3/8 X 23 3/8 X 11 5/8 PLASTIC MODULE WITH HONEYCOMB TRAYS 100% FILLED ALPHASORB 2	\$ 236.10	\$ 3,541.50
	5	23 3/8 X 19 3/8 X 11 5/8 PLASTIC MODULE WITH HONEYCOMB TRAYS 100% FILLED ALPHASORB 2	\$ 226.45	\$ 1,132.25
	20	23 3/8 x 23 3/8 x 11 1/2 99.99 V-Cell MVH	\$ 225.25	\$ 4,505.00
Liebert	40	17 x 26 1/2 x 2 H/C MERV 8 Pleat	\$ 12.75	\$ 510.00
Purafil	2	24x24x5 JFL-90 Filters	\$ 210.00	\$ 420.00
		Total for Villa Angela	Total	\$ 14,711.30

Lead Time: 4-6 Week
Freight Allowed
Order Must Be Received Before 12/23/20

Thank you,
Dan Andolek
Air Rite Filters
216-228-8200



Date: November 19, 2020

To: **CLEVELAND PUBLIC LIBRARY**
325 Superior Avenue
Cleveland, Ohio 44114

Terms: Net 30 Days
F.O.B.: Shipping Point
Freight: Prepaid & Add

Attn: **OLIVER REYES, Facilities Engineering**

Quantity	Description	Unit Price	Extended Price
LOUIS STOKES WING			
Replacement Filter Pricing			
AHU -1			
PREFILTERS:			
40	24 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$ 4.05	\$ 162.00
10	12 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$ 2.95	\$ 29.50
SECONDARY FILTERS:			
40	24 x 24 x 12 Airflow PolyPak MERV 14 (95%) #AFPP95S-4412	\$ 44.30	\$ 1,772.00
10	12 x 24 x 12 Airflow PolyPakMERV 14 (95%) #AFPP95S-2412	\$ 32.25	\$ 322.50
FINAL CARBON FILTERS:			
40	24 x 24 x 12 Purafil Purafilter CPS #05-70608-3180 (BOX STYLE)	\$ 409.00	\$ 16,360.00
10	12 x 24 x 12 Purafil Purafilter CPS #05-70608-3780 (BOX STYLE)	\$ 291.00	\$ 2,910.00
TOTAL AIR FILTER MATERIAL COST AHU-1:			\$ 21,556.00

AHU -2**PREFILTERS:**

36	24 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$	4.05	\$	145.80
9	12 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$	2.95	\$	26.55

SECONDARY FILTERS:

36	24 x 24 x 12 Airflow PolyPak MERV 14 (95%) #AFPP95S-4412	\$	44.30	\$	1,594.80
9	12 x 24 x 12 Airflow PolyPakMERV 14 (95%) #AFPP95S-2412	\$	32.25	\$	290.25

FINAL CARBON FILTERS:

36	24 x 24 x 12 Purafil Purafilter CPS #05-70608-3180 (BOX STYLE)	\$	409.00	\$	14,724.00
9	12 x 24 x 12 Purafil Purafilter CPS #05-70608-3780 (BOX STYLE)	\$	291.00	\$	2,619.00

TOTAL AIR FILTER MATERIAL COST AHU-2: **\$ 19,400.40**

AHU -3**PREFILTERS:**

40	24 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$	4.05	\$	162.00
10	12 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$	2.95	\$	29.50

SECONDARY FILTERS:

40	24 x 24 x 12 Airflow PolyPak MERV 14 (95%) #AFPP95S-4412	\$	44.30	\$	1,772.00
10	12 x 24 x 12 Airflow PolyPakMERV 14 (95%) #AFPP95S-2412	\$	32.25	\$	322.50

FINAL CARBON FILTERS:

40	24 x 24 x 12 Purafil Purafilter CPS #05-70608-3180 (BOX STYLE)	\$	409.00	\$	16,360.00
10	12 x 24 x 12 Purafil Purafilter CPS #05-70608-3780 (BOX STYLE)	\$	291.00	\$	2,910.00

TOTAL AIR FILTER MATERIAL COST AHU-2: **\$ 21,556.00**

AHU -4**PREFILTERS:**

40	24 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$	4.05	\$	162.00
10	12 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$	2.95	\$	29.50

SECONDARY FILTERS:

40	24 x 24 x 12 Airflow PolyPak MERV 14 (95%) #AFPP95S-4412	\$	44.30	\$	1,772.00
10	12 x 24 x 12 Airflow PolyPakMERV 14 (95%) #AFPP95S-2412	\$	32.25	\$	322.50

FINAL CARBON FILTERS:

40	24 x 24 x 12 Purafil Purafilter CPS #05-70608-3180 (BOX STYLE)	\$	409.00	\$	16,360.00
10	12 x 24 x 12 Purafil Purafilter CPS #05-70608-3780 (BOX STYLE)	\$	291.00	\$	2,910.00

TOTAL AIR FILTER MATERIAL COST AHU-2: **\$ 21,556.00**

AHU - 5**PREFILTERS:**

20	16 x 25 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-16252	\$	3.25	\$	65.00
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SECONDARY FILTERS:

8	24 x 24 x 12 Airflow PolyPak w/ Header MERV 14 #AFPP95S-4412H	\$	47.95	\$	383.60
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TOTAL AIR FILTER MATERIAL COST AHU-5: **\$ 448.60**

AHU - 6**PREFILTERS:**

2	20 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-20242	\$	3.75	\$	7.50
4	16 x 25 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-16252	\$	3.25	\$	13.00

TOTAL AIR FILTER MATERIAL COST AHU-6: **\$ 20.50**

AHU - 7

PREFILTERS:					
2	16 x 20 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-16202	\$	2.90	\$	5.80
TOTAL AIR FILTER MATERIAL COST AHU-7:				\$	5.80

AHU - 8

PREFILTERS:					
4	16 x 20 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-16202	\$	2.90	\$	11.60
4	16 x 25 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-16252	\$	3.25	\$	13.00
TOTAL AIR FILTER MATERIAL COST AHU-8:				\$	24.60

AHU - 9

PREFILTERS:					
3	16 x 20 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-16202	\$	2.90	\$	8.70
TOTAL AIR FILTER MATERIAL COST AHU-9:				\$	8.70

AHU - 10

PREFILTERS:					
3	20 x 25 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-20252	\$	3.80	\$	11.40
3	16 x 25 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-16252	\$	3.25	\$	9.75
TOTAL AIR FILTER MATERIAL COST AHU-10:				\$	21.15

MAIN LIBRARY WING

Replacement Filter Pricing

AHU -20

PREFILTERS:				
20	24 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$	4.05	\$ 81.00
SECONDARY FILTERS:				
20	24 x 24 x 12 Airflow PolyPak w/Header MERV 14 #AFPP95S-4412H	\$	47.95	\$ 959.00
FINAL CARBON FILTERS:				
20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$	409.00	\$ 8,180.00
TOTAL AIR FILTER MATERIAL COST AHU-20:				\$ 9,220.00

AHU -21

PREFILTERS:				
20	24 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$	4.05	\$ 81.00
SECONDARY FILTERS:				
20	24 x 24 x 12 Airflow PolyPak w/Header MERV 14 #AFPP95S-4412H	\$	47.95	\$ 959.00
FINAL CARBON FILTERS:				
20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$	409.00	\$ 8,180.00
TOTAL AIR FILTER MATERIAL COST AHU-21:				\$ 9,220.00

AHU -22

PREFILTERS:				
20	24 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$	4.05	\$ 81.00
SECONDARY FILTERS:				
20	24 x 24 x 12 Airflow PolyPak w/Header MERV 14 #AFPP95S-4412H	\$	47.95	\$ 959.00
FINAL CARBON FILTERS:				
20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$	409.00	\$ 8,180.00
TOTAL AIR FILTER MATERIAL COST AHU-22:				\$ 9,220.00

AHU -23**PREFILTERS:**

20	24 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$	4.05	\$	81.00
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SECONDARY FILTERS:

20	24 x 24 x 12 Airflow PolyPak w/ Header MERV 14 #AFPP95S-4412H	\$	47.95	\$	959.00
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FINAL CARBON FILTERS:

20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$	409.00	\$	8,180.00
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TOTAL AIR FILTER MATERIAL COST AHU-23:					\$ 9,220.00
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AHU -24**PREFILTERS:**

4	20 x 20 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-20202	\$	3.22	\$	12.88
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4	20 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-20242	\$	3.65	\$	14.60
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SECONDARY FILTERS:

4	20 x 20 x 12 Airflow PolyPak w/ Header MERV 14 #AFPP95S-0012	\$	42.25	\$	169.00
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4	20 x 24 x 12 Airflow PolyPak w/ Header MERV 14 #AFPP95S-0412	\$	45.35	\$	181.40
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FINAL CARBON FILTERS:

