

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 February 18, 2021
 Learning Commons Louis Stokes Wing
 12:00 Noon

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

Absent: Ms. Rodriguez, Ms. Thomas

Mr. Hairston called the Regular Board Meeting to order
 at 12:04 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes for the
 Joint Finance & Human Resources Committee Meeting of
 11/17/20; Regular Board Meeting of 11/19/20; Joint
 Finance & Human Resources Committee Meeting of 12/15/20;
 and Regular Board Meeting of 12/17/20. Mr. Seifullah
 seconded the motion, which passed unanimously by roll
 call vote.

PUBLIC COMMENTS

Director Thomas stated that there were no public
 comments to be acknowledged.

COMMUNICATIONS

Director Thomas acknowledged letters from: Antoinette
 L. McSears-Parker, Associate Pastor of Administration,
 Rhema Fellowship Church; Clarence W. Hall, Jr., Pastor,
 Morning Star Baptist Church; Yahya Teixeira and Fadeelah
 Nur, Women and Children's Department, Uqbah Mosque
 Foundation; and Rev. Dr. Rodney S. Thomas, Pastor, Imani
 Temple Ministries expressing appreciation for their
 participation in the Library's Supply Distribution
 Program.

Director Thomas stated that the Library does so many
 things that benefit the community such as the Supply
 Distribution Program and asked Sadie Winlock, Chief
 Equity, Education, and Engagement Officer, to share more
 information on the program.

MINUTES OF
 REGULAR BOARD
 MEETINGS OF
 11/19/20 & 12/17/20;
 AND JOINT
 FINANCE & HUMAN
 RESOURCES
 COMMITTEE
 MEETINGS OF
 11/17/20 & 12/15/20
 Approved

LETTERS OF
 APPRECIATION
 FOR THE
 LIBRARY'S SUPPLY
 DISTRIBUTION
 PROGRAM
 Acknowledged

After thanking Mr. Parker for his valuable assistance with the Supply Distribution Program, Ms. Winlock stated that there were over 744 churches in Greater Cleveland. During the early part of last year, Ms. Winlock and Director Thomas began to work on developing relationships with the churches in our community to let them know what the Library had to offer. Unfortunately, due to COVID, this process was delayed.

Ms. Winlock stated that the Library received a huge donation from an organization called Matthew 25: Ministries. The donation included over 25 skids of supplies that included liquid soaps, disinfectants, gloves, masks, hair nets, pampers and many other items delivered to our Lake Shore Facility.

Ms. Winlock reached out to Mr. Parker who provided assistance in identifying churches who could benefit from these donations. Last Tuesday, we began to distribute some of these supplies to these churches representing all denominations, creeds and colors. Many of these churches sent letters expressing their gratitude and appreciation for the Library being able to provide these items especially during this difficult time.

In conclusion, Ms. Winlock stated that this helps the Library cement its relationship with the community and provides us with another audience to support and bring into our Library services.

Mr. Parker spoke about the importance and the benefit of this initiative as it presents an opportunity for the Library to be able to solidify more and more relationships. Mr. Parker thanked Ms. Winlock and Library staff for their help with this program.

Ms. Winlock acknowledged Sherry Parker, Occupational Health and Safety Officer, Property Management, as well as branch managers who joined to separate supplies for the distribution. This was a wonderful demonstration of how the Library works with the community to support them during a very challenging time of need. We will also think of ways to continue to connect to churches to drive our programs and services throughout the community.

Mr. Hairston noted that there were three Mosques included among the list.

Mr. Hairston stated that this also shows the value of Memorial Nottingham Branch and Lake Shore Facility especially because of the space required to store these donations to allow for churches to pick them up.

Ms. Winlock shared that one of the mosques sent a video showing some of the kids of the Mosque unloading the supplies.

Ms. Winlock stated that she hopes to continue this process until we reach all 744 churches.

Director Thomas stated that one of the things that we do provide is facilities to support things that often smaller facilities are unable. In addition, we have an GOOD understanding of distribution. The Library does not always have to be the one to provide the items. We can, however, provide the organization and help to identify ways to effectively distribute them. By doing this, we can be recognized as serving an important role that is needed. Director Thomas shared that we do not have to be social workers but help connect people to the assistance that they need.

After thanking Ms. Winlock for her hard work on this project, Director Thomas stated that he anticipated receiving more letters that will be shared with Trustees at upcoming Board Meetings.

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS

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

**MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS**
Approved

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of January

(See page 344)

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

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of January of 2021; now therefore be it

RESOLVED, That the gifts described in the Gift Report for January of 2021 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

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

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

WHEREAS, On September 21, 2017, the Board of Library Trustees accepted a grant from Best Buy to open a Best Buy Teen Tech Center at the Rockport branch; and

WHEREAS, The Best Buy Teen Tech Center at the Rockport branch opened on November 14, 2018 and offers teens a place where they can develop critical skills through hands-on activities exploring their interests in programming, filmmaking, music production and design; and

WHEREAS, In February 2021, The Clubhouse Network, the nonprofit organization that in partnership with Best Buy develops, supports, and provides programming for the Teen Tech Centers, awarded the Library a \$50,000 grant

RESOLUTION TO ACCEPT GIFTS FOR THE MONTH OF JANUARY 2021

Approved

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

Approved

to support and sustain the Best Buy Teen Tech Center at the Rockport branch and to thereby extend the Library's membership in The Clubhouse Network through January 31, 2022; and

WHEREAS, Cleveland Public Library is grateful for The Clubhouse Network's continued support in making the Best Buy Teen Tech Center at the Rockport branch a success; 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 in an amount of \$50,000 to be deposited in the 257-Tech Centers Fund Account: 257046-46100; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute such agreements and instruments as approved by the Library's Director of Legal Affairs, including those in excess of \$25,000.00, that are necessary or appropriate to effectuate the terms and conditions of the Grant and this Resolution.

Resolution To Advance Cash From the General Fund to the Tech Centers Fund

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

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

WHEREAS, Libraries generally do not follow ORC Section 5705 for budgetary compliance, so the Library looks to the Auditor of State Bulletin 1997-003 to provide guidance pertaining to the accounting treatment for inter-fund cash advances; and

WHEREAS, At this month's Board meeting, the Library Board of Trustees is considering accepting grant funds from Best Buy in the amount of \$50,000. Best Buy will pay the Library 80% of the Grant, or \$40,000, upon receipt of signed contracts and the remaining 20%, or \$10,000, will be paid upon receipt of year end reports,

**RESOLUTION TO
ADVANCE CASH
FROM THE
GENERAL FUND
TO THE TECH
CENTERS FUND
Approved**

which will occur after January 31, 2022; and

WHEREAS, A cash advance from the Library's General Fund to the Tech Centers Fund is a desirable method of resolving cash flow problems without the necessity of incurring additional interest expense for short-term loans and to provide the necessary "seed" for grants that are allocated on a reimbursement basis; now therefore be it

RESOLVED, Upon adoption of the Resolution to accept grant funds from Best Buy, this Board authorizes that the General Fund advance cash in the amount of \$10,000 to the Tech Centers Fund for the same purposes for which the funds were established, and for which repayment in an equal amount is made within a year.

Mr. Hairston asked for an update on the Best Buy Teen Tech Center at Rockport Branch.

Shenise Johnson Thomas, Chief of External Relations & Development, stated that this program is about tech equity. The focus of this initiative is to provide access to technology, providing digital literacy and also career exploration. Doors will open in February 22, 2021 and aligning that with CMSD when they start their reopening. Teens can come back and participate in all of the work and resources that we have for them.

In addition, Ms. Johnson Thomas stated, that we continued to be thankful to Best Buy for providing the Library with \$50,000 for operating funding so that the Best Buy Teen Tech Center can continue to do the good work that they are doing in the community.

Mr. Hairston thanked Ms. Johnson Thomas for her update.

Second Amendment to the Year 2021 Appropriation

(See pages 335-351)

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

**SECOND
AMENDMENT TO
THE YEAR 2021
APPROPRIATION**
Approved

WHEREAS, It is now deemed necessary to amend the Year 2021 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated February 9, 2021; 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 Second Amendment to the Year 2021 Appropriation Schedule be approved.

Resolution to Amend Agreement with Professional Services Industries, Inc. for Surveying, Environmental, Geotechnical, and Ancillary Engineering Services

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

WHEREAS, On May 21, 2020, this Board authorized the Cleveland Public Library to enter into an Agreement with Professional Service Industries, Inc. in an amount not-to-exceed \$75,000 for surveying, environmental, geotechnical, and other ancillary engineering services in connection with the first phase of the Library's Facilities Master Plan; and

WHEREAS, On October 15, 2020, this Board authorized the Cleveland Public Library to amend the agreement with Professional Service Industries, Inc. to increase the contract by an additional \$30,000, thus bringing the total contract to an amount not-to-exceed \$105,000; and

WHEREAS, The Library Administration has determined that additional services will be needed from Professional Service Industries, Inc., including further environmental testing for the Hough and Woodland branches, possible testing at the Rockport branch, and pre-construction inspection work at the branches included in the first phase of the Facilities Master Plan, which the Library Administration estimates will cost approximately \$80,000; and

**RESOLUTION TO
AMEND
AGREEMENT
WITH
PROFESSIONAL
SERVICES
INDUSTRIES, INC.
FOR SURVEYING,
ENVIRONMENTAL,
GEOTECHNICAL,
AND ANCILLARY
ENGINEERING
SERVICES**
Approved

WHEREAS, The Library Administration recommends that this Board authorize the Library to enter into an amendment to the Agreement with Professional Service Industries, Inc. for such services in an amount not-to-exceed \$80,000, thus increasing the total contract cost to an amount not-to-exceed \$185,000; now therefore be it

RESOLVED, The Board of Trustees accepts the recommendation of the Library Administration and authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the agreement with Professional Services Industries, Inc., upon such terms and conditions as are approved by the Library's Director of Legal Affairs, increasing Professional Service Industries, Inc.'s fee by \$80,000 for a total contract amount not-to-exceed \$185,000, which amount shall be charged to which expenditure shall be charged to the Construction Tax Exempt fund account 402xxx05-55300 (Construction/Improvements), where xxx = branch/department.

