

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
June 18, 2020
Learning Commons Louis Stokes Wing
12:00 Noon

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

Absent: Mr. Parker

Ms. Rodriguez called the meeting to order at 12:03 p.m.

Approval of the Minutes

Ms. Rodriguez moved approval of the Regular Board Meeting of 05/21/20. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

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

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS

Because the Joint Finance & Human Resources Committee Meeting was cancelled, Ms. Rodriguez moved to temporarily suspend the Regulations of the Board of Trustees in Article IX and X requiring referral of resolutions to committees, to consider the following resolutions. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of May

(See page 847)

REGULAR BOARD
OF 05/21/20
Approved

MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS
Approved

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF MAY 2020
Approved

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 and library services materials from generous citizens from time to time; and

WHEREAS, Attached to this Resolution are the Gift Reports itemizing the gifts received by the Library for the month of May of 2020; now therefore be it

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

Fifth Amendment to the Year 2020 Appropriation

(See pages 848-854)

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 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 June 9, 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 Fifth Amendment to the Year 2020 Appropriation Schedule be approved.

FIFTH
AMENDMENT TO
THE YEAR 2020
APPROPRIATION
Approved

Resolution to Accept the State Library of Ohio Funding
for the Ohio Library for the Blind and Physically
Disabled (OLBPD)

(See pages 855-860)

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

WHEREAS, Cleveland Public Library began its first organized service to visually disabled patrons as early as 1903; and

WHEREAS, Cleveland Public Library was designated a regional library for the blind for northern Ohio counties under the Federal Pratt-Smoot Act of 1931, and under the direction of the Library of Congress; and

WHEREAS, Cleveland Public Library has provided excellent library service to blind and physically disabled residents needing specialized materials and equipment and where individual libraries cannot provide such services; and

WHEREAS, As of July 1, 2009, the State Library of Ohio mandated Cleveland Public Library's newly renamed Ohio Library for the Blind and Physically Disabled its agency to provide complete statewide services for blind and disabled residents who are eligible for the service and reside in any of the 88 Ohio counties; and

WHEREAS, On May 28, 2020, the State Library Board approved agreement to pay the Cleveland Public Library for expenses for the period of July 1, 2020 through June 30, 2021 to continue to administer statewide library services to blind and physically disabled residents an amount not to exceed \$1,508,194.00; now therefore be it

RESOLVED, That the Board of Library Trustees accepts the State Library of Ohio funding award of up to \$1,274,194.00 to be paid from the General State Revenue Fund, up to \$100,000.00 to be paid from FFY 2019 LSTA carryover funds and up to \$134,000.00 to be paid from FFY 2020 LSTA funds; and be it further

RESOLVED, That the President of the Board, or the Executive Director, CEO or his designee, is authorized

RESOLUTION TO
ACCEPT THE
STATE LIBRARY
OF OHIO FUNDING
FOR THE OHIO
LIBRARY FOR THE
BLIND AND
PHYSICALLY
DISABLED
(OLBPD)

Approved

to enter into an agreement with the State Library of Ohio for the funding, and to execute such other 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 Chief Legal Officer; and be it further

RESOLVED, That the Board of Library Trustees expresses its appreciation to the State Library of Ohio.

Resolution to Accept Grant from the Clubhouse Network
for the Best Buy Teen Tech Center

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

WHEREAS, Organizations with Best Buy Teen Tech Centers that were in good standing with Best Buy and The Clubhouse Network at the time of the COVID-19 pandemic crisis were invited to request up to \$25,000 for general operating support during this challenging time; and

WHEREAS, Funding can be used where needed most, either now or upon full operations at a later time. Funds are unrestricted and can be used for rent or mortgage payments, utilities, administrative costs, staff salaries, or other. No grant reporting is required for these funds; and

WHEREAS, Cleveland Public Library applied for and received these funds; 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 from The Clubhouse Network to be deposited in the 257-Tech Centers Fund Account: 257046-46100 and; be it further

RESOLVED, That the Executive Director is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

RESOLUTION
TO ACCEPT
GRANT
FROM THE
CLUBHOUSE
NETWORK
FOR THE
BEST BUY
TEEN TECH
CENTER
Approved

Resolution Approving Service Agreement with Siemens Industry, Inc.

(See pages 861-884)

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

WHEREAS, The Property Management Department has determined that it is necessary to enter into a service agreement with Siemens Industry, Inc. to provide maintenance and repairs on both a scheduled and as-needed basis to the Library's building automation system; and

WHEREAS, The Property Management Department has further determined that it would be beneficial to the Library to engage Siemens to provide training to Library staff on the Library's building automation system on an as-needed and as-requested basis; and

WHEREAS, Siemens has proposed to provide maintenance and repair services to the Library's building automation system and to provide training to Library staff over the course of a three year period beginning May 1, 2020 and ending on April 30, 2023 for a total cost of \$78,865; and

WHEREAS, The Property Management Department finds Siemens' fee to be fair and reasonable and recommends contracting with Siemens for service and training related to the Library's building automation system; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, or his designee, to enter into a service agreement with Siemens Industry, Inc. for maintenance, repairs, and training for a three year period in the amount of \$78,865, subject to approval of the Chief Legal Officer, with the expenditure being charged to 12100053-53340 (Building Maintenance).

RESOLUTION
APPROVING
SERVICE
AGREEMENT WITH
SIEMENS
INDUSTRY, INC.
Approved

RESOLUTION
REGARDING
LIBRARY
INSURANCE
RENEWALS

Approved

Resolution Regarding Library Insurance Renewals

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

WHEREAS, The Library's insurance policies for property, general liability, commercial auto, commercial crime, cyber liability, umbrella, excess liability, and public officials and employment practices liability coverage, expire on August 1, 2020; and

WHEREAS, On September 21, 2017, the Board of Library Trustees authorized the renewal of the insurance packages stated within the Resolution for four, one-year renewal periods commencing on August 1, 2018, provided terms, conditions, and pricing remain comparable to the current programs and consistent with then current market conditions; and

WHEREAS, The 2019-2020 expiring premiums for the Library's insurance policies total \$439,953; and McGowan Insurance, the Library's insurance broker, estimates that the cost of renewing the Library's insurance policies for one year will cost approximately \$520,132.75, which is an increase in cost of approximately 18.22% over the premium for the 2019-2020 policy; and

WHEREAS, This increase is due primarily to the COVID-19 pandemic. Affiliated FM, the Library's property insurance carrier, is estimating a 22% rate increase and AIG, the Library's public officials and employment practices liability insurance carrier, is estimating a 25% rate increase. Rates for the directors and officers insurance have increased by 44% on average based on 2019 results and the "unprecedented turbulence" created by the COVID-19 pandemic. The Library is shielded from some of this since we are a government entity; and

WHEREAS, The current insurance market is the hardest market since the savings and loan crisis of the 1980s; and

WHEREAS, McGowan Insurance is working with underwriters and may be seeking proposals from other carriers, but will not have renewals and proposals in time for the June Board meeting; and

WHEREAS, Library Administration has determined it to be in the best interests of the Library to obtain additional proposals or options for the above-described policies and to select the policy with the most favorable terms to the Library while continuing coverage without interruption; and

WHEREAS, In order to provide better, more responsive service to the Library, McGowan Insurance recommends that the Library change its broker of record, the wholesaler from which McGowan Insurance obtains its policies, to AmWINS Brokerage of the Midwest. The change in broker of record will not affect commission levels nor carrier coverage; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to make the final determination to accept the insurance package that provides the best coverage for the lowest overall cost, for a total annual premium for all policies not to exceed \$520,132.75, and the coverage purchased will be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting; and be it further

RESOLVED, That the Board of Library Trustees hereby approves the designation of AmWINS Brokerage of the Midwest as broker of record authorized to negotiate insurance renewals with McGowan Insurance and its wholesalers on behalf of the Library.

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

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 has purchased OCLC cataloging records for many years from OhioNet, a subsidiary of OCLC; and

WHEREAS, The Cleveland Public Library's Interlibrary Loan and resource sharing services use OCLC software and require access to OCLC's WorldCat database; and

RESOLUTION TO
RENEW OCLC
CATALOGING,
WORLDSHARE
ILL AND
ACCESS
SUBSCRIPTION
SERVICES
Approved

WHEREAS, The Cleveland Public Library acquires OCLC cataloging records and resource sharing services on an annual subscription basis; and

WHEREAS, OCLC is a sole source provider for OCLC cataloging records and resource sharing services; and

WHEREAS, OCLC has made the decision to hold prices flat for OCLC services in fiscal year 2021; now therefore be it

RESOLVED, That the Board of Trustees approves the subscription renewal for the period of July 1, 2020 through June 30, 2021 for OCLC Cataloging and Metadata Subscription of \$257,364.25 and OCLC WorldShare ILL Subscription of \$7,182.91, for a total amount not to exceed \$264,547.16, with the expenditure being charged to the General Fund, Account 14140053-53800 Library Material Control; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into such agreements and execute other instruments or documents necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Mr. Corrigan stated that the Cleveland Public Library uses the OCLC subscription to catalog and maintain holdings for the materials in the library's collection which also provides patrons in the region with a means for locating research materials in the extensive collections at the Main Library.

Sandy Jelar Elwell, Interim Director of Collection and Technical Services, explained that the Cleveland Public Library is also responsible for handling all of the cataloging requests for the CLEVNET libraries and the OCLC subscription is needed to complete the cataloging work for both CPL and CLEVNET.

Mr. Corrigan stated that although the OCLC subscription is paid for by the Cleveland Public Library, the CLEVNET libraries contribute towards the subscription cost through the CLEVNET membership fees that they pay. Ms. Jelar Elwell confirmed that cataloging services and a shared catalog are some of the benefits that libraries have access to when they become members of the CLEVNET consortium.

Mr. Corrigan stated that he was aware of these benefits for the CLEVNET consortium and that CPL has the responsibility to maintain the catalog since the CLEVNET members are paying for this service.

Resolution Approving Chilled Water Agreement with Cleveland Thermal Chilled Water Distribution, LLC

(See page 885)

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

WHEREAS, On July 16, 2015, the Board of Library Trustees approved the District Cooling Agreement with Cleveland Thermal Chilled Water Distribution, LLC for service to the Main Library Building and the Louis Stokes Wing for a period of five (5) years; and

WHEREAS, This Agreement expires on August 1, 2020; and

WHEREAS, The Library has negotiated the terms of a ten-year agreement for chilled water services that reduces the per unit annual contract capacity charge and recovery charge from its current amount, and fixes the capacity charge against escalation for the first five years of the agreement. The terms of the agreement are included in the attached Term Sheet Proposal; and

WHEREAS, In addition, Cleveland Thermal has offered to make a one-time contribution to the Cleveland Public Library Foundation to acknowledge the continued partnership with the Cleveland Public Library in the amount of \$650,000, payable after the execution of the chilled water agreement with the Library; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee to negotiate and execute an agreement between Cleveland Public Library and Cleveland Thermal Chilled Water Distribution, LLC, for a period of ten-years, incorporating the rates and terms contained in the attached Term Sheet Proposal, subject to review and approval of the agreement by the Library's Chief Legal Officer.

RESOLUTION
APPROVING
CHILLED
WATER
AGREEMENT
WITH
CLEVELAND
THERMAL
CHILLED
WATER
DISTRIBUTION,
LLC

Approved

RESOLUTION
APPROVING
BUILDINGS
TO BE
INCLUDED IN
GROUP 1B OF
FACILITIES
MASTER
PLAN

Approved

Resolution Approving Buildings to be Included in Group
1B of Facilities Master Plan

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

WHEREAS, On April 16, 2019, the Board of Library Trustees approved the selection of the following branches and improvements for Group 1 of the Facilities Master Plan: **Dr. Martin Luther King, Jr., Jefferson, Hough, Walz, Memorial-Nottingham, West Park, Sterling, Lorain, Brooklyn, Eastman, Woodland, Rockport;** and **Mount Pleasant and E. 131st**, the plan for which was to consolidate the two branches at new location; and

WHEREAS, In order to better manage the Group 1 projects, the Library Administration divided the projects into two separate phases, Group 1A and Group 1B. Group 1A consists of MLK and the following branches for which this Board authorized architect agreements on September 26, 2019: Jefferson, Hough, Walz, West Park, and Woodland; and

WHEREAS, In order to allow the Library the opportunity to better analyze the needs of the Mount Pleasant and E. 131st Street neighborhoods and to further explore the best way to serve patrons residing in these neighborhoods, the Library Administration recommends that the Mount Pleasant and E. 131st Street branches be moved to Group 2 of the Master Plan and that the renovation and addition to the Fleet branch be moved forward to Group 1B; now therefore be it

RESOLVED, That the Board of Library Trustees hereby approves the selection of the following branches for Group 1B of the Facilities Master Plan: **Brooklyn, Eastman, Fleet, Lorain, Memorial-Nottingham, Rockport,** and **Sterling.**

Resolution Approving Agreement with Wright Engineering,
LLC for HVAC Engineering Improvements

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

RESOLUTION
APPROVING
AGREEMENT
WITH WRIGHT
ENGINEERING,
LLC FOR HVAC
ENGINEERING
IMPROVEMENTS

Approved

WHEREAS, On June 2, 2020, the Library entered into an agreement with Wright Engineering, LLC, in the amount of \$10,000 plus approved reimbursable expenses, to develop drawings and specifications to install cold plasma bi-polar ionizers on existing HVAC systems at six Library branches; and

WHEREAS, The Library strives to provide a safe and healthy environment for its patrons and staff, and with the recent onset of the COVID-19 pandemic, the Library is taking measures to reduce exposure to the virus while using Library facilities; and

WHEREAS, Installing the ionizers on the existing HVAC systems will purify the air and improve indoor air quality at the Library's branches which may be beneficial in preventing the spread of disease; and

WHEREAS, The Library desires to amend the agreement with Wright Engineering, LLC to expand the scope of the engineering services to include 21 additional branches; and

WHEREAS, Wright Engineering, LLC has proposed to provide the additional engineering services to the Library for an additional amount not-to-exceed \$25,000, bringing the total amount of the agreement to an amount not-to-exceed \$35,000; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to amend the agreement with Wright Engineering, LLC for engineering services for an additional \$25,000, bringing the total cost of the agreement to an amount not-to-exceed \$35,000 which shall be charged to General Fund Account 12100053-53710 (Professional Services) and which agreement shall be subject to the review and approval of the Chief Legal Officer.

Ms. Rodriguez asked for additional information on cold plasma bi-polar ionizers.

In the absence of Oliver Reyes, Facilities Manager, Director Thomas explained that these bi-polar ionizer are designed to significantly reduce airborne contaminants from the air. These systems emit negative ions that cause dust and other airborne pollutants to bond together and increase in size, making them easier

to trap in the HVAC system's filter stages. Especially during the COVID 19 pandemic, this will be beneficial in our buildings where air can be stagnant and not moving.

Finally, Director Thomas explained that Mr. Reyes, is unable to join the Board Meeting as he is at the South Brooklyn Branch addressing issues with an elevator that was stuck and began to smoke. Mr. Reyes will be in contact with Ms. Rodriguez to provide additional information.

Ms. Butts expressed concern about the possible spread of disease by flushing toilets and the use of hand blow dryers. Ms. Butts noted that all of the Library's buildings and facilities use hand blow dryers.

Director Thomas stated that we are examining this as well as other options during this time and before opening to our general public.

Resolution Adopting Policy on Promotional Items, Awards, Gift Cards and Prizes for Distribution of Gift Cards to Patrons

(See page 886)

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

WHEREAS, One of the Cleveland Public Library's missions is to engage and educate the community through its programs and events; and

WHEREAS, The Library would like to sometimes expend public funds to support this goal by giving away promotional items, awards, gift cards and prizes to patrons to encourage participation in the various Library programs and events; and

WHEREAS, The use of Library funds for the promotion of programs and events requires that the expenditures that the Library makes on such items be for a "proper public purpose"; and

WHEREAS, In order to standardize the procedures and rules for the expenditure of public funds on promotional

RESOLUTION
ADOPTING
POLICY ON
PROMOTIONAL
ITEMS,
AWARDS, GIFT
CARDS AND
PRIZES FOR
DISTRIBUTION
OF GIFT CARDS
TO PATRONS
Approved

items, awards, gift cards and prizes for the Library's programs and events, and to address legal and practical concerns arising from giving away such items to patrons, the Library Administration has crafted a Policy on Promotional Items, Awards, Gift Cards and Prizes for consideration by the Board of Library Trustees, which is attached as an exhibit to this Resolution; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby adopts the Policy on Promotional items, Awards, Gift Cards and Prizes, as attached, to be effective June 19, 2020 and declares such expenditures as permitted in the attached Policy to be a proper public purpose and authorizes the Library's Fiscal Officer to expend moneys in accordance with the Policy.

In response to Mr. Corrigan's inquiry, Director Thomas confirmed that we have not spent \$25,000 on such things in a year. Most of these items would be donated. The purpose of this resolution is to establish a policy that provides clarity. If we need to purchase any items, we usually work with the Foundation.

Mr. Corrigan thanked Director Thomas for his explanation and requested that the record reflect the reason of this policy is to give away items that others donate to the Library.

Carrie Krenicky, Chief Financial Officer, provided further clarification and stated that this policy establishes that purchasing gift cards for awards or incentives is for a proper public purpose and requires that procedures be kept on file and forms be used that we send out to patrons confirming that they have received these items.

Ms. Krenicky stated that for the Summer Reading Club, we might give out gift cards to Dave's Supermarket. That is considered a cash-like item for which we need to keep a signed acknowledgement form on file from the patron.

Director Thomas stated that sometimes we do purchase gift cards that we would give out to patrons participating in Library programming.

Ms. Krenicky stated that we also might give out ipads as a grand finale award to a patron who has won an award.

This is usually funded from the Founders Fund that funds our public programming.

Mr. Corrigan stated that we are formalizing a policy that makes it appropriate for us to do these things and wanted to make a record that we are not spending tax payer money in excess of \$25,000.

Mr. Krenicky stated that the State Auditor appreciates the Library having this policy on file.

Resolution Amending Agreement with Peter MacEwan LLC for Consulting Services

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

WHEREAS, On February 20, 2020, the Board of Library Trustees authorized an agreement with Peter. D. MacEwan LLC for consultant services through July 3, 2020 in the amount of \$65,000, in order to manage the Library's Facilities Master Plan and Martin Luther King, Jr. branch capital projects during the search for a new Chief Operating Officer (COO); and

WHEREAS, Due to operational delays caused by COVID-19 a new COO has not yet been hired. The Library Administration recognizes the importance of effective project oversight and continuity of the capital projects and desires to extend Mr. MacEwan's engagement for an additional month through July 31, 2020; and

WHEREAS, The increase to Mr. MacEwan's agreement for additional services at the rate of \$125 per hour for approximately 20 hours per week through July 31, 2020 would not exceed \$11,500 (including reimbursables) for a total contract amount of \$76,500; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO, or his designee, to enter into an amendment to the agreement with Peter D. MacEwan, LLC, for the term commencing July 6, 2020 through July 31, 2020 to provide capital projects consulting services at the rate of \$125 per hour for an additional amount not-to-exceed \$11,500 (including reimbursables) bringing the total contract amount to an amount not-to-exceed \$76,500 (including

RESOLUTION
AMENDING
AGREEMENT
WITH PETER
MacEWAN LLC
FOR
CONSULTING
SERVICES
Approved

reimbursables) to be charged to General Fund Account 11400053-53710 (Professional Services).

Mr. Hairston asked for the status of hiring a new Chief Operations Officer.

Lynn Sargi, Chief Talent Officer, stated that the Library hired Helbling & Associates to assist with this search. There is a two-part search process. A panel consisting of Lynn Sargi, Joyce Dodrill, Carrie Krenicky, Sadie Winlock, Jean McFarren, John Skrtic and others from Human Resources, have interviewed a number of candidates in the first round. We continue to work with Helbling for additional candidates. That group will make recommendations for the Director and a few others to interview finalists for the second round. It is expected that we would make recommendations for finalist shortly after July 4, 2020.

Mr. Hairston stated that at one time, COO responsibilities were divided and asked what the Library advertised for.

In response, Ms. Sargi stated that we advertised, as our first preference, for an individual with construction management, facilities and operations experience. As secondary preference would be the addition of security experience would be desirable. There is still flexibility if security would remain where it is or go back to the COO. We are looking for an individual primarily with either an architectural, construction management or an engineering background.

Resolution Authorizing Third Amendment to Agreement for Security Services with Royce Security Services, LLC

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 is in the process of hiring additional Safety & Protective Service Officers to fill the branch posts currently filled by contract security guards, and the Library Administration has determined that until the new complement of SPS Officers have been hired, it will be necessary to contract with an outside security company to provide

RESOLUTION
AUTHORIZING
THIRD
AMENDMENT
TO
AGREEMENT
FOR
SECURITY
SERVICES
WITH ROYCE
SECURITY
SERVICES,
LLC
Approved

services at branches in order to continue to ensure protection and security; and

WHEREAS, On January 21, 2020, the Library entered into an agreement with Royce to provide contract security services at the Library's branches on a month-to-month basis for an amount not-to-exceed \$25,000; and

WHEREAS, On February 20, 2020, this Board authorized the Library to enter into an amendment to the agreement with Royce to continue to provide security services to the Library's branches on an as-needed basis for an additional fee of \$75,000, bringing the total cost of the contract to \$100,000; and

WHEREAS, On May 2, 2020, the Library entered into a second amendment to the agreement with Royce to extend the term of the agreement through July 31, 2020 without increasing Royce's compensation under the agreement; and

WHEREAS, The Library Administration anticipates that the additional funds approved by this Board in February will be exhausted by early July 2020 and, therefore, recommends that this Board authorize the Library to enter into a third amendment to the agreement with Royce to increase the contract by an additional \$75,000, bringing the total contract amount to \$175,000, which the Library Administration estimates will extend services through October 3, 2020; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the contract with Royce Security Services, LLC for security services on an as-needed basis to supplement the Library's Safety and Security Department while the Library seeks to hire additional Security Officers, by increasing the contract by \$75,000, bringing the total contract to an not-to-exceed amount not-to-exceed One Hundred Seventy-Five Thousand Dollars (\$175,000.00), to be charged to the General Fund Account No. 12930053-53380, which amendment shall be subject to approval of the Chief Legal Officer.

In response to Ms. Rodriguez' inquiry, Lynn Sargi, Chief Talent Officer, stated that most hiring has been temporarily suspended because the Library is participating in the SharedWork Ohio program. With the majority of our staff working at 50%, we don't feel that

we are yet in a position to offer individuals opportunities to join us at a perhaps 50% or full time level when our staff is working at 50%.

Ms. Sargi stated that as it relates to the COO search, there may be many who are not likely to look for opportunities during these times of certainty. However, because unemployment is at a much higher rate, there may be others who are now available who would not have been otherwise several months ago.

Fiscal Officer's Report

(See pages 887-898)

Report on Investments

(See pages 899-900)

Report on Conference and Travel Expenditures

(See page 901)

Report on Expenditures Made from the Owner's Contingency Fund for South Branch Renovation Project

(See page 902)

Report on Expenditures Made from the Owner's Contingency Fund for Safe, Warm and Dry Construction Project

(See pages 903-909)

Report on Expenditures Made from the Owner's Contingency Fund for Eastman Reading Garden

(See page 910)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Resolution Amending Flexible Spending Account Plan and Medical Cost Program

(See pages 911-914)

FISCAL OFFICER'S
REPORT
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFER. & TRAVEL
EXPENDITURES
Submitted

REPORT ON
EXPENDITURES
MADE FROM THE
OWNER'S
CONTINGENCY
FUND FOR SOUTH
BRANCH
RENOVATION
PROJECT
Submitted

REPORT ON
EXPENDITURES
MADE FROM THE
OWNER'S
CONTINGENCY
FUND FOR SAFE,
WARM AND DRY
CONSTRUCTION
PROJECT
Submitted

REPORT ON
EXPENDITURES
MADE FROM THE
OWNER'S
CONTINGENCY
FUND FOR
EASTMAN
READING GARDEN
Submitted

RESOLUTION
AMENDING
FLEXIBLE
SPENDING
ACCOUNT PLAN
AND MEDICAL
COST PROGRAM
Submitted

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

WHEREAS, In January 2012, the Board of Trustees of the Cleveland Public Library ("Library") adopted a Restated Flexible Spending Account Plan for employees of the Cleveland Public Library in accordance with Internal Revenue Code Section 125 (Cafeteria Plan) permitting employees to make pre-tax contributions to health and dependent care Flexible Spending Accounts for qualified out-of-pocket expenses; and

WHEREAS, In May of 2013, the Board of Trustees also adopted and approved an amended and restated Medical Cost Program Plan permitting the deduction of medical, dental and vision plan premiums from employees' pre-tax wages and establishing the eligibility for employee participation in the Library's health, dental and vision care benefit plans, in accordance with Internal Revenue Code Section 125 (Cafeteria Plan); and

WHEREAS, These plans have been amended from time to time to incorporate changes made to applicable laws. Most recently, as a result of the COVID-19 epidemic, the Internal Revenue Service issued Notices 2020-29 and 2020-33 allowing prospective mid plan-year changes in 2020 to employer-sponsored health, dental and vision care benefit plans, and prospective changes to elections for health and dependent care Flexible Spending Accounts, to allow employees and their families greater flexibility during these times of economic distress; and

WHEREAS, Employers who desire to make these changes available to their employees must adopt plan amendments to their Cafeteria Plans by December 31, 2020; now therefore be it resolved

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby adopts and approves the attached amendments to the Cleveland Public Library's health care and dependent care Flexible Spending Account Plan and to the Medical Cost Program, to allow employees to make prospective mid plan-year changes in 2020 to their health, dental and vision care plans and to their elections for health and dependent care Flexible Spending Accounts in the manner and to the extent described in the amendments, which changes shall be

effective retroactive to June 1, 2020, and authorizes the Executive Director, CEO or his designee to execute the Plan amendments.

Joyce Dodrill, Chief Legal Officer, stated that this resolution is requesting amendments to our medical plan and our flexible spending account plan in order to take advantage of some new laws that were passed as a result of COVID 19.

Ms. Dodrill explained that the IRS is now allowing some mid-year plan changes to our health benefits program and our flexible spending account programs. Whereas before the change in the law, employees could only make an election at one time and they were required to stay with that election throughout the entire year. Now, they can change mid-year and employees can make a new election for health care coverage if they initially declined to elect the health care coverage; they can revoke an existing election for health care coverage and make a new election to enroll in an existing health care plan sponsored by the Library including changing enrollment from self only coverage to family coverage; they can also revoke existing health care coverage completely as long as they sign an attestation form stating that they have health care through some other means either in the market place or another employer. In regards to their flexible spending accounts, they can elect to increase or decrease the amount of their contributions in their medical and child care dependent assistance programs.

Ms. Dodrill stated that in order for us to take advantage of this, we as an employer, have to amend our plans. Therefore, it is strongly recommended that the Board approve this amendment so that we can give our employees greater flexibility financially.

In response to Mr. Hairston's inquiry, Ms. Dodrill stated that although this is optional and the Library does not have to agree to make these changes, we do, however recommend it.

Resolution Correcting Revision to Section 314 of Human Resources Manual

(See page 915)

RESOLUTION
CORRECTING
REVISION TO
SECTION 314
OF HUMAN
RESOURCES
MANUAL
Approved

Mr. Hairston moved approval of the following resolution. Mr. Seifullah 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, On September 26, 2019, this Board approved the addition of a new Section 314, titled "Overtime," to the Human Resources Manual, which provided that non-bargaining unit non-exempt employees shall be paid or compensated with compensatory time at the rate of time-and-one-half their regularly hourly rate for time worked in excess of 37.5 hours in a work week, and which became effective on September 27, 2019; and

WHEREAS, The Library Administration recommends that Section 314 of the Human Resources Manual be corrected to clarify that non-union non-exempt Safety and Protective Services staff will be paid overtime or compensated with compensatory time for any time worked in excess of 40 hours in a work week as set forth in Exhibit "A" to this Resolution; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed correction to Section 314 of the Human Resources Manual as set forth in Exhibit "A" of this Resolution to become effective retroactively to September 27, 2019, 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 resolution makes a slight modification to a policy that was updated and approved by the Board in September 2019. Specifically, we identified for bargaining and non-bargaining unit staff that overtime would be paid at time and one-half after 37.5 hours. However, there are resolutions that the Board adopted several years ago that specify that SPS Officers work 40 hours and the 860 contract specifies that overtime is paid over 40 hours. Unfortunately, this policy omitted that we have some non-bargaining non-exempt SPS Officers and this clarifies what our practice has been - all non-exempt SPS staff will be paid overtime after 40 hours rather than 37.5 hours.

Mr. Hairston thanked Ms. Sargi for her explanation of this correction.

Resolution Amending Resolution for Special Closings and Holidays in 2020

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

WHEREAS, This Board hereby amends the Resolution it adopted on December 19, 2019 to clarify that because Independence Day falls on a Saturday and because the Library is currently closed on Saturdays due to its participation in SharedWork Ohio, the Library will be closed on July 3, 2020 in recognition of Independence Day; and

WHEREAS, This Board hereby further amends the Resolution it adopted on December 19, 2019 to designate Friday, November 27, 2020, the day after Thanksgiving, as a special closing in lieu of the Columbus Day holiday to be consistent with the schedule agreed to by the Library and the Service Employees International Union, District 1199 and Laborers International Union of North America, Local 860; and

WHEREAS, The Cleveland Public Library will be closed in 2020 in observance of the following holidays and special closings as listed below.

New Year's Day	January 1, 2020
Martin Luther King Jr. Day	January 20, 2020
Presidents' Day	February 17, 2020
Memorial Day	May 25, 2020
Independence Day	July 3, 2020
Labor Day	September 7, 2020
Veterans Day	November 11, 2020
Thanksgiving	November 26, 2020
Day After Thanksgiving	November 27, 2020
Christmas Eve	December 24, 2020
Christmas Day	December 25, 2020

; now therefore be it

RESOLUTION
AMENDING
RESOLUTION
FOR SPECIAL
CLOSINGS AND
HOLIDAYS IN
2020

Approved

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

Ms. Sargi explained that this resolution addresses the upcoming Independence Day holiday. Typically, Independence Day, if it falls on either a Saturday or Sunday, a day can be selected by staff members over that pay period. Given that the Library is participating in the SharedWork Ohio program, the holiday and Independence Day falls on a Saturday, we have had conversations with both SEIU and Local 860 and they are supportive of us designating Friday, July 3, 2020 as the holiday for this year. Therefore, the Library will be closed on Friday, July 3 and Saturday, July 4, 2020 and we will resume business on Monday, July 6, 2020.

Ms. Sargi stated that now that we have ratified 1199 and 860 contracts, both Unions have agreed to eliminate the Columbus Day holiday and have identified the Friday after Thanksgiving as a holiday in its place. This updates the 2020 holiday calendar that was adopted in December 2019.