4	20 x 20 x 12 Purafil Purafilter CPS #05-70608-C3C0 (HEADER STYLE)	\$	386.00	\$	1,544.00
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4	20 x 24 x 12 Purafil Purafilter CPS #05-70608-C380 (HEADER STYLE)	\$	393.00	\$	1,572.00
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TOTAL AIR FILTER MATERIAL COST AHU-24:					\$ 3,493.88
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AHU -25**PREFILTERS:**

12	24 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$	4.05	\$	48.60
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SECONDARY FILTERS:

12	24 x 24 x 12 Airflow PolyPak w/ Header MERV 14 #AFPP95S-4412H	\$	47.95	\$	575.40
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FINAL CARBON FILTERS:

12	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$	409.00	\$	4,908.00
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(This unit has two stages of carbon filters)

TOTAL AIR FILTER MATERIAL COST AHU-25:					\$ 5,532.00
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Cleveland Public Library

AHU -26**PREFILTERS:**

3	20 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-20242	\$	3.75	\$	11.25
2	12 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$	2.95	\$	5.90
TOTAL AIR FILTER MATERIAL COST AHU-26:				\$	17.15

AHU -27**PREFILTERS:**

3	20 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-20242	\$	3.75	\$	11.25
2	12 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$	2.95	\$	5.90
TOTAL AIR FILTER MATERIAL COST AHU-27:				\$	17.15

AHU -28**PREFILTERS:**

6	16 x 20 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-16202	\$	2.90	\$	17.40
TOTAL AIR FILTER MATERIAL COST AHU-28:				\$	17.40

AHU -29**PREFILTERS:**

3	20 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-20242	\$	3.75	\$	11.25
2	12 x 24 x 2 Airflow MV8 High Cap Pleated Filters #AFP3000-24242	\$	2.95	\$	5.90
TOTAL AIR FILTER MATERIAL COST AHU-29:				\$	17.15

Downtown Total =	\$	130,572.48
Villa Angela Total =	\$	12,934.10
Filter Total =	\$	143,506.58



"AIR FILTRATION SPECIALISTS SINCE 1949"

P.O. BOX 609446 • CLEVELAND, OHIO 44109 • WATTS LINE 1-800-783-7407 • PHONE 216-351-4200 • FAX 216-351-2918

CLEVELAND PUBLIC LIBRARY AIR FILTERS

LOUIS STOKES WING FILTERS:

AHU-1 TOTAL FILTER COST \$ 19945.55

AHU-2 TOTAL FILTER COST \$ 19537.47

AHU-3 TOTAL FILTER COST \$ 21708.30

AHU-4 TOTAL FILTER COST \$ 21708.30

AHU-5 TOTAL FILTER COST \$ 583.24

AHU-6 TOTAL FILTER COST \$ 20.34

AHU-7 TOTAL FILTER COST \$ 5.92

AHU-8 TOTAL FILTER COST \$ 25.00

AHU-9 TOTAL FILTER COST \$ 8.58

AHU-10 TOTAL FILTER COST \$ 20.64

TOTAL LOUIS STOKES WING \$ 83,563.34

MAIN LIBRARY WING:

AHU-20 TOTAL FILTER COST \$ 9924.00

AHU-21 TOTAL FILTER COST \$ 9924.00

AHU-22 TOTAL FILTER COST \$ 9924.00

AHU-23 TOTAL FILTER COST \$ 9924.00

AHU-24 TOTAL FILTER COST \$ 3623.84

AHU-25 TOTAL FILTER COST \$ 5954.40

AHU-26 TOTAL FILTER COST \$ 16.20

AHU-27 TOTAL FILTER COST \$ 16.13

AHU-28 TOTAL FILTER COST \$ 17.76

AHU-29 TOTAL FILTER COST \$ 16.13

TOTAL MAIN LIBRARY \$ 49,340.63

VILLA ANGELA BRANCH

AC-1 TOTAL FILTER COST \$ 57.44

AC-2 TOTAL FILTER COST \$ 57.44

SERVICING • SUPPLYING • ENGINEERING • INSTALLING • CLEANING • MANUFACTURING
AIR FILTERS FOR ALL APPLICATIONS



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AC-3 TOTAL FILTER COST \$ 84.96
 AC-4 TOTAL FILTER COST \$ 53.84
 AC-5 TOTAL FILTER COST \$ 43.08
 AC-6 TOTAL FILTER COST \$ 57.44
 AC-7 TOTAL FILTER COST \$ 57.44
 AC-8 TOTAL FILTER COST \$ 21.54
 AC-9 TOTAL FILTER COST \$ 27.52
 AC-10 TOTAL FILTER COST \$ 14439.96
 RARE BOOK TOTAL FILTER COST \$ 289.20
 PURAFIL UNIT TOTAL FILTER COST \$ 240.00
 TOTAL VILLA \$ 15429.86
 FRT. APPROX. \$ 4,500
 TOTAL \$ 152,833.66
 MINUS DISCOUNT (5%) -7641.68
 GRAND TOTAL \$ 145,191.98

PLEASE CALL WITH ANY QUESTIONS.


 ERIC J. HEPNER

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD NOVEMBER 1 – NOVEMBER 30, 2020

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending November 30, 2020

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	37,057,037.68	0.00	0.00	0.00	0.00	0.00	37,057,037.68
42 Intergovernmental	23,778,526.90	2,136,667.08	0.00	0.00	0.00	0.00	25,915,193.98
43 Fines & Fees	112,803.18	0.00	0.00	0.00	0.00	0.00	112,803.18
44 Investment Earnings	623,002.34	64,578.80	14,448.46	920,803.36	9,557.87	0.00	1,632,390.83
45 Charges for Services	0.00	5,209,368.92	0.00	0.00	0.00	0.00	5,209,368.92
46 Contributions & Donations	510.00	662,646.39	0.00	0.00	148,784.42	0.00	811,940.81
48 Miscellaneous Revenue	1,009,902.66	0.00	0.00	0.00	0.00	68,691.11	1,078,593.77
Total Revenues	\$ 62,581,782.76	\$ 8,073,261.19	\$ 14,448.46	\$ 920,803.36	\$ 158,342.29	\$ 68,691.11	\$ 71,817,329.17
51 Salaries/Benefits	32,738,353.75	2,857,462.06	0.00	0.00	0.00	0.00	35,595,815.81
52 Supplies	372,068.38	418,112.42	0.00	0.00	1,591.97	0.00	791,772.77
53 Purchased/Contracted Services	7,772,300.23	2,273,922.87	0.00	55,392.51	35,759.20	0.00	10,137,374.81
54 Library Materials	4,546,330.69	1,069,740.77	0.00	0.00	20,846.26	0.00	5,636,917.72
55 Capital Outlay	317,886.22	182,215.56	0.00	1,798,564.12	0.00	0.00	2,298,665.90
56 Debt Service	0.00	0.00	1,136,317.60	0.00	0.00	0.00	1,136,317.60
57 Miscellaneous Expenses	172,493.93	407,779.73	0.00	0.00	0.00	66,508.07	646,781.73
Total Expenditures	\$ 45,919,433.20	\$ 7,209,233.41	\$ 1,136,317.60	\$ 1,853,956.63	\$ 58,197.43	\$ 66,508.07	\$ 56,243,646.34
Revenue Over/(Under) Expenditures	\$ 16,662,349.56	\$ 864,027.78	\$(1,121,869.14)	\$(933,153.27)	\$ 100,144.86	\$ 2,183.04	\$ 15,573,682.83
95 Notes Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Advances	(10,008.56)	10,008.56	0.00	0.00	0.00	0.00	0.00
99 Transfers	(1,090,385.20)	0.00	1,090,385.20	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$(1,100,393.76)	\$ 10,008.56	\$ 1,090,385.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/ (Under) Expenditures & Other Uses	\$ 15,561,955.80	\$ 874,036.34	\$(31,483.94)	\$(933,153.27)	\$ 100,144.86	\$ 2,183.04	\$ 15,573,682.83
Beginning Year Cash Balance	\$ 30,578,825.98	\$ 20,239,744.42	\$ 0.00	\$ 63,791,378.91	\$ 4,518,733.85	\$ 13,202.92	\$ 122,035,062.03
Current Cash Balance	\$ 46,140,781.78	\$ 21,113,780.76	\$ 2,861,692.01	\$ 62,858,225.64	\$ 4,618,878.71	\$ 15,385.96	\$ 137,608,744.86

**Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending November 30, 2020**

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	21,737,326	21,204,644	532,682	98%	93%
General Property Tax	32,778,839	37,057,038	(4,278,199)	113%	106%
Rollback, Homestead, CAT	2,400,000	2,573,883	(173,883)	107%	108%
Fines & Fees	114,040	112,803	1,237	99%	164%
Investment Earnings	638,998	623,002	15,996	97%	104%
Contributions	400	510	(110)	128%	101%
Miscellaneous	979,790	1,009,903	(30,113)	103%	79%
Return of Advances Out	0	75,000	(75,000)	0%	0%
Total	<u>\$ 58,649,393</u>	<u>\$ 62,656,783</u>	<u>\$ (4,007,390)</u>	107%	101%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	37,118,542	32,783,911	4,334,630	88%	92%
Supplies	1,099,275	555,658	543,617	51%	83%
Purchased Services	11,081,825	9,794,200	1,287,625	88%	93%
Library Materials	9,552,588	7,613,638	1,938,950	80%	82%
Capital Outlay	1,584,033	517,842	1,066,191	33%	72%
Other	218,889	185,240	33,649	85%	62%
Subtotal	<u>\$ 60,655,151</u>	<u>\$ 51,450,489</u>	<u>\$ 9,204,662</u>	85%	90%
Advances Out	0	85,009	(85,009)		
Transfers Out	1,090,385	1,090,385	0		
Total	<u>\$ 61,745,536</u>	<u>\$ 52,625,883</u>	<u>\$ 9,119,653</u>	85%	81%

Note (1): Certificate from Cuyahoga County Budget Commission dated November 12, 2020.

Note (2): Subtotal Amended Appropriation of \$56,561,717.20 plus carried forward encumbrance of \$5,183,818.88.

Note (3): Subtotal includes 76% expended and 9% encumbered.

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2020**

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110	Professional Salaries	11,992,715.71	10,978,085.71	10,000,548.81	0.00	977,536.90
51120	Clerical Salaries	11,151,894.98	9,269,104.98	8,518,509.88	0.00	750,595.10
51130	Non-Clerical Salaries	1,322,588.05	891,118.05	800,314.45	0.00	90,803.60
51140	Buildings Salaries	5,040,100.86	4,415,100.86	3,902,099.55	0.00	513,001.31
51150	Other Salaries	585,727.69	407,497.69	364,656.03	0.00	42,841.66
51180	Severance Pay	0.00	963,146.42	280,192.13	0.00	682,954.29
51190	Non-Base Pay	423,000.00	1,034,000.00	707,319.40	0.00	326,680.60
51400	OPERS	4,312,417.07	3,674,987.07	3,360,817.08	0.00	314,169.99
51610	Health Insurance	4,764,735.97	4,594,965.97	4,199,253.05	0.00	395,712.92
51611	Dental Insurance	221,465.71	186,375.71	168,531.60	0.00	17,844.11
51612	Vision Insurance	16,977.78	16,937.78	14,079.21	0.00	2,858.57
51620	Life Insurance	13,786.20	14,496.20	13,102.63	0.00	1,393.57
51625	Short Term Disability Insuranc	29,623.34	49,493.34	45,496.06	0.00	3,997.28
51630	Workers Compensation	87,345.50	92,875.46	(15,313.54)	0.00	108,189.00
51640	Unemployment Compensation	25,000.00	129,101.94	26,552.63	42,545.14	60,004.17
51650	Medicare - ER	412,902.76	356,822.99	331,935.49	353.51	24,533.99
51900	Other Benefits	44,431.38	44,431.38	20,259.29	2,658.72	21,513.37
	Salaries/Benefits	\$40,444,713.00	\$ 37,118,541.55	\$ 32,738,353.75	\$ 45,557.37	\$ 4,334,630.43
52110	Office Supplies	44,260.00	44,421.59	16,890.23	6,440.48	21,090.88
52120	Stationery	31,812.00	33,541.96	11,755.56	8,286.28	13,500.12
52130	Duplication Supplies	20,935.00	22,079.33	10,294.14	35.13	11,750.06
52140	Hand Tools	500.00	540.68	381.48	0.00	159.20
52150	Book Repair Supplies	65,463.00	54,313.00	20,508.34	10,676.29	23,128.37
52210	Janitorial Supplies	98,421.00	249,304.89	61,058.54	29,032.19	159,214.16

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2020**

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	Electrical Supplies	51,034.00	52,514.88	32,752.53	13,097.08	6,665.27
52230	Maintenance Supplies	404,348.00	316,702.11	144,574.73	72,565.57	99,561.81
52240	Uniforms	21,675.00	38,089.00	14,993.38	21,203.00	1,892.62
52300	Motor Vehicle Supplies	56,585.00	67,640.31	22,672.76	13,492.43	31,475.12
52900	Other Supplies	164,434.00	220,126.92	36,186.69	8,760.80	175,179.43
	Supplies	\$959,467.00	\$ 1,099,274.67	\$ 372,068.38	\$ 183,589.25	\$ 543,617.04
53100	Travel/Meetings	100,000.00	96,079.63	13,963.67	642.00	81,473.96
53210	Telecommunications	276,904.00	331,747.85	253,505.55	75,041.38	3,200.92
53230	Postage/Freight	78,600.00	113,699.44	23,464.60	60,158.74	30,076.10
53240	PR/Other Communications	198,409.00	206,440.32	76,484.58	43,119.70	86,836.04
53310	Building Repairs	473,609.47	463,132.26	199,781.71	81,011.68	182,338.87
53320	Machine Repairs	17,897.00	44,794.91	16,964.83	5,609.05	22,221.03
53340	Building Maintenance	485,000.00	488,238.37	271,078.35	105,787.94	111,372.08
53350	Machine Maintenance	145,490.30	223,932.90	98,369.04	60,284.40	65,279.46
53360	Computer Maintenance	436,400.00	412,123.34	300,693.96	14,084.17	97,345.21
53370	Motor Vehicle Repairs/Maint	27,000.00	39,374.30	26,971.15	11,865.86	537.29
53380	Contract Security	15,000.00	621,179.74	487,192.37	133,987.37	0.00
53390	Landscaping	26,600.00	6,785.00	6,185.00	0.00	600.00
53400	Insurance	473,180.00	473,180.00	470,887.25	0.00	2,292.75
53510	Rent/Leases	172,222.14	184,094.58	141,378.89	27,027.59	15,688.10
53520	Equipment Rental	22,384.00	27,442.62	22,964.20	3,583.62	894.80
53610	Electricity	1,790,200.00	1,805,922.24	1,346,702.86	396,071.28	63,148.10
53620	Gas	147,300.00	154,517.02	114,348.39	40,138.63	30.00
53630	Chilled Water	841,333.00	687,700.68	580,020.67	83,309.31	24,370.70

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2020

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53640	Water/Sewer	161,700.00	170,557.78	108,753.34	56,944.82	4,859.62
53710	Professional Services	1,068,979.75	1,594,557.31	679,462.07	526,460.60	388,634.64
53720	Auditors Fees	820,000.00	850,728.80	723,568.97	25,562.00	101,597.83
53730	Bank Service Charges	11,000.00	11,000.00	6,796.38	0.00	4,203.62
53800	Library Material Control	266,500.00	448,537.69	177,611.06	270,911.63	15.00
53900	Other Purchased Services	1,624,866.34	1,626,057.84	1,625,151.34	298.00	608.50
	Purchased/Contracted Services	\$9,680,575.00	\$ 11,081,824.62	\$ 7,772,300.23	\$ 2,021,899.77	\$ 1,287,624.62
54110	Books	2,032,500.00	2,094,717.08	1,212,398.28	573,788.97	308,529.83
54120	Continuations	282,030.00	460,885.55	277,499.57	168,981.49	14,404.49
54210	Periodicals	750,500.00	922,891.68	82,347.33	764,140.51	76,403.84
54220	Microforms	29,070.00	78,618.00	44,895.05	5,225.00	28,497.95
54310	Video Media	1,315,000.00	1,274,950.59	629,655.47	282,256.56	363,038.56
54320	Audio Media - Spoken	105,150.00	86,516.82	20,069.36	24,659.82	41,787.64
54325	Audio Media - Music	120,150.00	116,940.78	80,178.26	38,147.08	(1,384.56)
54500	Database Services	645,000.00	1,568,311.95	702,947.50	855,191.05	10,173.40
54530	eMedia	1,807,600.00	2,692,927.54	1,416,054.10	301,931.77	974,941.67
54600	Interlibrary Loan	3,000.00	3,260.00	1,568.00	1,692.00	0.00
54710	Bookbinding	20,000.00	42,979.85	7,460.94	8,102.10	27,416.81
54720	Preservation Services	20,000.00	42,973.45	24,309.20	4,104.62	14,559.63
54730	Preservation Boxing	5,000.00	5,131.30	601.30	1,662.97	2,867.03
54790	Preservation Reformatting	25,000.00	13,000.00	1,021.91	0.00	11,978.09
54905	Other LM-Hotspots	120,000.00	148,483.02	45,324.42	37,423.40	65,735.20
	Library Materials	\$7,280,000.00	\$ 9,552,587.61	\$ 4,546,330.69	\$ 3,067,307.34	\$ 1,938,949.58
55300	Construction/Improvements	0.00	27,368.65	8,271.76	19,096.89	0.00