After informing the Board that another item may be brought before the Board at an upcoming Board Meeting, Director Thomas asked John Lang, Chief Operations Officer, for an explanation of this resolution.

Mr. Lang reminded the Board that the Library selected PSI as a best qualified consultant with the intention of using them for surveying, environmental, geotechnical, and other ancillary engineering services in connection with the first phase of the Library's Facilities Master Plan. The intention is to come back to the Board and pay for services charge.

Mr. Lang stated that in regards to the Hough and Woodland sites for the Phase 1A projects, as a result of environmental due diligence, these sites have required more environmental and geotechnical testing than we had originally anticipated.

In response to Mr. Hairston's inquiry, Mr. Lang explained that we will be back in construction and PSI will be used for proof rolling the sites, inspecting our wells, concrete cylinder tests, compressive strength test as well as a variety of constructions services that we will be using PSI for. If approved, this \$80,000 will give us the ability to work with them for some

time. Before the end of the construction phase, we will come back to the Board looking for additional services.

In response to Mr. Corrigan's inquiry, Mr. Lang stated that PSI is capable of the full range of services that the Library is looking for. Although there are other testing labs in town, PSI offers the Library their full portfolio of services that we need.

In response to Mr. Seifullah's inquiry, Mr. Lang explained that specifically for the properties that we were acquiring, we went through environmental due diligence. Based on the initial results received and with conversation with internal and outside counsel, we decided to do additional testing services so that we could have a complete picture of environmental picture of the land that we will require as well as what the abatement and remediation costs might be associated with it.

In response to Mr. Hairston's inquiry, Mr. Lang stated that we look at diversity among everyone the Library works with. This best qualification decision was made a year ago. PSI was acquired by Intertek so they are a fairly large company. There may be opportunities with Group 1B or Group 2 to select more vendors to possibly perform site surveys.

Mr. Hairston stated that while Library construction projects are happening in neighborhoods, it is always nice to see people working on the projects who reflect those who live in these respective neighborhoods.

Bryan Szalewski, Director of Legal Affairs, added that when the selection process for PSI was done, diversity and inclusion was among the qualifying factors. PSI was overall the highest ranked firm on all accounts. We discovered that they had a very diverse team and their company's culture supported the Library's values with such things as mentoring people entering the trades and their partnerships as well.

Mr. Hairston thanked Mr. Lang and Mr. Szalewski for providing additional information.

**RESOLUTION
AUTHORIZING
AGREEMENT
WITH APPLE
MOBILE
LEASING, INC.
FOR OFFICE
TRAILER
RENTAL**

Approved

Resolution Authorizing Agreement with Apple Mobile
Leasing, Inc. for Office Trailer Rental

(See pages 352-359)

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

WHEREAS, In order to allow for the construction work to proceed on the Central Distribution Facility, which will occupy the space currently housing the Woodland branch and garage, the carpenters and trades that are currently located at the Woodland branch garage will need to be relocated to the Lakeshore Facility; and

WHEREAS, The Library sought quotes for a two-year lease of a double-wide mobile office trailer to provide needed office, administrative, and meeting space for the carpenter and trade staff being displaced during construction; and

WHEREAS, The Library received the following three quotes for a two-year lease of a mobile office trailer: Apple Mobile Leasing (\$27,710), Sommers Modular Buildings (\$38,880), and Williams Scotsman Inc. (\$75,337); and

WHEREAS, Apple Mobile Leasing's quote includes delivery, set-up, tear-down, and return, and the Library Administration finds that the quote from Apple Mobile Leasing is fair and reasonable; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to enter into an agreement with Apple Mobile Leasing, Inc. for a two-year lease of a mobile office trailer in an amount not-to-exceed \$27,710, with such amount being charged to the General fund account 14110053-53510 (Rent/Leases), and such agreement being subject to the approval of the Library's Director of Legal Affairs.

In response to inquiries by Mr. Hairston and Ms. Butts, John Lang, Chief Operations Officer, stated that the mobile office trailer will house Library staff during the construction on the Central Distribution Facility.

Resolution Authorizing Amendment with Ogletree, Deakins, Nash, Smoak & Stewart, P.C. for Legal Services Related to Labor and Employment Matters

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

WHEREAS, On October 18, 2012, the Board of Trustees of the Cleveland Public Library authorized the Library to engage the services of Ogletree, Deakins, Nash, Smoak & Stewart P.C. ("Ogletree") to provide labor and employment legal advice and services on an as-needed basis at an hourly rate of \$275 for Partners, \$195 for Of Counsel, \$150 for Associates, and \$130 for Paralegal services, the same rates that Ogletree had charged the Library since 2007; and

WHEREAS, On November 15, 2018, this Board authorized the Library to engage the services of Ogletree for labor and employment litigation matters, including EEOC and OCRC claims, court actions, labor arbitrations, and other administrative actions, in an amount up to \$100,000, plus related expenses and litigation support services not covered by insurance such as court reporters, document retrieval, assembly and delivery, and expert witness fees; and

WHEREAS, Ogletree has notified the Library that, after offering the Library the same rate for 14 years, it must increase the Library's rate by 15%, bringing their hourly rates to \$316.25 for Partners, \$224.25 for Of Counsel, \$172.50 for Associates, and \$149.50 for Paralegal services; and

WHEREAS, The Library Administration finds Ogletree's revised fee to be fair and reasonable and notes that the increased rate for partners still represents a 30% discount from Ogletree's standard rate; and

WHEREAS, The Library is very satisfied with the high quality of legal advice and services it receives from Ogletree and wishes to continue its attorney-client relationship with Ogletree on an as-needed basis; and

RESOLVED, That the Board of Library Trustees authorizes the Cleveland Public Library to enter into an amendment to the Agreement with Ogletree, Deakins, Nash, Smoak &

**RESOLUTION
AUTHORIZING
AMENDMENT
WITH
OGLETREE,
DEAKINS,
NASH, SMOAK
& STEWARD,
P.C. FOR
LEGAL
SERVICES
RELATED TO
LABOR AND
EMPLOYMENT
MATTERS**
Approved

Stewart P.C. to provide labor and employment legal advice and services on an as-needed basis at the hourly rates set forth in this Resolution which expenditure shall be charged to the General fund account 11400053-53710 (Professional Services), and requires that the Fiscal Officer continues to provide a report to the Board of Library Trustees of fees paid to Ogletree on a quarterly basis.

**RESOLUTION
AMENDING
RESOLUTION
AUTHORIZING
AGREEMENT
FOR
WELLNESS
COACH
SERVICES**

Approved

Resolution Amending Resolution Authorizing Agreement for
Wellness Coach Services

(See pages 360-366)

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

WHEREAS, On November 19, 2020, the Board of Library Trustees authorized the Library to enter into an agreement with Fitness Integration, LLC and the James B. Oswald Company for wellness coaching services for a period of January 1, 2021 through December 31, 2021, with the cost of such services up to \$70,000 paid by the James B. Oswald Company on behalf of the Cleveland Public Library; and

WHEREAS, Taylor Oswald LLC, the firm from which the Library obtains its benefit consulting services, has notified the Library that the above-described agreement that they furnished to the Library must include Taylor Oswald LLC instead of the James B. Oswald Company, their partner organization, and has requested that the Library execute the agreement in the form attached hereto; and

WHEREAS, The agreement proposed by Taylor Oswald LLC is in all other respects identical to the agreement approved by this Board on November 19, 2020; now therefore be it

RESOLVED, That this Board hereby amends the Resolution it adopted on November 19 2020 to authorize the Executive Director, CEO, or his designee to enter into an agreement with Fitness Integration, LLC and Taylor Oswald LLC, subject to the approval of the Director of Legal Affairs, for wellness coaching services for a period of January 1, 2021 through December 31, 2021, with the cost of such services paid by Taylor Oswald LLC

on behalf of the Cleveland Public Library and to expend funds from General Fund No. 11510053-53710 (Professional Services) to cover the Library's portion, if any, of the cost of the contract with Fitness Integration, LLC after Taylor Oswald's contribution.

Ms. Butts asked for additional information about the wellness coaching sessions.

Lynn Sargi, Chief Talent Officer, stated that sessions for the coach and employee who participate are one on one, very personalized and are conducted remotely. These individualized sessions target specific needs such as weight loss, improved exercise, healthier lifestyle as well as referrals to other resources. These sessions were held in-person pre COVID.

Director Thomas shared about his experience with the wellness coach and how they would send articles and other things that were supportive of his wellness goals.