In response to Ms. Rodriguez' inquiry, Director Thomas stated that generally, Winterfest kicks off on the Friday after Thanksgiving. However, we understand that this year is an unusual one.

Resolution Amending Resolution Authorizing Salary Reductions

After reading the following resolution, Mr. Hairston moved that this item be tabled and considered immediately following Executive Session. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On May 21, 2020, this Board approved a temporary, off-step salary reduction of 5% commencing on May 24, 2020 and continuing until at least July 31, 2020 for non-bargaining unit staff whose salaries are greater than \$87,700; and

WHEREAS, The CLEVNET Operating Procedures, which this Board approved on March 15, 2018, provide that, "The CLEVNET special revenue fund, however, is not subject to the same alterations the Cleveland Public Library's

RESOLUTION
AMENDING
RESOLUTION
AUTHORIZING
SALARY
REDUCTIONS

Tabled

general fund or its building and repair capital projects fund; nor is it subject to the same restrictions (e.g. hiring freezes, overtime limits) Cleveland Public Library may place on salaries and wages paid from its general fund;" now therefore be it

RESOLVED, That this Board hereby amends the Resolution it adopted on May 21, 2020 to clarify that the temporary, off-step salary reduction commencing on May 24, 2020 and continuing until at least July 31, 2020 for non-bargaining unit staff whose salaries are greater than \$87,700 does not apply to staff working for IT/CLEVNET.

Regular Employee Report

(See pages 916-926)

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

Retirement Recognition Citation

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

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

Kathleen Lefkowitz (18 years of service); Branch Manager; Walz Branch; retires 05/29/2020

Lillian Conway (32 years of service); Branch Clerk; Jefferson Branch; retires 05/30/2020

Willie Levy (6 years of service); Page; Hough Branch; retires 05/26/2020

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

REGULAR
EMPLOYMENT
REPORT
Approved

RETIREMENT
RECOGNITION
CITATION
Approved

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

Director Thomas stated that staff usually like to celebrate the retirements of their colleagues. Due to many restrictions, several virtual celebrations have been held in lieu of physical gatherings.

REPORT ON
PAID SICK TIME
Submitted

Report on Paid Sick Time Used by the Month

(See page 927)

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

Employee Demographics (EEO-4) Report

(See page 928)

INSURANCE
SUMMARY
REPORT
Submitted

Insurance Summary Report

(See page 929)

COMMUNITY SERVICES

Mr. Corrigan presented the following report.

COMPARATIVE
ANNUAL
STATEMENT
FOR 2019
Submitted

Comparative Annual Statement for 2019

(See pages 930-936)

Mr. Corrigan stated that this report obviously reflects a year without COVID-19. During this time, there was a 12% increase in circulation at Main Library, 14% in the branches; walk-in count and electronic formats show large increases.

Mr. Corrigan stated that West Park was the busiest branch noting that there was an 8.9% in circulation of 227,328 items but the collection at West Park declined by 20.4%. Mr. Corrigan also noted that Fulton, Brooklyn, Addison branches all had relatively large changes in the collection and asked for an explanation.

In response to Mr. Corrigan's inquiry, Director Thomas stated that staff at West Park spent significant amounts of time weeding the collection. This weeding process actually helped move the circulation along as patrons

were now able to see what is on the shelves more clearly.

John Skrtic, Director of Public Services, also added that at the beginning of the year our patterns changed. We pay specific attention to what our branches and their communities are looking for. We take into account our OverDrive and eBooks and look at what the community is asking for and do a disbursement of materials by neighborhood and try to put more heft behind those preferences and requests. We are constantly trying to make room for new programmatic opportunities as well.

Monthly Activity Report

(See page 937)

Mr. Corrigan stated that this report reflects that we have very vigorous circulation including electronic media circulation and streaming services for the month of May, 2020.

Mr. Corrigan commended staff for the ASK CPL Live Chat addition to the web page as it appears that the use is increasing. As word gets out, we will see this as a very valuable to the Library. This should be promoted more particularly while we are in this virtual environment.

In response to Ms. Rodriguez' inquiry, John Skrtic, Director of Public Services, explained that a three-part plan was implemented when the ASK CPL Live Chat began. Initially it was staffed by our managers at Main Library. After we noticed it growing, we added our branch managers. As popularity continued to increase, we are now training librarians at Main Library.

Mr. Skrtic continued and stated that we usually have four staff on the line at one time to respond to questions from patrons. Depending on our staffing compliment, sometimes it is three people. Because this has proven to be successful, we will begin to train additional staff to ensure that we have experts available to address specific questions patron may have.

Ms. Rodriguez stated that the ASK CPL Live Chat looks to be successful and thanked Mr. Skrtic for his response.

MONTHLY
ACTIVITY
REPORT
Submitted

**BUILDING
STATUS
UPDATE**
Presented

Building Status Update

Mr. Corrigan stated that many do not realize that construction in some places continues during COVID.

Director Thomas asked Joyce Dodrill, Chief Legal Officer, to provide a brief update on the MLK Construction Project.

Ms. Dodrill stated that we are waiting for the Developer to give us a sense whether they will be going forward with the library lofts above the MLK branch and they indicated that they will inform us by July 1, 2020. Ms. Dodrill stated that informally, she heard that it is looking positive that they will be able to get funding and that the funding had become an issue because of COVID-19.

Ms. Dodrill stated that right now, our design is on pause until we know the answer. Otherwise, if they should choose not to proceed changes will have to be made.

**ADVOCACY
TASKFORCE
UPDATE**
Presented

Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that the focus has been around informing and engaging state and local elected officials on the services that the Library has available so that they can inform their respective constituents. We also have engaged them in our programming.

Ms. Johnson Thomas continued and stated that we stay in touch with legislators by calling their offices to check in and give/obtain updates. Our next step is to work with Squire and Director Thomas to develop a legislative engagement strategy for the local delegation in support of PLF funding as it is a part of next year's state budget.

**FOUNDATION
BOARD
UPDATE**
Presented

Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that currently, the Foundation is preparing for its mid-year appeal. We continue to cultivate and communicate regularly with donors every other week. Efforts continue with Jaros Strategy relative to private support. Monthly meetings are now

scheduled with the Capital Projects team and the Marketing team in order to develop a strategy to secure private support for our capital project enhancements.

In conclusion, Mr. Corrigan stated that earlier in the agenda we noted that the Foundation will be receiving a very large grant as a result of the Cleveland Thermal resolution.

Diversity, Equity & Inclusion Update

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that last year Director Thomas charged her with examining equity throughout our organization to include our policies, practices and our programs and services. As a result, we have a Board approved DEI Policy developed by our DEI Committee. Then the Committee developed strategies around that. Simultaneously, we were working with the Supplier Diversity Council. As a result, we have a Board approved Diversity Statement.

Ms. Winlock stated that with the tragic death of George Floyd, we have a heightened awareness and sensitivity to the issues of race; in particular to systemic racism across our nation, state and city. We have continued to take measures to broaden our strategies. The following are examples:

- Director Thomas has signed two pledges with local organizations to keep the focus on this area;
- Ms. Winlock has joined a 9-library committee looking at how we can collectively look at race and collectively address and support it;
- Ms. Winlock is a member of the IMLS Committee on Diversity and will participate in a symposium in July on that topic;
- We are beginning to determine how we can address these issues internally and externally as well as looking at some best practices across the nation to see what we can adopt here at the Library.

Ms. Winlock stated that she has been working with the Supplier Diversity Council and is pleased with the addition of Joyce Dodrill, Chief Legal Officer, Carrie Krenicky, Chief Financial Officer, Carol Hubler,

**DIVERSITY,
EQUITY &
INCLUSION
UPDATE**
Presented

Procurement & Contract Coordinator, Bryan Szalewski, Senior Legal Officer, and others.

Ms. Winlock noted that Ms. Hubler was able to combine four different lists of minority businesses. We now have a list of 1,346 small businesses in the Greater Cleveland area. We are now looking at how to engage them so that they can begin to learn how to work with the Cleveland Public Library.

Mr. Corrigan thanked Ms. Winlock for her update.

OLD BUSINESS

Ms. Rodriguez stated that there were no items of Old Business to discuss.

NEW BUSINESS

Ms. Rodriguez stated that there were no items of New Business to discuss.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas stated that the Library issued a Letter to the Community expressing its disappointment in the senseless deaths of George Floyd, Breonna Taylor, Ahmaud Arbery and the many other Black lives in America. Cleveland Public Library condemns all acts of violence and any disregard for human rights. Along with this statement, we asked the community how the Library could have a better understanding around the issue of race. In the response receive, the community asked for more programs that would allow better understanding around race related issues.

Director Thomas stated that he released a video to the Library Board and staff sharing his initial thoughts about all of the things happening in our city, state and nation and on how CPL helps in the healing. Director Thomas stated that he felt that it was important to do more. Therefore, he signed two pledges joining with local organizations who view racism as a public health crisis and pledging to rectify the system of structural racism as led by the Greater Cleveland Partnership.

DIRECTOR'S
REPORT
Presented

Director Thomas asked Ms. Winlock to share information on CPL and the Human Library.

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that we are looking at how we engage people of different races, creeds and colors where people can tap into and understand the cultures, differences and similarities.

Ms. Winlock stated that we believe that this work should begin with our leadership and our Board to make sure that we are clear on our unconscious biases are. This will help to determine how our biases impact our decisions. We are also working with several external organizations to identify ways that we can work collaboratively around this. Although this is not a new topic for us, this is work that we will continue to look at and figure out the training and development and behaviors that we need to change. First, you must change attitudes before changing behaviors. We are looking at training and education and how we engage each other on this journey.

Ms. Butts expressed her approval of the Writers & Readers event with Authors Robin DiAngelo and Jennifer Eberhardt in their discussion of racism, implicit bias and reform. Our own biases need to be examined and we need to repair damage that we do because we often don't realize it.

Director Thomas stated that we have the opportunity as a Library to address this. As a profession, less than 6% of librarians are African American. It is rare to find administrations and librarianship like Cleveland Public Library. Although this is a credit, we need to examine how we make ourselves better. We have issues that we need to address inside of the Library.

In conclusion, Ms. Winlock stated that although she has been surprised at the lack of diversity throughout the library system, she is proud to be a part of Cleveland Public Library as diversity can be found at every level of the organization. Our work is going to focus on inclusivity and how we are including people in this diverse community that we work in. We have a level of expertise that people are asking about. Other libraries are reaching out to us asking us how to become diverse.

While we have a lot of work to do, we do have some successes to be proud of.

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

Out an abundance of care for its staff and patrons and to prevent the spread of COVID-19, the Cleveland Public Library closed on Monday, March 16, 2020 and reopened for staff on Tuesday, May 26, 2020.

Programs and Events

During the Covid-19 quarantine, Managers across Main Library responded to e-mail reference questions sent to department and manager e-mail addresses and through the LibChat system. As an example, Center for Local and Global History Manager Olivia Hoge answered 350 History email reference questions from April 29 to May 31. In addition, after staff returned, an additional 52 questions were answering, totaling 403 email reference questions.

Youth Services Manager Annisha Jeffries prepared book recommendations for the Marketing Department for VirtualStorytime's featuring Cleveland Public Library staff, local government officials, and local celebrities.

Literature Department and Ohio Center for the Book Manager Don Boozer was busy coordinating the online Get Graphic! Book Discussions. Discussions were held every Thursday in May. The May 28th discussion and those going forward will be hosted by Dr. Valentino Zullo, the Ohio Center for the Book Scholar-in-Residence.

LibAnswers/LibChat

Assistant Director of Public Services Robin Wood trained all CPL Branch Managers to assist on LibChat during the months of June and possibly July. In addition, the Public Administration staff have been trained to assist on LibChat as well.

Between May 1, 2020 and May 31, CPL Public Service Managers responded to 1,164 on-line chat requests through the LibChat System.

Outreach

During the month of May, Literature/OCFTB Manager Don Boozer managed the online presence of the Ohio Center for the Book. The OCFTB social media accounts were used to promote the weekly book discussions and other events/resources of statewide significance.

Popular Library Manager Sarah Flinn was interviewed by Megan Gallagher of WKYC about summer reading picks for the whole family. and staff in the Popular Department prepared new items lists to be included in curbside pickup packages for patrons.

Youth Services Manager Annisha Jeffries created a booklist for WKYC with suggestions to help children process the protests and racial issues happening in the city right now._

Collection Management

Managers across main library continued researching and preparing book orders during the month of May.

The scheduled 2nd quarterly Schweinfurth meeting was conducted by email on May 8th. Committee members were able to select items from the vendors of Bookpress and Jordan Antiquarian.

Research this is Possible Only at Main Library

- Patron inquired if the Library had any information about Cleveland architect Harold C. Summersett. Special Collections has a watercolor by Summersett and were able to find an obit dated February 12, 1985.

- Patron request for an article about silversmith Clara Barck Wells who exhibited in Cleveland. Article was found in the Plain Dealer, December 9, 1913 where she had an exhibit in a private gallery in Cleveland. Wells work also appears in a catalog entitled Chicago Metalsmiths.
- Researcher from Hungary requested if Special Collections had any information about a former CPL employee from the 1920s. The query was forwarded to Archivist Ann Marie Wieland who confirmed employment in 1921.
- Chess researcher from Germany wanted to confirm if Special Collections had photographs of William Davies Evans, Cecil de Vere, Charles Henry Stanley.
- Patron request if the Library owned any other books illustrated by Peter Newell. Special Collections does have a copy of A Shadow Show (1896) and a new profile was made.
- Hungarian photographer inquired about any holdings by illustrator Ylla Koffler (1911-1955) aka Camilla Henriette Koffer). The Library owns several books illustrated by her.
- Researcher from the Akron Art Museum requested information on Cleveland WPA artist Herman Kepets and his print entitled Public Square, Old Cleveland 1836. The Library also owns this linocut print and verified the buildings depicted in 1836 being The Old Stone Church, the Old Court House, and the "hotel".

Staff Development

Assistant Director of Public Services Robin Wood continued her service on the Re-Opening Team and the LibChat Team. In addition, she attended a webinar hosted by CWRU on "Developing High Potential Leaders in a Disruptive Environment on May 5th. Ms. Wood also attended several on-line meetings relative to her coordinator of the Census for CPL.

Interim General Research Collections Manager Sarah Dobransky she attended the following Webinars: Digital Collections at the National Forest Service Library -

FDLP, Overview of COVID-19 and CDC's Response to the Pandemic with a Highlight of Federal COVID-19 Resources - FDLP, Navigating Benefits.gov: A Resource for Community Advocates - FDLP, Legislative Branch Resources 101 - FDLP, Global Employer Summit Webinar - Global Cleveland, Coaching with Compassion in Times of Uncertainty - Weatherhead School of Management, Case Western Reserve University, Developing High Potential Leaders in a Disruptive Environment - Weatherhead School of Management, Case Western Reserve University "Creating Pathways to Civil Legal Justice" - OCLC. In addition, Ms. Dobransky attended the Spring meeting for the Ohio Government Documents Roundtable (GODORT) on May 12.

Fine Arts & Special Collections Manager Pam Eyerdam participated in a zoom session with the Cleveland Archival Roundtable (CAR) on May 6th and Special Collections librarian Stacie Brisker voluntarily participated watching several online webinars sponsored by the Foundation

Youth Services, Manager, Annisha Jeffries participated in online meetings with the Federal Reserve Bank of Cleveland and Heritage Ohio's Diversity Task Force.

Lending Department Manager Stephen Wohl continued serving as a member of the CPL Re-Opening Task Force. The task force held various virtual meetings to brainstorm and discuss ideas about CPL can assist our staff and patrons in readying our facilities for the eventual opening of all locations. In addition, on May 27th, Mr. Wohl attended the online CLEVNET Circulation SIG Meeting.

Census Activities

Assistant Director of Public Services Robin Wood and General Research Collections Interim Manager Sarah Dobransky hosted a live Facebook discussion on the 2020 Census on May 1st. Digital Manager Michael Young arranged the event to be held at different locations and assembled via WebEx so all parties could maintain social distancing. As of June 1st, the video had 584 views.

Other

The Lending Management Team remotely corresponded to hundreds of patron inquiries which resulted in the issuance of hundreds of new CPL eCards, and dozens of existing CPL accounts being renewed. The Lending Management team also continued to respond to dozens of daily LibChat and emailed questions from patrons.

Business, Economics, and Labor librarians Susan Mullee and Zachary Hay assisted Organizational Performance and Development Program Manager Sherri Jones with electronic workforce development resources. Both Ms. Mullee and Mr. Hay compiled a list of Cleveland Public Library databases as well as reliable websites used by the BEL staff when assisting patrons with career-focused reference questions.

Issues and Concerns

Interim Shelf Manager Demba Diawara announced that all the dumb waiters in Main Library will be disabled per the Fire Inspector. This will make it difficult to bring up all the art & music books to the mezzanine level of the 5th floor stack area. There is no elevator access to that mezzanine level, all books will have to be carried up to that level by hand. There are no plans to repair the dumb waiters.

Ohio Library for the Physically Disabled

Note: OLBDP was closed effective March 14-May 26, 2020 due to COVID-19 precautions. While OLBDP was closed, no library materials were being mailed to patrons. BARD applications to download library materials were approved; new reader applications were processed to facilitate access to BARD; BARD technical support was available; department email and voicemail were being monitored.

OLBDP resumed answering phones and circulation of library materials through the mail on May 27th.

For May 2020, OLBDP circulated 2,970 books directly to patrons. Approximately 800 BARD patrons among 1,436 active users downloaded 13,024 items.

OLBPD and CPL Financial Services submitted the State Fiscal Year 2021 Program Budget Request to the State Library of Ohio. The State Library of Ohio's Board of Trustees unanimously approved the budget requests for OLBPD during their May 28th meeting.

The State Library of Ohio (SLO) remains closed since March 17th. The SLO Talking Book Program has resumed limited circulation of library equipment. Arrangements have been made for OLBPD to receive a larger stock of talking book players and frequently requested accessories to supplement SLO services as they continue toward reopening and resuming services.

The National Library Service (NLS) also remains closed. Most NLS employees continue to work from home.

Network libraries that closed due to COVID-19 are beginning to resume services as directed by their parent agencies and their State's guidance on reopening. According to NLS, a majority of network libraries have either reopened or resumed services in full or on a limited basis. Much in the same as OLBPD, priorities are focused on resuming circulation of books through the mail as soon as possible, and continuing to provide support for downloading library materials through BARD.

TechCentral

Outreach

No outreach due to COVID-19 closure.

Special Projects: In collaboration with CMHA, Cleveland Public Library is 3D printing 800 face shields for CMHA personnel. All branches and the Lending department received 3D printed face shields, door openers and ear savers for curbside services. All fifteen 3D printers across the system were relocated to TechCentral for this project.

Digital Literacy

No classes held due to COVID-19 Closure.

LibAnswers

Seventeen questions have been directed towards TechCentral.

Hotspots

Hotspots are currently active with no deactivations since the library closure and the state Stay at Home order went into effect. Some patrons have experienced issues with connectivity and have reached out to us via LibAnswers chat.

Professional Development & Meetings

TechCentral Manager, Suzi Perez & TechCentral assistant manager, Melissa Canan attended a web meeting for all Managers on May 12.

Mrs. Perez & Ms. Canan attended the Return to Work Guidelines/Teams training on May 22.

Mrs. Perez attended a SpringShare online webinar regarding Holds Pick up using libcal on May 22.

Cleveland Digital Public Library

The major item for our monthly report is that due to the Covid-19 outbreak, the library has been closed from May 1 to May 31. Staff returned to the library during the last week of May, completed video trainings related to Covid-19, and began to prepare for reopening.

Programs, Services & Exhibits

There were no programs, services, or exhibits delivered during May 2020. We hope to resume this summer.

Public Services Statistics

No live patron visits or services during May.

The digital gallery was busy. From May 1st, 2020 to May 31st 2020, Google Analytics (GA) reports 7048 sessions for 4659 users and 117,110 page-views. Organic Search channeled 48% of our accesses (Google search is the most common channel to our Digital Gallery). Direct access through CDM search accounts for 29% of our accesses. Referrals through other websites were about 18% of our access volume. Finally, Social media accounted for 5% of our sessions. The bulk of social media referrals, at 62% came from Facebook, 31%, came from Twitter. There were referrals from Pinterest, Pocket, and YouTube. The number one referral site, with 15% of all referrals, was Wikipedia.org. Our own cpl.org is at 3.5%.

The digital gallery pulled back a good deal from mobile accesses this month. In May, 58% of our users accessed our site using desktop computers. 42% of our users accessed ContentDM through tablets and phones with nearly 80% of those users on phones.

Outreach

We remained in contact with community partners during May, and are working to maintain existing engagement with Karamu, The Ukrainian Museum and Archives, and Cleveland Orchestra.

Collection Development

Digitization was idle during May. We plan to restart scanning collections in June.

ILL

ILL was idle during May. We neither accepted nor loaned books. We will restart ILL services in June.

Staff Development

There were workshops held by the Internet Archive, and we were informed that additional funding for web archiving were obtained for the program in which CPL has been a lead participant.

There were workshops help be OCLC on digitization and metadata where CPL has been a lead library in developing an online wiki-base system for presentation of digital

objects. Our collections have been used examples for other libraries.

Preservation

Preservation was idle during May. We plan to resume regular activities in June.

BRANCHES

During the month of May, the Public Services Branches continued to maintain its commitment to our communities by supporting and attending virtual community meetings, while sustaining the various relationships assemble within the branches. Our Sterling branch continues to support the Central neighborhood families during the pandemic. Branch manager Monica Rudzinski organized a second donation and delivery of family and infant care products to Friendly Inn. Our Collinwood Branch Manager, Caroline Peak volunteered to transport groceries to neighboring families with children yet, without transportation to retrieve meals.

Additional branch highlights are as follows:

District One

Eastman - Branch Manager Ken Knape attended the weekly meeting of District One Managers on May 4, 2020. Everyone is eager for the Library to reopen but we all realize that must proceed with caution. Mr. Knape watched a Facebook Live posting by Robin Wood about the 2020 Census and why it is important to get an accurate count of everyone. Mr. Knape has also been working with Westown Community Development Corporation, helping making people aware of COVID-19 Rapid Response Grants. Mr. Knape visited the branch on Thursday May 7, 2020 to make sure everything was in good shape.

Lorain - Lorain Branch was closed most of the month of May due to the COVID-19 pandemic but reopened to the staff on May 26, 2020. While closed this month, Branch Manager Crystal Tancak attended weekly District One Manager Check-In Meetings and multiple Managers Meetings via Teams. Ms. Tancak joined the MyCom Steering

Committee Community Partner Meeting to share virtual services provided by CPL. Ms. Tancak corresponded with MyCom to accept a grant to be used for the branch garden. Regular managerial duties were completed including completing book, CD, and DVD orders, submitting branch schedules, approving timecards, and communicating with staff regularly. Ms. Tancak retrieved the mail from the Post Office, picked up the Care Kit from Lakeshore, cleared the branch email, discharged the book drop and visited the branch weekly. She worked on the Book Ends: Tech@Work curriculum. Ms. Tancak performed virtual reference through LibChat and in preparation for it, reviewed transcripts and FAQs and created a reference binder. She participated in many webinars on topics that included The Storm Makes You Stronger: Managing Your Mind in the Face of Crisis, Practicing Fairness as a Manager, Learning Zoom, Leading in Crisis, Interpersonal Communication, Advice for Leaders During a Crisis, COVID-19 Safety Tips for Reopening Your Library, Phone Based Customer Service, Customer Service: Handling Abusive Customers, Managing Customer Expectations for Managers, Leading Virtual Meetings, Leading Productive One-On-One Meetings, as well as the Return to Work Guidelines Training and LibChat Training.

Rockport - In May, Rockport Branch remained closed. Rockport Manager Forrest Lykins continued to participate on the Reopening Task Force and the Library Operations Subcommittee. He also visited Lakeshore and the branch to prepare for the return to work, completed Ohio Reference Excellence (ORE) Online training and LibChat training, and joined the LibChat reference team. On May 26, 2020 staff returned to the branch and began to train and prepare to be one of the Library's curbside service locations. In the BBTTC, Coordinator Jill Pappenhagen continued to work with Mr. Lykins and Tracy Martin to bring additional grant monies and gifts to the space. Ms. Pappenhagen was able to distribute 9 devices gifted to our members from Best Buy to help them bridge the digital divide. We also received free Adobe CC Licenses for our members. Ms. Pappenhagen continued to attend Clubhouse Network trainings and meetings, as well as working to develop remote learning opportunities. She also joined CPL's Innovation Committee.

Walz - In addition to the great, many changes the library has seen, Walz Branch changed in leadership

beginning May 11, 2020 when Jeannie Gielty, Walz' Children Librarian, was promoted to Branch Manager. While Kathleen Lefkowitz will retire on May 29, 2020, she has been able to guide Ms. Gielty remotely through these uncharted waters, offering her expertise and advice. Ms. Gielty brings to the position, not only her experience in the Walz community, but management experience from East Cleveland Public Library and a background in higher education. Over the month of May, Ms. Gielty and Ms. Lefkowitz kept the staff informed and educated on the closing of the library and its eventual reopening. Ms. Gielty spent a great deal of time researching how other libraries were continuing programming for both youth and adults. She is looking forward to sharing this information with her staff. As well, she has participated in remote meetings with Detroit Shoreway Community Development Organization and kept in touch with some other programming partners like OSU-Extension and SPARK. She has participated in webinars including on Homelessness (State Library of Ohio), Libby and Virtual Bookclubs (Overdrive) and Home Improvement Reference Center (OhioNet).

West Park - All May book orders, June CD orders, and June DVD orders submitted. Management reviewed/cleaned up branch email in preparation for returning. Mr. Dalby prepared preliminary "POD" schedule for West Park staff. Management continued to research and think about how we reopen. In our May branch visit we discharged quarantined materials, checked branch for any issues, and imagined how we could rearrange for social distancing. We picked up startup PPE supplies from Lakeshore and dropped them off at the branch. Staff participated in SWO Training. Dalby & Lauver started LibChat set up and reviewed initial training material and completed LibChat training with Robin Wood. We worked LibChat for a couple of shifts and revised June West Park schedule reflecting SWO. Management contacted WPKND and West Park Times with Library updates. Several training sessions were completed by Lauver and Dalby: NEO-RLS: Pandemic re-opening plan webinar, NEO-RLS: Tapas Virtual Escape Room video, NEO-RLS: Tapas Virtual Engaging Story Times Made Easy video, Homeless Librarian: Traumatic Brain Injury - Invisible Cause of Homelessness webinar, NEO-RLS: Reference Reboot webinar (Don Booser). Dalby continues to serve on Reopening Task Force.

District Two

Brooklyn - Branch manager Ronald Roberts continued online training and preparing for staff to reenter the branch. Mr. Roberts participated in several trainings which included Lynda.com trainings on effective leadership and conflict, along with other online learning related courses. As part of the library virtual programming, he assisted with virtual story times. Mr. Roberts also participated in archived and live training on LibChat.

Carnegie West - As part of the Re-opening Task Force, Library Services and Daily Operations Sub-committee, Branch manager Angela Guinther researched curbside pick-up operations throughout the country. The sub-committee then devised policies and procedures for this new pandemic-era Library service to present to the task force. Ms. Guinther was trained in LibChat.

Fulton - Branch remained closed until May 26, 2020 due to COVID-19. Branch manager Leslie Barrett attended a meeting on behalf of Harriette Parks and John Skrtic with Jumpstart regarding the Innovation Learning Lab for Community Engagement at Fulton. Mrs. Barrett attended the following webinars: Using Emotional Intelligence and Mindfulness to Navigate the Stress of Life, Social Distancing Checkout's Webinar, and RA for all: Flip the script & think like a reader (NEO-RLS). Mrs. Barrett also completed the Summer Feeding Training via the Foodbank, ordered all discretionary orders, and provided Libchat service (May 20). Mrs. Barrett attended the Managers Meeting (May 12), LibChat training (May 14), Return to work Guidelines and Team training (May 22) and the online meeting of Community Initiative Orientation Overview with JumpStart (May 29). On May 21, 2020 Mrs. Barrett picked up all PPE for the branch's reopening of staff. Mrs Barrett attended Mrs. Barrett is still working on a solution with community partners and War 14 Councilwoman Jasmin Santana in regards to the upkeep, repair and cleaning of the Reading Garden. The Branch reopened to staff only on May 26, 2020.

Jefferson - While the Library remained closed for most of the month due to COVID-19, Jefferson Branch Manager Steve Capuzzo spent time participating in continuing education and outreach activities. He participated in over twelve webinars provided by various organizations

such as Northeast Ohio Regional Library System, Cleveland Leadership Center, and Cuyahoga Community College. Mr. Capuozzo kept in touch with community and school partners by participating in MyCom's Regional meeting for near-west partner agencies, attended Central Tremont Block Club's monthly meeting, and watched State Senator Sandra Williams' online town hall. Mr. Capuozzo joined a team from Main Library and select branch managers to help staff the Library's new online chat service ASK CPL. Staff returned to the branch at half of their normal hours at the end of the month. Branch Clerk Lillian Conway retired after 32 years of service, including 25 years at the Jefferson Branch.

South - Mr. Deplet has been visiting the Branch making sure that everything continues to be in order. After visiting the Branch last month, Mr. Deplet informed Safety and Protective Services that there were people living in the patio of the Branch. Chief Duncan talked to them, and on May 15, 2020 Mr. Deplet was instructed to call the police due to vagrancy. The plexiglass partitions have been added to the branch. Mr. Deplet has attended The Reopening Taskforce weekly meetings, and the sub-committee weekly meetings. Mr. Deplet has also attended the Tremont Economic development and the Tremont West Board of Directors meetings virtually. Mr. Deplet continued to attend multiple webinars during this month, as well as complete discretionary orders.

South Brooklyn - Assistant Manager Tammy Houghton worked on discretionary book orders, was trained in Libchat, offered Libchat services, visited the branch to shelf read, and attended Managers and Team meetings. District Manager Luigi Russo participated in the following meetings: Branch Managers, Public Services Team, Reopening Task Force, Woodland's FMP, and Libchat. Mr. Russo visited the branch weekly, worked on AV discretionary orders, reviewed May & June schedules, texted/emailed branch staff and D2/D3 management weekly, trained in Libchat, offered Libchat services, and created D2/D3 Libchat schedule. Mr. Russo viewed the following webinars: Anti-Discrimination and Anti-Harassment Training for Management, Best Practices in Performance Documentation, Brainstorming and Innovation, Day for Page Supervisors: Training Shelves, and Delivering Effective & Strategic Performance Appraisals. Staff returned to the branch at half of their normal hours on May 26, 2020.