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending November 30, 2020

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
55510 Furniture	222,592.42	224,906.26	13,350.13	16,157.11	195,399.02
55520 Equipment	620,716.58	773,375.61	177,555.18	94,694.37	501,126.06
55530 Computer Hardware	385,500.00	373,629.05	108,306.42	45,572.59	219,750.04
55540 Software	75,500.00	97,792.50	10,402.73	24,434.50	62,955.27
55700 Motor Vehicles	86,961.00	86,961.00	0.00	0.00	86,961.00
Capital Outlay	\$1,391,270.00	\$ 1,584,033.07	\$ 317,886.22	\$ 199,955.46	\$ 1,066,191.39
57100 Memberships	94,164.26	94,510.26	76,563.07	2,452.37	15,494.82
57200 Taxes	15,000.00	16,714.96	4,298.94	10,078.16	2,337.86
57500 Refunds/Reimbursements	106,142.74	107,664.14	91,631.92	215.97	15,816.25
Miscellaneous Expenses	\$215,307.00	\$ 218,889.36	\$ 172,493.93	\$ 12,746.50	\$ 33,648.93
59810 Advances Out	0.00	0.00	85,008.56	0.00	(85,008.56)
Advances	\$0.00	\$ 0.00	\$ 85,008.56	\$ 0.00	\$(85,008.56)
59900 Transfers Out	1,090,385.20	1,090,385.20	1,090,385.20	0.00	0.00
Transfers	\$1,090,385.20	\$ 1,090,385.20	\$ 1,090,385.20	\$ 0.00	\$ 0.00
TOTAL	<u>\$61,061,717.20</u>	<u>\$ 61,745,536.08</u>	<u>\$ 47,094,826.96</u>	<u>\$ 5,531,055.69</u>	<u>\$ 9,119,653.43</u>

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2020

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	30,578,825.98	62,656,782.76	47,094,826.96	5,531,055.69	40,609,726.09
Total General Fund	\$ 30,578,825.98	\$ 62,656,782.76	\$ 47,094,826.96	\$ 5,531,055.69	\$ 40,609,726.09
201 Anderson	387,801.04	0.00	111.45	116.72	387,572.87
202 Endowment for the Blind	2,966,435.07	1,687.84	0.00	0.00	2,968,122.91
203 Founders	6,328,403.07	202,597.24	446,316.81	338,390.05	5,746,293.45
204 Kaiser	82,631.57	0.00	0.00	0.00	82,631.57
205 Kralej	225,208.14	131.35	3,866.85	0.00	221,472.64
206 Library	200,152.80	2,921.89	1,500.00	0.00	201,574.69
207 Pepke	176,596.14	0.00	0.00	0.00	176,596.14
208 Wickwire	1,832,259.49	(4,045.49)	10,029.22	2,774.09	1,815,410.69
209 Wittke	112,324.15	0.00	0.00	0.00	112,324.15
210 Young	5,653,196.59	31,349.11	0.00	0.00	5,684,545.70
226 Judd	127,525.23	188,260.25	135,948.73	24,956.33	154,880.42
228 Lockwood Thompson Memorial	213,724.58	196,272.00	98,259.05	110,547.26	201,190.27
229 Ohio Center for the Book	372.42	2,225.00	2,225.00	0.00	372.42
230 Schweinfurth	176,930.52	0.00	35,900.00	4,750.00	136,280.52
231 CLEVNET	1,471,491.29	5,209,368.92	4,765,636.81	471,689.02	1,443,534.38
251 OLBDP-Library for the Blind	113,077.26	1,382,511.00	1,224,064.84	16,304.07	255,219.35
254 MyCom	25,728.45	124,165.64	123,786.87	0.00	26,107.22
256 Learning Centers	21,361.67	0.00	11,141.50	10,220.17	0.00
257 Tech Centers	0.00	118,000.00	38,099.32	1,158.86	78,741.82
258 Early Literacy	10,337.48	0.00	10,337.48	0.00	0.00
259 Rice Solar Panel System	114,187.46	288.42	0.00	114,006.23	469.65
260 Coronavirus Relief Fund	0.00	702,536.58	377,009.48	2,251.28	323,275.82
Total Special Revenue Funds	\$ 20,239,744.42	\$ 8,158,269.75	\$ 7,284,233.41	\$ 1,097,164.08	\$ 20,016,616.68

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2020

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
301 Debt Service	2,893,175.95	1,104,833.66	1,136,317.60	0.00	2,861,692.01
Total Debt Service Fund	\$ 2,893,175.95	\$ 1,104,833.66	\$ 1,136,317.60	\$ 0.00	\$ 2,861,692.01
401 Building & Repair	2,190,953.93	0.00	229,187.68	163,305.42	1,798,460.83
402 Construction - Tax-Exempt	52,590,171.10	789,826.39	1,620,546.39	4,376,375.06	47,383,076.04
403 Construction - Taxable	9,010,253.88	130,976.97	4,222.56	1,037.84	9,135,970.45
Total Capital Project Funds	\$ 63,791,378.91	\$ 920,803.36	\$ 1,853,956.63	\$ 4,540,718.32	\$ 58,317,507.32
501 Abel	304,642.27	0.00	0.00	0.00	304,642.27
502 Ambler	3,098.23	0.00	0.00	0.00	3,098.23
503 Beard	91,987.04	429.50	26,886.20	1,411.44	64,118.90
504 Klein	7,325.62	0.00	0.00	0.00	7,325.62
505 Malon/Schroeder	358,043.47	426.26	5,149.00	200.00	353,120.73
506 McDonald	250,338.21	328.74	5,270.00	620.00	244,776.95
507 Ratner	124,528.50	0.00	0.00	0.00	124,528.50
508 Root	53,700.74	0.00	0.00	0.00	53,700.74
509 Sugarman	242,255.89	1,292.67	45.97	0.00	243,502.59
510 Thompson	174,844.24	(1,442.79)	0.00	0.00	173,401.45
511 Weidenthal	9,071.67	0.00	0.00	0.00	9,071.67
512 White	2,792,445.72	8,523.49	20,846.26	33,160.72	2,746,962.23
513 Beard Anna Young	106,452.25	0.00	0.00	0.00	106,452.25
514 Paulson	0.00	148,784.42	0.00	0.00	148,784.42
Total Permanent Funds	\$ 4,518,733.85	\$ 158,342.29	\$ 58,197.43	\$ 35,392.16	\$ 4,583,486.55
901 Unclaimed Funds	7,585.80	2,526.59	1,028.31	0.00	9,084.08
905 CLEVNET Fines & Fees	5,617.12	66,164.52	65,479.76	0.00	6,301.88
Total Agency Funds	\$ 13,202.92	\$ 68,691.11	\$ 66,508.07	\$ 0.00	\$ 15,385.96
Total All Funds	\$ 122,035,062.03	\$ 73,067,722.93	\$ 57,494,040.10	\$ 11,204,330.25	\$ 126,404,414.61

Cleveland Public Library
Year-To-Date Budget Report
Construction - Tax-Exempt Fund 402
For the Period Ending November 30, 2020

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>YTD Actual</u>	<u>Encumbered and Unpaid</u>	<u>Available Balance</u>
44400 Investment Earnings (Capital)	0.00	0.00	-789,826.39	0.00	789,826.39
Investment Earnings	0.00	0.00	-789,826.39	0.00	789,826.39
53710 Professional Services	0.00	76,872.80	46,847.95	22,024.85	8,000.00
Purchased/Contracted Services	0.00	76,872.80	46,847.95	22,024.85	8,000.00
55300 Construction/Improvements	3,255,714.00	12,091,649.37	1,573,698.44	4,354,350.21	6,163,600.72
Capital Outlay	3,255,714.00	12,091,649.37	1,573,698.44	4,354,350.21	6,163,600.72
TOTAL Revenues	0.00	0.00	-789,826.39		789,826.39
TOTAL Expenditures	3,255,714.00	12,168,522.17	1,620,546.39	4,376,375.06	6,171,600.72
			Prior Fund Balance		52,590,171.10
			Change in Fund Balance		(830,720.00)
			Current Fund Balance		51,759,451.10