Resolution to Enter Into Renewal Agreement with Voya Employee Benefits Company for Short Term Disability Income Insurance Policy

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

WHEREAS, The Library wishes to continue to provide short term disability income insurance plans to its full-time employees to retain and attract qualified individuals; and

WHEREAS, The Library is required by its labor contracts to provide short term disability income insurance; and

WHEREAS, The Library's short term disability income insurance policies have been in force with VOYA Employee Benefits, a division of ReliaStar Life Insurance Company, since 2015, and the current term is expiring on March 14, 2021; and

WHEREAS, The current rate for short term disability coverage is \$.20/\$10, and VOYA has offered a renewal rate equal to the current rate for short term disability coverage with a rate guarantee of one-year effective

**RESOLUTION TO
ENTER INTO
RENEWAL
AGREEMENT
WITH VOYA
EMPLOYEE
BENEFITS
COMPANY FOR
SHORT TERM
DISABILITY
INCOME
INSURANCE
POLICY**
Approved

from March 15, 2021 through March 14, 2022; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to execute a short term disability income insurance agreement with VOYA Employee Benefits, a division of ReliaStar Life Insurance Company, subject to the approval of the Director of Legal Affairs, to be effective on or about March 15, 2021 for a one-year term, with an estimated annual premium of \$56,761, based on the increased rate of the renewal term, to be charged to the Short Term Disability Insurance Object 51625.

In response to Ms. Butts' inquiry, Carrie Krenicky, Chief Financial Officer, explained that employees do not pay for this benefit. When they have used all of their sick time, they are paid 50% of their weekly income up to 11 weeks. After employees have exhausted all of their sick time, this is another benefit to them.

Ms. Krenicky stated that employees also have options to buy up if they choose.

Ms. Butts thanked Ms. Krenicky for her explanation.

**FISCAL
OFFICER'S
REPORT**

Submitted

Fiscal Officer's Report

(See pages 367-378)

**REPORT ON
INVESTMENTS**

Submitted

Report on Investments

(See pages 379-402)

**REPORT ON
CONFER. &
TRAVEL
EXPENDITURES**

Submitted

Report on Conference and Travel Expenditures

(See page 403)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

**REGULAR
EMPLOYMENT
REPORT**

Approved

Regular Employee Report

(See page 404)

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

Retirement Recognition Citation

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

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

Phillip Elders (18 years of service); Library Assistant - Computer Emphasis; South Branch; retired on 01/22/2021

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

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

Resolution Amending Resolution Appointing North Coast Administrators as Third-Party Administrator of the Cleveland Public Library's Flexible Spending Account and Commuter Benefits Plan, Ratifying Contract, and Amending Flexible Spending Account Plan

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

WHEREAS, On January 21, 2021, the Board of Library Trustees adopted and approved an amendment to the Cleveland Public Library's health care and dependent care Flexible Spending Account Plan, to allow extending the grace period for plan years 2020 and 2021 from two and one-half months to 12 months as described in the amendment attached to that Resolution; and

WHEREAS, Upon further review, the Library Administration has determined that the new legislation that allows for extended grace periods applies to only those Flexible Spending Account Plans that that had

**RETIREMENT
RECOGNITION
CITATION**
Approved

**RESOLUTION
AMENDING
RESOLUTION
APPOINTING
NORTH COAST
ADMINISTRATORS
AS THIRD-PARTY
ADMINISTRATORS
OF THE
CLEVELAND
PUBLIC LIBRARY'S
FLEXIBLE
SPENDING
ACCOUNT AND
COMMUNTER
BENEFITS PLAN,
RATIFYING
CONTRACT, AND
AMENDING
FLEXIBLE
SPENDING
ACCOUNT PLAN**
Approved

grace periods prior to the enactment of the new legislation; and

WHEREAS, The Library's dependent care Flexible Spending Account Plan does not have a grace period allowing unused funds from one year to be spent in the next; and

WHEREAS, The Library Administration recommends that this Board amend the January 21, 2021 Resolution to adopt and approve the attached amendment to the Library's Flexible Spending Account Plan to allow for an extension of the grace periods for plan years 2020 and 2021 for participants' Health Care Flexible Spending Accounts only; now therefore be it

RESOLVED, That this Board hereby amends the Resolution it adopted on January 21, 2021 to adopt and approve the attached amendment to the Cleveland Public Library's health care Flexible Spending Account Plan, to allow extending the grace period for plan years 2020 and 2021 from two and one-half months to 12 months in the manner and to the extent described in the attached amendment, which changes shall be effective retroactive to January 1, 2021, and authorizes the Executive Director, CEO or his designee to execute the Plan amendment and any other instruments, documents, and amendments to Plans and agreements as may be necessary or appropriate to effectuate the terms of this Resolution.

Bryan Szalewski, Director of Legal Affairs, stated that this resolution is requesting to amend the resolution that was adopted last month which created a carryover period of one year for plan year 2020-2021 for the Library's Flexible Spending Account plan and its Dependent Care Flexible Spending Account plan.

Mr. Szalewski explained that when it became time to implement the changes approved by the Board last month, we realized, based on guidance from the IRS, that the carryover period for the account plans for dependent care and health care flexible spending accounts could only be made if the Library maintained the carryover period for those plans in the past. Since we did not have a carryover period for dependent care, we are not able to create one at this point under the new legislation from December of last year. We are, however, able to offer carryover for health care

flexible spending accounts since we already had one in place.

In conclusion, Mr. Szalewski stated that this amendment clarifies that the carryover period for the 2020-2021 plan year is for the healthcare flexible spending account only.

Mr. Hairston thanked Mr. Szalewski for his explanation.

Resolution Authorizing Additional Vacation Days

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

WHEREAS, The Cleveland Public Library closed to the public on March 13, 2020 in an effort to protect staff and patrons from the spread of COVID-19, and Library staff were required to report to work for a final day on Monday, March 16, 2020 to prepare for the closing, which lasted until the beginning of the Library's participation in the SharedWork Ohio program on May 24, 2020; and

WHEREAS, In the months following the closing of the Library, including the period when the Library participated in SharedWork Ohio, and extending beyond the Library's reopening, numerous essential non-bargaining unit staff were required to continue working despite the full- and partial closure of the Library; and

WHEREAS, The Library Administration recommends authorizing the Executive Director, CEO, or his designee to provide two additional vacation days to those essential non-bargaining unit staff who worked during the Library's closure, excluding members of the Executive Leadership Team, as approved by the Executive Director, CEO in recognition of their efforts; 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 provide two additional vacation days to those essential non-bargaining unit staff who worked during the Library's closure, excluding members

**RESOLUTION
AUTHORIZING
ADDITIONAL
VACATION
DAYS**
Approved

of the Executive Leadership Team, as approved by the Executive Director, CEO.

Lynn Sari, Chief Talent Officer, stated that this resolution is requesting authorization for the Library to award two additional vacation days to a select group of non-bargaining unit staff both management and non-management. This excludes Executive Leadership Team members. We are trying to provide a small token of appreciation to those staff who worked continuously when we were closed the Library and moved to figure out how we would adapt our services and programming, plan for the Shared Work Ohio program and all of the additional things necessary to adapt to COVID. This group would include some staff from Property Management, Legal, Finance, some management and HR representatives. This is expression of appreciation for working continuously and all that they did during the early stages of COVID in 2020.

Ms. Butts expressed her support of the resolution and stated that it was very appropriate.

Mr. Hairston applauded the efforts with SharedWork Ohio and how it was of benefit to Library employees.

**REPORT ON PAID
SICK TIME**

Submitted

Report on Paid Sick Time Used by the Month

(See page 405)

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

Submitted

Employee Demographics (EEO-4) Report

(See page 406)

**INSURANCE
SUMMARY
REPORT**

Submitted

Insurance Summary Report

(See page 407)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

**MONTHLY
ACTIVITY
REPORT**

Submitted

Monthly Activity Report

(See pages 408-411)

Mr. Corrigan stated that this is probably the starkest contrast between pre-COVID and COVID and shared that on the average, our circulation is down almost half and in the branches it is almost two thirds. The number of research questions or calls in to the Library is 16 times higher.

Mr. Corrigan noted that eVideo circulation is up and eCards are reflective of the change in COVID. This gives us some idea of what operating under COVID has been like and how Library staff have responded.

Building Status Update

John Lang, Chief Operating Officer, stated carpenters replaced water logged ceiling tiles in staff breakroom at Rockport and explained that this is under an area where the roof was repaired last year. The roof repair seems to have been successful with no new leaks occurring. Because the water damage is old, we are changing out the tiles.

Mr. Lang stated that the maintenance mechanics have completed a quarterly inspection and preventative maintenance of fire/sprinkler systems in LSW/Main and select branches which checked out satisfactory. While the sprinkler system is in excellent shape, the control system is approaching the end of its service life. Therefore, within the next one to two years, we need to make a decision on the investment of a control system.

Finally, Mr. Lang reported the roof replacement project for the Lake Shore Facility garages by All Seasons Roofing has been completed. The garages at Lake Shore Facility will be used for the carpenters' shop space. The modular rental from Apple Mobile Leasing, Inc. that the Board just approved will be used for the office spaces. This will enable the CPL Carpenter Shop and offices to relocate from Woodland to Lakeshore, and will enable construction of the Woodland Central Distribution Facility project to commence on time in May-June 2021.

Mr. Corrigan thanked Mr. Lang for his update.

Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that from an advocacy prospective

**BUILDING
STATUS
UPDATE**
Presented

**ADVOCACY
TASKFORCE
UPDATE**
Presented

last month, the focus has been working with Senator Brown's Office, the Ohio Library Council and Cuyahoga County Public Library to launch the My Brothers Keeper Book Club. The My Brothers Keeper is an initiative that was launched by President Obama to address opportunity gaps for young men of color. Ms. Johnson Thomas acknowledged her team as well as Erica Marks, Outreach and Programming Coordinator, Youth, who moderated the conversation with Kwame Alexander, Author of Crossover.