District Three

Garden Valley - Assistant Branch Manager Donald Smith took the initiative to check on the branch, and complete book, CD, and DVD orders while working from home. Mr. Smith also participated in the following webinars: Managing Change and Worry in Times of Uncertainty (NEO-RLS), Maximizing and Measuring Virtual Programs (PLA), and Using Social Media Listening to Adapt your library for COVID-19 (PLA). Dyad Public Services Manager, Maria Estrella, compiled and submitted the juvenile and young adult book orders. Mr. Smith and Mrs. Estrella also collaborated to re-create and re-submit June 2020 schedule.

Hough - Branch Manager Lexy Kmiecik is the Chair of the Reopening Taskforce, and stayed busy with many weekly meetings to safely re-open the library branch. Mrs. Kmiecik received LIBChat training and the Return to Work Guidelines/Teams Training, as well as had an IMLS grant discussion. Mrs. Kmiecik also attended the Board Meeting and the following NEO-RLS webinars: It's a Manager/Supervisor's Job to Motivate Staff, Anti-Discrimination and Anti-Harassment Training for Management, Brainstorming and Innovation, A Firm Grasp: The Nonverbals of Influential Leaders, Preparing your Library for Returning to Work Post Stay at Home, Highly Effective Meetings and Facilities and Admin Virtual Networking Meeting: How to Plan to Return to the Library.

Martin Luther King - Branch manager Tonya Briggs visited the MLK branch on May 5, 13 and 20, and emailed staff on May 7, 12, 15 and 20. Ms. Briggs participated in a Police Commission/CPL project meeting, and Innovation Committee and sub-committee meetings on May 11, 2020 and May 14, 2020. For professional development, Ms. Briggs completed 3 webinars: WebJunction's Social Work Students and Public Library Partnerships, MidWest Tapes Cart Management, and NEO-RLS's Library Technology Planning for Today and Tomorrow.

Sterling - Sterling continued to support the Central neighborhood families during the pandemic. Branch manager Monica Rudzinski organized a second donation and delivery of family and infant care products to Friendly Inn. Product distribution coincides with GCFB food distribution and home visits. Ms. Rudzinski met with

Johnny Robinson Jr., MyCom Regional Coordinator for Central and Goodrich Kirtland Neighborhood to promote Summer Lit League, Center for Arts-Inspired Learning virtual programs and an opportunity to distribute refurbished tablets, and laptops to Central neighborhood families. Ms. Rudzinski attended City Club virtual forums featuring Kevin J. Kelley, Eric Gordon, and State Senators Nickie Antonio and Matt Dolan. Ms. Rudzinski was delighted to welcome staff back to the branch on May 26, 2020.

Woodland - The Branch was closed until May 26, 2020. Dyad Public Services Manager, Maria Estrella, submitted monthly discretionary orders and revised June 2020 schedules. She also recorded and added to the Dropbox another story time, titled *Drum Dream Girl: How One Girl's Courage Changed Music* by Margarita Engle. She has viewed the following webinars: How to Be a Webinar Superstar! (PLA), Self-Care Is Not Selfish: Preventing Burnout (NEO-RLS) and Developing High Potential Leaders in a Disruptive Environment (Case Western Reserve University Weatherhead School). Mrs. Estrella also attended two Woodland + CDF + BSF weekly reviews, submitted an inventory of the Woodland Wonderland educational toys and toy furniture, and conducted a visual assessment of what the "other" collection category entitled to the Masterplan Team. Mrs. Estrella stopped by the Branch on several occasions to check the building. She completed the PowerPoint presentation, pre-recorded the presentation and panel discussion for the American Library Association Conference Harvester to be included in the 2020 ALA Virtual Event. The ALA presentation is titled: *Juntos: Latinx Family Engagement at Your Library*, and will be offered on Friday, June 26, 2020, 12:15 PM - 1:00 PM.

District Four

East 131 - The East 131 Branch was closed during the month of May 2020 in response to the COVID-19 closure. Branch Manager Marina Marquez started working as reference for LibChat. Ms. Marquez checked in on the branch weekly and submitted HIPPO Requests as needed. Ms. Marquez participated with the following Virtual Meetings- the First Street Coalition, MyCom Mt. Pleasant Community Meeting, Corlett Volunteens to discuss and survey the best platforms to start their virtual book club, met with

Marilyn McHugh, Founder of the Cleveland Seed Bank to discuss the future of the Seed Library at Cleveland Public Library, the Innovation Committee Meeting to discuss the development of Cleveland Public Library's future program and service delivery models, the Corlett Volunteers to plan for the next month's National Youth Leadership Training webinar scheduled for June 2-4, the CLE Rising Co-Leader meeting to report out to the community regarding the Free Public Transit initiative. Ms. Marquez completed the following 18 classes and webinars: ALA Course: Creating Pathways to Civil Legal Justice, MyCom Wisdom for Wednesdays: Session 1 Defining Impact & the Opportunities it Presents, MidWest Tape Product Detail Training, Smart Growth: Advocating for and Creating Effective Public Transit, LibAnswers: Setting up Queues & Answering Tickets, MidWest Tape Cart Management Training, NEO-RLS: Library Technology Planning for Today and Tomorrow Part 1, LibraryWorks Playing the Long Game: The Resiliency of Ordinary People Like You and Me webinar, MyCom Wisdom for Wednesdays: Session 2 Creating a Process to Demonstrate Your Impact, MidWest Tape Product Discovery Training, PLA's Maximizing and Measuring Virtual Programs, MyCom Wisdom for Wednesdays: Session 3 Creating Your Story to Demonstrate Your Impact, Good Leaders, Bad Decisions. East 131 staff returned to work at the branch on May 26, 2020.

Fleet - During COVID- 19 emergency closing, Manager, Magnolia Peters maintained communication with her team. Branch Manager, Magnolia Peters attended LibChat Training; NEO-RLS, Adult Services; Self-Care is not selfish: Preventing Burnout; Good Leaders- Bad Decision; Preparing your library for returning to work post "stay at home order"; and Gale Courses, Leadership. Discretionary orders were submitted monthly in accordance with established deadlines. Fleet completed the month with a "virtual" meeting that included the Slavic Village's Community Partners to discuss the "Master Plan" Project for Fleet Branch.

Harvard-Lee - While the Library was closed to the public due to COVID-19, Branch Manager Kristen Schmidt stayed engaged with staff, shared resources with colleagues, performed weekly branch checks, and attended professional development opportunities. Ms. Schmidt completed webinars via Booklist, NEO-RLS, and Library Journal included Mindfulness, Self-Care is Not Selfish:

Preventing Burnout, and Strategies to Engage Reluctant Readers & Minimize an Elongated Summer Slide. Ms. Schmidt attended the virtual MyCom meeting for the Mt Pleasant region of which Harvard-Lee is a partner. Additionally, she worked 8-10 reference shifts via the Library's new LibChat online reference service. Ms. Schmidt picked up the branch supply of personal protective equipment (PPE) and led all team members in communication and assigning duties for their return to work. In addition, Property Management worked with a contractor to resolve a major plumbing issue, which involved breaking up our concrete pad to access the discharge pipe.

Mount Pleasant - During May, staff at the Mount Pleasant Branch have continued to virtually attend community meetings and trainings hosted by community partners. Staff attended MyCom's Wisdom Wednesday trainings and they have left with a plethora of practical resources to help better serve young patrons in the community. Branch Manager, Shayla Boyce, continues to work with the reopening Task Force. Ms. Boyce was assigned to the Patron Focused Services subgroup that is focused on providing staff support, as well as finding ways to give excellent customer service during these unusual times. Staff has continued to pursue continuing education opportunities focused on mental health and the reopening of public libraries. Ms. Boyce was trained on the LibAnswers reference service to help provide virtual support patrons.

Rice - Rice has been closed to the public and non-essential staff since March 16, 2020. Ms. Hutson continues to keep her staff informed and her managers busy. Two virtual meetings were held for D4/D5 Managers to check on progress and inform. Managers were trained on LibChat and have all completed at least one virtual reference session. Managers are completing weekly checks of their locations and keeping in contact with their staff via email, text and phone calls. June schedules were submitted. May material orders were completed and await submission. Ms. Hutson participates in weekly virtual core, public service leadership and reopening committee meetings. She continues to email professional development and other pertinent information to all CPL Managers and supervisors. Completed professional development and virtual meeting include - Wellness session with Ashley Lee, Playing the Long Game: The

Resiliency of Ordinary People Like You and Me,
 Introduction to Mindfulness: Nourishing Ourselves in
 These Times, *School Library Journal's* Day of Dialog,
 Using Emotional Intelligence and Mindfulness to Navigate
 the Stress of Life, Virtual Platform Possibilities -
 Providing Digital Skilling Resources for Patrons.

Union - The Union Branch remains closed due to the Covid-19 Pandemic. Gradual reopening is scheduled to begin on May 26, 2020 with the return of staff only. Ms. Williams has continued to perform weekly building checks. Ms. Williams completed the Midwest tapes CD and DVD lists and the Ingram booklists are in progress. Ms. Williams attended a few virtual meetings with community partners- Mycom Partner Meeting, St Martin Supervisors Coffee and Conversation, and CLC Leader Lunch Break with Councilman Blaine Griffin. Other webinars attended include Midwest Tape update, Virtual Platforms possibilities and Pathways to Civil Legal Justice. St. Martin de Porres corporate work study student Daniya Wilder submitted her final project. Ms. Wilder chose to write a testimonial about her experience working at Union Branch.

District Five

Addison - Branch Manager Tamara Means participated in the following webinars: Stay Home and Stay SAFE Educational for K-12, How to Effectively Manage Remote Teams, Community Partner Conversation, and Midwest Tapes Webinars. Ms. Means participated in the LibChat training on May 12, 2020 with Robin Wood via Teams. Additionally, Ms. Means completed two hours of live LibChat and conducted four branch visits.

Collinwood - May has been filled with fresh ideas on how to both learn, teach and share information on a virtual platform. Community Zoom meetings for the month include CMSD Bond Accountability Commission, NAACP, CHNHousing Partners and Neighborhood Progress Q&A. Branch manager Caroline Peak volunteered to transport groceries to families with children who have no transportation to get to food. Ms. Peak continues to tune into State Senator Sandra Williams, Mayor Frank Jackson, Congresswoman Marcia Fudge, Cleveland Clinic and others to keep track of the continuing advocacy for unemployment opportunities for furloughed and laid off workers. Branch visits have proven to be successful. Ms. Peak

participated in LibChat training and two hours of practice in preparation for future duties. Collinwood staff returned to branch on May 26, 2020.

Glenville - Branch Manager, Sharon Jefferson completed weekly Branch checks during the branch closure due to the COVID-19 pandemic. Additionally, she has been in contact with all staff concurrently. Ms. Jefferson completed the materials ordering for CD's, DVD's, and booklists. Ms. Jefferson attended the following webinars and meetings: Manager's Meeting, D4/D5 Meeting, Reopening Task Force, Reopening Task Force Sub Committee-Safety and Security, LibChat Training, Thermal Imaging Presentation, Seeds of Literacy Program Committee Meeting, and CLE Rising Summit Report Out Meeting.

Langston Hughes - Branch Manager William Bradford participated in the following webinars and trainings: COVID-19: Cleveland Clinic; How to Manage Remote Teams; Midwest Tapes, Product Detail; Calm or Crazy, Tri-C; Midwest Tapes, Cart Management; Midwest Tapes, Product Discovery; Forensic Psychology, Navigating the Stress of Life, What Crime Writers Need to Know, Playing the long game to Resiliency, Libchat Training, Publisher's Weekly Online, LiBCHAT Training. Mr. Bradford additionally completed the materials ordering for the branch. Community Meeting Attended were: Connection, Activation, & Community - University Circle Inc., Zoom meeting. Additionally, Mr. Bradford completed branch visits throughout the month. Branch staff returned to Langston Hughes Branch on May 26, 2020.

Memorial Nottingham - Manager, Pasha Moncrief Robinson, conducted weekly visits to Memorial-Nottingham to ensure the branch was being properly maintained during closing due to the coronavirus pandemic. Mrs. Moncrief Robinson attend multiple virtual professional development workshops, shared useful resources with colleagues and community partners, and submitted adult and youth collection orders. Additionally, she also began taking a free online course at Harvard University. Mrs. Moncrief Robinson attended LibChat training and acquired hands-on experience with patrons working in LibChat. On May 26th, CPL staff returned to work. Mrs. Moncrief Robinson conducted a staff meeting to inform staff of new directives, responsibilities, and programs in the upcoming future at CPL.

OUTREACH & PROGRAMMING SERVICES

SUMMARY

Cleveland Public Library (CPL) remained closed to staff and the public through May 26th. During this time, the Outreach & Programming Services Department (OPS/3E) collaborated virtually on building an infrastructure that can support online programming for the remainder of the year. Revised work plans and roles were developed by OPS/3E leadership with online service delivery in mind.

PARTNERS AND PROGRAMS

Cleveland State and Case Western Universities completed recruitment for this summer's virtual tutoring program. On Monday, June 8th, 23 undergraduate tutors will begin online tutoring sessions for children grades K-12.

The Library entered into an agreement with Literary Cleveland to deliver the Neighborhood Voices community-based writing program. Seven writing instructors who are locally-based were hired by Literary Cleveland to facilitate the workshops, and online registration opened on June 1st.

The Music School Settlement and Center for Arts Inspired Learning finalized staffing for each of their program offerings (*Read to the Beat* and *Make a Change*) that are a part of the Summer Lit League, the Library's summer reading program.

The Education Team has prepared the 9-week Kindergarten Club Program for launching on Monday, June 22nd, 2020. Using Zoom Education as the platform, each week's lesson has been converted into a virtual learning space. Due to the change in the program delivery model, minor modifications were made in each of the nine lessons for instruction and alignment of materials and supplies. Kindergarten Kits will be packaged and ready for delivery for the start of the program.

TECHNOLOGY

On May 15th, the Library opened registration for programs beginning June 1st. As a part of the initial promotions, a general interest form for the public was developed by OPS to gauge interest in summer programs.

To date, approximately 30 families have registered for summer tutoring, and 40 individuals have expressed an interest in the Neighborhood Voices writing program. Nearly 170 families have registered for Summer Lit League using Beanstack, a summer reading application designed by Zoobean, a developer of online learning resources.

OPS completed Zoom Education account activation and set-up for 28 locations. OPS/3E staff participated in Zoom administrator training in the second week of May. Following the completion of training, the OPS/3E Leadership team assigned each partner/vendor a point-of-contact who will serve as their technology consultant for the duration of their program.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- **Goal:** *Increase Elected Officials and Key Stakeholders' Awareness and Understanding of CPL's Community Impact:*
 - *Inform:*
 - Informed all local, state, and federal elected offices within the Library's footprint on the Library's re-opening plan so they can inform their constituents.
 - *Engage:*
 - Engaged legislators in CPL's virtual storytime (VST) program including:
 - U.S. Senator Sherrod Brown and Connie Schultz
 - Engaged additional stakeholders in CPL's virtual storytime (VST) program including:
 - Tom Dewey, CPL Foundation Board President/ Medical Mutual
 - D.M. Pulley, Local Author
 - Marla Davis-Perez, NASA
 - Rick Chiricosta, Medical Mutual

CPL DEVELOPMENT UPDATES:

- *Goal: Secure Funding to Buttress CPL Organizational Goals*
 - Submitted funding requests to the following entities for programmatic support:
 - National Endowment for the Humanities submitted request for CARES ACT funding to support writing program in partnership with Literary Cleveland
 - The Bruening Foundation - submitted request to support workforce development programming

CPL FOUNDATION UPDATES:

- *Fundraising:*
 - Mid-Year Annual Appeal is scheduled to go out by the end of June/beginning of July
 - Hosted board development/fundraising committee meeting
- *Cultivation & Stewardship*
 - Stewardship/engagement communications have been going out weekly to donors keeping them informed and highlighting available resources and services during library closure.
 - Starting June 1, communications will be scheduled on a monthly basis updating donors on available resources and services as the library re-opens

ADDITIONAL DEPARTMENT EFFORTS:

- Staff participated in webinars with the Urban Libraries Council and Grants Plus

COLLECTION & TECHNICAL SERVICES

Interim Director of Collection and Technical Services Sandy Jelar Elwell continued to participate in meetings of the Automated Material Handling (AMH) Task Force and the Capital Improvement Plan Core Team. Ms. Jelar Elwell also participated in Midwest Tape's webinars on Cart

Management, Product Detail, and Product Discovery; OhioNET's webinar "Introduction to ConsortiaManager;" and Tech Logic's webinar "totalAMH + Library Design | Libraries, Architects, and Automated Material Handling."

Ms. Jelar Elwell, Catalog Manager Andrea Johnson, Collection Manager Pam Matthews, and Materials Handling Supervisor James Clardy participated in weekly Collection and Technical Services Meetings, the system-wide Manager Meeting, and the Return to Work Guidelines/Teams training.

Ms. Jelar Elwell processed and approved 26 OverDrive invoices for 2,278 eMedia items.

Acquisitions: The Acquisitions Department received 7,198 items.

Catalog: Catalog Manager Andrea Johnson began doing bibliographic work remotely during the last week of the Library's closure. Technical Services Librarians Michael Gabe and Amei Hu downloaded the CLEVNET reports received during the closure when the Catalog staff returned to work. Mr. Gabe, Ms. Hu, and Technical Services Librarians Barbara Satow and Erin Valentine began overlaying the short records identified by the reports. This was Mr. Gabe's first experience with handling the physical items report.

As a member of the Reopening Task Force Patron Focused Services Subgroup, Ms. Johnson contributed to Tip Sheets to help Public Services staff respond to patrons when service resumes. Ms. Johnson participated in a Northeast Ohio Regional Library System (NORLS) webinar "Preparing your Library for Returning to Work."

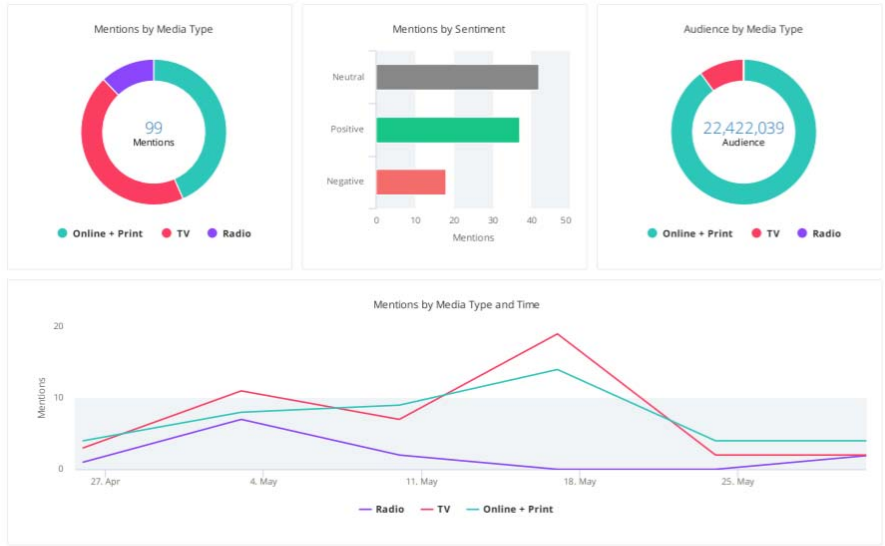
Librarians cataloged 25 titles and added 30 items for Cleveland Public Library. Technical Services Associates cataloged 22 new titles for the Library. Technical Services Associates and Senior Clerks added 122 items. Librarians also added 602 titles, merged 27 records, and made 3 corrections for CLEVNET member libraries.

Collection Management: Collection Manager Pam Matthews continued to select and purchase eMedia materials from OverDrive during the Library's closure. Ms. Matthews purchased 3,035 titles and 3,982 copies of eMedia materials.

MARKETING & COMMUNICATIONS

Marketing and communications efforts in May focused on Cleveland Public Library’s phased reopening plan, cost-saving measures to offset the decrease in funding caused by the COVID-19 pandemic, and the continued promotion of our digital programming such as Summer Lit League.

PUBLIC RELATIONS OVERVIEW: Cleveland Public Library received media attention from all major media outlets about the Library’s [reopening plan](#), budget cuts, and face shield production. The Library announced [budget cuts](#) because of the impact COVID-19 had on state funding and tax revenues. Director Felton Thomas, Jr. and Cuyahoga Metropolitan Housing Authority (CMHA) CEO Jeff Patterson promoted our partnership to supply [400 face shields](#) to protect CMHA workers. Other media mentions included a new [three-year contract agreement](#) with Laborers International Union of North America Local 860 and [online programming](#) to encourage participation in the 2020 Census.



	Total National TV Audience 2,249,356
	Total National TV Publicity USD \$695,997
	Total Local TV Audience 1,256,946
	Total Local TV Publicity USD \$181,007
	Total Online + Print Audience 20,172,683
	Total Online + Print Publicity USD \$3,477,584
	Total Number of Clips 99

GRAPHICS: The Graphics team focused on designing the 2018 annual report and promotional materials - ads and printed materials - for early Summer Lit League registration.



DIGITAL & SOCIAL MEDIA: IMPRESSIONS: Visitors to social media properties. **ENGAGEMENTS:** Reaction to CPL content - retweets, shares, and likes. **LINK CLICKS:** clicks on links to select destinations.

While total engagements dipped during the month of May, the Library's social media engagement rate per impression and the Library's audience increased v. April, suggesting that patrons are interested and engaged with the online programs.

The decline in impressions is likely a result of the popularity of Virtual Storytime guest readers featured in May compared to the previous month (i.e. Austin Carr drew a large audience in April) and the posts about the library's 3D printing of PPE were very popular. Users remained engaged on our platforms as reflected by an increase in the engagement rate by 20.39% over last month.

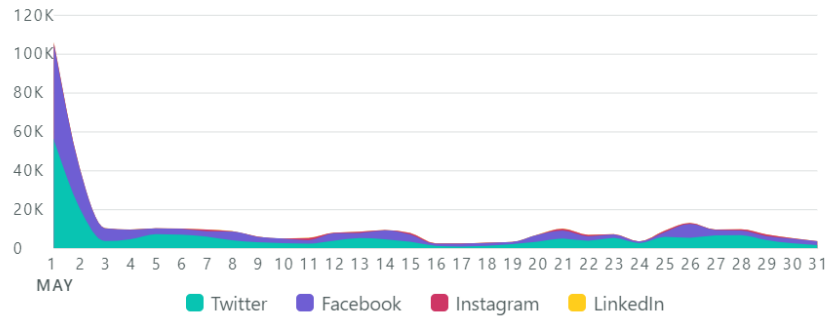
Impressions ⓘ
356,248 ↘23.7%

Engagements ⓘ
9,375 ↘24.5%

Post Link Clicks ⓘ
1,080 ↘6.9%

Profile ▲	Audience	Net Audience Growth	Published Posts	Impressions	Engagements	Engagement Rate (per Impression)
Reporting Period	38,251	262	114	356,248	9,375	14.6%
May 1, 2020 – May 31, 2020	↗0.7%	↘26.6%	↘0.9%	↘23.7%	↘24.5%	↘9.4%
Compare to	37,996	357	115	466,602	12,421	16.2%
Apr 1, 2020 – Apr 30, 2020						
Cleveland Public L...	13,936	55	46	155,828	5,871	3.8%
Cleveland Public L...	3,816	66	10	10,239	493	4.8%
Cleveland Public L...	2,510	20	-	492	22	4.5%
Cleveland Public L...	17,989	121	58	189,689	2,989	1.6%

Impressions Per Day



Impression Metrics	Totals	% Change
Total Impressions ⓘ	356,248	↘23.7%
Twitter Impressions	189,689	↘20.9%
Facebook Impressions	155,828	↘26.1%
Instagram Impressions	10,239	↘27.9%
LinkedIn Impressions	492	↘71.2%

Twitter Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

By Lifetime Engagements

Twitter Profile	Date	Total Engagements
Cleveland_PL	Fri 5/1/2020 6:30 pm UTC	591
<p>Cleveland Cavaliers bilingual play-by-play announcer, @ElalcaldeRafa shares Si Le Das Una Galletita A Un Ratón (If You Give a Mouse a Cookie) for</p>		
Likes	44	
@Replies	1	
Retweets	18	
Post Link Clicks	260	
Other Post Clicks	268	
Other Engagements	0	
Cleveland_PL	Mon 5/25/2020 12:32 p...	204
<p>Happy Memorial Day! Greater Cleveland Roll of Honor. The Roll of Honor contains the</p>		
Likes	37	
@Replies	0	
Retweets	11	
Post Link Clicks	-	
Other Post Clicks	156	
Other Engagements	0	
Cleveland_PL	Sat 5/23/2020 1:38 pm ...	147
<p>We're so honored that we could partner with @CityofCleveland to help</p>		
Likes	23	
@Replies	0	
Retweets	6	
Post Link Clicks	-	
Other Post Clicks	118	
Other Engagements	0	

Facebook Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

By Lifetime Engagements

Facebook Profile	Date	Total Engagements
Cleveland Publ...	Fri 5/1/2020 8:30 am PDT	880
<p>Cleveland Cavaliers bilingual play-by-play announcer, Rafa Hernandez-Brito shares Si Le</p>		
Reactions	131	
Comments	13	
Shares	9	
Post Link Clicks	-	
Other Post Clicks	727	
Cleveland Publ...	Tue 5/26/2020 6:30 am P...	665
<p>Everyone knows about Mary and her little lamb. But do you know Maria? Dr. Marla E.</p>		
Reactions	201	
Comments	9	
Shares	40	
Post Link Clicks	-	
Other Post Clicks	415	
Cleveland Publ...	Fri 5/8/2020 6:00 am PDT	469
<p>What is love? Would you recognize it if you saw? If you heard it? Author Connie</p>		
Reactions	146	
Comments	20	
Shares	19	
Post Link Clicks	-	
Other Post Clicks	284	

PROPERTY MANAGEMENTCarpenters

- Installed Plexiglas in offices on 10th floor, LSW and shipping.
- Installed new lock and hardware to Woodland, Rice and Glenville.
- Installed bathroom partition at Lorain branch.

Maintenance Mechanics

- Continuing work with Reopening committee and Covid-19 Task force on a safe and comprehensive phased reopening strategy.
- Working with several vendors on a new entry sequence solution, integrating thermal imaging kiosks. Currently taking quotes and proposals.
- Continuing work/meetings with FMP Core Group, CMR, project engineers and architects and the Capital projects team on FMP design and building standards.
- Scheduled Main campus, Lakeshore and branch HVAC PM's/pre-filter changes.
- Scheduled General pest for branches.
- Working with vendors on testing and acquiring new sanitizing equipment.
- Continued remote monitoring of facilities and systems via Siemens building automation and security cameras.
- Actively sending out staff for emergencies reported by SPS, weekly fire pump testing and rounds for LSW/Main and Lakeshore.

SAFETY & PROTECTIVE SERVICES

Safety Services

- Safety & Protective Services extended CPL branch and facility lockdown's using Access Control.
- Safety & Protective Services officers are investigating submitted online reports.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
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
Oct 2019	2039	20	64	53	345	42
Sept 2019	1792	19	62	24	243	52
Aug 2019	1854	13	46	26	147	272
July 2019	1916	25	64	20	186	96
June 2019	1939	23	53	24	147	35
May 2019	1958	24	58	38	116	65

Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: downtown Cleveland protests.
- Video requests fulfilled for Cleveland Police Department.
- An abandoned car was picked up by its owner from the Jefferson branch parking lot.

Protective and Fire Systems

- SPS management is passing water leak information, maintenance issues, and other irregularities on to Property Management.

Contract Security

- SPS is using Royce Security after hour's armed response to address any alarm issues after normal business hours.
- SPS has initiated training for Royce guards posted at the Lake Shore facility.

Administration

- SPS Supervisors and manager are receiving regular updates from Homeland Security regarding issues which may affect CPL.

- Officer Wayne Kresak resigned. A form #452 was submitted for his replacement.
- SPS has officers scheduled to post at the five curbside locations and the downtown campus.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Executive Panel held an online meeting on May 4, 2020, at 1:00pm. The discussion centered on the reopening of the member libraries as the COVID-19 crisis continues. Hilary Prisbylla and Larry Finnegan, the directors of CLEVNET, outlined the extensive planning and preparation their teams were doing to assist the libraries with a myriad of issues they will be facing as they try to reinstitute library services in a time of fear and great uncertainty.

Dealing with materials alone is a daunting proposition. Over 858,000 items owned by CLEVNET libraries were checked out and in the homes of patrons when the libraries closed in March; of those, 115,055 were items owned by CPL. How can libraries prevent their bookdrops from overflowing when they open them back up? And how will they quarantine the materials before reshelving them or putting them in shipment? On a typical day, before the pandemic closed the libraries, patrons would place over 8,000 holds on library materials without assistance from staff; CLEVNET staff would assist with an additional 4,000 holds each day. Over 140,000 holds were put "on hold" during the closure. Ms. Prisbylla's team has the challenge of finding ways to reintroduce resource sharing without overwhelming the system.

Amidst all the problems, however, emerge opportunities for new ways to serve our patrons. In the wake of CPL's recent success with LibAnswers, the patron communications platform from Springshare, the Panel approved purchasing the service for all of CLEVNET. LibAnswers is a ticketing system that allows patrons to chat online with librarians, access FAQs, text, and connect through social media.

Ms. Prisbylla also: 1) offered her team's continuing support for the installation of book lockers at CLEVNET sites (book lockers allow patrons to pick up their holds without staff intervention); and 2) announced that Geauga County Public Library would soon pilot the *Books*

by Mail feature from SirsiDynix; unlike home delivery services currently in place at many CLEVNET libraries including CPL, this service is fully integrated with SirsiDynix Symphony, CLEVNET's ILS.

Speaking of the ILS, Ms. Prisbylla informed the Panel that it was time for CLEVNET to test SymphonyWeb, the cloud-based workflows client. With so many staff throughout CLEVNET working remotely or in ways previously not considered, this cloud-based client would drastically reduce the need for staff to have VPN installed on their hardware. Ms. Prisbylla has been watching the development of the client and believes it is at a stage where she would like to test it with CLEVNET staff.

Finally, Ms. Prisbylla and Mr. Finnegan discussed the success their teams have had while working from home since CPL closed its doors in March. CLEVNET staff are more productive. Communication is better. Team spirit is stronger. And they noted that staff are reporting that they are healthier. With that said, Jamie Mason, Director of Rocky River Public Library, moved that CLEVNET staff continue to work from home beyond the date CPL reopens its administrative offices—a more formal restatement of a similar recommendation made at the Panel meeting on April 7, 2020. The motion passed unanimously. Lorena Hegedus, Chair of the Executive Panel, said further deliberation will be needed regarding the overhead CLEVNET members pay for staff office space, security services, and maintenance. She requested that these line items should be reconsidered as the 2021 budget is prepared.