**Cleveland Public Library
Year-To-Date Budget Report
Construction - Taxable Fund 403
For the Period Ending November 30, 2020**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>YTD Actual</u>	<u>Encumbered and Unpaid</u>	<u>Available Balance</u>
44400 Investment Earnings (Capital)	0.00	0.00	-130,976.97	0.00	130,976.97
Investment Earnings	0.00	0.00	-130,976.97	0.00	130,976.97
53710 Professional Services	0.00	5,550.00	4,222.56	1,037.84	289.60
Purchased/Contracted Services	0.00	5,550.00	4,222.56	1,037.84	289.60
TOTAL Revenues	0.00	0.00	-130,976.97		130,976.97
TOTAL Expenditures	0.00	5,550.00	4,222.56	1,037.84	289.60
			Prior Fund Balance		9,010,253.88
			Change in Fund Balance		126,754.41
			Current Fund Balance		9,137,008.29

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending November 30, 2020**

Balance of All Funds	\$ 137,608,744.86
Huntington - Checking	26,980.27
KeyBank - Checking (ZBA)	480,341.05
KeyBank - FSA Account	5,207.19
Petty Cash	270.00
Change Fund	1,490.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	\$ 514,544.03
Huntington Escrow Account	114,475.88
U.S. Bank - 2019A-Money Market	7,233,343.19
U.S. Bank - 2019B-Money Market	155,318.43
U.S. Bank - Investments	34,495,140.42
U.S. Bank - Inv - Money Market	597,567.55
U.S. Bank - Series 2019A Notes	46,651,207.73
U.S. Bank - Series 2019B Notes	8,984,850.82
Huntington Trust -Money Market	2,861,692.02
STAR Ohio Investment	12,236,051.52
STAR Plus Program	2,500,000.00
Investments	\$ 115,829,647.56
PNC- Endowment Account	21,264,553.27
Endowment Account	\$ 21,264,553.27
Cash in Banks and On Hand	\$ 137,608,744.86

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – November 2020

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period November 1, 2020 through November 30, 2020.

OPERATING FUND:

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
11/01/20 - 11/30/20	30	Various	STAR Ohio	Various	1,535.51	Investment Pool
11/01/20 - 11/30/20	30	Various	STAR Plus	Various	0.00	Bank Deposit Program
11/01/20 - 11/30/20	30	Various	U.S. Bank	Various	18.14	Sweep Money Market
02/13/20 - 11/06/20	268	1,000,000	Credit Suisse New York	1.640%	12,163.34	Commercial Paper
05/06/20 - 11/06/20	185	1,000,000	Federal National Mortgage Assn.	1.250%	6,250.00	Federal Agency
05/08/20 - 11/08/20	185	500,000	Federal Farm Credit Bank	1.625%	4,062.50	Federal Agency
05/09/20 - 11/09/20	185	500,000	Federal Farm Credit Bank	1.500%	17,230.00	Federal Agency
05/22/20 - 11/22/20	185	425,000	Federal Home Loan Bank	1.250%	4,250.00	Federal Agency
05/24/20 - 11/24/20	185	1,425,000	Federal Farm Credit Bank	1.670%	11,898.75	Federal Agency
05/25/20 - 11/25/20	185	540,000	Federal Home Loan Mortgage Corp.	1.500%	4,050.00	Federal Agency
05/28/20 - 11/28/20	185	125,000	Federal Home Loan Mortgage Corp.	1.950%	1,218.75	Federal Agency
09/30/20 - 10/30/20	31	249,000	Nicolet National Bank	1.150%	243.20	Negotiable CD
10/01/20 - 11/01/20	32	100,000	Live Oak Banking Co.	1.800%	152.88	Negotiable CD
05/07/20 - 11/07/20	185	248,000	HSBC Bank USA NA	1.300%	1,625.25	Negotiable CD
05/07/20 - 11/07/20	185	248,000	Pinnacle Bank	0.900%	1,125.17	Negotiable CD
10/11/20 - 11/11/20	32	249,000	UBS Bank USA	1.000%	211.48	Negotiable CD
10/11/20 - 11/11/20	32	249,000	First Internet Bank of Indiana	0.850%	179.76	Negotiable CD
10/13/20 - 11/13/20	32	249,000	Enerbank USA	1.800%	380.66	Negotiable CD
10/17/20 - 11/17/20	32	249,000	Wells Fargo National Bank West	1.900%	401.81	Negotiable CD
10/18/20 - 11/18/20	32	225,000	Wells Fargo Bank NA	1.950%	372.64	Negotiable CD
10/18/20 - 11/18/20	32	249,000	Congressional Bank	0.200%	42.30	Negotiable CD
10/20/20 - 11/20/20	32	210,000	Merrick Bank	2.350%	419.14	Negotiable CD
10/20/20 - 11/20/20	32	249,000	Texas Exchange Bank SSB	0.850%	179.76	Negotiable CD

REPORT B

05/22/20 - 11/21/20	184	249,000	Third Federal Savings and Loan	0.750%	936.30	Negotiable CD
10/21/20 - 11/21/20	32	249,000	SeviFirst Bank	1.600%	338.37	Negotiable CD
05/22/20 - 11/22/20	185	246,000	Capital One Bank USA NA	2.650%	3,286.29	Negotiable CD
05/22/20 - 11/22/20	185	246,000	Capital One NA	2.650%	3,286.29	Negotiable CD
10/26/20 - 11/26/20	32	249,000	Axos Bank	1.650%	348.94	Negotiable CD
10/27/20 - 11/27/20	32	249,000	Comenity Capital Bank	2.500%	528.70	Negotiable CD
10/27/20 - 11/27/20	32	249,000	Bank of Old Monroe	1.250%	264.35	Negotiable CD
05/29/20 - 11/29/20	185	247,000	BMW Bank of North America	1.800%	2,241.27	Negotiable CD
10/30/20 - 11/30/20	32	249,000	Nicolet National Bank	1.150%	235.36	Negotiable CD
10/30/20 - 11/30/20	32	245,000	Partners Bank	0.350%	72.83	Negotiable CD
10/30/20 - 11/30/20	32	249,000	Celtic Bank	1.850%	391.24	Negotiable CD

Earned Interest November 2020 \$ 79,940.98
Earned Interest Year To Date \$ 625,538.92

SERIES 2019A TAX-EXEMPT NOTES:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
11/01/20 - 11/30/20	30	Various	U.S. Bank	Various	92.84	Sweep Money Market
10/09/20 - 11/18/20	41	2,685,000	Federal Farm Credit Bank	0.160%	465.40	Federal Agency
05/24/20 - 11/24/20	185	3,000,000	Federal Farm Credit Bank	1.670%	25,050.00	Federal Agency
05/29/20 - 11/25/20	181	1,300,000	Federal Home Loan Mortgage Corp.	0.375%	2,773.33	Federal Agency
09/30/20 - 10/31/20	32	249,000	First State Financial	1.350%	285.50	Negotiable CD
10/31/20 - 11/30/20	31	249,000	First State Financial	1.350%	276.29	Negotiable CD
04/30/20 - 10/31/20	185	2,150,000	United States Treasury Note	1.375%	26,707.03	Treasury Security
05/31/20 - 11/30/20	184	2,375,000	United States Treasury Note	1.625%	21,616.21	Treasury Security
05/31/20 - 11/30/20	184	3,000,000	United States Treasury Note	1.625%	33,281.25	Treasury Security
Earned Interest November 2020					\$	110,547.85
Earned Interest Year To Date					\$	789,826.39

SERIES 2019B TAXABLE NOTES:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
11/01/20 - 11/30/20	30	Various	U.S. Bank	Various	9.47	Sweep Money Market
Earned Interest November 2020					\$	9.47
Earned Interest Year To Date					\$	130,976.97

NOTE RETIREMENT FUND:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
11/01/20 - 11/30/20	30	Various	Huntington National Bank	Various	23.09	Sweep Money Market
Earned Interest November 2020					\$	23.09
Earned Interest Year To Date					\$	14,448.46

ESCROW ACCOUNT:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
11/01/20 - 11/30/20	30	Various	Huntington National Bank	Various	0.93	Money Market
Earned Interest November 2020					\$	0.93
Earned Interest Year To Date					\$	288.42
Earned Interest November 2020--All Funds					\$	190,522.32
Earned Interest Year To Date--All Funds					\$	1,561,079.16

CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting

December 17, 2020

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR NOVEMBER 2020

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Government Finance Officers Association Annual Governmental GAAP Update Cleveland, Ohio	11/5/2020	Laura Armstrong	135.00
Government Finance Officers Association Annual Governmental GAAP Update Cleveland, Ohio	11/5/2020	Carrie Krenicky	135.00
American Payroll Association Virtual Chapter Meeting Cleveland, Ohio	10/8/2020	Ronelle Miller-Hood	20.00
TOTAL			\$290.00

SUMMARY

FUND	NOVEMBER	YEAR TO DATE
General	\$290.00	\$13,963.67
Lockwood Thompson	0.00	3,323.70
CLEVNET	0.00	165.00
TOTAL	\$290.00	\$17,452.37

EXHIBIT 15

CLEVELAND PUBLIC LIBRARY				
EMPLOYMENT REPORT				
Period: Nov 1-Nov 30, 2020				
Name	Title	Department/Branch	Effective Date	Compensation Rate
New Hires				
None				
Resignations				
Drake El, Ayesha	Children's Librarian	Woodland Branch	11/14/2020	
Haru, Lanea	Substitute	Public Services	11/23/2020	
Terminations				
Yee, Doris	Library Assistant	OLBPD	11/16/2020	
Salary Change				
Leszcz, Brian	Solutions Architect	Automation	11/7/2020	\$ 93,056.70
Retirements				
None				

AMENDMENT TO EMPLOYMENT AGREEMENT

This Amendment to Employment Agreement (“Amendment”) made as of and effective December 18, 2020, by and between **TRUSTEES** of the CLEVELAND PUBLIC LIBRARY (the “Board”) and **FELTON THOMAS, JR.** (the “Director”).