Mr. Corrigan asked for an update on the Governor's proposed budget relative to the Library.

Ms. Johnson Thomas stated that we have received the initial flush of the budget which was not that bad. Although the budget is good, there is some variance from subsequent years. The next steps would be for the House and Senate to make their attempts. We will be doing our part as we are in the process of scheduling check-in meetings with our legislators to continue to communicate with them so that they remain aware of what we are doing.

Director Thomas added that, there was an increase in funding that was put forward in the Governor's budget. Obviously, there will some cuts to the Governor's budget. This provides us with a point to work with our legislators and request that we try to stay within the range of where we have been over the past year. OLC is working diligently to try to keep those numbers reflected in the Governor's budget. The Governor acknowledged the Library several times for the work that we have been doing and how important our work is. We are aware that some of the legislators are discussing how that the 1.7% can remain permanent

Director Thomas stated that at this point, there was not a lot of bad news. As the process continues and they must make cuts, we will continue to fight.

Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that the Foundation wrapped up the end of year appeal. We projected \$10,000 for the goal and we ended at \$22,500. At our March Board Meeting, Jaros and L.A.N.D. Studio will provide an update on the

Public Art program that we are looking to launch this year.

Director Thomas expressed appreciation to the Foundation for their support of the Library's Founders Day event. The Foundation generously provided lunches for staff.

Mr. Corrigan thanked Ms. Johnson Thomas for her update.

Diversity, Equity & Inclusion Update

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that diversity, equity and inclusion is not a destination, but a journey. We continue to work on the Library's procurement process. We have relationships with vendors that we have had for a long time. When we began to focus on providing any supplies or materials for \$10,000 or less, we must transition from those relationships for minority vendors who are very capable of doing the work.

Ms. Winlock stated that although we are not where we would like to be at this point, we will get there so that we can begin to meet those processes that we have put in place.

Mr. Corrigan thanks Ms. Winlock for her update.

OLD BUSINESS

There were no items of Old Business to be discussed.

NEW BUSINESS

After noting that there were no items of New Business to be discussed, Mr. Hairston stated that he enjoyed all aspects of Founders Day and thought that it was well done.

Mr. Hairston reminded the Board that each Trustee has committee assignments and recommended that a schedule of committee meetings be compiled and distributed.

**DIVERSITY,
EQUITY &
INCLUSION
UPDATE**
Presented

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas stated that there will be a time when some of the issues that we face with COVID will allow for us to open. We will expect to see our community come back in larger levels than they are now. We must recognize that although our numbers are down, people are viewing the organization in different ways.

Director Thomas stated that he will be discussing with the Board how we bring our people back to the Library and identifying the Board's responsibility in that effort. Ms. Rodriguez has begun filming videos that will be used in social media. Mr. Hairston will begin filming next week.

We must not let people forget us. We need to be prepared to work through these next months to make sure that we open up successfully so that everyone who comes in feels comfortable in our libraries. Therefore, we are looking to expand roles for our Trustees on social media through filming and other ways. We need to continue the drum beat so that people remember that there is a library in their community that remains available for their use.

In response to Mr. Seifullah's inquiry, Director Thomas stated that although there is some information in the Director's Report about people who research and reference work at the Library, we need to improve on collecting geographical information about those who request it. Director Thomas stated that he will speak to Harriette Parks, Chief of Public Service and John Skrtic, Chief of Special Projects and Collections, to request that staff to especially note when they are communicating with someone from outside of our city, state and country. This speaks to who we are.

Director Thomas stated that we have made some intention with our strategic plan focusing on Cleveland. However, this does not mean that our focus cannot be on us being just a good or greater a library for everyone who uses us wherever their location.

As an example of how the Library serves the world, Ms. Butts shared about a guest who lived with her for approximately 3 years was doing research on Euclid, Ohio

and segregation issues. This guest is now in Paris where she will be using a lot information and data that she collected from the Library. Next week, she will be participating in a seminar where Euclid, Ohio will be the topic.

Mr. Corrigan continued the discussion and shared that we are the Ohio Center for the Book, as we are the only library in Ohio that could really work that United Nations program and do it successfully. We are the only library in Ohio that has been a depository of the United Nations Library. Just like we are a government depository library for US items, we are the only UN depository library.

As another example of how worldwide unique the Library is, Mr. Corrigan noted that the Director's Report indicates that Social Science Librarian Helena Travka is in communications with the United Nations (UN) Library for Cleveland Public Library to receive the UN iLibrary database. CPL is the only library in the state of Ohio to be designated as a full depository (1946) with documents going back to 1946. The Library also has materials from the League of Nations. Ms. Travka completed training from the United Nations on their new Digital Library.

Director Thomas stated that OverDrive has a large screen indicating where every one of their books are being checked out all over the world. The Library could do something similar with research and reference requests.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

PUBLIC SERVICES**LIBRARY SERVICES DURING COVID-19**

Out of an abundance of caution and to help minimize the spread of COVID-19, the Library remained closed to patrons during January of 2021. Lending Department staff continued to provide drive-up and curbside services to patrons and also assisted patrons in retrieving holds, utilize printing, and copy/fax services, and registered and renewed new library cards. Subject Department staff continued to provide telephone, e-mail and virtual reference service using ASK CPL.

PROGRAMS, SERVICES AND EXHIBITS

Popular Librarian Judy Daniels and Library Assistant Ricardo Jackson assembled hot lists for books and DVDs for patrons. Youth Services staff hosted a Winter Reading Challenge for children and teens and several virtual story times.

Assistant Shelf Department Manager Cynthia Coccaro worked diligently on the implementation of the *Words on Wheels* program. From January 2nd to January 19th, 14 patrons used the new service with 63 items shipped.

Cleveland Digital Public Library staff established a new document translation/transcription tool, *From the Page*, as a part of Cleveland Digital Public Library.

The TechCentral Department Staff delivered several Computer Classes via Zoom including: *eMedia and Your Device*, *Microsoft Word I & II*, *Resume Workshop*, and *Job Searching Online*.

OUTREACH

Assistant Director of Public Services Robin Wood and Literature and Ohio Center for the Book Manager Don Boozer were interviewed by Megan Gallager of WKYC about new library services and reading recommendations for winter.

Youth Services Manager Annisha Jeffries and Literature and Ohio Center for the Book Manager Don Boozer spoke with Dr. Christopher Dum of Kent State University about his ID13 Prison Literacy Project and ways the Library,

the Literature Department, and the Ohio Center for the Book could collaborate on January 25th.

General Research Collections Manager Sarah Dobransky was interviewed by Paris Wolfe from *Currents Magazine* for an article on stress management and library resources during the pandemic.

Popular Library Assistant April Lancaster prepared items for CPL's satellite collection at Kelvin Smith Library.

During the first half of January, International Department staff filled 252 long loan requests.

Youth Services Manager Annisha Jeffries participated in the Rock and Roll Hall of Fame Live *Fam Jam* on January 9th. Ms. Jeffries was asked to conduct a story time virtually to 35,000 viewers. Ms. Jeffries read *Happy* by Pharrell Williams.

Cleveland Digital Public Library Staff Consulted with Karamu House interns and professionals regarding evaluating their book collections, worked with Ukrainian Museum and Archives to digitize 25 newspapers for Ukrainian Independence Day, advised Cleveland Grays on digitization and historical records with a focus on 75 glass plate negatives, worked with Ursuline College to explore how to use CPL digital resources and programs as part of Women's and Caribbean Studies courses, and digitized 63 reports from the Census projects done by local non-profits to promote the 2020 census.

COLLECTION DEVELOPMENT AND MANAGEMENT

International Department staff withdrew 620 items and created 179 new spine labels to update appearance of the department. In addition, International Department staff reviewed 33 linear feet of Hindi DVD materials to weed and reorganize.

Map Librarian Tom Edwards completed shifting 923 Map Case folders making the drawers much easier to access. In addition, Mr. Edwards has digitized over 100 technical drawings from the Forest Hill collection to be placed on the Digital Gallery.

Center for Local and Global History Library Assistant Danilo Milich updated the online finding aid and binder for the Cleveland Park Plan folders 1.1 thru 25.0.

Center for Local and Global History Library Assistant Lisa Sanchez added 479 item level descriptions to the Cleveland City Hall Collection. In addition, Mx. Sanchez scanned 47 new Cleveland City Hall Collection images.

Center for Local and Global History Library Assistant Adam Jaenke digitized 49 photographs from the City Hall Collection and 75 from the Cleveland Picture Collection.

Popular Department staff are working to rotate and weed all collections.

Youth Services staff members continue to shelve and maintain the collection by organizing and distributing advanced reader copies located in the stack area. In addition, staff withdrew damaged YRead materials and booklets.

Shelf Department Pages have been shelving in Youth Services, Fine Arts and the Science Department. In addition, Shelf Department Pages have begun to shelf read in the Youth Services Department.

Social Science Librarian Helena Travka is in communications with the United Nations (UN) Library for Cleveland Public Library to receive the UN iLibrary database. CPL is the only library in the state of Ohio to be designated as a full depository (1946) with documents going back to 1946. The Library also has materials from the League of Nations (precursor to the UN).

Social Sciences Library Assistant Peter Elwell has indexed and provided time stamps to the Sports Icon Interviews of Harrison Dillard, Chuck Murr, and Tom Hamilton. These will be forwarded to the Cleveland Public Digital Library to enhance the usefulness of these records.

Social Science Library Assistant Peter Elwell and Social Science Senior Librarian Mark Moore completed the evaluation of the Swinnich donation of books to the

Sports Research Center. The accepted items have been shipped to Technical Services for processing.