Much of this information was shared with the rest of the CLEVNET Directors at their general meeting, held online on May 13, 2020 at 11:00am, with over 50 participants. Ms. Prisbylla also shared that more than 5,000 CLEVNET registrations had been processed since the launch of the OverDrive Instant Digital Card campaign at the end of March. And Mr. Finnegan reminded the directors that should they wish to provide additional WiFi access on the exterior perimeter of their buildings, CLEVNET would provide the access points and work with them on the planning of a successful installation.

During these tumultuous times, the timely sharing of information is critical. CLEVNET is using its members'

site as the knowledge management center. CLEVNET will also make good use of its Special Interest Groups (SIGs) during this time. The Circulation SIG held its first online gathering on May 27, 2020, to discuss the many challenges involved with reopening and reintroducing resource sharing.

Ms. Rodriguez moved to adjourn into Executive Session to discuss employment of public employees. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:20 p.m.

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

The Regular Board Meeting resumed at 1:59 p.m.

Mr. Hairston presented the following item that was previously tabled during the Regular Board Meeting and considered after Executive Session.

Resolution Amending Resolution Authorizing Salary Reductions

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

WHEREAS, On May 21, 2020, this Board approved a temporary, off-step salary reduction of 5% commencing on May 24, 2020 and continuing until at least July 31, 2020 for non-bargaining unit staff whose salaries are greater than \$87,700; and

WHEREAS, The CLEVNET Operating Procedures, which this Board approved on March 15, 2018, provide that, "The CLEVNET special revenue fund, however, is not subject to the same alterations the Cleveland Public Library's general fund or its building and repair capital projects fund; nor is it subject to the same restrictions (e.g. hiring freezes, overtime limits) Cleveland Public Library may place on salaries and wages paid from its general fund;" now therefore be it

RESOLUTION
AMENDING
RESOLUTION
AUTHORIZING
SALARY
REDUCTIONS
Approved

RESOLVED, That this Board hereby amends the Resolution it adopted on May 21, 2020 to clarify that the temporary, off-step salary reduction commencing on May 24, 2020 and continuing until at least July 31, 2020 for non-bargaining unit staff whose salaries are greater than \$87,700 does not apply to staff working for IT/CLEVNET.

Ms. Rodriguez adjourned the Regular Board Meeting at 2:05 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR MAY 2020

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	0	1,496
Periodicals	0	9
Publishers Gifts	0	3
Non-Print Materials	0	100
Total Library Service Materials	0	1,608

TECHNOLOGY RESOURCES

Tech Gifts	0	2
Total Technology Resources	0	2

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 25	\$ 300
Library Fund	Restricted	0	1,016
Young Fund	Restricted	0	12,801
Founders Fund	Restricted	0	37,431
Ohio Center for the Book	Restricted	0	2,225
Judd Fund	Restricted	0	63,809
Lockwood Thompson Fund	Restricted	98,136	98,136
Paulson Fund	Restricted	0	148,784
Tech Centers	Restricted	0	53,000
Total Money Gifts		\$ 98,161	\$ 417,501

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	0	30	0	1,608
Technology Resources	0	1	0	2
Money Gifts	2	26	2	26 *
TOTAL GIFTS	2	57	2	1,636

*Year to date corrected from January through May.

Cleveland Public Library
2020

June 9, 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	\$ 35,178,839.00	\$ 1,656,619.44	\$ 1,656,619.44	\$ -
			\$ 23,533,472.59	\$ 23,533,472.59			
Special Revenue Funds							
201	Anderson	\$ 387,801.04			\$ 28,000.00	\$ 28,000.00	\$ -
202	Endowment for the Blind	\$ 2,966,435.07			\$ 210,000.00	\$ 210,000.00	\$ -
203	Founders	\$ 6,100,171.34			\$ 492,429.80	\$ 492,429.80	\$ -
204	Kaiser	\$ 82,631.57			\$ 6,000.00	\$ 6,000.00	\$ -
205	Kraley	\$ 225,178.19			\$ 14,000.00	\$ 14,000.00	\$ -
206	Library	\$ 198,673.24			\$ 19,000.00	\$ 19,000.00	\$ -
207	Pepke	\$ 176,596.14			\$ 12,000.00	\$ 12,000.00	\$ -
208	Wickwire	\$ 1,832,259.49			\$ 120,000.00	\$ 120,000.00	\$ -
209	Wittke	\$ 112,324.15			\$ 8,000.00	\$ 8,000.00	\$ -
210	Young	\$ 5,653,196.59			\$ 450,000.00	\$ 450,000.00	\$ -
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	\$ 4,525.00	\$ -
230	Schweinfurth	\$ 174,430.52			\$ 50,000.00	\$ 50,000.00	\$ -
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	\$ 199,324.67	\$ -
256	Learning Centers	\$ 18,774.07			\$ -	\$ -	\$ -
257	Tech Centers	\$ -			\$ 63,000.00	\$ 88,000.00	\$ 25,000.00
258	Early Literacy	\$ -			\$ -	\$ -	\$ -
259	Rice Solar Panel System	\$ 181.23			\$ -	\$ -	\$ -
		\$ 19,417,560.01			\$ 9,175,400.81	\$ 9,200,400.81	\$ 25,000.00
Debt Service							
301	Debt Service	\$ 2,893,175.95	\$ -	\$ -	\$ 1,090,385.20	\$ 1,090,385.20	\$ -
Capital Projects Funds							
401	Building and Repair	\$ 2,019,144.18			\$ -	\$ -	\$ -
402	Construction - Tax-Exempt	\$ 49,957,265.10			\$ -	\$ -	\$ -
401	Construction - Taxable	\$ 9,010,253.88			\$ -	\$ -	\$ -
		\$ 60,986,663.16			\$ -	\$ -	\$ -
Permanent Funds							
501	Abel	\$ 294,642.27			\$ 20,000.00	\$ 20,000.00	\$ -
502	Ambler	\$ 2,898.23			\$ 200.00	\$ 200.00	\$ -
503	Beard	\$ 61,191.47			\$ 8,000.00	\$ 8,000.00	\$ -
504	Klein	\$ 6,825.62			\$ 500.00	\$ 500.00	\$ -
505	Malon/Schroeder	\$ 248,043.47			\$ 24,000.00	\$ 24,000.00	\$ -
506	McDonald	\$ 239,236.61			\$ 18,000.00	\$ 18,000.00	\$ -
507	Ratner	\$ 119,528.50			\$ 9,000.00	\$ 9,000.00	\$ -
508	Root	\$ 47,700.74			\$ 3,000.00	\$ 3,000.00	\$ -
509	Sugarman	\$ 93,878.45			\$ 15,000.00	\$ 15,000.00	\$ -
510	Thompson	\$ 131,090.49			\$ 13,000.00	\$ 13,000.00	\$ -
511	Weidenthal	\$ 8,571.67			\$ 600.00	\$ 600.00	\$ -
512	White	\$ 2,401,414.42			\$ 200,000.00	\$ 200,000.00	\$ -
513	Beard Anna Young	\$ 39,171.24			\$ 6,000.00	\$ 6,000.00	\$ -
514	Paulson	\$ -			\$ 148,784.42	\$ 148,784.42	\$ -
		\$ 3,694,193.18			\$ 466,084.42	\$ 466,084.42	\$ -
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:

A net increase in Other Sources-Special Revenue by \$25,000 relating to an increase in the Tech Centers fund for the Best Buy Clubhouse Network operating grant.

Thank You,
Carrie Krenichy
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 86.27% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

June 9, 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 Balance	General Property Tax	P.L.F.	Other Sources	Total
General Fund	\$25,470,007.10	\$35,178,839.00	\$23,533,472.59	\$1,656,619.44	\$85,838,938.13
Special Revenue	\$19,417,560.01			\$9,200,400.81	\$28,617,960.82
Debt Service	\$2,893,175.95			\$1,090,385.20	\$3,983,561.15
Capital	\$60,986,663.16			\$0.00	\$60,986,663.16
Permanent	\$3,694,193.18			\$466,084.42	\$4,160,277.60
Agency	\$13,202.92			\$0.00	\$13,202.92
Totals/Subtotals	\$112,474,802.32	\$35,178,839.00	\$23,533,472.59	\$12,413,489.87	\$183,600,603.78

<i>K. C. B.</i>	Budget	<i>Reemera Reese</i>
Commission		

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: FIFTH AMENDMENT
JUNE 18, 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	-	32,778,839.00
Public Library Fund (PLF)	23,533,472.59	-	23,533,472.59
State Rollbacks/CAT	2,400,000.00	-	2,400,000.00
Fines and Fees	279,580.00	-	279,580.00
Earned Interest	646,348.00	-	646,348.00
Unrestricted Gifts	1,400.00	-	1,400.00
Miscellaneous	814,300.00	-	814,300.00
Return of Advances/(Advances Out)	(85,008.56)	-	(85,008.56)
TOTAL RESOURCES	85,838,938.13	-	85,838,938.13 (3)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	40,444,713.00	-	40,444,713.00
Supplies	1,013,867.00	-	1,013,867.00
Purchased/Contracted Services	9,680,575.00	-	9,680,575.00
Library Materials/ Information	7,280,000.00	-	7,280,000.00
Capital Outlay	1,336,870.00	-	1,336,870.00
Other Objects	215,307.00	-	215,307.00
SUBTOTAL OPERATING	59,971,332.00	-	59,971,332.00
Transfers	1,090,385.20	-	1,090,385.20
TOTAL APPROPRIATION	61,061,717.20	-	61,061,717.20

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: FIFTH AMENDMENT
JUNE 18, 2020**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	28,592,960.82	25,000.00	28,617,960.82 (4)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Anderson	14,150.00	-	14,150.00
Endowment for the Blind	10,000.00	-	10,000.00
Founders	923,805.56	-	923,805.56
Kaiser	-	-	-
Kraley	30,000.00	-	30,000.00
Library	35,000.00	-	35,000.00
Pepke	-	-	-
Wickwire	35,000.00	-	35,000.00
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	-	4,897.42
Schweinfurth	224,430.52	-	224,430.52
CLEVNET	6,733,280.55	-	6,733,280.55
LSTA-OLBPD	1,608,989.48	-	1,608,989.48
MyCom	73,267.96	-	73,267.96
Learning Centers	18,774.07	-	18,774.07
Tech Centers	63,000.00	25,000.00	88,000.00
Early Literacy	-	-	-
Rice Solar Panel System	-	-	-
TOTAL APPROPRIATION	10,481,029.97	25,000.00	10,506,029.97

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: FIFTH AMENDMENT
JUNE 18, 2020**

DEBT SERVICE FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,983,561.15	-	3,983,561.15
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	-	60,986,663.16	(5)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation	
Building & Repair	2,019,144.18	-	2,019,144.18	
Construction - Tax-Exempt	6,127,780.00	29,683.00	6,157,463.00	
Construction - Taxable	-	5,550.00	5,550.00	
TOTAL APPROPRIATION	8,146,924.18	35,233.00	8,182,157.18	

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: FIFTH AMENDMENT
JUNE 18, 2020**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	4,160,277.60	-	4,160,277.60 (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	-	102,201.00

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: FIFTH AMENDMENT
JUNE 18, 2020**

(1) Certificate dated May 13, 2020

(2) Certificate dated June 9, 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 \$60,453,939.59 certified operating revenue produces the balance available for appropriation in 2020 (plus \$5,183,818.88 12/31/19 encumbered cash).

$$(\$25,395,007.10 + \$75,000 - \$75,008.56 - \$10,000 + \$60,453,939.59 = \$85,838,938.13)$$

(4) \$19,492,560.01 unencumbered cash carried forward less the repayment of advance to be made from MyCom of \$75,000 plus \$9,200,400.81 additional revenue to receive in 2020 produces the certified revenue of \$28,617,960.82.

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.

$$(\$28,617,960.82 - \$2,492,057.50 = \$26,125,903.32 \text{ available for appropriation (plus } \$1,287,167.78 \text{ 12/31/19 encumbered cash).}$$

(5) \$60,896,663.16 unencumbered cash carried forward 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 \$317,300 additional revenue to receive in 2020 produces the balance available for appropriation in 2020 (plus \$40,224.31 12/31/19 encumbered cash).

$$(\$4,478,509.54 - \$784,316.36 + \$317,300 = \$4,011,493.18)$$

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 2019 to get it on the books.

$$(\$4,011,493.18 + 148,784.42 = \$4,160,277.60)$$

**THE STATE LIBRARY OF OHIO
COLUMBUS, OHIO
43201**

**OHIO FFY 2020
LSTA
CFDA 45.310
RESOURCE SHARING PROJECT
FUNDED WITH FFY 2019 CARRYOVER FUNDS (PROJECT # II-9-20)
AND FFY 2020 FUNDS (PROJECT # II-1-21)
IMLS**

AGREEMENT

Ohio Library for the Blind and Physically Disabled

State Fiscal Year 2021

THIS AGREEMENT, made and entered into this 4th day of June, 2020, between THE STATE LIBRARY OF OHIO, hereinafter referred to as the STATE LIBRARY, and the BOARD OF TRUSTEES OF THE CLEVELAND PUBLIC LIBRARY, hereinafter referred to as the LIBRARY,

WHEREAS, it is the policy of the STATE LIBRARY to assure the provision of excellent library service to every resident of the State of Ohio; and

WHEREAS, due to the need for specialized materials and equipment to provide library services for blind and physically disabled residents, individual libraries cannot provide such services; and

WHEREAS, the LIBRARY has been designated by the Library of Congress as a Regional Library for the Blind and Physically Handicapped, and the STATE LIBRARY has concurred in this designation; and

WHEREAS, the STATE LIBRARY has designated the LIBRARY as its agency to provide services for those blind and physically disabled readers who are eligible for the service, and who reside in any of the 88 counties; and

WHEREAS, the services are necessary and valuable to the blind and physically disabled residents of Ohio, and

WHEREAS, such library service is one within the purposes of the law,

NOW THEREFORE, for and in consideration of the mutual undertaking and covenants of the parties as herein set forth, and for other good and valuable consideration, the receipt and sufficiency of which are mutually acknowledged, the parties do hereby agree and covenant as follows:

THAT the LIBRARY shall be administered in the following manner:

Part A

1. The CLEVELAND PUBLIC LIBRARY shall administer the program in accordance with the Annual Plan of Service (Appendix A) and the budget submitted to the STATE LIBRARY as outlined in Appendix B attached to this Agreement. The Cleveland Public Library will serve all 88 counties in Ohio.
2. The CLEVELAND PUBLIC LIBRARY will submit quarterly narrative and financial reports to the STATE LIBRARY by the 15th day of the months of October 2020, January 2021, and April 2021. A termination report will be submitted no later than July 15, 2021 and a close-out financial report will be submitted no later than September 15, 2021. The narrative reports shall describe the activities carried out toward reaching the goals of the project.
3. Staff of the State Library shall visit the CLEVELAND PUBLIC LIBRARY during July 2021 to review the program with personnel of the CLEVELAND PUBLIC LIBRARY. This review shall be based upon the annual budget and plan of service. The STATE LIBRARY shall furnish a written report of this evaluation.
4. The CLEVELAND PUBLIC LIBRARY will work with the State Library by providing publicity, training, monitoring and evaluation of the CLEVELAND PUBLIC LIBRARY.

Part B

The STATE LIBRARY shall:

1. Pay the LIBRARY for expenses for the period of July 1, 2020 - June 30, 2021 an amount not to exceed \$1,508,194.00. Up to \$100,000.00 shall be paid from FFY 2019 LSTA carryover funds, up to \$134,000.00 shall be paid from FFY 2020 LSTA funds, and up to \$1,274,194.00 shall be paid from Fund 5GB0 from ALI 350-605.

Payment shall be made as follows:

\$100,000.00	Fund LSTA	July 2020 or upon signing of this agreement by both parties.
\$134,000.00	Fund LSTA	August 2020
\$17,364.00	Fund 5GB0	August 2020
\$125,683.00	Fund 5GB0	September 2020
\$125,683.00	Fund 5GB0	October 2020
\$125,683.00	Fund 5GB0	November 2020
\$125,683.00	Fund 5GB0	December 2020
\$125,683.00	Fund 5GB0	January 2021

\$125,683.00	Fund 5GB0	February 2021
\$125,683.00	Fund 5GB0	March 2021
\$125,683.00	Fund 5GB0	April 2021
\$125,683.00	Fund 5GB0	May 2021
\$125,683.00	Fund 5GB0	June 2021

FFY 2019 federal funds will be encumbered by September 30, 2020 and disbursed by October 31, 2020.

Dollar amounts reflected above for disbursement should be read as potentially "up to" the amount listed, as there remains COVID-19-related budgetary uncertainty. The State Librarian, at her discretion, may negotiate the percentage of state funds to be received each quarter by the LIBRARY.

Part C

The LIBRARY SHALL:

1. Make available services outlined under provisions of its annual plan of service for blind and physically handicapped readers as approved by the STATE LIBRARY.
2. Provide to the STATE LIBRARY quarterly financial reports and three narrative reports against the approved plan of service and budget. Fiscal reports must be submitted in reporting format required by the State Library.
3. Provide to the STATE LIBRARY no later than September 1, 2021 a financial and narrative report of all receipts and expenditures incurred pursuant to the implementation of this agreement.
4. Recommend policy for the program to the STATE LIBRARY.

Part D

Conditions:

1. Any special grants or gifts from sources other than the STATE LIBRARY shall not be deducted from the LIBRARY's appropriation as set out in Part B, Section 1 and may be used to further the implementation of the annual plan of service.
2. Any changes either in the operating budget or in the service in general from the approved annual plan of service shall be approved in advance in writing by the STATE LIBRARY.

3. Funds received by the LIBRARY from the STATE LIBRARY under this agreement shall be designated for the LIBRARY and shall be expended pursuant to the provisions of the attached plan of service. FFY 2019 federal funds must be disbursed by October 31, 2020 and FFY 2020 federal funds and SFY 2021 funds must be encumbered by June 30, 2021 and disbursed by August 31, 2021. Any funds not expended shall be returned to the STATE LIBRARY. Said plan of service may be updated or otherwise amended by mutual agreement between the LIBRARY and the STATE LIBRARY to meet ongoing program needs.
4. All receipts and expenditure relating to this program shall be subject to audit. The CLEVELAND PUBLIC LIBRARY agrees to submit to the STATE Library within 30 days from the date the report is issued, one copy of its audit report for each fiscal year which includes any part of this project period.
5. This agreement is subject to annual review by the parties hereto.
6. It is expressly understood and agreed to by the parties that none of the rights, duties, and obligations herein shall be binding on either party, until all statutory provisions of the Ohio Revised Code, including but not limited to section 126.07, have been complied with and until such time as all necessary funds are available or encumbered.

In the event the state and/or federal funds included in this contract become unavailable to the State Library, the STATE LIBRARY shall modify or cease the terms of this agreement based upon the financial restrictions imposed by the State of Ohio or the federal government.

IN WITNESS WHEREOF, the respective parties hereto have caused this Agreement to be executed the day and year first above written.

PUBLIC LIBRARY

THE STATE LIBRARY OF OHIO



President, Board of Trustees

Interim Executive Director
June 4, 2020

Approved by the State Library Board, May 28, 2020

CLEVELAND

Counties Served by the Ohio Library for the Blind and Physically Disabled

All 88 counties in Ohio are served by the Ohio Library for the Blind and Physically Disabled.

	STATE	FEDERAL	TOTAL
1. Salaries	\$517,612.00	\$174,442.00	\$692,054.00
2. Benefits	193,782.00	49,450.00	243,232.00
3. Computer costs	65,646.00	-0-	65,646.00
4. Space rental	216,155.00	-0-	216,155.00
5. Materials/Equipment/Telephone Services	4,625.00	10,108.00	14,733.00
6. Administrative Services	18,285.00	-0-	18,285.00
7. Travel	2,700.00	-0-	2,700.00
8. Programming and Outreach	150.00	-0-	150.00
9. Volunteer program	400.00	-0-	400.00
TOTAL	\$1,019,355.00	\$234,000.00	\$1,253,355.00

*OLBPD budget submitted reflects a **potential** 20% cut in SFY2021 due to COVID-19-related budgetary uncertainty

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PROPOSAL

CPL Service Agreement 2020 - 2023

PREPARED BY

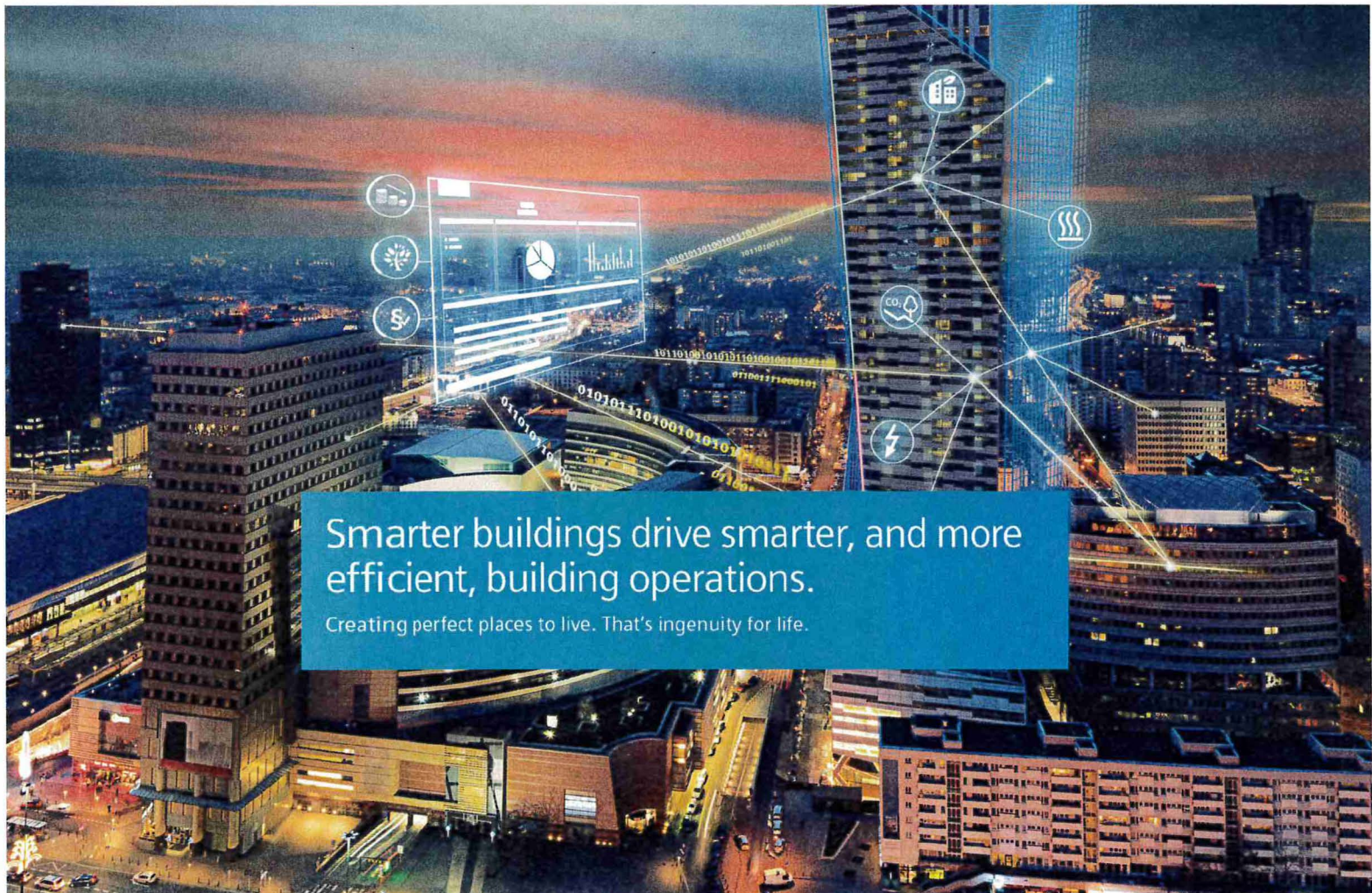
Siemens Industry, Inc.

PREPARED FOR

CLEVELAND PUBLIC LIBRARY

DELIVERED ON

June 02, 2020



Smarter buildings drive smarter, and more efficient, building operations.

Creating perfect places to live. That's ingenuity for life.

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Contact Information

Proposal #: 4099467
Date: June 02, 2020

Sales Executive: Brandon Steinberger
Branch Address: 5350 Transportation Blvd
Suite 9
Ohio, 44125
Telephone:
Email Address: brandon.steinberger@siemens.com

Customer Contact: Oliver Reyes
Customer: CLEVELAND PUBLIC LIBRARY
Address: 325 SUPERIOR AVE E
CLEVELAND OH 44114-1271

Services shall be provided at: Cleveland Public Library
CLEVELAND OHIO, 44114

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Executive Summary

Customer Needs

The Services proposed in this agreement are specifically designed for CLEVELAND PUBLIC LIBRARY, and the services provided herein will help you in achieving your facility goals.

Our Services

Siemens will provide the following services.

Service Description

- Customer Directed Support
- Operator Coaching

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Siemens Capabilities & Customer Commitment

Siemens Industry, Inc. is a leading single-source provider of cost-effective facility performance solutions for the comfort, life safety, security, energy efficiency and operation of some of the most technically advanced buildings in the world. For more than 150 years, Siemens has built a culture of long-term commitment to customers through innovation and technology. Siemens is a financially strong global organization with a Branch network that delivers personalized service and support to customers in multiple industries and locations.

References are available upon request.



Building Services – Automation

Services that deliver the outcomes you want to achieve.

Services delivered by Siemens have been developed to ensure satisfaction and help you achieve the outcomes you expect.

Through the Siemens Building Automation Services we are pleased to offer the following services:

- Optimize Performance & Productivity

Emergency Online/Phone Response

Premium

Monday through Sunday, 24 Hours per Day System and software troubleshooting and diagnostics will be provided remotely to enable faster response to emergency service requests and to reduce the costs and disruptions of downtime. Siemens will respond within 2 hours, Monday through Sunday, 24 hours per day, including Holidays, upon receiving notification of an emergency, as determined by your staff and Siemens. Where applicable, Siemens will furnish and install the necessary online service technology to enable us to remotely access into your system, through a communications protocol (internet connection or dedicated telephone line) that will be provided by the facility. Where remote access is not available to the system, Siemens will provide phone support to your staff to assist in their onsite troubleshooting and diagnosis. If remote diagnostics determine a site visit is required to resolve the problem, a technician can be dispatched. Depending on your contract coverage, the on-site dispatch will be covered or will be a billable service call.

Emergency On-site Response

Premium

Monday through Sunday, 24 hours a day, Emergency Onsite Response will be provided to reduce the costs and disruptions of downtime when an unexpected problem does occur. Siemens will provide this service between scheduled service calls and respond onsite at your facility within 4 hours for emergency conditions, as determined by your staff and Siemens, Monday through Sunday, 24 hours per day, including Holidays, upon receiving notification of an emergency. Non-emergency conditions, as determined by your staff and Siemens, may be incorporated into the next scheduled service call.



Optimize Performance & Productivity

Customer Directed Support

With Customer Directed Support, Siemens will provide a trained and experienced specialist or technician who will work under your direction. The intent of this service is to offer you labor assistance in completing a special project, or to meet a facility objective. Specific job responsibilities, goals, work hours and other associated deliverables of this service are listed in the Appendix section of this service agreement.

Operator Coaching

Through our individual Operator Coaching, we will review and reinforce learned skills, leading to greater operator knowledge and productivity. Siemens will assist your operators in identifying, verifying and resolving problems found in executing tasks. During the coaching sessions, we can address log book issues, assist your operators in becoming more self-sufficient, and improve the skills of your operators to better meet the needs of your facility and their specific job responsibilities. This will promote better utilization of systems and applications implemented in your facility. Under this agreement we shall provide coaching, which will be conducted on normal business days and hours, during scheduled visits.



Exclusions and Clarifications

- Unless expressly stated otherwise, Services do not include and Siemens is not responsible for: (a) service or provision of consumable supplies, including but not limited to batteries and halon cylinder charging; (b) reinstallation or relocation of Equipment; (c) painting or refinishing of Equipment or surrounding surfaces; (d) changes to Services; (e) parts, accessories, attachments or other devices added to Equipment but not furnished by Siemens; (f) failure to continually provide suitable operating environment including, but not limited to, adequate space, ventilation, electrical power and protection from the elements; (g) the removal or reinstallation of replacement valves, dampers, waterflow and tamper switches, airflow stations, venting or draining systems, and any other permanently mounted integral pipe or air duct component; (h) replacement of more than 10% of refrigerant charge per piece of equipment per incident; (i) installation / removal, and / or rental fees for any temporary HVAC equipment if necessary; or (j) latent defects in the Equipment that cannot be discovered through the standard provision of the Services. Siemens is not responsible for services performed on any Equipment other than by Siemens or its agents.
- Siemens will not be responsible for the maintenance, repair or replacement of, or Services necessitated by reason of: (a) non-maintainable, non-replaceable or obsolete parts of the Equipment, including but not limited to ductwork, shell and tubes, heat exchangers, coils, unit cabinets, casings, refractory material, electrical wiring, water and pneumatic piping, structural supports, cooling tower fill, slats and basins, etc. unless otherwise expressly stated elsewhere in this Proposal; or (b) negligence, abuse, misuse, improper or inadequate repairs or modifications, improper operation, lack of operator maintenance or skill, failure to comply with manufacturer's operating and environmental requirements.
- Siemens is not responsible for repairs, replacements or services to Equipment due to corrosion, erosion, improper or inadequate water treatment by others, electrolytic or chemical action, or reasons beyond its reasonable control.



Connectivity and Communications

Siemens Remote Services for building technology (SRS)

A secure remote connection to your facility enables Siemens to respond quickly, and maintain a high level of system up-time and performance.

Siemens Remote Service (SRS) is the efficient and comprehensive infrastructure for the complete spectrum of equipment-related remote services. Services that formerly required on-site visits are now available via data transfer. This includes rapid error identification as well as immediate remote repair. But that's not all. By proactively monitoring your systems, we can detect parameter deviations before problems occur. Siemens accesses your systems via a secure cRSP connection.

Siemens Service Portal

The Service Portal complements the personalized services you will receive from your local Siemens office by providing greater visibility into equipment and services delivered by Siemens. This web-based portal allows you the ability to confirm schedules, track repairs, manage agreements, generate reports, and access critical information; then share it across your entire enterprise quickly and efficiently. The Service Portal is a user-friendly way to increase your productivity and the value of your service program.

Data security as a basic requirement

We value confidentiality and long-term partnerships. That is why we give the security of your data the highest priority. Before we implement an enhanced service package with remote support, we conduct an in-depth analysis of the situation, taking into account national and international regulations, technical infrastructures and industry specifics. Our service employees carefully evaluate your needs on an individual basis with a view toward information security.



Service Agreement Contract Characteristics

Description	AUTOMATION
Hours of Coverage	24 x 7
Response Times (Phone/Online)	2 Hours
Response Times (Onsite/Emergency)	4 Hours
Remote Services	No
Third Party Systems	No
Monitoring	No

*Labor and material costs for troubleshooting problems and repairing or replacing components are handled separately. These costs can be billable or included within your Repair and Replacement Coverage. See List of Maintained Equipment to view your current Repair and Replacement Coverage.