RECITALS

WHEREAS, The Board and the Director entered into an employment agreement (the “Agreement”), under which the Director agreed to serve as Director of the Cleveland Public Library for the five-year period beginning on January 1, 2019;

WHEREAS, Under the Agreement, the Director is entitled to a five percent (5%) annual salary increase beginning on January 1, 2020;

WHEREAS, Due to the COVID-19 pandemic’s effect on the Library’s financial situation and in recognition of the sacrifices being made by Library staff as a result of the pandemic, the Director desires to amend the Agreement to forego the five percent (5%) salary increase for the 2021 calendar year;

WHEREAS, The Board desires to amend the Agreement, and adopted a resolution on December 17, 2020 authorizing the Board President to work with legal counsel to finalize an amendment to the Agreement to forego the 2021 salary increase;

NOW, THEREFORE, for and in consideration of the mutual promises and conditions contained in this Agreement, the Board and Felton Thomas, Jr. do hereby agree as follows:

1. Section 5.1 of the Agreement shall be modified to provide that the Director shall not receive a five percent (5%) increase for the 2021 calendar year.
2. All other terms and conditions of the Agreement which are not expressly modified herein shall remain in full force and effect, and all defined terms used herein shall have the same meaning as in the Agreement.
3. In the event of a conflict between this Amendment and the Agreement, this Amendment will control.
4. This Amendment may be executed in counterparts, each of which taken together shall constitute one single agreement between the parties. The parties consent to the use of scanned/facsimile/copied signatures in this Amendment and agree that such signatures shall have the same legal effect as if the parties mutually signed this Amendment.

IN WITNESS WHEREOF, and in accordance with the applicable sections of Ohio Revised Code, Chapter 3375, the parties hereto have duly executed this agreement as of the day and year first written above.

[SIGNATURE BLOCK TO FOLLOW]

IN THE PRESENCE OF:

**THE BOARD OF TRUSTEES OF THE
CLEVELAND PUBLIC LIBRARY**

MARITZA RODRIGUEZ, President of the
Board of Trustees

FELTON THOMAS, JR.
Executive Director, CEO

Exhibit "A"**Executive Leadership Team Staff Excluded from Wage Increase**

Felton Thomas, Jr., Executive Director, CEO

Carrie Krenicky, Chief Financial Officer

Timothy R. Diamond, Special Assistant to the Director

Tana Peckham, Chief Marketing & Communications Officer

Lynn Sargi, Chief Talent Officer

John Lang, Chief Operating Officer

Shenise Johnson-Thomas, Chief of External Relations & Development

Sadie Winlock, Chief Equity, Education, and Engagement Officer

John Skrtic, Director of Public Services

Harriette Parks, Director of Public Services

Exhibit "A"

*EMPLOYMENT PRACTICES – 200
DISCIPLINARY ACTION 238*

Bargaining unit Employees

Bargaining unit employees are afforded due process as may be outlined in their collective bargaining agreement.

Non-bargaining Employees

Non-bargaining unit employees who have completed their probationary period are employed at will. Non-bargaining unit employees are afforded due process. Temporary employees are not entitled to due process rights or the pre-termination hearing outlined below.

A non-bargaining unit employee shall not be removed, suspended or demoted without first being given the opportunity to attend an Investigatory Meeting (IM) in which he/she shall have the opportunity to address the charges against him/her. This IM shall be led by the supervisor/manager or Human Resources. The supervisor/manager or Human Resources should notify the employee of his/her decision on the charges within fifteen (15) days of the IM unless mitigating circumstances exist.

Human Resources may assign a procedural observer for non-bargaining employees to be present at an IM. The procedural observer will either be a representative from HR or a member of management that is not connected to the issue that resulted in the IM. The employee has the right to legal counsel during this hearing but must provide HR with at least 72 hours' notice before the scheduled meeting and provide the name and contact information of the employee's attorney.

All Employees

The Library generally follows progressive discipline as a guide for issuing corrective action as appropriate. The Library's expectations are:

- Discipline shall be applied uniformly and consistently.
- Employees shall be aware of job expectations through mission, vision, values, job descriptions, performance evaluations, policies, procedures, supervisor's directives, etc.
- Each offense shall be dealt with as objectively as possible.
- Discipline shall usually be progressive, but depending upon the severity of the offense, may proceed immediately to termination.
- An employee's immediate supervisor may issue counseling memos or written warnings to their direct reports. For discipline greater than a written warning, the

immediate supervisor or the presider over the IM may make recommendations for suspension or discharge to department Director or Chief. The Head of Human Resources or designee shall be responsible for issuing suspensions or discharge.

It is impossible to list all violations of Library policy or improper conduct; however, the following lists sets forth examples of violations which will result in disciplinary action up to and including termination of employment. In each case, the appropriate disciplinary action will be determined by any one or more of the following: seriousness of the offense; employee's overall employment record; and/or previous disciplinary actions.

Non-exclusive List of Offenses

Reasons for discipline up to and including termination, include but are not limited to the following or similar offenses:

1. Violation of any CPL policy or procedure, in CPL's sole discretion.
2. Unsatisfactory or neglectful work performance, including but not limited to, poor quality or quantity of work, unacceptable work habits, overall unacceptable performance or work record.
3. Abuse of time, absenteeism or tardiness.
4. Inability to work with CPL patrons or staff.
5. Inability to provide an appropriate level and type of service to staff and/or patrons.
6. Violation of any code of conduct, including but not limited to, Policy 460 Equal Employment, Discrimination and Harassment; and Policy 480 Civility, Bullying and Workplace Violence.
7. Failing or refusing to cooperate fully with the Library's investigation of suspected improprieties, poor quality of work, or misconduct. Providing false or misleading information in response to an investigation being conducted by the Library.
8. Unauthorized use, disclosure, possession or removal of CPL records or confidential information including the patron database.
9. Using another's badge or permitting another to use your badge or giving another use of keys to enter Library property.
10. Deliberately restricting or falsely representing to a superior the quality and/or quantity of work performed based on established standards.
11. Failure to report injury or accident to supervisor.
12. Disregard of safety rules, procedures, guidelines, directives, etc.
13. Conducting excessive or inappropriate personal business on Library time.
14. Inability or unwillingness to work cooperatively with others, e.g., letting personality conflicts interfere with job performance.
15. More than incidental use of Library computers on work time or violation of O.R.C. Obscenity Law, e.g. accessing inappropriate workplace sites for personal use.
16. Negligent or willful acts which result, or could result, in damage to Library property or equipment.

Non-exclusive List of Terminable Offenses

Reasons for termination may include, but are not limited to, the following:

1. Sleeping on the job, loitering, loafing or excessive visiting or wasting time.
2. Insubordination or refusal to perform job duties or instructions/directives of a manager or supervisor.
3. Use of profanity, obscenities, abusive or other inappropriate language.
4. Assault, fighting, violence or threatening violence, or attempting bodily injury to another employee or patron on Library premises.
5. Disorderly, disruptive or unruly conduct.
6. Dishonest, cheating, theft or inappropriate removal or possession of Library property, or of the property of a fellow employee or patron.
7. Willful destruction of Library property or the property of a fellow employee or patron.
8. Criminal, dishonest or immoral acts.
9. Making false statements or falsifying Library records or reports, including one's time records or records of another employee.
10. Working under the influence of alcohol or illegal drugs.
11. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
12. Misuse of CPL authorized credit card, expense account or cash.
13. Theft, destruction or unauthorized use or removal of CPL materials or equipment.
14. Negligent or deliberate destruction of CPL property or the abuse, misuse or unauthorized use of CPL property.
15. Gambling, conducting games of chance or using or possessing gambling equipment on CPL premises.
16. Conducting secondary employment on Library time without expressed written approval from Human Resources.
17. Possession of dangerous or unauthorized materials, such as explosives, firearms, weapons or ammunition in the workplace or Library vehicles.
18. Fraud in securing employment or in the course of employment

Revised December 17, 2020

Rescind #234 Termination of Employment of FT and PT Regular Employees

Exhibit "B"

COMPENSATION PRACTICES – 300

SPECIAL LIBRARY CLOSINGS - 386

While it is the obligation of the Library to provide continuous service to the public, it is recognized that there are situations in which it may be necessary to close the Library for all or part of a regular working day. When the Library is closed for an entire day because of an emergency, announcements will be made through the Library's communication systems as well as local news media as soon and as frequently as possible so that employees will not report for work. In such instances employees will be paid for the hours they would have worked had the Library been (or remained) open.