Cleveland Digital Public Library staff scanned hundreds of items, produced dozens of digital copies for document delivery, and preserved over 80 items in flat paper and codex formats for Main Departments and Branches. In addition, CDPL staff worked with OCLC to improve use of IIIF imaging in .pdfs processes as part of the *Cantaloupe* pilot project for ContentDM.

Fine Arts and Special Collections staff shifted 419 linear ft. in vault, withdrew 8 boxes of books for THRIFT, prepped 51 Special Collections books for conservation and worked on vertical files and index assignments. Imbedded Cataloger Erin Valentine created collection level records for Kokoon Club items, Chess Posters, and fixed Arabic items.

Special Collections Librarian Ray Rozman corresponded with chess researcher and the Bain family to secure the permission to digitize the *Mary Bain Papers Collection*.

RESEARCH THAT'S ONLY POSSIBLE AT MAIN LIBRARY

- Center for Local and Global History Manager Olivia Hoge assisted a writer locate information on the East Tech football team from the 1919-1920 season.
- Center for Local and Global History Subject Department Librarian Terry Metter and Library Assistant Lisa Sanchez assisted a PhD student in Italy who is researching the 1926 Norge Polar expedition.
- Center for Local and Global History Library Assistant Lisa Sanchez found images of Linotype and Miehle Vertical machines for Cleveland Menu Printing Inc.
- Center for Local and Global History Library Assistant Lisa Sanchez found [images of the Flats](#) from the 80s and early 90s for Plain Dealer writer John Pana.

- Center for Local and Global History Library Assistant Lisa Sanchez sent Call & Post articles to Rep. Marcia Fudge's office before the representative moves to her presidential cabinet position.
- Center for Local and Global History Library Assistant Adam Jaenke assisted a documentary filmmaker acquire images of Cleveland's Asia Town for a current project. Additionally, Center for Local and Global History Library Assistant Adam Jaenke assisted a student at CSU acquire photographs of Little Italy. The student will use these images to create a timeline of the neighborhood.
- A Literature Department patron requested *A Severed Head* (1964), a play by Iris Murdoch and J.B. Priestley. CPL was the ONLY library in Ohio to own this edition! There were also several requests for items for which CPL was the ONLY public library in the state to own.
- Social Sciences Librarian Helena Travka assisted Fine Arts and Special Collections Manager Pam Eyerdam with research she was doing on a Cleveland school. Ms. Travka showed Ms. Eyerdam the Social Science collection of Cleveland School Board Proceedings going back to the late 1800s. Additionally, Social Science Librarian Helena Travka assisted a patron doing research on Lincoln High School from the 1910-1920s. Ms. Travka was able to locate the address and the historic school information as identified when the school changed to a junior high school using the department's school history file (print documents).
- Social Science Librarian Helena Travka assisted a LibChat patron looking for archived issues of *The Neighborhood News*. The Library has 1966-1990 on microfilm, but the patron wanted something online. Ms. Travka found that the Cleveland Public Digital Library had this smaller newspaper online since 2015.

- Social Sciences Senior Librarian Mark Moore provided an Indiana State Library cataloger with information about an Indiana document held by Cleveland Public Library.
- Cleveland Digital Public Library staff responded to dozens of inquiries regarding digitization and preservation services. Also, the Cleveland Digital Public Library staff addressed over 500 requests for loans from partner libraries.
- Cleveland Digital Public Library received 113,062 Content DM page views from 6559 sessions from Dec. 17, 2020 to Jan 18, 2021.
- Fine Arts and Special Collections staff assisted an author working on a book about Emmanuel Lasker. The author requested scans from *Emanuel Lasker: Denker, Weltenbürger, Schachweltmeister*.
- Fine Arts and Special Collections staff assisted patrons who requested: a scan of a Howell & Thomas blueprint, a rare score by Bach, concerto for keyboard, scans from *Islamic History & Civilization*, and information on CMSD Training schools for student teachers from Case during 1920s.

STAFF DEVELOPMENT

Assistant Director of Public Services Robin Wood attended a Women's Leadership Seminar sponsored by the Cleveland State University Center for Non-Profit Management.

Literature and OCFB Manager Don Boozer participated in the quarterly meeting of the Center for the Book state affiliate coordinators and the staff of the Library of Congress on January 27th.

Lending Manager Stephen Wohl and Lending Assistant Supervisor Reginald Rudolph continued serving on the BookEnds training team. In January, they worked on updating and revising BookEnds training material. Bookends training will be provided to new

hires throughout the system as part of their onboarding and new hire orientation.

General Research Collection Manager Sarah Dobransky along with Business, Economics, and Labor Senior Librarian Sandra Witmer, and Librarian Susan Mullee attended *FDIC's Money Smart and CFPB's Your Money Your Goals* webinar on January 14th.

Social Sciences Library Assistant Peter Elwell attended the Northeast Ohio Regional library Service (NEO-RLS) webinar *Evaluating Program Success*. Social Sciences Librarian Forrest Kilb attended the webinar, *Proactive Advocacy and Communication for Library Trustees and Staff* through OCLC's WebJunction.

Social Science Librarian Helena Travka completed training from the United Nations on their new Digital Library.

Social Science Senior Librarian Mark Moore viewed the Ted-Ed video *How Fiction Can Influence Real World Events*.

Government Documents Library Assistant Alea Lytle viewed the webinars *Gov Docs 101 Legislative History Research* and *Presidential Pets Through the Ages: The Presidents, the Pets and Resources on Animal Care, and the Importance of Animals in our Lives* from the Federal Depository Library Program (FDLP). In addition, Ms. Lytle serves on the LGBTQIA+ ERG committee and attended their first meeting on January 15th.

General Research Collections Manager Sarah Dobransky attended the *Patent Center Beta Webinar* and live demonstration from the United States Patent and Trademark Office.

Cleveland Digital Public Library Staff met with the Northeast Ohio Alliance for Response where staff participated in presentations on preservation practices.

Fine Arts & Special Collections Manager Pam Eyerdam attended a Rowfant zoom session in January featuring speakers, GPO Historian George Barnum and Dr. Peter Salk.

Staff across Main Library continue to serve on a variety of teams. Teams include: Reopening Task Force, Workforce Development, Words on Wheels Implementation Team, etc.

Main Library Managers attended CPL Community Conversations from the Cleveland Department of Aging and the Greater Cleveland Food Bank. In addition, Main Library Managers also attended an HR Forum sponsored by the CPL HR Department.

BRANCHES

District One

Eastman - Staff continues to welcome by providing curbside and walk-up services to our patrons. We continued to use the Eastman Branch windows to communicate important information to our community, trying to keep it fresh and relevant. Patron and community member, Carolina Martin was honored as an Unsung Hero during the Library's televised 36th Annual Martin Luther King, Jr. Commemorative Celebration. Branch discretionary ordering began for 2021; all orders were submitted on time. Manager, Jamie Lauver, attended the Westown Community Development Corporation monthly meeting. LACE Kristin Galewood and Karen Cerney were trained on remote LibChat Computer Assistance. Staff continued to take advantage of professional development course offerings through NEO-RLS. We worked on understanding our Facebook Page and how to best use it to connect with our community. Grab 'n Go Lunches have been moving now that we have reduced them to ten each week. We started receiving Backpack Kits from the Food Bank this month and promoted both food services on our Facebook Page.

Lorain - During the month of January the Lorain Branch continued providing walk-up services to patrons. Take-and-make crafts were distributed to patrons throughout the month. Library Assistant Computer Emphasis Larisse Mondok attended two Employee Resource Group Meetings as well as the Instructional Design: Ideas and Techniques You Can Begin Using Today and Parliamentary Procedure Webinars. Library Assistant Computer Emphasis Marlie Hooper attended the Delegating Made Easy, Services for Immigrants and Your Community: Lessons Learned from Library Services for Immigrants and New Americans, and

Resolving Liberal vs. Conservative Conflict in the Workplace: Lessons from the Rwandan Genocide Webinars. Children's Librarian Adela Santana attended the Youth Services Meeting as well as the following Webinars: Customer Service on the Telephone and by Email, Caring for the Mind, And the Winner Is..., Ewww! Is that a Bed Bug?, A Firm Grasp: The Nonverbals of Influential Leaders, Handling Angry Customers with Tact and Skill and Human Trafficking 101. Santana began offering virtual story times to a preschool class at Almira Elementary School twice per week. Crystal Tancak attended the West Side Collaborative Meeting. Tancak also provided virtual reference via LibChat on Saturdays in January. Several staff members also attended the Transformation Alliance Ambassador Training.

Rockport - Rockport Branch continues to explore new ways to impact the community. Our hand-picked movie bundles, which we have been advertising on Facebook and at our front entrance, have been very popular. We've also had Facebook Live story times and hour-long talk with a Librarian sessions on Facebook each Monday and Wednesday. We continue to hold a monthly online trivia program for our patrons and prepare take-and-make crafts for our youth. We have started distributing the Feeding America Backpacks in addition to our Kid's Cafe program. Librarian Kendra Proctor is working with our community development corporation to create a local resource guide, and Manager Forrest Lykins met with May Dugan Center's Seniors on the Move on Zoom to share information about our services and explore potential programming partnerships. The Best Buy Teen Tech Center has been making a push to have members submit REACH Media Festival entries. Projects include Scratch programming, animation, and LEGO creations. We stay in touch with members via Mindful Monday and Wellness Wednesday check-ins. Other virtual projects include Write It Out and Sticker Making. The BBTC has also been working on the plan for a collaborative project with our CDC and the CDPL called "Neighbors to Know."