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Maintained Equipment Table

EQUIPMENT	QTY
APOGEE NETWORK	1
PXC MODULAR	16
PWR MEC 1200 I/O PB	11
MBC 40	2



Service Team

An important benefit of your Service Agreement derives from having the trained building service personnel of Siemens Industry, Inc. familiar with your building systems. Our implementation team of local experts provides thorough, reliable service and scheduling for the support of your system.

Added to the team is a team of building experts at our Digital Service Center. The benefits you receive are less disruption to your employees at the site, less intrusive on the system at peak hours, fewer emissions for trucks rolled, and real time analytics with digital workspace hours.

The following list outlines the service team that will be assigned to the service agreement for your facility

Your Assigned Team of Service Professionals will include:

Brandon Steinberger – Account

Executive manages the overall strategic service plan based upon your current and future service requirements.

Robert Thibodeau – Client Services Manager is responsible for ensuring that our contractual obligations are delivered, your expectations are being met and you are satisfied with the delivery of our services.

Jeff Ansell- Primary Service Specialist is responsible for performing the ongoing service of your system.

Secondary Service Specialist who will be familiarized with your building systems to provide in-depth backup coverage.

Remote Services Specialist is responsible for remote services including report generation and backups.

Robert Graves- Service Operations Manager is responsible for managing the delivery of your entire support program and service requirements.

Nancy Butwina- Service Coordinator is responsible for scheduling your planned maintenance visits, and handling your emergency situations by taking the appropriate action.

Nancy Butwina - Service Administrator is responsible for all service invoicing including both service agreement and service projects.

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Terms and Conditions

Terms and Conditions (Click to download)

[Terms & Conditions](#)

(<https://www.siemens.com/download?A6V11628573>)

Attachment A

Riders (Click on rider below to download)



Agreement Terms for Investments

Services shall be provided at:

CLEVELAND PUBLIC LIBRARY
325 SUPERIOR AVE
CLEVELAND, OHIO, 44114.

Time planned into agreement can be utilized for any Cleveland Public Library sites currently utilizing Siemens' controls.

Siemens Industry, Inc. shall provide the services as identified in this Proposal and pursuant to the associated terms and conditions contained within.

Duration (Initial Term and Renewal): This Agreement shall remain in effect for an Initial Term of 3 Periods beginning 2020-05-01. After the expiration of the Initial Term, this Agreement shall automatically renew for successive one year periods. The Investments for each year after the Initial Term of the Agreement and each year of each renewal of this Agreement shall be determined as the immediate prior year's Investment plus an escalator of 3%. In addition, each renewal term pricing shall be adjusted for any additions or deletions to services selected for the renewal term.

Initial Term Investments:

Billing Frequency	Period Range	Period	Sell Price
Annually	May 1,2020 - Apr 30,2021	1	\$25,500.00
Annually	May 1,2021 - Apr 30,2022	2	\$26,300.00
Annually	May 1,2022 - Apr 30,2023	3	\$27,065.00
Total Quote Price			\$78,865.00

*Amount Due In Advance Based On Billing Frequency

Applicable sales taxes are excluded from the Investments. The pricing quoted in this Proposal are firm for 30 days.



Signature Page

The Buyer acknowledges that when accepted by the Buyer as proposed Siemens Industry, Inc., this Proposal and the Standard Terms and Conditions of Sale for Services, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS INDUSTRY, INC. OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

Initial Term Investments

Period	Period Range	Price	Billing Frequency
1	May 1,2020 - Apr 30,2021	\$25,500.00	Annually
2	May 1,2021 - Apr 30,2022	\$26,300.00	Annually
3	May 1,2022 - Apr 30,2023	\$27,065.00	Annually

Proposed by:

Siemens Industry, Inc.

Company

Brandon Steinberger

Name

4099467

Proposal #

\$78,865.00

Proposal Amount

June 02, 2020

Date

Accepted by:

CLEVELAND PUBLIC LIBRARY

Company

Name (Printed)

Signature

Title

Date

Purchase Order # PO for billing only PO not required

Appendix A: Siemens Service Portfolio

Advisory and Performance Services

			
<p>Manage System Operation & Compliance</p>	<p>Optimize Performance & Productivity</p>	<p>Protect Lifecycle Investment</p>	<p>Enhance Energy Management & Sustainability</p>
<p>Services that keep systems performing at their best, as designed and intended to operate, help you achieve:</p> <ul style="list-style-type: none"> • Optimized comfort, safety, and security • Fulfilled regulatory requirements • Greater transparency into critical systems • Reduced operating risk <p>Facility Assessment & Planning In-depth building system assessment and recommendations, definition of relevant KPIs, and development of your service program</p> <p>Test & Inspection Regular check-ups to measure system performance compared to your defined facility and regulation requirements and risks</p> <p>Preventive Services Services performed on a regular schedule or based on data analytics to verify and improve system status</p> <p>Documentation Management Management of critical building system and compliance information, with organization and access determined by your needs</p> <p>Corrective Services Immediate response to system failures or faults to restore functionality and integrity to desired state</p>	<p>Enhance building performance with improvement measures that increase productivity and efficiency; common outcomes include:</p> <ul style="list-style-type: none"> • Enhanced system performance • Streamlined operational processes • Improved decision making through data analytics <p>Optimization Planning Planning and prioritization of improvement measures to increase building and/or process performance and efficiencies</p> <p>Predictive Services Systems are audited and monitored to detect abnormalities or faults, with recommendations provided and/or corrective actions taken</p> <p>System Improvements & Integration Enhancements or additions to your current system to increase staff productivity, system performance, and operational energy efficiencies</p> <p>Training & Operational Support Training, coaching, and on-site support to increase staff productivity and knowledge</p> <p>Managed Services On-site and/or remote resources monitor system events and alarms, and take appropriate action</p>	<p>Leverage past investments and address future requirements with advanced and proven technology, to achieve outcomes such as:</p> <ul style="list-style-type: none"> • Extended system life • Maximized return on investment • Realized benefits of new technology <p>Technology Planning Consulting services identify technology improvement opportunities that help achieve performance goals while leveraging past investments</p> <p>System Updates/Upgrades Software upgrades and firmware updates are provided, delivering the most current technology and functionality</p> <p>System Migration / Modernization Enhancements to your systems by elevating them to the most current hardware and software platforms, resulting in increased functionality and performance levels</p> <p>Retrofits & Extensions Modifications are made to existing systems to accommodate changes to your facility usage and footprint</p> <p>New Installation Services Startup, commissioning, and other installation services are completed to ensure new equipment operates at maximum performance</p>	<p>Increase the value and competitiveness of buildings and infrastructure by delivering solutions that:</p> <ul style="list-style-type: none"> • Conserve energy • Maximize efficiency • Minimize operating costs • Reduce environmental impact <p>Energy & Sustainability Master Planning Strategy and planning services provide a detailed master plan to provide budget transparency, enable improved performance and sustainability, reduce energy consumption, and minimize operational costs</p> <p>Energy Conservation Implementing energy conservation strategies reduces total carbon emissions through efficiency measures and minimizes energy spend by optimizing consumption</p> <p>Energy Production & Storage Using innovative design and simulation tools, energy production and storage solutions improve energy efficiency, energy availability, security of supply, and carbon reduction</p> <p>Energy Procurement With advanced procurement technologies and beneficial contract terms, the tailored procurement and supply services reduce costs, reduce risks, and create certainty</p>
<p style="text-align: center;">Digital Services</p>			

STANDARD TERMS AND CONDITIONS OF SALE FOR SERVICES

1. APPLICABLE TERMS. This Agreement governs the sale and performance of services provided by Siemens ("Services"). The Standard Terms Addenda, these terms, any other applicable addenda, Siemens' proposal, price quote, purchase order or acknowledgement issued by Siemens form the parties' final agreement ("Agreement"). In the event of any ambiguity or conflict between these documents, precedence shall apply in accordance with the order written in the previous sentence. Siemens' proposal, offer or acceptance is conditioned on Buyer's acceptance of this Agreement. Any additional or conflicting terms in Buyer's request for proposal, specifications, purchase order or any other written or oral communication are not binding on Siemens unless separately signed by Siemens. Siemens' failure to object to Buyer's additional or conflicting terms does not operate as a waiver of the terms contained in this Agreement.

2. PRICING & PAYMENT. Prices and payment terms are: (i) as stated in Siemens' proposal, or if none are stated; (ii) Siemens' standard rates in effect when Siemens receives Buyer's purchase order; or if neither (i) nor (ii) apply, then Siemens' standard rates in effect when the Services are performed.

(a) **Payment** - Unless stated in Siemens' proposal, all payments are due net thirty (30) days from the invoice date in United States Dollars.

(b) **Credit Approval** - All orders are subject to credit approval by Siemens. Siemens may modify, suspend or withdraw the credit amount or payment terms at any time. If there is doubt as to Buyer's financial condition, Siemens may withhold performance of Services, require cash payments or advance payments, or require other satisfactory financial security before performance of Services.

(c) **Taxes** - Unless stated in writing by Siemens, Siemens' rates exclude charges for taxes, excises, fees, duties, tariffs charged on the importation of goods into the United States, or other government charges related to the Services. Buyer will pay these amounts or reimburse Siemens. If Buyer claims a tax or other exemption or direct payment permit, Buyer will provide a valid exemption certificate or permit. Increases, changes (including in application), adjustments or surcharges which may be incurred are for Buyer's account.

(d) **Late Payments** - Late payments shall bear interest at an annual percentage rate of twelve percent (12%) or the highest rate allowed by law, whichever is lower.

(e) **Disputed Invoice** - If Buyer disputes all or any portion of an invoice, it must first deliver written notice to Siemens of the disputed amount and the basis for the dispute within twenty-one (21) days of receiving the invoice. Failure of Buyer to timely notify Siemens of any dispute constitutes a waiver of Buyer's claim. If Buyer only disputes a portion of the invoice Buyer must pay the undisputed portion in accordance with Article 2(a). Upon resolution of the dispute in favor of Siemens, Buyer must pay the invoice or the remainder of the invoice.

(f) **Suspension/Termination Right** - Siemens may suspend Services if an undisputed invoice is more than fifteen (15) days past due. Siemens may terminate this Agreement if an undisputed invoice is more than thirty (30) days past due. Unless otherwise prohibited by law, Siemens may also terminate this Agreement immediately in the event of a material adverse change in the Buyer's financial condition, including, but not limited to bankruptcy, insolvency, or liquidation.

3. RISK OF LOSS AND SCHEDULE. Services shall be performed at the location identified in the Agreement ("Site"). Risk of loss of or damage to Buyer's equipment, including "Equipment" (equipment, materials, components and items of any kind for which Siemens is to provide Services under the Agreement), shall remain with Buyer at all times during the performance of the Services hereunder. If Buyer procures or has procured property damage insurance applicable to occurrences at the Site, Buyer shall obtain a waiver by the insurers of all subrogation rights against Siemens.

Any performance or completion dates are estimated dates only. Siemens is not liable for any loss or expense incurred by Buyer or Buyer's customers if Siemens fails to meet any such dates.

4. CANCELLATION. Except for Siemens right to terminate in accordance with Article 2 and Article 4, this Agreement is non-cancellable during the Initial Term. Thereafter, either party may terminate this Agreement effective at the end of the Initial Term or at the end of a renewal period by giving the other party at least sixty (60) days prior written

notice of its intent to cancel the Agreement. Either party may terminate this Agreement for material breach of the other party, provided that the breaching party has not remedied the breach or commenced to cure the breach within a reasonable period, having due regard to the nature of the breach..

5. FORCE MAJEURE / DELAYS. If either party is unable to perform or suffers delay in performance, due to any cause beyond its reasonable control (regardless of whether the cause was foreseeable), including without limitation acts of God, inclement or unusually severe weather conditions, strikes, labor shortage or disturbance, fire, accident, war or civil disturbance, delays of carriers, cyber-attacks, terrorist attacks, failure of normal sources of supply, or acts or inaction of government, the time of performance will be extended by a period equal to the length of time it takes to overcome the effect of the event. In addition, Siemens shall be entitled to be compensated by Buyer for reasonable and direct additional costs incurred during such event, provided however that buyer shall approve such additional costs in advance. Siemens will notify Buyer within a reasonable time after becoming aware of any such event. If there are force majeure delays exceeding 180 days in the aggregate, Siemens may terminate the Agreement. For the avoidance of doubt, failure to pay shall not constitute a force majeure delay.

6. BUYER'S REQUIREMENTS. Siemens' performance is contingent upon Buyer timely complying with and fulfilling all of its obligations under this Agreement. These obligations include the Buyer supplying all necessary access to Equipment, where applicable, and all required "Third Party Parts" (parts, components, equipment or materials provided by Buyer or that exist in the Equipment which were not manufactured or supplied by Siemens or which were originally supplied by Siemens and subsequently repaired, serviced or otherwise altered by any party not affiliated with Siemens), documents, permits and approvals needed for Siemens to perform including, but not limited to, accurate technical information and data, drawing and document approvals, and all necessary commercial documentation. Buyer shall provide access to the Site as reasonably required by Siemens for the performance of the Services. Siemens may request a change order for an equitable adjustment in prices and times for performance, as well as to adjust for any additional costs or any delay resulting from the failure of Buyer, Buyer's contractors, successors or assigns to meet these obligations or any other obligations in this Agreement.

Buyer shall also maintain the Site in a safe condition, notify Siemens promptly of any site conditions requiring special care, and provide Siemens with any available documents describing the quantity, nature, location and extent of such conditions, including any Material Safety Data Sheets (MSDS) related to all hazardous materials at the Site which may impact the Services.

7. INDEMNITY. Siemens (each as an "Indemnitor") shall indemnify, hold harmless and defend the Buyer ("Indemnitee") from and against all third party claims alleging bodily injury, death or damage to a third party's tangible property, but only to the extent caused by the Indemnitor or its subcontractor's negligent acts or omissions. If the injury or damage is caused by the parties' joint or contributory negligence, the loss and/or expenses shall be borne by each party in proportion to its degree of negligence. No part of Buyer's Site or property of Buyer (or Site Owner) is considered third party property.

Indemnitee shall provide the Indemnitor with prompt written notice of any third party claims covered by this Article. Indemnitor has the unrestricted right to select and hire counsel, and the exclusive right to conduct the legal defense and/or settle the claim on the Indemnitee's behalf. Indemnitee shall not make any admission(s) which might be prejudicial to Indemnitor and shall not enter into a settlement without the express permission of Indemnitor.

8. WARRANTY. (a) Siemens warrants that it will perform the Services in a professional and workmanlike manner. If the Services fail to meet the warranty standards set forth in this Article 8(a) within ninety (90) days from completion of the Services ("Warranty Period"), and Buyer promptly reports such non-conformance to Siemens during the above mentioned Warranty Period, Siemens shall at its own expense re-perform the relevant Services or, in Siemens' sole discretion, refund Buyer the pro rata portion of the fees paid to Siemens under this Agreement allocable to the nonconforming Services (the "Warranty").

(b) Conditions to the Warranties. The Warranties are conditioned on: (i) no repairs, modifications or alterations being made to the Equipment" other than by Siemens or its authorized representatives; (ii) Buyer handling, using, storing, installing, operating and maintaining the Equipment in compliance with any parameters or instructions in any specifications attached to, or incorporated into this Agreement, (iii) or in the absence of such conditions, parameters or instructions or to the extent not applicable, in accordance with the generally accepted industry standards applicable in the

locale where the Services are being performed and having regard to the nature of the Services; (iv) Buyer discontinuing use of the Equipment after it has, or should have had knowledge of any defect in the Equipment; (v) Buyer providing Siemens with reasonable access to operating and maintenance data as requested by Siemens, (which may include secure broadband connection). Without expense to Siemens, Buyer shall provide to Siemens and Siemens' subcontractors and their respective employees and agents on a twenty four (24) hours a day, seven (7) days a week basis, access to the Site, and each unit, including rights of way and easements required for safe access of such persons and equipment, as well as, to the extent applicable, online access to the Site, including to an installed remote monitoring system and to all units, as necessary to permit Siemens to perform the Services.; (vi) Equipment not having been subjected to accident (including force majeure), alteration, abuse or misuse; and (vii) Buyer not being in default of any payment obligation. Buyer shall provide, without cost to Siemens, access to the nonconformity by disassembling, removing, replacing and reinstalling any Equipment, materials or structures to the extent necessary to permit Siemens to perform its warranty obligations.

(c) Exclusions from Warranty Coverage. The Warranties do not apply to any Third Party Parts or Equipment or to services not performed by Siemens pursuant to this Agreement. Siemens will have no liability to Buyer under any legal theory for such Third Party Parts, Equipment, services or any related assignment of warranties.

(d) Warranty Notice. Buyer must provide written notice of any claims for breach of Warranty within the applicable Warranty Period. Additionally, absent written notice within the Warranty Period, any use of the Equipment after expiration of the Warranty Period is conclusive evidence that the Warranties have been satisfied.

(e) Remedies. Buyer's sole and exclusive remedies for breach of the Warranties are limited, at Siemens' discretion, to re-performance of the non-conforming portion of the Services, within a reasonable time period, or refund of all or part of the purchase price. The warranty on re-performed Services is limited to the remainder of the original Warranty Period. Unless Siemens agrees otherwise in writing, Buyer will be responsible for any costs associated with: (i) transportation to and from the Siemens factory or repair facility; and (ii) damage to Equipment components or parts resulting in whole or in part from non-compliance by the Buyer with Article 8(b) or from their deteriorated condition.

(f) THE WARRANTIES IN THIS ARTICLE 8 ARE SIEMENS' SOLE AND EXCLUSIVE WARRANTIES AND ARE SUBJECT TO THE LIMITS OF LIABILITY IN ARTICLE 9 BELOW. SIEMENS MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, COURSE OF DEALING AND USAGE OF TRADE.

9. LIMITATION OF LIABILITY. NOTWITHSTANDING ANYTHING IN THIS AGREEMENT TO THE CONTRARY, SIEMENS IS NOT LIABLE, WHETHER BASED IN CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL OR EQUITABLE THEORY, FOR: LOSS OF USE, REVENUE, SAVINGS, PROFIT, INTEREST, GOODWILL OR OPPORTUNITY, LOSS OF PRODUCTION, COSTS OF CAPITAL, COSTS OF REPLACEMENT OR SUBSTITUTE USE OR PERFORMANCE, LOSS OF INFORMATION AND DATA, LOSS OF POWER, VOLTAGE IRREGULARITIES OR FREQUENCY FLUCTUATION, CLAIMS ARISING FROM BUYER'S THIRD PARTY CONTRACTS, OR FOR ANY TYPE OF INDIRECT, SPECIAL, LIQUIDATED, PUNITIVE, EXEMPLARY, COLLATERAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR FOR ANY OTHER LOSS OR COST OF A SIMILAR TYPE.

BUYER AGREES THAT THE EXCLUSIONS AND LIMITATIONS IN THIS ARTICLE 9 WILL PREVAIL OVER ANY CONFLICTING TERMS AND CONDITIONS IN THIS AGREEMENT AND MUST BE GIVEN FULL FORCE AND EFFECT WHETHER OR NOT ANY OR ALL SUCH REMEDIES ARE DETERMINED TO HAVE FAILED OF THEIR ESSENTIAL PURPOSE. THESE LIMITATIONS OF LIABILITY ARE EFFECTIVE EVEN IF SIEMENS HAS BEEN ADVISED BY BUYER OF THE POSSIBILITY OF SUCH DAMAGES. THE WAIVERS AND DISCLAIMERS OF LIABILITY, RELEASES FROM LIABILITY AND LIMITATIONS ON LIABILITY EXPRESSED IN THIS ARTICLE 9 EXTEND TO SIEMENS'

AFFILIATES, PARTNERS, PRINCIPALS, SHAREHOLDERS, DIRECTORS, OFFICERS, EMPLOYEES, SUBCONTRACTORS, AGENTS AND SUCCESSORS AND ASSIGNS OF SIEMENS.

FOR THE AVOIDANCE OF DOUBT, IN THE EVENT THAT PHYSICAL LOSS OR DAMAGE TO THE BUYER'S PROPERTY RESULTS FROM THE FAILURE OF A PORTION OF THE SERVICES TO CONFORM TO ITS RESPECTIVE WARRANTY DURING THE APPLICABLE WARRANTY PERIOD SIEMENS' LIABILITY SHALL IN NO CASE EXCEED SIEMENS' OBLIGATION TO PERFORM THE REMEDIES SPECIFIED IN ARTICLE 8, AS APPLICABLE, WHICH SIEMENS WOULD HAVE HAD TO PERFORM IF SUCH REMEDY HAD BEEN CARRIED OUT IMMEDIATELY PRIOR TO THE OCCURRENCE OF THE PHYSICAL LOSS OR DAMAGE.

10. INTELLECTUAL PROPERTY.

Siemens will, at its own option and expense, defend or settle any suit or proceeding brought against Buyer based on an allegation that any processes performed by Siemens in connection with the Services constitutes an infringement of any Patent Cooperation Treaty ("PCT") country member's patent or misappropriation of a third party's trade secret or copyright in the country where the Buyer's Site is located. Buyer will promptly give Siemens written notice of the suit or proceeding and the authority, information, and assistance needed to defend the claims. Siemens shall have full and exclusive authority to defend and settle such claim and will pay the damages and costs awarded against Siemens in any suit or proceeding so defended. Buyer shall not make any admission(s) which might be prejudicial to Siemens and shall not enter into a settlement without Siemens' consent. If and to the extent any process performed by Siemens in connection with the Services as a result of any suit or proceeding so defended is held to constitute infringement or its use by Buyer is enjoined, Siemens will, at its option and expense, either: (i) procure for Buyer the right to continue using said process; (ii) replace it with substantially equivalent non-infringing process; or (iii) modify the process so it's use is non-infringing.

Siemens will have no duty or obligation under this Article 10 if the process is: (i) performed according to Buyer's design or instructions and compliance therewith has caused Siemens to deviate from its normal course of performance; (ii) modified by Buyer or its contractors after performance; or (iii) combined by Buyer or its contractors with devices, methods, systems or processes not furnished hereunder and by reason of said design, instruction, modification, or combination a suit is brought against Buyer. In addition, if by reason of such design, instruction, modification or combination, a suit or proceeding is brought against Siemens, Buyer must protect Siemens in the same manner and to the same extent that Siemens has agreed to protect Buyer under this Article 10.

THIS ARTICLE 10 IS AN EXCLUSIVE STATEMENT OF SIEMENS' DUTIES AND BUYER'S REMEDIES RELATING TO PATENTS, TRADE SECRETS AND COPYRIGHTS, AND DIRECT OR CONTRIBUTORY INFRINGEMENT THEREOF.

11. CONFIDENTIALITY.

(a) Both during and after the term of this Agreement, the parties will treat as confidential all information obtained from the disclosing party and all information compiled or generated by the disclosing party under this Agreement for the receiving party, including but not limited to business information, the quotation, the Agreement, processes and procedures, know-how, methods and techniques employed by Siemens in connection with the Services, technical data, drawings, flow charts, program listings, software code, and other software, plans and projections. Neither party may disclose or refer to the Services to be performed under this Agreement in any manner that identifies the other party without advance written permission. Except for security surveillance, the observing or recording of the Services or any part thereof, whether by photographic, video or audio devices or in any other manner is prohibited. In the event any such prohibited observation or recording occurs, Siemens may (in addition to any other legal or equitable rights and remedies) stop the Services until Siemens has satisfied itself that the prohibited conduct has ceased, and in such event (a) the date of delivery or time for performance will be extended by a period of time which Siemens determines necessary and (b) Buyer will reimburse Siemens for Siemens' and its Suppliers' additional costs and expenses resulting from such delay, including but not limited to any for demobilization or remobilization. Unless required by appropriate governmental authorities, neither party shall, without the prior written consent of the other party, issue any public statement, press release, publicity hand-out or other material relating to the Services performed on Buyer's Site or Equipment. However, Siemens has the right to share confidential information with its affiliate and subcontractors provided those recipients are subject to the same confidentiality obligations set forth herein.

(b) Nothing in this Agreement requires a party to treat as confidential any information which: (i) is or becomes generally known to the public, without the fault of the receiving party; (ii) is disclosed to the receiving party, without obligation of confidentiality, by a third party having the right to make such disclosure; (iii) was previously known to the receiving party, without obligation of confidentiality, which fact can be demonstrated by means of documents which are in the possession of the receiving party upon the date of this Agreement; or (iv) was independently developed by receiving party or its representatives, as evidenced by written records, without the use of discloser's confidential information, or (v) is required to be disclosed by law, except to the extent eligible for special treatment under an appropriate protective order, provided that the party required to disclose by law will promptly advise the originating party of any requirement to make such disclosure to allow the originating party the opportunity to obtain a protective order and assist the originating party in so doing.

(c) It is Siemens' policy not to unlawfully or improperly receive or use confidential information, including trade secrets, belonging to others. This policy precludes Siemens from obtaining, directly or indirectly from any employee, contractor, or other individual rendering services to Siemens confidential information of a prior employer, client or any other person which such employee, contractor, or individual is under an obligation not to disclose. Buyer agrees to abide by this policy.

(d) Siemens shall retain all intellectual property rights in the Services, works, Siemens' documents, processes, Siemens' confidential information, and any design information and/or documents made by (or on behalf of) Siemens. Upon receipt of all fees, expenses and taxes due in respect of the relevant Services, Siemens grants to the Buyer a non-transferable, non-exclusive, royalty-free license to copy, use and communicate Siemens' documents for the sole purpose of operation and maintenance of the facility upon which the Services have been performed.

12. COMPLIANCE WITH LAWS. The parties agree to comply with all applicable laws and regulations.

13. CHANGES IN SERVICES. No change will be made to the scope of Services unless Buyer and Siemens agree in writing to the change and any resulting price, schedule or other contractual modifications. If any change to any law, rule, regulation, order, code, standard or requirement impacts Siemens' obligations or performance under this Agreement, Siemens shall be entitled to a change order for an equitable adjustment in the price and time of performance.

14. NON-WAIVER. Any waiver by a party of strict compliance with this Agreement must be in writing, and any failure by the parties to require strict compliance in one instance will not waive its right to insist on strict compliance thereafter.

15. MODIFICATION OF TERMS. These terms may only be modified by a written instrument signed by authorized representatives of both parties.

16. ASSIGNMENT. Neither party may assign all or part of this Agreement, or any rights or obligations under this Agreement without the prior written consent of the other; but either party may assign its rights and obligations, without recourse or consent to, any parent, wholly owned subsidiary or affiliate or affiliate's successor organization (whether as a result of reorganization, restructuring or sale of substantially all of a party's assets). However, Buyer shall not assign this Agreement to a competitor of Siemens; an entity in litigation with Siemens; or an entity lacking the financial capability to satisfy Buyer's obligations. Any assignee expressly assumes the performance of any obligation assigned. Siemens may grant a security interest in this Agreement and/or assign proceeds of this Agreement without Buyer's consent.

17. APPLICABLE LAW AND JURISDICTION. This Agreement is are governed by and construed in accordance with the laws of the State of Ohio, without regard to its conflict of laws principles. The application of the United Nations Convention on Contracts for the International Sale of Goods is excluded. BOTH SIEMENS AND BUYER KNOWINGLY, VOLUNTARILY AND IRREVOCABLY WAIVE ALL RIGHTS TO A JURY TRIAL IN ANY ACTION OR PROCEEDING RELATED IN ANY WAY TO THIS AGREEMENT. Each party agrees that claims and disputes arising out of this Agreement must be decided exclusively in a federal or state court of competent jurisdiction located in a state in which either Buyer or Siemens maintains its principal place of business. Each party submits to the personal jurisdiction of such courts for the purpose of litigating any claims or disputes.

18. SEVERABILITY. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not in any way be affected or impaired. A court may modify the invalid, illegal or unenforceable provision to reflect, as closely as possible, the parties' original intent.

19. EXPORT/IMPORT COMPLIANCE. Buyer acknowledges that Siemens is required to comply with applicable export/import laws and regulations relating to the sale, export, import, transfer, assignment, disposal and use of goods or information provided in the performance of the Services, including any export/import license requirements. Buyer agrees that such goods or information shall not at any time directly or indirectly be used, exported, imported, sold, transferred, assigned or otherwise disposed of in a manner which will result in non-compliance with any export/import laws and regulations Siemens' continuing performance hereunder is conditioned on compliance with such export/import laws and regulations at all times.

20. NUCLEAR. In the event the Services provided under the Agreement are to be performed at or in any manner in connection with a nuclear installation, the following conditions shall apply:

A. Buyer's Insurance

(1) If Buyer procures property damage insurance applicable to occurrences at the Site and third party non-nuclear liability insurance, or either of such types of insurance, such insurance will name Siemens and its subcontractors as additional insureds.

(2) Buyer shall have at its own cost, prior to the arrival of nuclear fuel at the Site, secured and shall thereafter maintain in force protection against liability arising out of or resulting from a Nuclear Incident (as defined in the Atomic Energy Act of 1954, as amended) as required by the Nuclear Regulatory Commission; provided, however, that if the nuclear liability protection system in effect on the date of the Agreement expires or is repealed, changed, or modified, Buyer will, without cost to Siemens, maintain liability protection through government indemnity, limitation of liability, and/or liability insurance which will not result in a material impairment of the protection afforded Siemens and its subcontractors by such nuclear liability protection system which is in effect as of the date of the Agreement, taking into account the availability of insurance, customary practice in the industry for plants of similar size and character, and other relevant factors in light of then existing conditions. In any event, the protection provided pursuant to this Article shall remain in effect until the decommissioning of the nuclear plant.

B. Waivers by Buyer: Neither Siemens, nor its subcontractors shall be liable for any loss of, damage to, or loss of use of property or equipment wherever located, arising out of or resulting from a "Nuclear Incident." Buyer waives and will require its insurers to waive all rights of recovery against Siemens and its subcontractors on account of any such loss, damage, or loss of use. All such waivers shall be full and unrestricted and in a form acceptable to Siemens.

In the event Buyer recovers damages from a third party based on losses at the Site resulting from the hazardous properties of source, special nuclear or byproduct material (as defined in the Atomic Energy Act of 1954, as amended), Buyer shall defend, indemnify and hold Siemens and its subcontractors harmless against claims by such third party which are based on Buyer's recovery of such damages. In addition, Buyer waives and will require its insurers to waive all rights of recovery against Siemens and its subcontractors, for any and all costs or expenses arising out of or in connection with the investigation and settlement of claims or the defense of suits for damage resulting from the nuclear energy hazard.