The Library will be closed on the Friday after Thanksgiving Day, which is considered a special closing, not a holiday.

The Library will be closed on December 24th, which is considered a special closing, not a holiday. When December 24th falls on a weekday, the work schedule for that week will be three days. When December 24th falls on a Sunday, no compensatory time will be allowed.

The Library Board of Trustees will determine the hours of the Library on New Year's Eve annually.

During a Special Library Closing, employees will be paid for hours worked in accordance with relevant established policies and procedures and relevant collective bargaining agreement provisions. Bargaining unit employees shall be paid for Special Library Closings pursuant to their collective bargaining agreement.

Non-bargaining employees who are not scheduled to work or who are absent because of sick leave, vacation, or other authorized leave, will not be affected by the closing.

Closed for an Entire Day

When the Library is closed by proclamation of the Board of Trustees, Mayor, Governor, or President, or an emergency declared by the Director or their designee, all non-bargaining employees will be credited with the hours they would have worked. Employees not scheduled to work and those away on sick leave, vacation, or other authorized leave, are not affected unless the closing is proclaimed a holiday.

Any non-bargaining, non-exempt employee required to report to a work site on a Special Closing day will be paid overtime for the hours worked at the work site. Any non-bargaining employee required to work on a Special Closing day (other than the Friday after Thanksgiving or December 24) in accordance with the Library's Telecommuting procedure will be paid for hours worked.

Closed for a Partial Day

When the Library opens, but then must be closed by reason of an emergency declared by the Director, non-bargaining employees on duty at a work site at the time of closing, or scheduled to

begin work later in the day will be excused and paid for the full number of hours for which they were scheduled to work. Any non-bargaining employee required to stay at a work site work on for a partial day Special Closing will be paid time and one-half for hours worked at the work site after the close was declared. Any non-bargaining employee required to work on a partial day Special Closing in accordance with the Library's Telecommuting procedure will be paid for hours worked.

Revised December 17, 2020

REV EEO-4 1995

REPORT D

CLEVELAND PUBLIC LIBRARY
STATE AND LOCAL GOVERNMENT INFORMATION
2020 EEO-4 REPORT

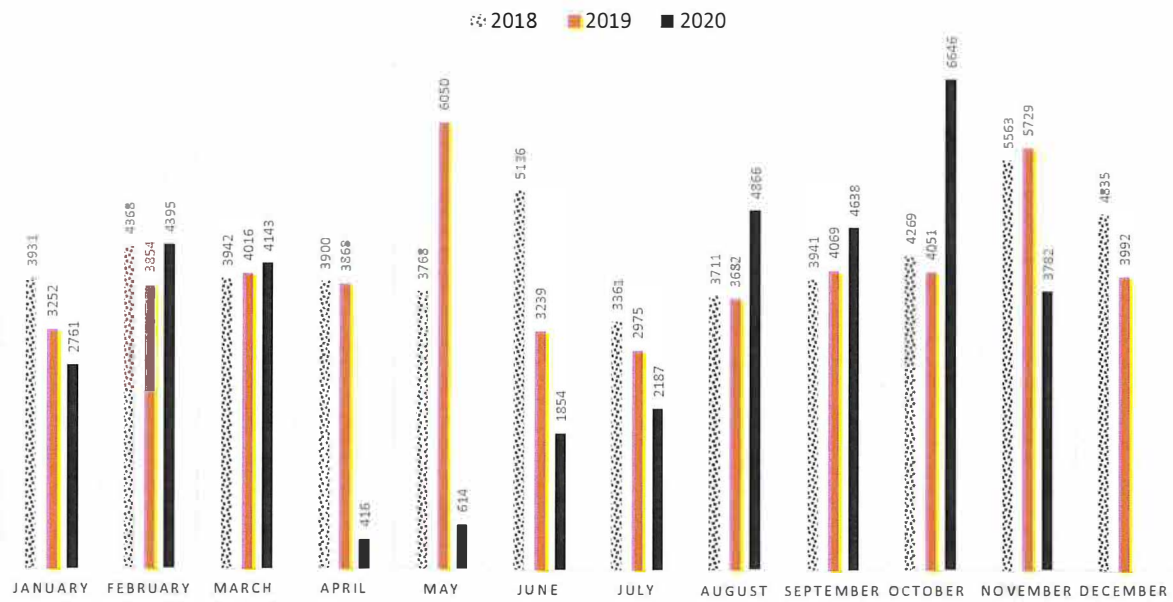
CLEVELAND PUBLIC LIBRARY
LYNN SARGI
325 Superior Avenue
Cleveland, OH 44114

CONTROL NUMBER 12345

FUNCTION JURISDICTION TOTALS: FULL/PART-TIME EMPLOYEES

JOB CATEGORY	HISPANIC / LATINO		*****MALE*****					*****FEMALE*****					TOTAL
	M	F	WHITE	BLACK	ASIAN	HAWAII NATIVE	TWO+	WHITE	BLACK	ASIAN	HAWAII NATIVE	TWO+	
OFFICIALS/ADM	2	3	23	14		1		25	17			3	88
PROFESSIONALS		7	19	1				28	10	4		1	70
TECHNICIANS	1	1	12	2				2	2				20
PROTECT/SERV	3	1	6	17				1	6				34
PARA-PROFESS	3	6	21	26	1		1	39	22	2		1	122
ADMIN SUPPORT	3	10	27	33	3		1	31	76	2		2	188
SKILLED CRAFT	1		5	3				1	1				11
SERV/MAINT	1	2	8	30				2	4				47
GRAND TOTAL	14	30	121	126	4	1	2	129	138	8		7	580

CLEVELAND PUBLIC LIBRARY SICK LEAVE UTILIZATION



	2018	2019	2020
January	3931	3252	2761
February	4368	3854	4395
March	3942	4016	4143
April	3900	3868	416
May	3768	6050	614
June	5136	3239	1854
July	3361	2975	2187
August	3711	3682	4866
September	3941	4069	4638
October	4269	4051	6646
November	5563	5729	3782
December	4835	3992	

***3 pay periods**

2020 Notations:

April and May - Library closed due to COVID 19; June and July - Most employees worked 50% as part of SharedWork Ohio program. CARES Act provided for Emergency Paid Sick Leave and Expanded FMLA (EPSL and EFMLA).

EPSL/EFMLA hours included in total hours: April - 64; May - 160; June - 463.50; July - 828; August - 1030.5; September - 1190.75; October - 2666.5; November - 2296.25

Insurance Report for the Month of November 2020

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
MMO - National Networ	247	140	387
MMO - CleCare Networl	45	22	67
Cobra	2		2
Total MMO			456
Dental Insurance	294	178	472
Vision Employee			264
Vision Children			45
Vision Spouse			51
Vision Family			74
Total Vision			434
Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR NOVEMBER 2020**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD
	2020	2019	2020	2019	2020	2019	Gain/Loss
Main Library	97,545	131,990	610	687	795,531	1,533,273	-48.1%
Branches	130,650	249,709	764	1,237	1,216,933	2,776,274	-56.2%
Mobile Units	122	3,612			1,792	29,036	-93.8%
Library for the Blind	28,082	34,708			300,918	440,853	-31.7%
OLBPD BARD	16,958	11,395			179,108	133,822	33.8%
eMedia	64,333	50,333			696,785	554,851	25.6%
TOTAL CIRCULATION	337,690	481,747			3,191,067	5,468,109	-42%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
eBook	34,186	23,714	360,219	271,773	32.5%
eAudiobook	19,498	18,521	221,504	197,091	12.4%
eMusic	5,009	4,315	53,236	51,190	4.0%
eVideo	4,244	2,275	45,476	16,761	171.3%
eMagazines	1,396	1,508	16,350	18,036	-9.3%
TOTAL eCIRCULATION	64,333	50,333	696,785	554,851	25.6%

Included in circulation activity

	Month	YTD
eCARDS ISSUED	395	4458
eMEDIA NEW USERS	632	25224
CURBSIDE SERVICES	5161	36178

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
TOTAL SESSIONS	23,318	56,601	294,737	692,952	-57%

VIRTUAL REFERENCE	Month	YTD
Email/LibAnswers*	748	3,654
ASK CPL Live Chat*	176	5,726
FAQ Views	617	5,851
TOTAL VIRTUAL REFERENCE	1,541	15,231

All in-person interactions and physical circulation services ceased operation at the close of business on March 13, 2020 due to precautions related to the COVID-19 pandemic. Curbside and Walk-up Services began June 8, 2020. The Library reopened to the public on August 24, 2020 but returned to curbside and walk-up services only beginning November 21, 2020.