Walz - January saw Walz gearing up for the new year with new ways of reaching out to our patrons. Our new displays were a great success; the "Walzbuster" movie rack especially gets a good work out on daily basis! Walz's Facebook page is now up and running featuring both youth and adult book, dvd and cd recommendations along with story times and take and make crafts. LACES,

Ms. Mudgett-Price and Mr. Williams, have begun to train the rest of the staff on the new technology for assisting patrons on the computer remotely. Ms. Gielty held meetings with Detroit Shoreway Community Development Organization and has been a part of the Transition and Move meetings.

West Park - In early January, West Park branch manager Michael Dalby participated in the second design and construction meeting to the community along with other representatives from CPL, Gilbane, and Vocon. These meetings have been drumming up a lot of excitement in the community over the imminent renovation of their branch library. Dalby also continues to serve on the reopening taskforce, the words on wheels work group, as well as other FMP-related groups. Clerk Phil Creter also participated in the words on wheels group. Both branch LACEs and Dalby attended the remote assistance meeting led by Suzi Perez. We prepared several grab and go crafts including a tie dye kit, a make-your-own snowman, and the rest of December's knitting kits. Children's Librarian Libby McCuan continues to release frequent virtual story times simultaneously on Facebook and to local schools. Dalby continues to compile weekly branch and Main statistics and reporting for the ELT meetings every Monday.

District Two

Brooklyn - The month was highlighted with continued efforts to connect patrons to resources, and staff training. Children's Librarian Laura McShane continues to connect educators with online resources, which included a special performing arts course through Cleveland Public Theatre. Ms. McShane furthered her professional development with online learning that included an archived Family Literacy Remote Instruction webinar. Ms. McShane also participated in an InfoOhio session titled, "Reset and Restart for Schools", in conjunction with the Ohio Department of Education. Branch Manager Ron Roberts reached out networked with Art House to partner on a program pairing visual art with reading. Mr. Roberts participated in a Public Libraries virtual webinar: Lessons in Diversity, Equity and Inclusion.

Carnegie West - Branch Manager Angela Guinther presented at the Public Library Association's virtual Mid-Winter

conference on January 25, 2021. Ms. Guinther was invited by PLA's Sustainability Committee to present on two topics, in which she detailed the implementation and results of the Carnegie West Pollinator Garden, and the Ohio City Tree Walk. Children's Librarian Helen Zaluckyj, Library Assistant Adult Emphasis Angelina Rosario, and Library Assistants Computer Emphasis Lily Korte and Michael Webster became certified as Cleveland Transformation Alliance Ambassadors.

Fulton - The community is still visiting the branch for walk up services. Staff spent time cleaning, weeding and rearranging in preparation for reopening to the community and the start of construction of our Innovation Lab. The branch played host to multiple contractors looking to work on the Fulton Innovation Lab. Branch Clerk Rachel Irizarry worked on a tax forms display for the branch. Children's Librarian Beverly Austin conducted twelve story times via ZOOM, Microsoft teams and webcam, and prepared grab 'n' go MLK, Jr. Day craft kits. Branch Manager Leslie Barrett attended the People with Disabilities ERG meeting, and the CPL-FIT committee. Ms. Austin and Mrs. Barrett attended the Strategic Plan Meeting with Dr. Winlock on January 20, 2021.

Jefferson - Patrons continue to make use of the curbside and walkup services. Window displays allows patrons to add items to the materials that they pick up on hold. There has been increased use of the printing and faxing options. The distribution of Take and Make craft activities has been well received; offerings included a Winter Themed Snowflake kit, and an "I Have A Dream" button kit where patrons were invited to create a design and return them to receive a button. Staff engaged in a vigorous weeding of large portions of the collection. Several meetings were held in preparation for the upcoming renovation, including a public Virtual Design and Construction Informational Meeting. Branch staff participated in various continuing education opportunities from sources including the Northeast Ohio Regional Library System and the American Library Association. Staff participated in meetings for the newly formed Employee Resource Groups (ERG). Branch Manager Steve Capuozzo is chairing the LGBTQIA+ group, and LACEs Grace French and Bernadette Lemak are members of the Women's ERG.

South - Youth staff contacted the neighborhood schools and community partners to share the information about the Winter Reading Club, and a Facebook video was made to promote the program. Various story time videos and other content has been uploaded to the Facebook Page, and the Facebook Page continues to gain views and shares. Pre-packaged crafts continued to be created by the South Branch crafty staff, which are distributed to Branch patrons each week. Staff continued to hold story times for the preschoolers of Luis Munoz Marin Dual Language Academy. Staff participated in the Community Conversations Town Hall meetings on Fridays. While the Library continues to provide walk-up services, staff creates displays by the large windows of the rear facade. The wonderful displays of MLK Jr., and movie and book bundles have proven to be extremely popular among the patrons.

South Brooklyn - Staff continues to offer curbside and walk up services, along with GCFB's Grab 'n' Go Lunches and Backpack foods. The branch continues to be a PCs For the People pick up location. Children Librarian Ronald Palka-Roman joined the Multi-Cultural ERG, conducted ZOOM story time with William C. Bryant, attended various NEO-RLS webinars, and held virtual visits with Charles Mooney that included music, books and a craft. Assistant Manager Tammy Houghton attended the following workshops/meetings: HR forum, Public Services Managers, Words on Wheels, United Way/Community Shares, and various Booklist webinars. District Manager Luigi Russo resumed D2 and D3 branch visits, and participated in the following meetings: Old Brooklyn CDC MYCOM, Old Brooklyn CDC Community, Public Services Team, PS Managers, Reopening Task Force, Transition Planning/Moving Management, Community Conversations, Words on Wheels, Patron Computer Policy, and JEF/WDL Community Engagements. LACEs Abigail Larion and Cheryl Williamson, along with Mr. Palk-Roman, Ms. Houghton and Mr. Russo were trained in Libchat Remote Computer Assistance. Youth staff and management met with 3E for Strategic Priority Programming.

District Three

Garden Valley - Youth staff members Andrea Csia and Leonard Burks presented virtual story times for the Harvest Day Care, Rainbow Terrace Day Care, and I Learn N Play Enrichment Center. Assistant Branch Manager

Donald Smith attended the Woodland Branch Design and Construction Informational Meeting. Dyad Public Services Manager Maria Estrella attended the Human Resources Forum. The Management and Youth Services Teams attended the Garden Valley Branch Strategic Plan Meeting with Dr. Winlock.

Hough - Walk-up and curbside services were steadily in demand and utilized. A New Year's Day craft was prepared and made available as a grab and go activity for the community. Multiple staff members attended the various CPL Community Conversations and the monthly Board Meeting. Library Assistant-Youth Emphasis Romael Young attended the United Way/Community Shares meeting. Ms. Kohr also attended the first Women's ERG meeting. Branch Manager Lexy Kmiecik attended the first People with Disabilities ERG meeting. Mr. Young, Children's Librarian Manisha Spivey and Mrs. Kmiecik attended a Strategic Planning Meeting with Dr. Sadie Winlock. Ms. Kmiecik also attended the monthly manager's meeting, various Reopening Committee meetings, the HR Forum and multiple Transition Planning/Move Management Meetings.

Martin Luther King - In preparation for program submission reopening, MLK's Branch Manager Dr. Tonya Briggs, and staff drafted monthly programs for January-June 2021, of which programs for Cuyahoga County Detention Center youth were included. Dr. Briggs attended Book Talk: Teaching Hope and Resilience for Students Experiencing Trauma. One of MLK's Facebook posts reached 479 people after the author of a new book arrival shared the post. The MLK Facebook posts that reached at least 30 people or more have been: Line Dancing @ Club MLK (48), a book review for Ashley Antoinette's Butterfly 3 (41), and Wordplay Wednesday (35).

Sterling - Sterling continues to provide walk-up services to the residents of the Central Neighborhood. The most requested services are fax, email, copy and print. Kids Cafe snack program distributes 100 lunches per week. The branch distributed 96 bags of kid-friendly weekend meals through the GCFB Backpack program. All staff attended the January CPL Community Conversations. The Youth Services staff resumed distributing the weekly Grab and Go craft kits. Branch Manager Monica Rudzinski attended an RFQ session for A Place 4 Me youth drop-in

center for youth and young adults experiencing housing instability or homelessness.

Woodland - LAYE Kelli Newsom co-facilitated the Greater Cleveland Foodbank Kids Cafe Program with LACE Desiree Smith. Ms. Newsom began evaluating youth-related branch items to see which ones should be included during the branch's future move. Ms. Smith also provided customer service by assisting library patrons with their faxing, scanning, and printing needs. The Woodland Branch continued to collaborate with PC for People as a technology pick-up location. Dyad Public Services Manager Maria Estrella attended the monthly MyCom community meeting for the Goodrich Gannet-Kinsman Neighborhood, the Core Team Meetings: FMP Move Management, the Cleveland Library Foundation Virtual Branch Visits: Garden Valley & Woodland, the Garden Valley Branch Strategic Plan Meeting with Dr. Winlock, the Woodland Branch Design and Construction Informational Meeting, the Human Resources Forum, and assisted Digital Library Strategist Chatham Ewing on locating art and art-related information from artwork displayed at the Woodland Branch.