C. Third Party Property Protection: Buyer will indemnify and hold Siemens and its subcontractors harmless for any liability arising out of loss of or damage to property at the Site which arises out of a Nuclear Incident. In addition, Buyer shall obtain for the benefit of Siemens and its subcontractors, protection against liability for, arising out of, or resulting from damage to any property or equipment located at the Site which is used or intended for use by Buyer in connection with the operation of the nuclear power plant (including but not limited to fuel) and which is owned by parties other than Buyer.

D. Decontamination: Buyer shall, without cost to Siemens, perform any required decontamination and health physics necessary for, related to or resulting from Siemens performance of its contractual obligations. This includes but is not limited to decontamination of any Siemens equipment or tools used in the performance thereof. Buyer shall provide documentation demonstrating that components or parts being returned to Siemens after such decontamination meet the requirements designated for unrestricted release as set forth in the United States Code of Federal Regulations, Title 10 Part 20.

21. SURVIVAL. The Articles entitled "Intellectual Property," "Limitation of Liability," "Indemnity," "Confidentiality," "Risk of Loss and Schedule," "Export/Import Compliance," and "Nuclear" survive any termination, expiration or cancellation of this Agreement.

22. SITE SAFETY. Buyer shall comply with all federal, state, and local safety regulations and standards applicable to the Site and to the Equipment on which Siemens will perform the Services. Siemens shall not be obligated to commence or perform Services unless Buyer's Site complies with all applicable safety requirements. In the event Buyer's Site safety is non-compliant, Siemens may suspend the Services until such time as Buyer corrects the non-compliance. To the extent Siemens incurs additional time and expense as the result of Buyer's non-compliance, Siemens shall be entitled to an equitable adjustment in the schedule, price and other affected provisions of the Agreement.

23. ENVIRONMENTAL COMPLIANCE. To the extent that the performance of Services at the Site may involve the generation of hazardous waste as such term is defined in the Resource Conservation and Recovery Act (42 U.S.C. 6901, et seq.), the laws of the state in which the Site is located and the rules or regulations issued thereunder as are now in effect or hereafter amended from time to time (such generated hazardous waste being herein referred to as "Hazardous Waste") shall apply.

Buyer shall at its expense and in accordance with all applicable federal, state and local laws, rules, regulations and ordinances (i) furnish Siemens with containers for Hazardous Waste, (ii) designate a storage area at the Site proximate to the Services where such containers are to be placed; and (iii) handle, store and dispose of Hazardous Waste. Buyer shall reimburse Siemens for additional costs, if any, incurred in complying with any such laws, regulations, rules and/or ordinances.

Siemens shall have no responsibility or liability with regard to any Hazardous Waste which it does not know or have reason to know will be generated or released in the performance of the Services, and Buyer shall indemnify and hold Siemens harmless for all damages, losses, costs, liabilities, fines and penalties, (including reasonable attorneys' fees) related to pollution and environmental impairment arising from the Buyer's property, the Equipment or the Services.

24. ASBESTOS

The terms "Asbestos" and "Presumed Asbestos Containing Material" shall have the meanings set forth in United States Code of Federal Regulations Chapter 29 Section CFR 1926.1101 et seq., and "ACM" shall mean Asbestos and Asbestos containing materials.

(1) The Buyer warrants and represents that, in any areas which may be accessed by Siemens or its Suppliers, any ACM which is or is contained in thermal insulation or sprayed-on surfacing material is conspicuously and specifically marked as ACM, and any other ACM is in a lawful condition.

(2) Prior to Siemens' commencement of Services at any Site:

(a) The Buyer shall, at Buyer's expense remove all thermal insulation, sprayed-on surfacing material, and/or Presumed Asbestos Containing Material (any or all of the foregoing hereinafter "PACM"), and ACM which may be disturbed during or removal of which is required for the performance of the Services; and,

(b) The Buyer shall ensure that any areas where any activities involving the abatement or removal of PACM or ACM shall be conspicuously identified, posted and isolated, all as required by applicable law.

BUYER EXPRESSLY ACKNOWLEDGES AND AGREES THAT, IN PERFORMING THE SERVICES AND DISPATCHING EMPLOYEES TO WORK AREAS, SIEMENS IS RELYING UPON THE AGREEMENTS, WARRANTIES, AND REPRESENTATIONS MADE BY BUYER IN THIS ARTICLE 24. Without limiting its other rights and remedies, Siemens (i) shall not be obligated to commence, and may stop any affected Services, unless and until it is fully satisfied that the Buyer is in compliance with this Article 24, and (ii) shall be entitled to an equitable adjustment in the schedule, price and other provisions of the Agreement resulting from Buyer's non-compliance.

(3) In no event shall Siemens be obligated to install, disturb, handle, or remove any PACM.

(4) Siemens makes no representation that it is licensed to abate ACM.

(5) Buyer shall defend, indemnify and hold Siemens harmless against any and all claims, demands, damages, losses, liabilities, fines, penalties, costs or expenses, including without limitation any clean up or remedial measures arising out of, connected with, or resulting from the Buyer's failure to comply with the provisions of this Article 24.

25. THIRD PARTY PARTS

Buyer warrants that any and all Third Party Parts which may be the subject of any Services shall (a) be fully compatible with the corresponding part, component, equipment or material of the Original Equipment Manufacturer ("OEM") in terms of form, fit, and function; (b) shall be timely provided to Siemens hereunder; and (c) shall be capable of installation in the same manner and within the same time as the corresponding OEM part, component, equipment, or material.

Requested changes are approved.

Siemens Industry, Inc.

Suzan Virosteck
Branch General Manager



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Term Sheet Proposal
For
Chilled Water Service
At
Cleveland Public Library

Corix Cleveland Thermal is honored to serve the Cleveland Public Library with district chilled water service. We appreciate the feedback and insight provided throughout our discussions on the economic and operational goals of the Library. The following is a summary of our offer to help the Library achieve those goals:

Agreement Term: The term of this agreement is (10) years, beginning August 1st, 2020 and will expire on July 31st, 2030.

Annual Building Use: 2,100,000 Ton Hours

Contract Capacity: Fixed 592-Tons

Rate Structure:

Rate Components	Units	Proposed CW Rates
Annual Contract Capacity Charge	\$/Ton-Mth	\$25.7824
Consumption	\$/Ton-Hr	\$ 0.1168
Recovery	\$/Ton-Hr	\$ 0.1500
Total Annual Charges*	\$/Ton-Hr	\$ 0.3140

Foundation Gift: \$650,000

Note*: Based off of estimated annual building use of 2,100,000 Ton Hours

Rate Escalators:

- The Capacity Charge will be fixed for the first five years of the contract and will then escalate annually by 2% plus ¼ of the CPI-AU as published by the Bureau of Labor Statistics.
- The Distribution Consumption Charge will escalate by 1.25 the annual CPI-AU as published by the Bureau of Labor Statistics

Seth Whitney
President, Cleveland Thermal

POLICY ON PROMOTIONAL ITEMS, AWARDS, GIFT CARDS, AND PRIZES

Purpose

Cleveland Public Library's mission includes engaging and educating the community through its programs and events. To support this goal, the Library would like to sometimes expend public funds by giving away promotional items, awards, gift cards, and prizes. Using public funds for the promotion of Library programs requires that the expenditures made by the Library be for a "proper public purpose." This policy declares that the purchase of and expenditure of funds for promotional items, awards, gift cards, or prizes for Library programs and events is a proper public purpose, and establishes the guidelines for the types, use, approval, and limitations on amount of the promotional items, awards, gift cards, and prizes.

Types

Gift cards, which include gift certificates, are "cash like instruments" used to purchase items from a specific business entity.

Promotional items may be, but are not limited to, such items as, t-shirts, sweatshirts, caps, backpacks, and books, but for purposes of this policy, are not intended to include items of nominal value.

Awards and prizes are items of significant value including, but not limited to, such items as tablets, e-readers, and headphones.

Use

Promotional items, awards, gift cards, or prizes may be given away to patrons as part of Library programming when properly authorized.

Approval

The purchase of promotional items, awards, gift cards, or prizes must be approved in advance by the Chief Financial Officer ("CFO") or the CFO's designee in conjunction Library programs, and must be approved by the Board of Library Trustees when the purchase exceeds \$25,000.

Limitations on Amount

Individual gift cards may not exceed \$500 in value unless approved by the CFO.

Acquisition, Safeguarding, and Documentation

The Executive Leadership Team will develop and implement the procedures regarding the acquisition, safeguarding, and documentation of the promotional items, awards, gift cards, and prizes that are given to patrons that participate in Library programming or events.

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD MAY 1 – MAY 31, 2020

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending May 31, 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	19,932,574.69	0.00	0.00	0.00	0.00	0.00	19,932,574.69
42 Intergovernmental	9,978,422.07	682,571.08	0.00	0.00	0.00	0.00	10,660,993.15
43 Fines & Fees	62,682.62	0.00	0.00	0.00	0.00	0.00	62,682.62
44 Investment Earnings	298,373.44	62,007.32	13,694.90	415,743.39	9,557.87	0.00	799,376.92
45 Charges for Services	0.00	3,109,419.29	0.00	0.00	0.00	0.00	3,109,419.29
46 Contributions & Donations	300.00	268,416.66	0.00	0.00	148,784.42	0.00	417,501.08
48 Miscellaneous Revenue	93,679.65	0.00	0.00	0.00	0.00	26,854.79	120,534.44
Total Revenues	\$ 30,366,032.47	\$ 4,122,414.35	\$ 13,694.90	\$ 415,743.39	\$ 158,342.29	\$ 26,854.79	\$ 35,103,082.19
51 Salaries/Benefits	16,667,739.13	1,385,898.24	0.00	0.00	0.00	0.00	18,053,637.37
52 Supplies	347,832.36	13,905.63	0.00	0.00	45.97	0.00	361,783.96
53 Purchased/Contracted Services	4,191,269.68	1,492,938.11	0.00	16,532.00	20,643.27	0.00	5,721,383.06
54 Library Materials	2,342,395.00	488,983.34	0.00	0.00	10,242.07	0.00	2,841,620.41
55 Capital Outlay	132,329.11	85,998.72	0.00	1,634,908.74	0.00	0.00	1,853,236.57
56 Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
57 Miscellaneous Expenses	143,512.99	21,409.35	0.00	0.00	0.00	29,023.25	193,945.59
Total Expenditures	\$ 23,825,078.27	\$ 3,489,133.39	\$ 0.00	\$ 1,651,440.74	\$ 30,931.31	\$ 29,023.25	\$ 29,025,606.96
Revenue Over/(Under) Expenditures	\$ 6,540,954.20	\$ 633,280.96	\$ 13,694.90	\$(1,235,697.35)	\$ 127,410.98	\$(2,168.46)	\$ 6,077,475.23
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	\$ 5,440,560.44	\$ 643,289.52	\$ 1,104,080.10	\$(1,235,697.35)	\$ 127,410.98	\$(2,168.46)	\$ 6,077,475.23
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	\$ 36,019,386.42	\$ 20,883,033.94	\$ 3,997,256.05	\$ 62,555,681.56	\$ 4,646,144.83	\$ 11,034.46	\$ 128,112,537.26

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending May 31, 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	23,533,473	8,694,650	14,838,822	37%	42%
General Property Tax	32,778,839	19,932,575	12,846,264	61%	60%
Rollback, Homestead, CAT	2,400,000	1,283,772	1,116,228	53%	54%
Fines & Fees	279,580	62,683	216,897	22%	77%
Investment Earnings	646,348	298,373	347,975	46%	41%
Contributions	1,400	300	1,100	21%	96%
Miscellaneous	814,300	93,680	720,620	12%	10%
Return of Advances Out	0	75,000	(75,000)	0%	0%
Total	<u>\$ 60,453,940</u>	<u>\$ 30,441,032</u>	<u>\$ 30,012,907</u>	<u>50%</u>	<u>52%</u>

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	40,618,542	16,714,294	23,904,247	41%	42%
Supplies	1,099,275	508,373	590,901	46%	67%
Purchased Services	11,081,825	7,831,896	3,249,929	71%	75%
Library Materials	10,552,588	3,982,734	6,569,854	38%	58%
Capital Outlay	1,584,033	410,045	1,173,988	26%	33%
Other	218,889	165,561	53,329	76%	42%
Subtotal	<u>\$ 65,155,151</u>	<u>\$ 29,612,903</u>	<u>\$ 35,542,248</u>	<u>45%</u>	<u>51%</u>
Advances Out	0	85,009	(85,009)		
Transfers Out	1,090,385	1,090,385	0		
Total	<u>\$ 66,245,536</u>	<u>\$ 30,788,296</u>	<u>\$ 35,457,240</u>	<u>46%</u>	<u>51%</u>

Note (1): Certificate from Cuyahoga County Budget Commission dated May 13, 2020.

Note (2): Subtotal Amended Appropriation of \$61,061,717.20 plus carried forward encumbrance of \$5,183,818.88.

Note (3): Subtotal includes 36% expended and 9% encumbered.

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending May 31, 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	11,992,715.71	4,962,064.83	0.00	7,030,650.88
51120	Clerical Salaries	11,151,894.98	11,151,894.98	4,378,137.94	0.00	6,773,757.04
51130	Non-Clerical Salaries	1,322,588.05	1,322,588.05	432,075.85	0.00	890,512.20
51140	Buildings Salaries	5,040,100.86	5,040,100.86	1,939,756.70	0.00	3,100,344.16
51150	Other Salaries	585,727.69	585,727.69	203,195.33	0.00	382,532.36
51180	Severance Pay	0.00	160,016.42	186,954.16	0.00	(26,937.74)
51190	Non-Base Pay	423,000.00	423,000.00	661,222.92	0.00	(238,222.92)
51400	OPERS	4,312,417.07	4,312,417.07	1,705,822.72	0.00	2,606,594.35
51610	Health Insurance	4,764,735.97	4,764,735.97	1,906,119.17	0.00	2,858,616.80
51611	Dental Insurance	221,465.71	221,465.71	84,412.28	0.00	137,053.43
51612	Vision Insurance	16,977.78	16,977.78	6,388.44	0.00	10,589.34
51620	Life Insurance	13,786.20	13,786.20	5,916.89	0.00	7,869.31
51625	Short Term Disability Insuranc	29,623.34	29,623.34	19,447.75	0.00	10,175.59
51630	Workers Compensation	87,345.50	92,875.46	(4,647.17)	0.00	97,522.63
51640	Unemployment Compensation	25,000.00	30,961.94	1,834.42	29,127.52	0.00
51650	Medicare - ER	412,902.76	415,222.99	172,659.29	887.08	241,676.62
51900	Other Benefits	44,431.38	44,431.38	6,377.61	16,540.40	21,513.37
	Salaries/Benefits	\$40,444,713.00	\$ 40,618,541.55	\$ 16,667,739.13	\$ 46,555.00	\$ 23,904,247.42
52110	Office Supplies	44,260.00	44,513.66	10,577.99	2,004.66	31,931.01
52120	Stationery	31,812.00	32,391.96	3,121.37	3,468.12	25,802.47
52130	Duplication Supplies	20,935.00	21,083.73	1,074.78	0.00	20,008.95
52140	Hand Tools	500.00	540.68	327.60	0.00	213.08
52150	Book Repair Supplies	65,463.00	65,463.00	9,220.72	0.00	56,242.28
52210	Janitorial Supplies	98,421.00	227,136.89	137,709.67	20,741.14	68,686.08

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending May 31, 2020**

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	Electrical Supplies	51,034.00	52,514.88	14,533.78	14,018.20	23,962.90
52230	Maintenance Supplies	404,348.00	327,810.16	73,378.69	58,298.22	196,133.25
52240	Uniforms	21,675.00	38,089.00	14,993.38	13,059.98	10,035.64
52300	Motor Vehicle Supplies	56,585.00	67,640.31	11,398.30	42,569.80	13,672.21
52900	Other Supplies	164,434.00	222,090.40	71,496.08	6,380.77	144,213.55
	Supplies	\$959,467.00	\$ 1,099,274.67	\$ 347,832.36	\$ 160,540.89	\$ 590,901.42
53100	Travel/Meetings	100,000.00	103,520.55	11,572.88	4,019.58	87,928.09
53210	Telecommunications	276,904.00	320,023.32	109,475.60	201,872.25	8,675.47
53230	Postage/Freight	78,600.00	113,699.44	3,782.58	73,549.56	36,367.30
53240	PR/Other Communications	198,409.00	206,440.32	58,423.02	31,224.24	116,793.06
53310	Building Repairs	473,609.47	485,989.22	67,547.10	96,866.32	321,575.80
53320	Machine Repairs	17,897.00	21,027.96	11,166.34	375.32	9,486.30
53340	Building Maintenance	485,000.00	661,576.00	141,911.71	72,118.32	447,545.97
53350	Machine Maintenance	145,490.30	220,548.56	73,683.49	36,790.69	110,074.38
53360	Computer Maintenance	436,400.00	445,847.87	195,897.22	25,728.17	224,222.48
53370	Motor Vehicle Repairs/Maint	27,000.00	34,735.05	11,981.05	18,699.83	4,054.17
53380	Contract Security	15,000.00	147,048.43	137,398.03	4,809.71	4,840.69
53390	Landscaping	26,600.00	26,600.00	0.00	0.00	26,600.00
53400	Insurance	473,180.00	473,180.00	346.00	0.00	472,834.00
53510	Rent/Leases	172,222.14	184,094.58	59,249.35	89,191.13	35,654.10
53520	Equipment Rental	22,384.00	24,307.33	4,409.33	10,436.76	9,461.24
53610	Electricity	1,790,200.00	1,898,521.26	615,622.65	1,264,755.66	18,142.95
53620	Gas	147,300.00	165,042.01	92,594.61	66,341.28	6,106.12
53630	Chilled Water	841,333.00	862,197.04	82,676.59	774,807.09	4,713.36

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending May 31, 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	178,698.73	44,110.02	126,469.31	8,119.40
53710	Professional Services	1,068,979.75	1,579,843.54	343,657.76	605,897.51	630,288.27
53720	Auditors Fees	820,000.00	850,728.80	430,980.45	27,903.80	391,844.55
53730	Bank Service Charges	11,000.00	11,000.00	3,468.83	0.00	7,531.17
53800	Library Material Control	266,500.00	441,096.77	70,435.48	105,646.29	265,015.00
53900	Other Purchased Services	1,624,866.34	1,626,057.84	1,620,879.59	3,123.25	2,055.00
	Purchased/Contracted Services	\$9,680,575.00	\$ 11,081,824.62	\$ 4,191,269.68	\$ 3,640,626.07	\$ 3,249,928.87
54110	Books	2,032,500.00	2,637,217.08	458,298.30	464,673.89	1,714,244.89
54120	Continuations	282,030.00	460,885.55	93,719.91	143,193.82	223,971.82
54210	Periodicals	750,500.00	922,891.68	42,404.04	142,100.12	738,387.52
54220	Microforms	29,070.00	78,618.00	44,635.05	6,025.00	27,957.95
54310	Video Media	1,315,000.00	1,664,950.59	327,302.56	219,094.98	1,118,553.05
54320	Audio Media - Spoken	105,150.00	118,016.82	13,952.78	5,610.79	98,453.25
54325	Audio Media - Music	120,150.00	152,940.78	39,762.57	19,820.81	93,357.40
54500	Database Services	645,000.00	1,343,311.95	633,939.80	86,464.29	622,907.86
54530	eMedia	1,807,600.00	2,917,927.54	651,879.25	512,097.72	1,753,950.57
54600	Interlibrary Loan	3,000.00	3,000.00	850.00	2,410.00	(260.00)
54710	Bookbinding	20,000.00	42,979.85	5,259.06	10,303.98	27,416.81
54720	Preservation Services	20,000.00	31,101.75	19,232.72	9,622.37	2,246.66
54730	Preservation Boxing	5,000.00	5,263.00	574.54	0.00	4,688.46
54790	Preservation Reformatting	25,000.00	25,000.00	300.00	722.28	23,977.72
54905	Other LM-Hotspots	120,000.00	148,483.02	10,284.42	18,198.60	120,000.00
	Library Materials	\$7,280,000.00	\$ 10,552,587.61	\$ 2,342,395.00	\$ 1,640,338.65	\$ 6,569,853.96
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 May 31, 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	6,362.27	9,525.09	209,018.90
55520 Equipment	620,716.58	773,375.61	41,854.53	174,230.58	557,290.50
55530 Computer Hardware	385,500.00	373,629.05	67,452.55	50,962.08	255,214.42
55540 Software	75,500.00	97,792.50	8,388.00	23,901.22	65,503.28
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	\$ 132,329.11	\$ 277,715.86	\$ 1,173,988.10
57100 Memberships	94,164.26	94,164.26	50,171.85	10,425.59	33,566.82
57200 Taxes	15,000.00	16,714.96	3,565.77	10,811.33	2,337.86
57500 Refunds/Reimbursements	106,142.74	108,010.14	89,775.37	810.87	17,423.90
Miscellaneous Expenses	\$215,307.00	\$ 218,889.36	\$ 143,512.99	\$ 22,047.79	\$ 53,328.58
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	\$61,061,717.20	\$ 66,245,536.08	\$ 25,000,472.03	\$ 5,787,824.26	\$ 35,457,239.79

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 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	30,441,032.47	25,000,472.03	5,787,824.26	30,231,562.16
Total General Fund	\$ 30,578,825.98	\$ 30,441,032.47	\$ 25,000,472.03	\$ 5,787,824.26	\$ 30,231,562.16
201 Anderson	387,801.04	0.00	111.45	0.00	387,689.59
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	114,597.24	215,459.53	203,772.36	6,023,768.42
204 Kaiser	82,631.57	0.00	0.00	0.00	82,631.57
205 Kraley	225,208.14	131.35	0.00	29.95	225,309.54
206 Library	200,152.80	(119.11)	1,500.00	0.00	198,533.69
207 Pepke	176,596.14	0.00	0.00	0.00	176,596.14
208 Wickwire	1,832,259.49	(4,045.49)	3,349.31	8,354.00	1,816,510.69
209 Wittke	112,324.15	0.00	0.00	0.00	112,324.15
210 Young	5,653,196.59	5,747.88	0.00	0.00	5,658,944.47
226 Judd	127,525.23	63,808.75	64,193.23	38,906.58	88,234.17
228 Lockwood Thompson Memorial	213,724.58	98,136.00	10,989.58	159,727.50	141,143.50
229 Ohio Center for the Book	372.42	2,225.00	0.00	0.00	2,597.42
230 Schweinfurth	176,930.52	0.00	19,295.00	3,900.00	153,735.52
231 CLEVNET	1,471,491.29	3,109,419.29	2,571,183.80	933,636.42	1,076,090.36
251 OLBPD-Library for the Blind	113,077.26	628,415.00	586,716.90	2,549.50	152,225.86
254 MyCom	25,728.45	124,165.64	75,036.00	0.00	74,858.09
256 Learning Centers	21,361.67	0.00	5,961.11	15,400.56	0.00
257 Tech Centers	0.00	63,000.00	0.00	0.00	63,000.00
258 Early Literacy	10,337.48	0.00	10,337.48	0.00	0.00
259 Rice Solar Panel System	114,187.46	253.52	0.00	114,006.23	434.75
Total Special Revenue Funds	\$ 20,239,744.42	\$ 4,207,422.91	\$ 3,564,133.39	\$ 1,480,283.10	\$ 19,402,750.84

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 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	1,104,080.10	0.00	0.00	3,997,256.05
Total Debt Service Fund	\$ 2,893,175.95	\$ 1,104,080.10	\$ 0.00	\$ 0.00	\$ 3,997,256.05
401 Building & Repair	2,190,953.93	0.00	185,743.05	206,955.05	1,798,255.83
402 Construction - Tax-Exempt	52,590,171.10	332,091.27	1,465,697.69	2,747,516.96	48,709,047.72
403 Construction - Taxable	9,010,253.88	83,652.12	0.00	0.00	9,093,906.00
Total Capital Project Funds	\$ 63,791,378.91	\$ 415,743.39	\$ 1,651,440.74	\$ 2,954,472.01	\$ 59,601,209.55
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	17,993.77	10,303.87	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	2,649.50	2,699.50	353,120.73
506 McDonald	250,338.21	328.74	0.00	2,170.00	248,496.95
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	10,242.07	12,428.68	2,778,298.46
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	\$ 30,931.31	\$ 27,602.05	\$ 4,618,542.78
901 Unclaimed Funds	7,585.80	790.26	0.00	0.00	8,376.06
905 CLEVNET Fines & Fees	5,617.12	26,064.53	29,023.25	0.00	2,658.40
Total Agency Funds	\$ 13,202.92	\$ 26,854.79	\$ 29,023.25	\$ 0.00	\$ 11,034.46
Total All Funds	\$ 122,035,062.03	\$ 36,353,475.95	\$ 30,276,000.72	\$ 10,250,181.42	\$ 117,862,355.84

Cleveland Public Library
Year-To-Date Budget Report
Construction - Tax-Exempt Fund 402
For the Period Ending May 31, 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	-332,091.27	0.00	332,091.27
Investment Earnings	0.00	0.00	-332,091.27	0.00	332,091.27
53710 Professional Services	0.00	40,000.00	12,210.00	24,790.00	3,000.00
Purchased/Contracted Services	0.00	40,000.00	12,210.00	24,790.00	3,000.00
55300 Construction/Improvements	3,255,714.00	8,720,686.00	1,453,487.69	2,722,726.96	4,544,471.35
Capital Outlay	3,255,714.00	8,720,686.00	1,453,487.69	2,722,726.96	4,544,471.35
TOTAL Revenues	0.00	0.00	-332,091.27		332,091.27
TOTAL Expenditures	3,255,714.00	8,760,686.00	1,465,697.69	2,747,516.96	4,547,471.35
			Prior Fund Balance		52,590,171.10
			Change in Fund Balance		(1,133,606.42)
			Current Fund Balance		51,456,564.68

Cleveland Public Library
Year-To-Date Budget Report
Construction - Taxable Fund 403
For the Period Ending May 31, 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	-83,652.12	0.00	83,652.12
	Investment Earnings	0.00	0.00	-83,652.12	0.00	83,652.12
	TOTAL Revenues	0.00	0.00	-83,652.12		83,652.12
	TOTAL Expenditures	0.00	0.00	0.00	0.00	0.00
				Prior Fund Balance		9,010,253.88
				Change in Fund Balance		83,652.12
				Current Fund Balance		9,093,906.00

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending May 31, 2020**

Balance of All Funds	<u><u>\$ 128,112,537.26</u></u>
Huntington - Checking	2,684.25
KeyBank - Checking (ZBA)	541,732.26
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	<u>\$ 551,639.22</u>
Huntington Escrow Account	114,440.98
U.S. Bank - 2019A-Money Market	49,374.99
U.S. Bank - 2019B-Money Market	106,236.71
U.S. Bank - Investments	34,689,843.28
U.S. Bank - Inv - Money Market	88,948.43
U.S. Bank - Series 2019A Notes	53,380,145.73
U.S. Bank - Series 2019B Notes	8,987,074.71
Huntington Trust -Money Market	3,405,699.80
STAR Ohio Investment	5,474,580.14
STAR Plus Program	0.00
Investments	<u>\$ 106,296,344.77</u>
PNC- Endowment Account	21,264,553.27
Endowment Account	<u>\$ 21,264,553.27</u>
Cash in Banks and On Hand	<u><u>\$ 128,112,537.26</u></u>

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – May 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 May 1, 2020 through May 31, 2020.