*ASK CPL LibAnswers and LibChat virtual reference service launched on April 20, 2020.

REPORT G

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR NOVEMBER 2020**

	a	b	c	d	e	f	g
BRANCH	Branch Circulation	Sent from Other Branches	Sent from Main	Sent from Other CLEVNET Systems	Total Direct Circulation (a+b+c+d)	Sent to Other CLEVNET Systems	Total Circulation (e+f)
Addison	2,138	1,140	425	669	4,372	294	4,666
Brooklyn	1,329	694	174	292	2,489	379	2,868
Carnegie West	2,624	1,273	1,046	1,190	6,133	1,090	7,223
Collinwood	1,395	515	306	885	3,101	425	3,526
East 131st	438	460	134	118	1,150	305	1,455
Eastman	3,301	1,740	1,032	1,382	7,455	1,818	9,273
Fleet	2,611	680	525	697	4,513	459	4,972
Fulton	1,842	957	282	447	3,528	457	3,985
Garden Valley	573	273	58	113	1,017	144	1,161
Glenville	1,573	689	281	607	3,150	301	3,451
Harvard-Lee	1,427	378	313	496	2,614	543	3,157
Hough	1,702	510	222	238	2,672	366	3,038
Jefferson	1,923	633	669	851	4,076	553	4,629
Langston Hughes	1,421	958	427	367	3,173	310	3,483
Lorain	1,700	537	169	297	2,703	437	3,140
Martin Luther King, Jr.	778	479	489	509	2,255	383	2,638
Memorial-Nottingham	2,729	570	862	1,559	5,720	948	6,668
Mt. Pleasant	747	637	284	452	2,120	285	2,405
Rice	2,125	780	474	593	3,972	653	4,625
Rockport	4,741	1,381	1,238	1,900	9,260	1,355	10,615
South	2,787	983	493	565	4,828	1,946	6,774
South Brooklyn	4,161	1,029	1,338	1,813	8,341	1,598	9,939
Sterling	947	326	283	215	1,771	271	2,042
Union	907	476	198	300	1,881	259	2,140
Walz	2,872	1,358	936	1,072	6,238	769	7,007
West Park	3,720	1,273	2,296	3,287	10,576	1,632	12,208
Woodland	1,669	849	225	388	3,131	431	3,562
TOTAL	54,180	21,578	15,179	21,302	112,239	18,411	130,650

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR NOVEMBER 2020

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2020	2019	2020	2019		
Addison	4,666	9,018	41,125	96,234	-55,109	-57%
Brooklyn	2,868	5,972	28,411	59,143	-30,732	-52%
Carnegie West	7,223	11,722	60,881	127,543	-66,662	-52%
Collinwood	3,526	7,259	34,726	81,382	-46,656	-57%
East 131st	1,455	4,112	16,445	44,614	-28,169	-63%
Eastman	9,273	15,714	84,173	173,628	-89,455	-52%
Fleet	4,972	10,015	47,243	117,974	-70,731	-60%
Fulton	3,985	8,652	43,211	99,179	-55,968	-56%
Garden Valley	1,161	3,471	13,340	41,481	-28,141	-68%
Glenville	3,451	7,559	34,078	87,218	-53,140	-61%
Harvard-Lee	3,157	6,681	30,963	73,891	-42,928	-58%
Hough	3,038	6,348	28,776	75,129	-46,353	-62%
Jefferson	4,629	5,836	36,968	68,454	-31,486	-46%
Langston Hughes	3,483	7,242	33,507	82,249	-48,742	-59%
Lorain	3,140	8,044	30,888	81,170	-50,282	-62%
Martin Luther King, Jr.	2,638	6,113	27,750	72,329	-44,579	-62%
Memorial-Nottingham	6,668	12,281	58,837	130,289	-71,452	-55%
Mt. Pleasant	2,405	4,436	20,766	51,883	-31,117	-60%
Rice	4,625	11,900	47,627	131,102	-83,475	-64%
Rockport	10,615	19,214	97,283	209,446	-112,163	-54%
South	6,774	10,221	60,657	114,889	-54,232	-47%
South Brooklyn	9,939	17,521	93,845	183,919	-90,074	-49%
Sterling	2,042	5,893	24,897	63,522	-38,625	-61%
Union	2,140	4,934	22,789	58,011	-35,222	-61%
Walz	7,007	11,921	60,049	145,481	-85,432	-59%
West Park	12,208	18,821	101,211	208,873	-107,662	-52%
Woodland	3,562	8,809	36,487	97,241	-60,754	-62%
TOTAL	130,650	249,709	1,216,933	2,776,274	-1,559,341	-56%

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE NOVEMBER 2020**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2020	2019	2020	2019		
Addison	1,724	3,642	16,684	47,307	-30,623	-65%
Brooklyn	1,089	2,985	12,154	35,903	-23,749	-66%
Carnegie West	2,706	4,825	24,479	75,606	-51,127	-68%
Collinwood	2,248	4,499	22,172	53,909	-31,737	-59%
East 131st	1,493	6,516	24,949	84,160	-59,211	-70%
Eastman	3,818	7,752	36,857	94,168	-57,311	-61%
Fleet	2,651	6,290	25,873	84,637	-58,764	-69%
Fulton	2,708	5,008	23,321	62,409	-39,088	-63%
Garden Valley	1,248	3,055	16,151	42,073	-25,922	-62%
Glenville	2,179	4,026	21,822	51,068	-29,246	-57%
Harvard-Lee	2,225	6,226	27,042	66,978	-39,936	-60%
Hough	1,875	5,458	21,740	68,943	-47,203	-68%
Jefferson	438	4,731	16,710	50,155	-33,445	-67%
Langston Hughes	1,766	4,455	17,561	61,465	-43,904	-71%
Lorain	2,039	4,807	19,019	58,233	-39,214	-67%
Martin Luther King, Jr.	1,149	4,916	19,369	53,210	-33,841	-64%
Memorial-Nottingham	2,150	4,455	21,641	55,316	-33,675	-61%
Mt. Pleasant	1,433	2,781	13,387	35,121	-21,734	-62%
Rice	1,987	9,155	35,219	108,524	-73,305	-68%
Rockport	3,157	6,199	35,750	84,445	-48,695	-58%
South	1,424	5,590	21,667	64,066	-42,399	-66%
South Brooklyn	2,862	8,894	37,896	113,911	-76,015	-67%
Sterling	2,307	7,357	27,721	85,330	-57,609	-68%
Union	1,082	5,282	17,929	64,208	-46,279	-72%
Walz	2,408	5,806	23,084	63,650	-40,566	-64%
West Park	2,724	6,221	27,570	78,359	-50,789	-65%
Woodland	2,825	6,086	31,647	79,139	-47,492	-60%
TOTAL	55,715	147,017	639,414	1,822,293	-1,182,879	-65%

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR NOVEMBER 2020**

OTHER TRANSACTIONS	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
Loans* to:					
CLEVNET	58,460	65,138	441,932	780,162	-43%
Other Libraries	511	525	1,531	4,043	-62%
	58,971	65,663	443,463	784,205	-43%

*Totals included in Main Library and Branch circulation counts

REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
Projected	5,473	12,304	41,659	145,245	-71%
Virtual Reference	1,541	521	15,231	5,971	155%
Interlibrary Loan Requests	527	1,525	2,570	9,408	-73%
	7,541	14,350	59,460	160,624	-63%

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
New Titles Added	3,409	3,449	61,827	54,775	13%
Total Items Added	12,249	13,806	109,972	209,801	-48%

HOURS OPEN	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
Main Library	160	192	1,400	2,224	-37%
Branches	4,617	5,451	37,619	63,581	-41%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
Downloads	16,958	11,395	179,108	133,822	34%
Users	733	662	8,200	7,314	12%

Included in circulation activity

STREAMING MEDIA	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
Songs	18,330	15,773	200,675	172,483	16%
Users	305	279	3,202	3,259	-2%