District Four

East 131 - The East 131 Branch kicked off 2021 collaboratively working together to come up with several ways to expand services and highlight collections. LACE, Carla Carraway launched a new weekly Facebook program called, "Staff Picks to highlight East 131's book collection." Along with Clerk, Karie Felder, Ms. Carraway completed a shifting project to highlight the branch's extensive Black World collection. Clerk, Pat McCoy shifted the DVD collection and created a designated horror section based on the high demand of patron requests. The Library partnered with WOIO 19 News to broadcast its 36th Annual Dr. Martin Luther King, Jr. Commemorative Celebration. The change makers and unsung heroes of the East 131 branch included longtime resident and community volunteer Jeffery Ward along with Volunteen Garden Club members: Makayla Dulaney-Fort, Jaeshaun Peacock, and Z'yare Acoff. As an active member of American Library Association's Sustainable Round Table, Ms. Marquez presented at American Library Association's Midwinter Conference highlighting the Volunteen Garden Club as a sustainable workforce development program for teens. Children's Librarian,

Kelli Minter and LAYE, Rosa Simone attended the monthly MyCom meeting via zoom, shifted and weeded juvenile materials, prepared materials for the Wade Oval Book Box and met with Dr. Sadie Winlock to discuss the strategic plan for youth programming. The East 131 Branch ended the month with Youth Services staff along with Ms. Marquez meeting with representatives of WVIZ/PBS ideastream to prepare for PBS's Play & Learn Science Family and Community Learning program for twelve families of preschoolers and kindergarteners.

Fleet - Our branch continues to provide steady walk-up service for our patrons. This month experienced an abundance of requests for copying and faxing services. In the Children's Room Youth Services Staff, Tracie Forfia and Anna Fullmer are currently recording informational content to promote the Winter Reading Challenge on Fleet's Facebook Page. In preparation for the new discretionary orders buying season, heavy weeding and shifting of adult were completed. Lastly, The branch bid farewell to SPS Officer, Linell Mills and welcomed its new SPS Officer, Matthew Cowling.

Harvard Lee - In January, staff worked together to weed the magazines and urban fiction collections. The branch passed a virtual site inspection by the Food Bank of the Greater Cleveland. Branch Manager Kristen Schmidt, Youth staff Olivia Morales and Kevin Moore met with Dr. Sadie Winlock of 3E/OPS to tie programming to the strategic plan. Ms. Morales participated in Whitney Young School's Family Literacy Night, sharing CPL resources via Zoom. Ms. Schmidt attended the Mt Pleasant MyCom partners meeting and Harvard Community Services Center collaborative meeting (via Zoom), CPL's Community Conversation each Friday, and webinars titled, Building Virtual Team Cohesion, by ALA-Core; and Lessons in Diversity, Equity and Inclusion from Public Libraries: Managing Change from Where You Are, by ALA-Choice. LACE staff Stacy Brown and Lisa Held attended LibChat trainings by TechCentral. Branch Clerk Bianca Jackson trained the entire staff on how to process magazines. Several staff members met their newly formed Employee Resource Groups via Teams. Rice's Page, Marzi Margo, started an additional five hours/week at Harvard-Lee, to provide support due to the branch's absence of Page staff. Property Management repaired the air handler to restore reliable heat, replaced the hot water tank, and installed two electrical outlets in the break room.

Mt. Pleasant - Youth Service Librarian, Mark Tidrick, connected with teachers at AJ Rickoff School to restart story times for pre-school classes. Mr. Tidrick and Branch Manager, Shayla Boyce, attended a meeting with teachers and caregivers at Murtis Taylor to discuss possible programs and collaborations. Ms. Boyce attended the first meeting of the Mt. Pleasant Steering Committee. This steering committee is designed to discuss the needs and assets of the Mt. Pleasant/ Union-Miles/ Harvard Lee region. Mr. Tidrick, Ms. Boyce, and Library Assistant- Computer Emphasis, Kyra Berzonsky, attended Mental Health First Aid Training for Youth which was provided by Ohio Dept. of Mental Health & Addiction Service.

Rice - Rice started off the month with a 2021 Strategic Plan and programming meeting with Dr. Sadie Winlock to determine programming that will enhance the branches "New in 2021" theme. Ms. Johnson conducted virtual story times for Ms. Smith's class and others at Sunbeam elementary school as well as registered them for CPL's Winter Reading initiative. Ben Ford kept the branch Facebook page up to date with January themed DVD's, CD's and winter reading promotion. Flyers were stuffed in bags and displays were created to promote winter reading in the community. The Rice team worked together to weed, clean, rearrange and relabel the Rice CD collection. An updated books sale window display was created and has instigated the purchase of over 10 items by patrons so far. Ms. Hutson shared professional development webinars with all public services managers. She participated with the webinars Lessons in Diversity, Equity and Inclusion from Public Libraries and also Core webinar Building Virtual Team Cohesion - Tips for Managers. Rice welcomed new Safety and Protective Services Officer Shardae Smith-Williams to the team.

Union - For the month of January, staff continues to provide walk-up service to our community. Story time has resumed with our daycares in the community via zoom. Ms. Steward attended Booklist Webinar Authors and ARCS Part I & II. Ms. Steward and Ms. Johnson attended the MyCom monthly meeting. Ms. Johnson attended the following meetings, CPL ERG and True2U first and second sessions. Ms. Williams and Youth Staff attended a meeting with Dr. Winlock from OPS Department to go over future programming for our location. LACE Mr. Love and Mr. Armstrong attended LIBCHAT training conducted by

TechCentral. Ms. Williams attended the following meetings and trainings, True2U first and second sessions, Mental Health First Aid conducted by Yulanda Prude of Mental Health America of Ohio, CPL-Fit committee and WOW committee.

District Five

Addison - During the month of January, Addison staff completed professional development and community outreach. Branch Clerk Ms. Carter also participated in NEORLS' webinar called "Mastering Uncomfortable Conversation with Library Visitors." Branch Clerk Mr. Guerin also watch a Webjunction webinar called "Extreme Customer Service, Every Time. Ms. Means, The Branch Manager, attended 3rd District Safety Meeting and participated with FDIC's webinar called "Money Smart and CFPB's Your Money, Your Goals." LAYE, Ron Clark, continues to participate with NEORLS' Teen/Youth Services Virtual Networking Meetings. Mrs. Malinoski attended OLC's webinar called "Virtual Storytime Successes and Challenges." Addison completed the month with displays for the Next 400/Channel 19 series.

Collinwood - It's a new year for new goals and new opportunities at the Collinwood Branch. Manager Caroline Peak and Youth Services staff reached out to our two learning pods to reconnect for the New Year by identifying the population, the needs of students and developing a weekly schedule to engage. LACE staff received training on Lib Chat to expand our patron customer service reach virtually. The branch welcomed transfer custodian, Harry Edwards and SPS Officer Jose Santana. Manager Peak continues to engage in community Zoom meetings, webinars and training. The most recent, "Building Virtual Team Cohesion - Tips for Managers," was very enriching and useful.

Glenville - Youth staff, Peter Roth continued Glenville's partnership with Citizen's Academy East and joined the school for virtual visits and readings. Mr. Roth began volunteering for the True2U mentorship program with CMSD. True2U helps guide CMSD's eight graders in learning about themselves and their interests and helps decide on where to attend high school. Difranco Barnes along with Mr. Roth hosted the Good Morning, Glenville! weekly story times via Zoom. The Branch started this month with the Backpack program

in conjunction with the GCFB, giving out shelf stable bags of food for the weekends to children. The youth staff and Lanecia Smith attended the webinar, Children Summer Reading program. Staff, Difranco Barnes, Shawnte Baldwin, Lanecia Smith and Sharon Jefferson participated in the Libchat training for LACE's. Mr. Roth attended youth service, Strategic Plan meeting with OPS and SEIU meetings. Mr. Barnes updated the Facebook page for the Branch. He also attended the youth service, Strategic Plan with OPS meetings, along with an in-house Ingram Book order training for the Branch. Manager, Sharon Jefferson attended HR Forum training, Words on Wheels, Strategic Plan with OPS, Community Conversations, and Re-opening Task Force meetings. She also completed the Medical coding class through the Gale Learning courses.

Langston Hughes - The Langston Hughes branch hosted a visit by the library's Chief Equity, Education and Engagement Officer, Dr. Sadie Winlock, to discuss the library's strategic initiative and how the Langston Hughes branch could play a part. Children's Librarian, Christopher Busta-Peck, with the aid of a mechanical clock kit, assembled a scale model of the inner-workings of a clock for the future program, "Learning the mechanics of a Clock and Telling Time", that will be presented at a future date. The Director of Jazz Studies, Bobby Ferrazza, from the Oberlin College Conservatory of Music, would like to develop a program in partnership with the Langston Hughes branch, to offer music instruction to students. Debra Nagy, Director of the Musical group, "Les De'Lices" will meet with Mr. Bradford to discussion virtual programming. Mr. Bradford attended the following webinars: Library Issues and Trends: Before, During and After COVID-19, Dealing with Hostile and Potentially Dangerous Library Users, Providing Library Senior Services in a COVID-19 World, Lessons in Diversity, Equity and Inclusion from Public Libraries, Managing Change from Where you are, Community Conversations with Marcy McNomara, Kristin Warzocha, and Diana Davet, FDIC's Money Smart & CFPB's, Your Money, Your Goals. Mr. Bradford took part in the KNOW YOUR NEIGHBOR community meeting sponsored by Case Western Reserve University on January 6, 2021.

Memorial Nottingham - For the month of January, Children's Librarian, Joanna Rivera hosted eight virtual story times with O.H. Perry Elementary School classes. The Youth Services staff contacted community partners to

inform them of the Winter Reading Challenge. Youth Services along with other staff at Memorial-Nottingham continued with ongoing collection management efforts to provide best possible materials for patrons. A handprint penguin craft and a MLK day activity was made for the January's Take and Make.