OPERATING FUND:

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
05/01/20 - 05/31/20	31	Various	STAR Ohio	Various	3,741.08	Investment Pool
05/01/20 - 05/31/20	31	Various	STAR Plus	Various	0.00	Bank Deposit Program
05/01/20 - 05/31/20	31	Various	U.S. Bank	Various	15.49	Sweep Money Market
11/06/19 - 05/06/20	183	1,000,000	Federal National Mortgage Assn.	1.250%	6,250.00	Federal Agency
03/27/20 - 05/08/20	43	724,000	Federal Farm Credit Bank	1.610%	1,327.54	Federal Agency
11/08/19 - 05/08/20	183	500,000	Federal Farm Credit Bank	1.625%	4,062.50	Federal Agency
11/09/19 - 05/09/20	183	500,000	Federal Farm Credit Bank	1.500%	3,750.00	Federal Agency
11/22/19 - 05/22/20	183	425,000	Federal Home Loan Bank	1.250%	4,250.00	Federal Agency
11/24/19 - 05/24/20	183	1,425,000	Federal Farm Credit Bank	1.670%	11,898.75	Federal Agency
11/25/19 - 05/25/20	183	540,000	Federal Home Loan Mortgage Corp.	1.500%	4,050.00	Federal Agency
11/29/19 - 05/27/20	181	500,000	Federal Home Loan Mortgage Corp.	2.000%	4,944.44	Federal Agency
02/28/20 - 05/28/20	91	500,000	Federal Home Loan Bank	1.800%	2,250.00	Federal Agency
11/28/19 - 05/28/20	183	125,000	Federal Home Loan Mortgage Corp.	1.950%	1,218.75	Federal Agency
11/29/19 - 05/29/20	183	2,000,000	Federal National Mortgage Assn.	1.500%	16,234.00	Federal Agency
04/01/20 - 05/01/20	31	100,000	Live Oak Banking Co.	1.800%	147.95	Negotiable CD
04/11/20 - 05/11/20	31	249,000	UBS Bank USA	1.000%	204.66	Negotiable CD
04/13/20 - 05/13/20	31	249,000	Enerbank USA	1.800%	368.38	Negotiable CD
04/17/20 - 05/17/20	31	249,000	Wells Fargo National Bank West	1.900%	388.85	Negotiable CD
04/18/20 - 05/18/20	31	225,000	Wells Fargo Bank NA	1.950%	360.62	Negotiable CD
04/20/20 - 05/20/20	31	210,000	Merrick Bank	2.350%	405.62	Negotiable CD
04/20/20 - 05/20/20	31	249,000	First Capital Bank SC	1.100%	225.12	Negotiable CD
04/21/20 - 05/21/20	31	249,000	SeviFirst Bank	1.600%	327.45	Negotiable CD
11/22/19 - 05/22/20	183	246,000	Capital One Bank USA NA	2.650%	3,250.57	Negotiable CD
11/22/19 - 05/22/20	183	246,000	Capital One NA	2.650%	3,250.57	Negotiable CD
04/26/20 - 05/26/20	31	249,000	Axos Bank	1.650%	337.68	Negotiable CD
04/27/20 - 05/27/20	31	249,000	Comenity Capital Bank	2.500%	511.64	Negotiable CD
04/27/20 - 05/27/20	31	249,000	Bank of Old Monroe	1.250%	255.82	Negotiable CD
12/19/19 - 05/29/20	163	247,000	BMW Bank of NA	1.800%	1,973.29	Negotiable CD
Earned Interest May 2020					\$	76,000.77
Earned Interest Year To Date					\$	298,373.44

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>
05/01/20 - 05/31/20	31	Various	U.S. Bank	Various	661.05	Sweep Money Market
11/24/19 - 05/24/20	183	3,000,000	Federal Farm Credit Bank	1.670%	25,050.00	Federal Agency
02/24/20 - 05/26/20	93	1,215,000	Federal National Mortgage Assn.	1.500%	12,465.90	Federal Agency
					Earned Interest May 2020	\$ 38,176.95
					Earned Interest Year To Date	\$ 332,091.27

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>
05/01/20 - 05/31/20	31	Various	U.S. Bank	Various	102.53	Sweep Money Market
02/28/20 - 05/28/20	91	1,000,000	Federal Home Loan Mortgage Corp.	1.840%	7,190.00	Federal Agency
					Earned Interest May 2020	\$ 7,292.53
					Earned Interest Year To Date	\$ 83,652.12

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>
05/01/20 - 05/31/20	31	Various	Huntington National Bank	Various	617.51	Sweep Money Market
					Earned Interest May 2020	\$ 617.51
					Earned Interest Year To Date	\$ 13,694.90

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>
05/01/20 - 05/31/20	31	Various	Huntington National Bank	Various	9.69	Money Market
					Earned Interest May 2020	\$ 9.69
					Earned Interest Year To Date	\$ 253.52
					Earned Interest May 2020--All Funds	\$ 122,097.45
					Earned Interest Year To Date--All Funds	\$ 728,065.25

CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting

June 18, 2020

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MAY 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
State Treasurer of Ohio Center for Public Investment Management Cleveland, Ohio	1/1/2020 - 12/31/2020	Laura Armstrong	100.00
Tyler Technologies Tyler Connect 2020 Orlando, Florida (conference cancelled; registration fee refunded back to Library)	4/27/2020 - 4/29/2020	Angelina Bueno	(975.00)
Tyler Technologies Tyler Connect 2020 Orlando, Florida (conference cancelled; registration fee refunded back to Library)	4/27/2020 - 4/29/2020	Carol Hubler	(975.00)
Tyler Technologies Tyler Connect 2020 Orlando, Florida (conference cancelled; registration fee refunded back to Library)	4/27/2020 - 4/29/2020	Dawntae Jackson	(975.00)
Tyler Technologies Tyler Connect 2020 Orlando, Florida (conference cancelled; registration fee refunded back to Library)	4/27/2020 - 4/29/2020	Yari Rodriguez	(975.00)
TOTAL			(\$3,800.00)

SUMMARY

FUND	MAY	YEAR TO DATE
General	\$100.00	\$11,572.88
Lockwood Thompson	(3,900.00)	3,195.48
CLEVNET	0.00	165.00
TOTAL	(\$3,800.00)	\$14,933.36

CLEVELAND PUBLIC LIBRARY

Board Meeting
June 18, 2020

South Branch Renovation Project

In accordance with the Board resolution adopted on January 18, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from permitting and changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending May 31, 2020				Owner's Contingency and Permit Fund		\$255,090.11
Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ -	\$ 11,050.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
12/31/2018	GEO-SCI Laboratory, Inc.	182054	Concrete and Soil Testing	-	8,365.95	
9/3/2019	Scherba Industries Inc.	191317	46" X 158" Banner W/T523 Frame System	1,425.00		
12/6/2019	Action Door	191717	ADA Compliant Door Installation	9,095.00		
6/30/2018	The Albert M. Higley Co., LLC	161895	Change Order # 001			3,768.22
8/6/2018	The Albert M. Higley Co., LLC	161895	Change Order # 002			40,350.26
8/27/2018	The Albert M. Higley Co., LLC	161895	Change Order # 003			31,758.84
9/10/2018	The Albert M. Higley Co., LLC	161895	Change Order # 004			31,049.96
5/3/2019	The Albert M. Higley Co., LLC	161895	Change Order # 005			(14,476.37)
12/23/2019	The Albert M. Higley Co., LLC	161895	Change Order # 006			17,745.27
12/23/2019	The Albert M. Higley Co., LLC	161895	Change Order # 007			(38,246.10)
				\$ 10,520.00	\$ 57,188.87	\$ 71,950.08
				Owner's Contingency and Permit Fund Available Balance		\$115,431.16
				South Branch Renovation Project Budget		\$ 4,500,000.00
				Encumbered	Expended	
HBM Architects, LLC - Architectural Design Services				\$ 0.00	\$ 317,500.00	
The Albert M. Higley Co., LLC - Construction Manager at Risk				-	3,876,950.71	
Furniture, Fixtures, Equipment and Technology				-	115,654.26	
Direct Expenditures paid from Contingency Fund				10,520.00	57,188.87	
				\$ 10,520.00	\$ 4,367,293.84	
				Available Budget as of 05/31/2020		\$ 122,186.16

Change Order Details

Change Order # 001

PCO #00001	Added abatement	\$ 4,469.22
PCO #00002	Deducted wall protection	(1,342.46)
PCO #00003	Deduct fountain drain pipe	(1,536.00)
PCO #00004	Added drain to water heater	2,177.46
		\$ 3,768.22

Change Order # 002

PCO #00005	Office steel support	\$ 7,976.96
PCO #00006	Add walk and stairs	10,639.80
PCO #00007	Lintel exploration	21,733.50
		\$ 40,350.26

Change Order # 003

PCO #00008	Computer desk inset panel	\$ 1,720.32
PCO #00009	Split cost of items	1,221.59
PCO #00010	Book cart credit	(1,396.69)
PCO #00012	Remove pipes at skylight	1,045.30
PCO #00013	Landscaping contract	3,928.84
PCO #00014	Lintel replacement	25,239.48
		\$ 31,758.84

Change Order # 004

PCO #00015	Schedule extension	\$ 18,004.00
PCO #00016	Added wall panel millwork only	6,463.52
PCO #00017	Ceiling patch	741.65
PCO #00018	Backflow testing	288.60
PCO #00019	Ceiling repairs	4,850.79
PCO #00020	Clerestory blocking and lintel	701.40
		\$ 31,049.96

Change Order # 005

PCO #00026	Ceiling plaster repair Teen, Adult	\$ 2,401.26
PCO #00027	Deduct Clark Street scope	(10,582.02)
PCO #00028	Electrical field ticket work	11,181.98
PCO #00029	Electrical security wiring install	7,167.48
PCO #00030	Window film cost add change	3,221.30
PCO #00031	Temporary handrail install	8,672.26
PCO #00032	GMP contract deduct	(36,538.63)
		\$ (14,476.37)

Change Order # 006

PCO #00033	GMP Increased Fee	\$ 21,984.00
PCO #00034	AMH Temp Handrail Cost	(4,234.50)
PCO #00037	Additional Millwork Deduct	(4.23)
		\$ 17,745.27

Change Order # 007

Final Owner Savings		\$ (38,246.10)
		\$ (38,246.10)

CLEVELAND PUBLIC LIBRARY

Board Meeting

June 18, 2020

Safe, Warm and Dry Construction Project

In accordance with the Board resolution adopted on December 21, 2017, a report to the Board of Trustees on direct expenditures for the materials and services as budgeted for the Project and not covered by the GMP and expenditures made from the Owner's Contingency Fund resulting from changes and additions to the Project that have already been made by the Library, and will be made in the future, and which are not included in the GMP, is hereby submitted:

For the Period Ending May 31, 2020

		Safe, Warm and Dry Construction Initiative Budget	\$5,000,000.00
Budget reduced - all work is completed and paid except for Jefferson's gutters pending completion in Spring		(\$180,061.30)	
	Encumbered	Expended	
URS Corporation - Asbestos Survey and Testing	\$ -	\$ 33,728.21	
Osborn Engineering Company - Professional Architectural and Engineering Services	(0.00)	433,579.53	
Regency Construction Services, Inc. - Construction Manager at Risk	(0.00)	4,254,062.46	
Direct Expenditures paid from Contingency Fund	7,430.00	91,138.50	
	\$ 7,430.00	\$ 4,812,508.70	
Available Budget from Owner's Contingency and Permit Fund			\$0.00

Owner's Contingency and Permit Fund \$381,871.15**Direct Expenditures**

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>
11/3/2017	City of Cleveland	171701	Building Plan Processing Fee	\$ -	\$ 3,280.00
			Permits for Glenville, Harvard		
1/22/2018	City of Cleveland	180314	Lee, Lorain and Jefferson	-	19,256.25
			Permits for Collinwood, Fulton,		
7/15/2018	City of Cleveland	181262	and Langston Hughes	-	18,752.25
			Upgrade/Replace existing		
			indoor wall mount fixtures for		
			Addison Branch that should		
			have been part of Safe, Warm		
10/22/2018	Grainger	181752	and Dry project	-	9,990.00
			Install new fire alarm panel,		
			field devices and 28 zone		
8/16/2019	Siemens Industry, Inc.	191021	intrusion panel at Collinwood	-	39,860.00
	Warren Roofing & Insulating Co.	191699	Jefferson - Install New Gutters		
11/30/2019			Along Building Perimeter	7,430.00	
				\$ 7,430.00	\$ 91,138.50

Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18:**\$ 4,425,831.31**

Change Orders	Description	Amount
PCO #2 02/21/18	Credit for not performing the demo, rework and soil infill of the masonry planters at Rockport	\$ (17,122.53)
PCO #4 02/21/18	Change from wall-hung to floor-mounted water closets at Lorain	(1,191.80)
PCO #5 02/21/18	Lorain pump changes per the returned submittal	(460.56)
PCO #6 02/21/18	Lorain additional work associated with the existing light ballasts located in the basement in lieu of light fixtures	2,865.81
PCO #7 02/21/18	Credit for hand dryers furnished by CPL in lieu of Regency	(3,535.00)
PCO #8 02/21/18	Two additional precast concrete bumper blocks at Glenville per the returned submittal	252.50
PCO #9 02/28/18	Additional lighting control to create 4 lighting zones at Glenville	2,038.21
PCO #10 02/28/18	Glenville Emergency Lighting: Furnish and install emergency lights that are required	1,078.14
PCO #11 02/28/18	Revisions to electrical panel work at Lorain	(774.67)
PCO #12 02/28/18	Credit for attaching to basement lights to existing circuit at Lorain	(356.53)

Change Orders	Description	Amount
PCO #13 02/28/18	Complete installation of emergency exit lighting at Lorain	4,672.07
PCO #14 03/21/18	Replace 1" water valve at Lorain that failed and needed to be replaced	716.09
PCO #15 03/21/18	Additional painting at Lorain behind existing removed light fixtures where walls were not painted	1,187.76
PCO #16 03/21/18	Furnish and install materials to repair the Lorain ramp	6,077.71
PCO #17 03/21/18	Added occupancy indicators at Lor, Jeff, and Rock	169.42
PCO #18 03/21/18	Credit for Jefferson thermostats as requested by CPL	(1,864.46)
PCO #19 03/21/18	Replace additional GFCI receptacle on the Glenville roof that was in need of replacement	445.32
PCO #20 03/21/18	Revisions for Harvard Lee dorrs/hardware per the returned HL doors, frames, hardware submittal	2,578.89
PCO #21 03/21/18	Plumbing camera and investigation work for the sanitary lines completed on 3/6/18 and vent pipe completed on 3/16/18 as requested by CPL	1,483.69
PCO #25 04/10/18	Repair/infill abandoned window opening that was discovered under the exterior ramp during ramp rework	805.84
PCO #26 04/10/18	Added flashing in the Lorain basement to help water infiltration issues	1,181.70
PCO #1 03/21/18 rec'd 5/14	Alternate #2 Carnegie West restroom configuration option budget pricing	17,546.21
PCO #22 03/28/18 rec'd 5/14	Added check valves at Lorain	755.48
PCO #23 03/28/18 rec'd 5/14	Relocation of two exhaust drops at Glenville that conflicted with the toilet partition layout	855.19
PCO #24 03/28/18 rec'd 5/14	Lorain concrete repairs at exterior storage closet door	3,415.28
PCO #3 02/21/18 rec'd 5/18	Credit for signage manufacturer	(858.50)
Amendment No 2 05/23/18-PCO #33	Eliminate the Rockport Branch from the project (added to Owner's Contingency and Permit fund)	(305,582.46)
PCO #38 05/23/18	Steel costs for infilling the unforeseen restroom hole	7,184.13
PCO #39 05/30/18	Jefferson Boiler #1 and #2 cleaning/preventative maintenance and inspection as required by the city inspector	680.74
PCO #40 05/30/18	Jefferson unit heater demo to accommodate updated restroom layout	680.74
PCO #42 05/30/18	Reimbursement for building permits needed for the Addison Branch and Carnegie West Branch	16,649.55
PCO #43 06/06/18	Modify and reinstall shelving in the Harvard Lee closet that contains ductwork per direction of Eric Herman	398.92
PCO #44 06/20/18	The removal of loose brick and patching of the chimney on the roof of the Jefferson Branch	757.50
PCO #27aR 04/25/18 rec'd 7/13	Plumbing, drywall, and tile work associated with RFIs 20/22 to repair the broken Lorain sanitary pipe. Remaining work will be submitted under PCO 27b.	14,714.10
PCO #27b 04/25/18	Additional abatement/demo associated with additional LR sanitary work. Remove and replace 2nd floor countertop and install a new mirror. Install two cleanouts as requested by CPI	4,922.71
PCO #28 04/25/18	Revised hardware at Lorain	742.35
PCO #29 04/25/18	Harvard Lee exit signs and emergency lights per RFI 42	1,324.69
PCO #30 05/01/18	Harvard Lee additional lighting zones per RFI 31 and approved zoning suggestion	3,439.45
PCO #31 05/01/18	Jefferson emergency lights	2,878.50
PCO #32 05/01/18	Glenville lintel repair as directed in the RFI response	339.94
PCO #41a 07/11/18	Credit for the elimination of the HL handrails	(1,050.40)

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #41b 07/11/18	Reconciliation for the Rockport handrail credit due to an originally incorrect schedule of values	7,857.80
PCO #45 8/8/18	Fabrication and installation of aluminum jacketing to insulate two duct enclosures and make these ducts weathertight per RFI 69	8,733.47
PCO #46 8/7/18	Furnish and install a new flue through the roof for the existing hot water tank at the Addison Branch per RFI 81	678.69
PCO #47 8/7/18	Light fixtures called out in RFI 79. Lighting not originally called out for the ceiling area in the toilet rooms.	2,011.73
PCO #48 8/7/18	Remove and replace caulk and backer rod at the northeast walkway at the Jefferson Branch	235.40
PCO #49 8/7/18	Exploration, excavation and subsequent corrective work at and adjacent to the frost slab at the Jefferson Branch due to an unforeseen pipe. Leech beds were added to the ends of the pipe that was uncovered per CPL direction	2,140.40
PCO #50 8/7/18	Credit for not completing the step crack repair at the Jefferson Branch	(2,020.00)
PCO #51 8/7/18	Credit for not installing the book drop at the Jefferson Branch	(151.50)
PCO #52 8/14/18	Cost to add emergency signs and exit lights back into the Carnegie West branch per RFI 90	6,155.99
PCO #55 8/14/18	Cost to install Carnegie West restroom subfloor as directed in RFI 93	4,272.30
PCO #56 8/15/18	Concrete floor infill work and tile patching at the Jefferson Branch due to RFI 65	1,143.32
PCO #57 8/22/18	Addition of 6 vibration isolators for the rooftop AHU at Carnegie West per RFI 99. Purchase of vibration isolators was previously approved to avoid schedule delays.	3,753.16
PCO #60 8/22/18	Additional terracotta repair at the Carnegie West Branch per RFI 95	3,787.50
PCO #61 8/22/18	Increasing tuckpointing from 50% to 100% at north and west turret structure at the Langston Hughes Branch per RFI 88. Added sealant removal and replacement at the same location	6,344.82
PCO #64 8/29/18	Core drilling and filling/ grouting the sunken slabs to level the sidewalks at the Langston Hughes Branch per RFI 109. This price does not include modification to the existing curb.	4,421.78
PCO #66 8/29/18	Lowering pull stations per the city inspector at the Jefferson Branch.	664.58
PCO #67 8/29/18	Lowering one fire alarm pull station per RFI 92 at the Carnegie West Branch.	124.23
PCO #68 8/29/18	Lighting controls for lighting zones per RFI 31 for the Carnegie West Branch	778.44
PCO #69 8/29/18	Modify and re-route the return air duct through the bathroom at the Addison Branch per RFI 97	992.12
PCO #72 08/31/18	Furnish and install new soffit in front of existing window to allow for installation of ceiling at 8'6" at the Carnegie West Branch per RFI 106	388.85
PCO #73 08/31/18	Shift new toilet 3" east to accommodate location of floor joists at the Carnegie West Branch per RFI 111. Patching of floor at original location of the toilet and adjusting wall type "C" to maintain 5'0" turning radius	515.10
PCO #74 08/31/18	Lowering of fire alarm pull stations at the Addison Branch per RFI 92	1,440.60
PCO #58 09/04/18	Cost to seal roof seams at the Carnegie West Branch	17,574.00
PCO #71 09/12/18	Remove and replace (9) existing smoke detectors, (1) pull station, and (1) horn strobe that were not shown in the drawings at Carnegie West per RFI 104	7,113.13
PCO #75 09/19/18	Installation of window film to the window in the new restroom at Carnegie West per RFI 100. Window film to be installed as "3M Fasara Glass Finish" and the pattern is to be "Frost and Mat Milky White"	570.65
PCO #76 09/19/18	Credit for 2 roof strainers at the Lorain Branch	(101.00)

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #77 09/19/18	Resupporting existing to remain ceiling lights that were attached to the roof and not properly installed at the Fulton Branch per RFI 122	3,429.70
PCO #78 09/19/18	Installation of one wall hydrant in the men's room per RFI 121	353.50
PCO #79 09/19/18	Final Rockport mechanical credit including mechanical items that were able to be returned.	(81,100.98)
PCO #80 09/19/18	Salvaging and rehangng the women's restroom door at the Addison Branch per RFI 116	161.79
PCO #81 09/19/18	Addition of (1) 2" wye strainer before the heating water pumps at the Jefferson Branch per punchlist request.	1,551.36
PCO #82 09/19/18	Installation of new ceiling tile and grid in the Men's Restroom and Women's Restroom at the Fulton Branch	1,919.00
PCO #83 09/26/18	Cleaning quote for Carnegie West requested by Eric Herman. This includes washing the interior and exterior windows and frames of the skylight, vacuuming all carpet, sweeping and mopping floors and cleaning the restroom area	2,020.00
PCO #84 09/25/18	Replacement of damaged storm clean out pipe and fittings at the Fulton Branch per RFI 117	895.87
PCO #85 09/25/18	Roof maintenance reconciliation allowance completed at the Glenville Branch. Roofing work includes the following: strip in all seams and roof curb flashings, clean roof drains, strip in all vent pipes and conduit penetrations, infill all pitch pockets with pourable sealer and install walk pads for a total of \$14,480 of the the \$15,000	(525.20)
PCO #62 08/28/18	Fabrication and installation of 4 pipe reducers at Carnegie West per RFI 80.	526.21
PCO #65 08/28/18	Credit for door 17CW at Carnegie West per RFI 86. RFI 86 called for the installation of a new frame, door and hardware for opening 17CW to be removed from the scope of work. Door, frame and hardware material was turned over the library.	(383.77)
PCO #70 10/03/18	Removal and reconstruction of an existing pier at the Addison Branch per RFI 98. This price includes the removal and reinstallation of 3 light fixtures in the pier.	5,476.65
PCO #86 10/03/18	Additional striping requested by Eric Herman at the handicap ramp at the Jefferson Branch	505.00
PCO #87 10/03/18	Additional work and material needed for updated asphalt amount needed per RFI 119. Price includes additional 246 square feet of full depth pavement replacement	3,076.46
PCO #88 10/03/18	Addition of single circuit and 3 wires for a direct tie in for a future door opener at ADA entrance at Carnegie West per RFI 105. Price includes painting of conduit to match existing wall color.	850.37
PCO #89 10/03/18	Fabrication and installation of 3 LED wall packs to the exterior back wall of the Addison Branch per RFI 114 and Eric Herman's request.	2,542.14
PCO #90 10/03/18	Providing power to the circulating pumps at Carnegie West per RFI 129	7,387.54
PCO #93 10/10/18	Exit and Emergency lights needed for the restrooms at the Fulton Branch.	4,552.03
PCO #95 10/22/18	Additional concrete work requested at the Collinwood Branch including removal and replacement of concrete and steel reinforcements.	12,870.43
PCO #96 10/24/18	Provide and install light fixtures for the restroom at Fulton requested in the RFI 125	1,782.69
PCO #98 10/24/18	Removal of TruSpun pip and fittings with cast iron pipe and fittings for the chase vent at the restrooms. Patch and repair walls and ceilings will come out of the interiors patching allowance. A 10 day time extension to the substantial completion date is requested due to discovery, pricing, approval and work completion of this piping. This extension is based on a 10/23/18 approval	3,620.85
PCO #94 10/29/18	Additional terracotta repair at Carnegie West. Repairs are recommended due to cracks, failed/missing mortar and displacement of terracotta. Not to exceed price.	9,288.97

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #63 10/31/18	Cost for a 3.5'x7'x4" section of concrete pavement at the Glenville branch	488.35
PCO #92R 10/31/18	Additional contractors and switching per the lighting zones provided in RFI 31 for the Collinwood branch. This pricing has been revised to exclude tax that was accidentally included in PCO 92.	3,585.40
PCO #99 10/31/18	Additional asphalt work requested by the Cleveland Public Library for the alleyway next to the Collinwood Branch.	13,020.13
PCO #100 10/31/18	Credit for the deleted light pole work at the Addison branch per RFI 114	(390.73)
PCO #101 10/31/18	Removal and replacement of the air separator, air vent and expansion tank at Collinwood per RFI 144	2,232.00
PCO #102 10/31/18	Demolition of old conduit and wire and replacement with new feeder to AHU-1 at Collinwood per RFI 135	1,363.01
PCO #103 10/31/18	Price to demolish tile and drywall and replace tile in the restroom at FL due to mold and RFI 117. This price also includes the removal of ACT ceiling in the restrooms at Fulton.	697.81
PCO #104 10/31/18	Price to replace 200 amp disconnect for CU-1 at Collinwood per RFI 136	858.91
PCO #105 10/31/18	Labor and scaffolding costs to change 38 light bulbs at Carnegie West per CPL request	924.27
PCO #106 11/09/18	Touch up painting of the door at Fulton per RFI 131 and Eric Herman request. Pricing also includes labor credit for installation of door that was deleted.	(39.13)
PCO #107 11/09/18	Replacing the N20s for motor power disconnect at Carnegie West per RFI 130	136.04
PCO #109 11/09/18	Mold removal needed in the mechanical room at Fulton.	675.92
PCO #110 11/09/18	Scraping and painting the exterior railings on the west side of Collinwood per RFI 137 and 139.	1,262.50
PCO #112 11/09/18	Installation of a backflow for the new boiler feed at Carnegie West per RFI 134.	1,085.75
PCO #108 11/14/18	Additional heater and wiring and replacement of the motor starter for the air handling unit at Fulton per RFI 143.	710.02
PCO #111 11/14/18	Labor credit for installing (2) exterior railings on the west side of Collinwood per RFI 137 and 139. Railings were ordered previously and will be turned over to the library.	(1,756.36)
PCO #113 11/14/18	Labor credit for the installation of the heater that was not needed at Langston Hughes per RFI 120.	(707.00)
PCO #114 11/14/18	Installation of backflow preventer on the water main at Carnegie West per RFI 134.	1,633.17
PCO #115 11/14/18	Removal and reinstallation of new fuses at Langston Hughes needed per city inspector.	293.95
PCO #116 11/14/18	Rework of the restrooms at Collinwood due to the discovery of tru spun piping and RFI 149. Price includes demolition of existing restroom features.	6,453.10
PCO #117 11/14/18	Replacement of 5 horn strobe devices to sync with fire alarm system and painting patching required at Fulton per RFI 142.	1,506.47
PCO #118 11/14/18	Budget reconciliation for electrical wire protection at Collinwood that was not needed.	(5,050.00)
PCO #120 11/26/18	Replace TruSpun Pipe and Fittings with cast iron in the staff bathroom, to the drinking fountain air admittance valve and the front sink pipe in the basement.	3,847.09
PCO #122 11/26/18	Replacement of the fiberglass reinforced panel behind the drinking fountain at Collinwood.	368.64
PCO #97 11/28/18	Demolition required as described in RFI 93 for the unforeseen floor grout infill that was discovered after tile demolition in the restroom at Carnegie West that took place on 8/1 and 8/3.	3,765.28

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #119 11/28/18	Additional conduit and motor starters needed for pumps 3 and 4 at Collinwood per RFI 153.	3,398.72
PCO #123 11/28/18	Budget reconciliation for ground penetrating radar allowance that was not needed.	(3,030.00)
PCO #124 11/28/18	Replacement of the water heater at Collinwood due to poor condition of the existing water heater.	557.52
PCO #125 11/28/18	Additional abatement that took place on 8/28 in the basement at Carnegie West due to the shift of toilet per RFI 111	1,761.65
PCO #127 12/20/18	Inspection of VAVs and reconnection of VAVs 3 and 7 at Collinwood. Inspection of VAVs took place per Eric Herman's approval.	629.31
PCO #128 12/20/18	Demolition of (2) exhaust drops, installation of (2) new exhaust ducts and (3) exhaust grills in the restroom at Collinwood	1,510.54
PCO #138 12/21/18	Repair of an additional lintel on the east elevation that was approved to be done on time and material basis at Collinwood	2,265.28
PCO #139 12/26/18	Credit for not installing the door operator at Lorain that was unable to be installed due to existing condition space limitations. Door operator was turned over to CPL	(204.50)
PCO #130 12/27/18	Fixing the hanging light that was damaged at Fulton due to the previous improper connection of the light fixture	144.23
PCO #131 12/27/18	Credit for the tuckpointing of the west elevation of Collinwood that was deleted from the scope per RFI 138	(4,490.46)
PCO #132 12/27/18	Credit for the deletion of the replacement of the west entrance stair/platform at Collinwood per RFI 137	(2,038.18)
PCO #133 12/27/18	Credit for the elimination of clear coat application to (21) Terra Cotta Columns at Carnegie West per owner and architect direction	(1,939.20)
PCO #134 12/27/18	Fixing and maintaining the existing frost slab at Fulton in lieu of replacing it per RFI 124	(1,010.00)
PCO #137 12/27/18	Caulking to fill voids in the concrete steps and landing at the west entry and the joint between the asphalt and concrete at the west basement stair at Collinwood per RFIs 137 and 139	901.93
PCO #129 01/08/19	Budget reconciliation for the door closer allowance that was not needed.	(1,313.00)
PCO #136 01/03/19	Caulking at the exterior of the restroom at Fulton to stop and prevent further water leakage into the building.	556.50
PCO #140 01/03/19	Additional electrical work required by the electrical inspector at Collinwood	558.61
PCO #141 01/08/19	Reconciliation of drywall patching allowances that was included in the Interiors package. Allowance will be reconciled as follows: Carnegie West (\$1,896.00), Fulton (\$1,468.65) and Jefferson (\$1,896.00).	(5,313.26)
PCO #135 01/28/19	Addition of a guardrail to the ramp at Collinwood and painting the guardrail per Andy Cygan's bulletin. A temporary guardrail has been installed while the permanent guardrail is being fabricated.	3,880.82
PCO #144 01/25/19	Reconciliation of the temporary HVAC allowance	(4,385.68)
PCO #142 01/25/19	Reconciliation of the art protection allowance	(1,443.83)
PCO #142 01/25/19	Reconciliation of the door rework allowance	(11,417.01)
PCO #145R 02/11/19	Collinwood tile work and reconciliation of window patching allowance. The remainder of tile reconciliation for Fulton is included.	(623.17)
PCO #146R 02/26/19	(2) additional automatic air vents requested by the owner during the training session at Carnegie West	953.44

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
Change Order Number: 010		
05/29/19	Reconciliation of the contingency	(18,911.58)
	Total Change Orders to date	\$ (171,768.84)
Updated Guaranteed Maximum Price (GMP):		\$ 4,254,062.47

CLEVELAND PUBLIC LIBRARY

Board Meeting
June 18, 2020

Eastman Reading Garden Improvements

In accordance with the Board resolution adopted on June 18, 2019, a report to the Board of Trustees on expenditures and contracts entered into, to cover the cost of unforeseen conditions or Library requested changes resulting in change orders, is hereby submitted:

For the Period Ending May 31, 2020				Owner's Contingency and Permit Fund		\$22,000.00
Date	Vendor	PO	Description	Encumbered	Expended	PO Increase
7/31/2019	Stuart Dean Co. Inc.	191188	Clean Ornate Bronze Entrance Gates and Bronze Figurines	\$ -	\$ 14,793.15	
8/5/2019	GOCHARGE, LLC.	191200	Solar Charging Locker (returned-PO closed)	-		
12/18/2019	Brookside Construction Services	191140	Relocation of tree that was already planted per the drawings			\$ 589.00
12/18/2019	Brookside Construction Services	191140	Owner requested Brookside to remove planted shrubs from beds where inflatables were to go in, and for Brookside to store plants off site and maintain and replant once inflatables were removed.			\$ 3,687.07
				\$ -	\$ 14,793.15	\$ 4,276.07
				Owner's Contingency and Permit Fund Available Balance		\$2,930.78
				Eastman Reading Garden Improvements Budget		\$ 526,106.00
				Encumbered	Expended	
CT Consultants, Inc. - Landscape Architecture Services for the design of improvements				\$ -	\$ 49,000.00	
Brookside Construction Services, Inc. - Contractor				21,851.99	202,123.08	
Furniture, plantings and other items				-	21,103.32	
Direct Expenditures paid from Contingency Fund				-	14,793.15	
				\$ 21,851.99	\$ 287,019.55	
				Available Budget as of 05/31/2020		\$ 217,234.46

**SECOND AMENDMENT TO THE
CLEVELAND PUBLIC LIBRARY FLEXIBLE SPENDING ACCOUNT PLAN**

This Second Amendment (“Amendment”) to the Cleveland Public Library’s Flexible Spending Account Plan (the “Plan”) is hereby adopted by the Cleveland Public Library (the “Employer”) to be effective from June 1, 2020 until December 31, 2020.

WHEREAS, the Employer adopted the restated Plan in January 2012 for the benefit of its employees; and

WHEREAS, Section 12.1 of the Plan permits the Employer to amend the Plan; and

WHEREAS, the Employer desires to amend the Plan to allow prospective mid-year plan changes to Healthcare and Dependent Care Assistance reimbursement accounts in 2020 in accordance with Internal Revenue Notices 2020-29 and 2020-23, to the extent provided in this amendment.

NOW, THEREFORE, this Amendment is adopted as follows:

- a. Articles II and V of the Plan are hereby modified to provide that Participants in the Plan with respect to Healthcare and Dependent Care Assistance reimbursement accounts may do the following: (1) revoke an election, make a new election, or decrease or increase an existing election regarding Healthcare reimbursement accounts on a prospective basis; and (2) revoke an election, make a new election, or decrease or increase an existing election regarding a Dependent Care Assistance Benefits on a prospective basis.

In combination with any election changes made to Employer-sponsored medical, dental, and vision coverage under the Medical Cost Program, Employees are limited to two (2) election changes through December 31, 2020.

- b. Section 1.19 definition of “Eligible Employee” is hereby modified as follows (changes are in italics):

1.19 “Eligible Employee” means any of the following employees:

- all District 1199 bargaining unit Employees who are regularly scheduled to work a minimum of 20 hours per week;
- all full-time *Local 860* security officer Employees who are regularly scheduled to work a minimum of 28 hours per week; and
- all full-time non-bargaining unit staff Employees who are regularly scheduled to work a minimum of 37.5 hours per week.

IN WITNESS WHEREOF, this Amendment is hereby adopted to be effective as of the

date set forth above.

CLEVELAND PUBLIC LIBRARY

By: _____

Title: Executive Director, CEO

Date: _____

**SECOND AMENDMENT TO THE
CLEVELAND PUBLIC LIBRARY MEDICAL COST PROGRAM PLAN**

This Second Amendment (“Amendment”) to the Cleveland Public Library’s Medical Cost Program Plan (the “Plan”) is hereby adopted by the Cleveland Public Library (the “Employer”) to be effective from June 1, 2020 until December 31, 2020.

WHEREAS, the Employer adopted the Plan in May of 2013 for the benefit of its employees; and

WHEREAS, the Plan provides that it may be amended upon approval of the Board of Trustees of the Cleveland Public Library, in a writing signed by the Employer; and

WHEREAS, the Employer desires to amend the Plan to allow prospective mid-year plan changes to medical, dental and vision plans and reimbursement plans in 2020 in accordance with Internal Revenue Notices 2020-29 and 2020-23, to the extent provided in this amendment.

NOW, THEREFORE, this Amendment is adopted as follows:

Articles III and IV of the Plan are hereby modified to provide that Participants or Employees who are eligible to participate in the Plan with respect to Employer-sponsored health care, dental and vision coverage, may do the following: (1) make a new election for Employer-sponsored health care, dental and vision coverage on a prospective basis, if the Employee initially declined to elect Employer-sponsored health care, dental and vision coverage; (2) revoke an existing election for Employer-sponsored health care, dental and vision coverage and make a new election to enroll in different health care, dental and vision coverage sponsored by the Employer on a prospective basis (including changing enrollment from self-only coverage to family coverage); (3) revoke an existing election for Employer-sponsored health care, dental or vision coverage on a prospective basis, provided that the Employee attests in writing that the Employee is enrolled, or immediately will enroll, in other health coverage not sponsored by the Employee.

Articles III and IV of the Plan are hereby modified to provide that Participants in the Plan with respect to Medical and Dental Expense Benefits/Health Care Reimbursement and Dependent Care Assistance Benefits may do the following: (1) revoke an election, make a new election, or decrease or increase an existing election regarding Medical and Dental Expense Benefits Reimbursement Accounts on a prospective basis; and (2) revoke an election, make a new election, or decrease or increase an existing election regarding a Dependent Care Assistance Benefits on a prospective basis.

Employees are limited to two (2) election changes through December 31, 2020.

IN WITNESS WHEREOF, this Amendment is hereby adopted to be effective as of the

date set forth above.

CLEVELAND PUBLIC LIBRARY

By: _____

Title: Executive Director, CEO

Date: _____

Exhibit "A"*COMPENSATION PRACTICES – 300**OVERTIME – 314 (REVISED)*

Bargaining unit employees shall be eligible for overtime pursuant to their collective bargaining agreement. Non-bargaining unit non-exempt employees shall be paid (or compensated with compensatory time) at the rate of time-and-one half their regularly hourly rate for time worked more than 37.5 hours in a work week (40 hours for Safety and Protective Services non-union non-exempt employees).

Exempt employees are expected to work beyond the standard 37.5-hour work week with no additional pay.

June 18, 2009
Revised September 26, 2019
Revised June 18, 2020

**CLEVELAND PUBLIC LIBRARY
Regular Employment Report
5/01/2020 TO 5/31/2020**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
KRIEGER, NATHANIAL T		PUBLIC SERVICE SUB	05/12/2020
SENESE, RACHEL M		CLE DIG LIB COORDINATOR	05/01/2020
TURNER, JAMES E		PAGE	05/23/2020
RETIREMENTS			
CONWAY, LILLIAN C		BRANCH CLERK	05/30/2020
LEFKOWITZ, KATHLEEN K		BRANCH MANAGER (MEDIUM)	05/29/2020
LEVY, WILLIE J		PAGE	05/26/2020

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 05/01/2020 TO 05/31/2020**

EMPLOYEE: BUDZIAK, BLASE J **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 9 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	52115.44	53418.30	N/A
Annual Pay	52115.44	53418.30	NAME CHANGE
Annual Pay	52115.44	53418.30	TITLE CHANGE

EMPLOYEE: BURTON, PAUL **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	RECLASSIFICATION

EMPLOYEE: CALDWELL, KAHLIL G **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	PROMOTION

EMPLOYEE: CHAPMAN, ERIN D **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	RECLASSIFICATION
Annual Pay	40364.22	41373.28	VACANCY

EMPLOYEE: CLEVELAND, JOSEPH **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	RECLASSIFICATION

EMPLOYEE: CORBIN-MCKENZIE, LINDA **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	N/A
Annual Pay	40364.22	41373.28	PROMOTION

EMPLOYEE: COWLING, MATTHEW A **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	VACANCY

EMPLOYEE: DIAMOND, TIMOTHY R **CURRENT GRADE:** O **EFFECTIVE DATE**
JOB TITLE: SPECIAL ASST TO **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	130215.42	123704.65	N/A
Annual Pay	130215.42	123704.65	TITLE CHANGE

EMPLOYEE: DODRILL, JOYCE M **CURRENT GRADE:** M **EFFECTIVE DATE**
JOB TITLE: CHIEF LEGAL OFFICER **CURRENT STEP:** 7 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	131296.49	124731.67	N/A
Annual Pay	131296.49	124731.67	PROMOTION
Annual Pay	131296.49	124731.67	STEP INCREASE
Annual Pay	131296.49	124731.67	VACANCY

EMPLOYEE: FOSTER, KEITH T **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	N/A
Annual Pay	40364.22	41373.28	TITLE CHANGE
Annual Pay	40364.22	41373.28	VACANCY

EMPLOYEE: GIELTY, JEANMARIE M **CURRENT GRADE:** J **EFFECTIVE DATE**
JOB TITLE: BRANCH MANAGER **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE	59,323.42	67,971.14	PROMOTION

EMPLOYEE: GRAHAM, KYLE A **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	PROMOTION

EMPLOYEE: GREEN, ANTHONY L **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	RETURN TO REGULAR FORMER POSIT
Annual Pay	40364.22	41373.28	TERMINATION INVOLUNTARY
Annual Pay	40364.22	41373.28	TRANSFER
Annual Pay	40364.22	41373.28	VACANCY

EMPLOYEE: GREEN, GREGORY R **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	RECLASSIFICATION

EMPLOYEE: HARRIS, STEPHEN **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 10 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	53157.26	54486.12	TITLE CHANGE

EMPLOYEE: HAYES, WILBUR G **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	RECLASSIFICATION

EMPLOYEE: HILL, STEVEN J **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	TRANSFER

EMPLOYEE: ISBY, RODNEY **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	RECLASSIFICATION

EMPLOYEE: JARRETT, JAMES E **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 9 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	52115.44	53418.30	N/A
Annual Pay	52115.44	53418.30	TITLE CHANGE

EMPLOYEE: JELAR ELWELL, SANDRA L **CURRENT GRADE:** M **EFFECTIVE DATE**
JOB TITLE: DIRECTOR OF TECHNICAL **CURRENT STEP:** 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	110032.06	104530.46	N/A
Annual Pay	110032.06	104530.46	PROMOTION
Annual Pay	110032.06	104530.46	TO ACTING TEMP NON U POSITION

EMPLOYEE: JOHNS, CEDRIC K **CURRENT GRADE:** L **EFFECTIVE DATE**
JOB TITLE: DIR OF EE & LABOR **CURRENT STEP:** 7 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	107457.46	102084.59	N/A
Annual Pay	107457.46	102084.59	PROMOTION
Annual Pay	107457.46	102084.59	SENIORITY DATE ADJUSTMENT
Annual Pay	107457.46	102084.59	VACANCY

EMPLOYEE: JOHNSON, ALTHEA **CURRENT GRADE:** L **EFFECTIVE DATE**
JOB TITLE: DIRECTOR OF HUMAN **CURRENT STEP:** 7 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	107457.46	102084.59	N/A

EMPLOYEE: JOHNSON, ANDREA E **CURRENT GRADE:** L **EFFECTIVE DATE**
JOB TITLE: CATALOG MANAGER **CURRENT STEP:** 7 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	107457.46	102084.59	N/A

EMPLOYEE: JOHNSON-THOMAS, **CURRENT GRADE:** O **EFFECTIVE DATE**
JOB TITLE: CHIEF OF EXTERNAL REL & **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	130215.42	123704.65	N/A
Annual Pay	130215.42	123704.65	NAME CHANGE
Annual Pay	130215.42	123704.65	PROMOTION

EMPLOYEE: KRENICKY, CAROLYN J **CURRENT GRADE:** O **EFFECTIVE DATE**
JOB TITLE: CHIEF FINANCIAL OFFICER **CURRENT STEP:** 4 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	146474.94	139151.19	N/A
Annual Pay	146474.94	139151.19	PROMOTION
Annual Pay	146474.94	139151.19	RECLASSIFICATION
Annual Pay	146474.94	139151.19	TITLE CHANGE

EMPLOYEE: KROUSE, CARRIE L **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	TRANSFER
Annual Pay	40364.22	41373.28	VACANCY

EMPLOYEE: LAUVER, JAMIE W **CURRENT GRADE:** K **EFFECTIVE DATE**
JOB TITLE: BRANCH MANAGER (LARGE) **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
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EMPLOYEE: MALDONADO, CARLOS **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	TRANSFER
Annual Pay	40364.22	41373.28	VACANCY

EMPLOYEE: MCFARREN, JEAN D **CURRENT GRADE:** N **EFFECTIVE DATE**
JOB TITLE: DIRECTOR OF TECHNICAL **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	121600.91	115520.86	N/A

EMPLOYEE: PARKS, HARRIETTE D **CURRENT GRADE:** N **EFFECTIVE DATE**
JOB TITLE: DIR OF PUBLIC SERVICES **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	121600.91	115520.86	N/A
Annual Pay	121600.91	115520.86	PROMOTION
Annual Pay	121600.91	115520.86	TITLE CHANGE

EMPLOYEE: PECKHAM, TANA K **CURRENT GRADE:** O **EFFECTIVE DATE**
JOB TITLE: CHIEF COMMUN OFFICER **CURRENT STEP:** 3 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	140840.85	133798.81	N/A

EMPLOYEE: PERRY, MICHELLE **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	40364.22	41373.28	RECLASSIFICATION

EMPLOYEE: PIERSON, APRIL D **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	40364.22	41373.28	N/A
Annual Pay	40364.22	41373.28	VACANCY

EMPLOYEE: PORTIS, PAULA T **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	40364.22	41373.28	TRANSFER
Annual Pay	40364.22	41373.28	VACANCY

EMPLOYEE: REED, TEDDY R **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	N/A
Annual Pay	40364.22	41373.28	VACANCY

EMPLOYEE: REYES, OLIVER T **CURRENT GRADE:** M **EFFECTIVE DATE**
JOB TITLE: FACILITIES ADMINISTRATOR **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	105800.28	100510.27	N/A
Annual Pay	105800.28	100510.27	PROMOTION

EMPLOYEE: RICHARDSON, TAMMY **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	TRANSFER
Annual Pay	40364.22	41373.28	VACANCY

EMPLOYEE: SANTANA, JOSE L **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	RECLASSIFICATION

EMPLOYEE: SARGI, LYNN **CURRENT GRADE:** O **EFFECTIVE DATE**
JOB TITLE: CHIEF TALENT OFFICER **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	130215.42	123704.65	N/A
Annual Pay	130215.42	123704.65	PROMOTION

EMPLOYEE: SKRTIC, JOHN **CURRENT GRADE:** N **EFFECTIVE DATE**
JOB TITLE: DIRECTOR OF PUBLIC **CURRENT STEP:** 3 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	131522.58	124946.45	CORR PAY TITLE/POSITION CONTRL
Annual Pay	131522.58	124946.45	FR ACTING T REGULAR ASSIGNMENT
Annual Pay	131522.58	124946.45	N/A
Annual Pay	131522.58	124946.45	PROMOTION
Annual Pay	131522.58	124946.45	TITLE CHANGE

EMPLOYEE: THOMAS, FELTON **CURRENT GRADE:** X **EFFECTIVE DATE**
JOB TITLE: EXECUTIVE DIRECTOR,CEO **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	231000.00	207900.00	N/A
Annual Pay	231000.00	207900.00	TITLE CHANGE

EMPLOYEE: THOMPSON, TREVOR M **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	40364.22	41373.28	N/A
Annual Pay	40364.22	41373.28	TRANSFER
Annual Pay	40364.22	41373.28	VACANCY

EMPLOYEE: TIDORESCU, MARCEL D **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 6 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	49109.32	50337.30	N/A
Annual Pay	49109.32	50337.30	TITLE CHANGE

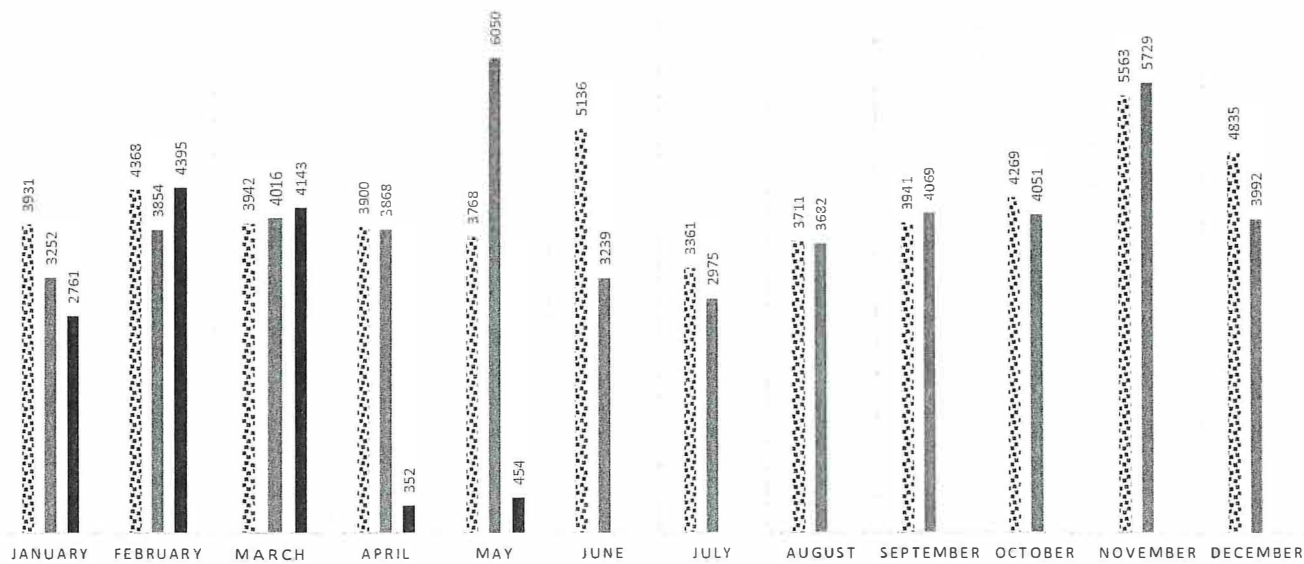
EMPLOYEE: YATES, WAYNE C **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	40364.22	41373.28	N/A
Annual Pay	40364.22	41373.28	VACANCY

CLEVELAND PUBLIC LIBRARY SICK LEAVE UTILIZATION

REPORT G

◆ 2018 ■ 2019 ■ 2020



	<u>2018</u>	<u>2019</u>	<u>2020</u>
January	3931	3252	2761
February	4368	3854	4395
March	3942	4016	4143
April	3900	3868	352
May	3768	6050	454
June	5136	3239	
July	3361	2975	
August	3711	3682	
September	3941	4069	
October	4269	4051	
November	5563	5729	
December	4835	3992	

*3 pay periods



CLEVELAND PUBLIC LIBRARY

REV EEO-4 1995

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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	22	15		1		26	17			3	89
PROFESSIONALS		7	19	1				30	11	4		1	74
TECHNICIANS	1	1	13	2				2	2				21
PROTECT/SERV	3	1	6	15				1	5				31
PARA-PROFESS	3	6	23	26	1		1	42	24	2		2	130
ADMIN SUPPORT	3	10	29	42	3		1	36	81	4		2	211
SKILLED CRAFT	1		5	3				1	1				11
SERV/MAINT	1	2	7	31				2	4				47
GRAND TOTAL	14	30	124	135	5	1	2	140	145	10		8	614

CLEVELAND PUBLIC LIBRARY
www.cpl.org

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REPORT H

Insurance Report for the Month of May 2020

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
MMO - National Networ	259	133	392
MMO - CleCare Networl	46	22	68
Cobra		2	2
Total MMO			462
Dental Insurance	303	172	475
Vision Employee			277
Vision Children			42
Vision Spouse			52
Vision Family			71
Total Vision			442
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
COMPARATIVE STATEMENT OF ANNUAL STATISTICS 2019**

CIRCULATION

ACTIVITY	2019	2018	Change	%Change
Main Library	1,664,309	1,475,972	188,337	12.8%
Branches	3,021,915	2,643,543	378,372	14.3%
Mobile Units	30,258	40,117	-9,859	-24.6%
Library for the Blind	478,025	490,553	-12,528	-2.6%
OLBPD BARD	147,223	151,127	-3,904	-2.6%
eMedia	609,206	486,938	122,268	25.1%
TOTAL CIRCULATION	5,950,936	5,288,250	662,686	12.5%

REFERENCE

TRANSACTIONS	2019	2018	Change	%Change
Main Library	175,570	204,773	-29,203	-14.3%
Branches & Mobile Unit	888,966	708,760	180,206	25.4%
Library for the Blind	29,117	29,027	90	0.3%
TOTAL QUESTIONS	1,093,653	942,560	151,093	16.0%

COMPUTER

SESSIONS	2019	2018	Change	%Change
Main Library	69,345	95,047	-25,702	-27.0%
Branches	605,150	693,628	-88,478	-12.8%
TOTAL USAGE	674,495	788,675	-114,180	-14.5%

Sessions less than 5 minutes excluded; also excludes computers not connected to reservation software such as early literacy work stations.

WALK-IN COUNT

	2019	2018	Change	%Change
Main Library	411,393	401,805	9,588	2.4%
Branches	1,966,907	1,909,956	56,951	3.0%
TOTAL VISITS	2,378,300	2,311,761	66,539	2.9%

**CLEVELAND PUBLIC LIBRARY
CIRCULATION ANALYSIS FOR 2019**

AUTOMATED CIRCULATION OF THE COLLECTION BY FORMAT

Ranked by percentage of circulation

FORMAT	MAIN	BRANCHES	TOTAL	% CIRC
Videos	367,387	1,576,251	1,943,638	42.8%
Books	936,137	698,954	1,635,091	36.0%
eMedia			609,206	13.4%
Sound Recordings	92,917	169,044	261,961	5.8%
Magazines	35,894	48,224	84,118	1.9%
Other	911	9,182	10,093	0.2%
TOTAL	1,433,246	2,501,655	4,544,107	

INTERLIBRARY LOAN	2019	2018	Change	% Change
CLEVNET	845,295	723,900	121,395	16.8%
Other Libraries	4,429	5,245	-816	-15.6%
TOTAL	849,724	729,145	120,579	16.5%

CHANGES IN PERMANENT COLLECTION	2019	2018	Change	% Change
New Titles Added	58,416	49,500	8,916	18.0%
Total Items Added	223,503	228,317	-4,814	-2.1%
Total Items Withdrawn	354,107	344,187	9,920	2.9%

LIBRARY CARDS ISSUED 20,889

LIBRARY FOR THE BLIND
New Users 1,556

REGISTERED BORROWERS

Adult 232,550
Juvenile 65,844

TOTAL 298,394

**CLEVELAND PUBLIC LIBRARY
ATTENDANCE AT MAIN LIBRARY FOR 2019**

MONTH	MAIN	L. S. WING	TOTAL ATTENDANCE			DAYS OPEN		DAILY AVG	
			2019	2018	Gain/Loss	2019	2018	2019	2018
January	10,695	16,992	27,687	28,692	-1,005	25.0	25.0	1,107	1,148
February	11,482	17,188	28,670	29,599	-929	23.0	23.0	1,247	1,287
March	13,697	20,221	33,918	35,622	-1,704	26.0	27.0	1,305	1,319
April	15,530	20,528	36,058	32,481	3,577	26.0	25.0	1,387	1,299
May	16,202	21,286	37,488	34,408	3,080	26.0	26.0	1,442	1,323
June	15,954	20,535	36,489	34,915	1,574	25.0	26.0	1,460	1,343
July	16,769	25,901	42,670	36,320	6,350	26.0	25.0	1,641	1,453
August	16,558	22,307	38,865	39,018	-153	27.0	27.0	1,439	1,445
September	15,189	21,037	36,226	35,272	954	24.0	24.0	1,509	1,470
October	15,108	21,525	36,633	36,345	288	26.0	26.0	1,409	1,398
November	13,338	18,183	31,521	32,083	-562	24.0	24.0	1,313	1,337
December	9,431	15,737	25,168	27,050	-1,882	23.0	24.0	1,094	1,127
TOTAL	169,953	241,440	411,393	401,805	9,588	301.0	302.0	1,367	1,330

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE FOR 2019**

BRANCH	2019	2018	Change	% Change
Addison*	51,089	29,962	21,127	70.5%
Brooklyn	38,736	38,517	219	0.6%
Carnegie West*	80,214	80,252	-38	0.0%
Collinwood*	57,975	44,626	13,349	29.9%
East 131st	91,106	84,987	6,119	7.2%
Eastman	101,589	108,204	-6,615	-6.1%
Fleet	90,826	97,854	-7,028	-7.2%
Fulton*	67,188	64,340	2,848	4.4%
Garden Valley	44,916	49,763	-4,847	-9.7%
Glenville*	54,831	43,979	10,852	24.7%
Harvard-Lee*	73,391	57,902	15,489	26.8%
Hough	74,004	79,501	-5,497	-6.9%
Jefferson*	55,578	36,830	18,748	50.9%
Langston Hughes*	65,528	67,000	-1,472	-2.2%
Lorain*	62,594	52,621	9,973	19.0%
Martin Luther King, Jr.	58,038	56,519	1,519	2.7%
Memorial-Nottingham	59,441	64,092	-4,651	-7.3%
Mt. Pleasant	37,873	40,883	-3,010	-7.4%
Rice	117,236	110,788	6,448	5.8%
Rockport	91,863	88,030	3,833	4.4%
South*‡	69,372	56,800	12,572	22.1%
South Brooklyn	122,958	131,207	-8,249	-6.3%
Sterling	92,950	88,992	3,958	4.4%
Union	69,172	67,113	2,059	3.1%
Walz	68,533	84,709	-16,176	-19.1%
West Park	84,483	92,789	-8,306	-9.0%
Woodland	85,423	91,696	-6,273	-6.8%
BRANCH TOTAL	1,966,907	1,909,956	56,951	3.0%

*Closures in 2018 due to Branch Revitalization Project and South Branch Renovation Project: Glenville 2/5-4/16; Lorain 2/5-4/14; Harvard Lee 4/15-6/14; Jefferson 4/18-8/6; Addison 6/14-9/24; Carnegie West 8/20-10/14; Fulton 9/4-11/7; Langston Hughes 9/17-10/19; Collinwood 9/21-12/28; South 11/20-11/30.

‡People counter equipment not reinstalled post-construction when renovated building reopened 12/1.

**CLEVELAND PUBLIC LIBRARY
BRANCH CIRCULATION TRANSACTIONS FOR 2019**

BRANCH	2019	2018	Change	% Change
Addison*	105,751	80,363	25,388	31.6%
Brooklyn	64,625	60,174	4,451	7.4%
Carnegie West*	138,656	117,148	21,508	18.4%
Collinwood*	89,337	66,383	22,954	34.6%
East 131st	49,124	52,780	-3,656	-6.9%
Eastman	189,076	193,619	-4,543	-2.3%
Fleet	127,770	127,396	374	0.3%
Fulton*	107,588	91,708	15,880	17.3%
Garden Valley	44,732	39,134	5,598	14.3%
Glenville*	94,701	62,387	32,314	51.8%
Harvard-Lee*	80,530	70,733	9,797	13.9%
Hough	81,311	67,609	13,702	20.3%
Jefferson*	74,570	55,265	19,305	34.9%
Langston Hughes*	89,480	81,218	8,262	10.2%
Lorain*	89,181	65,378	23,803	36.4%
Martin Luther King, Jr.	78,583	66,113	12,470	18.9%
Memorial-Nottingham	142,053	142,480	-427	-0.3%
Mt. Pleasant	56,181	48,109	8,072	16.8%
Rice	143,011	123,286	19,725	16.0%
Rockport	227,842	198,044	29,798	15.0%
South*	124,794	95,162	29,632	31.1%
South Brooklyn	200,510	183,583	16,927	9.2%
Sterling	69,654	57,254	12,400	21.7%
Union	63,108	53,702	9,406	17.5%
Walz	156,451	148,164	8,287	5.6%
West Park	227,328	208,714	18,614	8.9%
Woodland	105,968	87,637	18,331	20.9%
BRANCH TOTAL	3,021,915	2,643,543	378,372	14.3%

*Closures in 2018 due to Branch Revitalization Project and South Branch Renovation Project: Glenville 2/5-4/16; Lorain 2/5-4/14; Harvard Lee 4/15-6/14; Jefferson 4/18-8/6; Addison 6/14-9/24; Carnegie West 8/20-10/14; Fulton 9/4-11/7; Langston Hughes 9/17-10/19; Collinwood 9/21-12/28; South 11/20-11/30.

**CLEVELAND PUBLIC LIBRARY
BRANCH COLLECTION COUNT**

BRANCH	2019	2018	Change	% Change
Addison	13,961	16,847	-2,886	-17.1%
Brooklyn	16,520	20,421	-3,901	-19.1%
Carnegie West	25,047	25,233	-186	-0.7%
Collinwood	18,594	17,822	772	4.3%
East 131st	15,710	14,113	1,597	11.3%
Eastman	35,216	37,754	-2,538	-6.7%
Fleet	18,292	19,373	-1,081	-5.6%
Fulton	22,564	27,419	-4,855	-17.7%
Garden Valley	11,335	12,294	-959	-7.8%
Glenville	14,775	16,903	-2,128	-12.6%
Harvard-Lee	18,647	17,973	674	3.8%
Hough	15,653	15,349	304	2.0%
Jefferson	18,149	18,887	-738	-3.9%
Langston Hughes	28,713	27,774	939	3.4%
Lorain	17,264	18,549	-1,285	-6.9%
Martin Luther King, Jr.	30,703	32,033	-1,330	-4.2%
Memorial-Nottingham	26,295	28,530	-2,235	-7.8%
Mt. Pleasant	12,202	11,580	622	5.4%
Rice	22,661	24,305	-1,644	-6.8%
Rockport	30,125	32,466	-2,341	-7.2%
South	24,937	24,945	-8	0.0%
South Brooklyn	27,559	28,988	-1,429	-4.9%
Sterling	15,512	15,292	220	1.4%
Union	13,412	15,017	-1,605	-10.7%
Walz	26,444	29,030	-2,586	-8.9%
West Park	29,985	37,646	-7,661	-20.4%
Woodland	19,208	18,306	902	4.9%
TOTALS	569,483	604,849	-35,366	-5.8%

**CLEVELAND PUBLIC LIBRARY
2019 COLLECTION STATISTICS**

FORMAT	MAIN COLLECTION	BRANCH COLLECTION	TOTAL COLLECTION
Books	2,828,306	368,817	3,197,123
Bound Periodicals	267,824	0	267,824
Government Documents	569,054	0	569,054
Maps	56,804	0	56,804
Microforms	4,707,323	0	4,707,323
Photographs, Pictures	1,401,505	0	1,401,505
Sheet Music	18,000	0	18,000
Sound Recordings	50,762	55,905	106,667
Video	84,023	153,548	237,571
TOTAL ITEMS	9,983,601	578,270	10,561,871

TOTAL SYSTEM TITLES: 2,616,667

**CLEVELAND PUBLIC LIBRARY
MONTHLY VIRTUAL ACTIVITY REPORT FOR MAY 2020**

ELECTRONIC MEDIA CIRCULATION	Month	YTD
eBook	34,711	154,338
eAudiobook	19,663	99,549
eMusic	4,924	23,545
eVideo	5,768	20,725
eMagazines	1,566	7,507
TOTAL eCIRCULATION	66,632	305,664

STREAMING SERVICES	Month	YTD
Music	20,316	70,829
Movies	5,768	20,725
TOTAL STREAMING	26,084	91,554

VIRTUAL REFERENCE	Month	YTD
Email/LibAnswers	293	514
ASK CPL Live Chat	1,124	1,654
FAQ Views	670	1,159
TOTAL VIRTUAL REFERENCE	2,087	3,327

VIRTUAL PROGRAMMING	Month	YTD
Live Program Interactions	29	68
Recorded Program Views	2,931	5,468
TOTAL VIRTUAL PROGRAMMING	2,960	5,536

New Registrations	Month	YTD
eCards	657	1,985

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.

ASK CPL LibAnswers and LibChat virtual reference service launched on April 20, 2020.

WIFI CONNECTIONS	Month	YTD
Main Library	-	28,644
Public Administration Library	74	1,633
Addison	139	2,152
Brooklyn	82	3,845
Carnegie West	364	4,749
Collinwood	319	3,836
East 131st St	249	3,889
Eastman	46	3,496
Fleet	504	5,292
Fulton	371	5,523
Garden Valley	257	3,882
Glenville	611	7,042
Harvard Lee	429	6,892
Hough	13	3,737
Jefferson	40	2,138
Langston Hughes	138	3,289
Lorain	1,169	8,770
Martin Luther King, Jr.	43	4,135
Memorial-Nottingham	610	7,912
Mt. Pleasant	1,133	8,823
Rice	153	3,975
Rockport	310	5,175
South	540	5,069
South Brooklyn	214	3,363
Sterling	510	5,310
Union	402	4,747
Walz	513	4,075
West Park	148	2,816
Woodland	1,412	10,102
Total Wifi Usage	10,719	134,034