Manager, Pasha Moncrief Robinson attended professional development workshops hosted by Cleveland State University and NEO-RLS. Adult Puzzle Bags and Adult Coloring Bags were available for patrons to take & enjoy. Mrs. Moncrief Robinson met with representatives of University Hospitals and My Com to discuss future programming initiatives for patrons.

OUTREACH & PROGRAMMING SERVICES

SUMMARY

Because the Library was closed due to the ongoing COVID-19 pandemic, the 3E/OPS department focused primarily on 2021 program development and staff training related to the library's strategic plan and outcome measurement. While programs such as Violin for Boys continued during the month, and the department focused primarily on the **36th Annual Martin Luther King Jr. Commemorative Celebration**.

In January the 3E/OPS department encumbered \$160,091.07 in support of 2021 programming. The two largest expenditures in January funded the continuation of the library's Writers & Readers author series and the expansion of See Also, CPL's annual public art program.

PARTNERS AND PROGRAMS

Violin for Boys, an instructional music program provided to students of CMSD's Patrick Henry School (grades 3-5), continued in January. Two students continued their training over the month. The students learned how to read and write music using the **John Schaum Note Speller Book**, beginners violin curriculum.

On January 17th, the Library, in partnership with WOIO, a CBS-affiliated television station, broadcasted its first-ever televised Martin Luther King Jr.

commemorative program. This year's program emphasized the importance of justice and equity by honoring the life's work of Rev. Marvin A. McMickle, Ph.D., Pastor Emeritus of Antioch Baptist Church, and India Pierce Lee, Senior Vice President and Community Leader of the Cleveland Foundation. The program also recognized the achievements of five community heroes for their service to the community. As in years past, the program featured musical performances from students and local musicians. Two students from CMSD's All-City choir and a jazz quintet from Akron, Ohio contributed to its production. All of the CPL-produced segments were filmed in the Karamu Performing Arts Theater.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

The following Office of External Relations and Development efforts took place January 2021

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- ***Legislator Engagement***
 - My Brother's Keeper (MBK) Book Club Kick-Off Event
 - CPL partnered with Senator Sherrod Brown's Office, Ohio Library Council, Cuyahoga County Public Library and Overdrive to launch the My Brother's Keeper book club. The goal was to get students excited to read Kwame Alexander's *The Crossover* and teach students "library basics".
 - Facility Master Plan (FMP) ---Design and Construction Informational Session
 - Continued to apprise local legislators on FMP efforts inclusive of January, 2021 design and construction informational sessions.
- ***External Stakeholder Engagement***
 - Virtual Story Time & Dial-A-Story program engagement

- Engaged stakeholders in CPL's virtual story time (VST) program including:
 - First Energy (various employees)

CPL DEVELOPMENT UPDATES:

- *Goal: Secure Funding to Buttress CPL Organizational Goals*
 - *Literacy Support:* Submitted request to the National Endowment for the Humanities re: large-scale literacy event.
 - *Digital Excellence Support:*
 - *JumpStart Partnership:* In partnership with Jumpstart, hosted general contractor site visits at the Fulton Branch in support of digital excellence efforts.
 - *Best Buy Teen Tech Center:* Contract and funding support renewed with The Clubhouse Network and Best Buy for a third year to continue operating the Best Buy Teen Tech Center at Rockport Branch.

CPL FOUNDATION UPDATES:

- *Goal: Reach Annual Financial Targets*
 - *Fundraising*
 - Wrapped up end of year appeal surpassing revenue projections
- Additional CPL Foundation Efforts
 - CPL Foundation Executive Committee held its monthly meeting

ADDITIONAL DEPARTMENT EFFORTS:

- Staff attended virtual conferences/webinars including:
 - Blackbaud: Rethink Giving Streams/monthly donors webinar
 - The Cleveland Foundation's Black Futures Fund
 - Urban Libraries Council Development Professionals meeting
- Hosted first staff philanthropy committee meeting.
- Aided John Carroll University undergraduate students with their Poverty and Social

Entrepreneurship class case study for the semester.
The focus will be on public libraries.

COLLECTION & TECHNICAL SERVICES

Interim Director of Collection and Technical Services Sandy Jelar Elwell attended Kanopy's Public Library Town Hall Meeting and the webinar "Lessons in Diversity, Equity and Inclusion from Public Libraries: Managing Change from Where You Are" sponsored by ProQuest.

Ms. Jelar Elwell also attended a meeting led by Chief Equity, Education & Engagement Officer Dr. Sadie Winlock about minority vendors for staff that enter requisitions and meetings to discuss the status of CPL's hotspots and the handling of the current and future collections at the Branches included in Group 1A of the Facilities Master Plan (FMP). Ms. Jelar Elwell continued to participate in meetings of the Capital Improvement Plan Core Team and Transition Planning/Move Management Team.

Collection and Technical Services staff attended the Town Hall Community Conversations with the Cleveland Department of Aging, Cuyahoga Metropolitan Housing Authority (CMHA), Greater Cleveland Food Bank, and Cuyahoga Arts & Culture. Ms. Jelar Elwell and Catalog Manager Andrea Johnson attended a Northeast Ohio Regional Library System (NEORLS) Technical Services Virtual Networking Meeting.

Acquisitions: The Acquisitions Department ordered 2,701 titles and 21,313 items (including periodical subscriptions and serial standing orders); received 11,368 items, 820 periodicals, and 150 serials; added 273 periodical items, 83 serial items, 239 paperbacks, and 745 comics; and processed 1,517 invoices and 114 gift items.

Acquisitions staff began placing orders on January 13 after the entering of the 2021 fiscal year budget amounts were completed in Sirsi. Acquisitions Coordinator Alicia Naab reinstated the Electronic Data Interchange (EDI) reports that import invoices from vendors and export orders to them after the 2021 budget amounts were entered.

Ms. Naab worked with Interim Director of Collection and Technical Services Sandy Jelar Elwell and Collection Manager Pam Matthews to setup the 2021 purchase orders for OverDrive and the eMedia budgets for Main Library and Branch selections.

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

Catalog: Librarians cataloged 2,635 titles and added 3,319 items for Cleveland Public Library. Librarians also added 829 titles, merged 99 records, and corrected 120 errors for CLEVNET member libraries. Clerical staff cataloged 402 new titles and added 1,157 items for the Library, and added 876 records for the CLEVNET libraries.

Technical Services Associate Dwayne Jones began copy cataloging books from the Dahlburg donation for the Sports Center. Technical Services Senior Clerk Shirley Jones worked on three cleanup projects, fixing 1,096 incorrectly coded large print books and audiobooks, and changing the class scheme from LC to Dewey for 228 items. Catalog Manager Andrea Johnson revised the Librarians' CLEVNET statistics form to include the original record template. Technical Services Librarian Barbara Satow updated the printable version.

Technical Services Librarian Erin Valentine met with Fine Arts and Special Collections Manager Pam Eyerdam to discuss creating original records for the Kokoon Arts Club collection and the Chess posters and prints collection. The latter required Ms. Valentine to transliterate and translate Greek language posters. Ms. Valentine also created an original collection-level record for materials about local music critic Jane Scott, and a Name Authority Record for Scott. Ms. Valentine contacted the local town historian of Massena, New York to clarify town history for an original record she created for a collection of photographs of the town.

Technical Services Librarian Michael Gabe and Catalog Librarian Perry Huang attended the first meeting for the Multi-Cultural Employee Resource Group. Ms. Satow participated in an Ohio Library Council Technical Services Action Council meeting on January 12. She also

resumed meetings via Teams as a member of the Works of Wonder (WOW!) Employee Recognition Committee.

Collection Management: Collection Management kept on selecting in both the physical and electronic formats in January, although ordering for physical items only opened up midmonth. 783 titles and 5,816 copies were selected and over \$112,000 was spent on physical items alone.

Collection Manager Pam Matthews attended a meeting of the Editorial Team, an HR Forum meeting, and convened the first full membership meeting as Chair of the Women's Employee Resource Group.

High Demand: The High Demand Department ordered 751 titles and 5,476 items; received and added 4,418 items; processed 559 invoices, and added 597 records for the CLEVNET libraries.

Materials Processing: The Materials Processing Technicians processed 25,869 items for the month.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 11 items to the Main Library for requests and 84 items to fill holds. Main Library received 195 telescopes, the Branches received 328 telescopes, CLEVNET received 65 telescopes, and CSU and CWRU each received 2 telescopes. A total of 592 telescopes were shipped out. The Technicians sent out 1,118 items of foreign material and in total 3,628 new items were sent to the Acquisitions and High Demand Departments.

MARKETING & COMMUNICATIONS

THE 36TH ANNUAL MARTIN LUTHER KING, JR DAY COMMEMORATIVE CELEBRATION: Cleveland Public Library is partnering with WOIO Cleveland19 to honor the life and legacy of civil rights leader Dr. Martin Luther King, Jr. and the unsung Cleveland heroes who walk amongst us. Missed the special or want to watch it again? Catch it [here](#).

Marketing Efforts: media release, social and digital (cpl.org, Off the Shelf, community calendars), printed

materials (post cards, calendar, commemorative poster);
paid advertisement (radio, TV, digital, email)

Library Services

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

WINTER READING CHALLENGE: Cleveland Public Library launched a winter reading challenge encouraging community members to help the Library win books and author visits by reading throughout the month of January.

Marketing Efforts: Media release, flyer; social and digital (cpl.org, local community calendars)

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

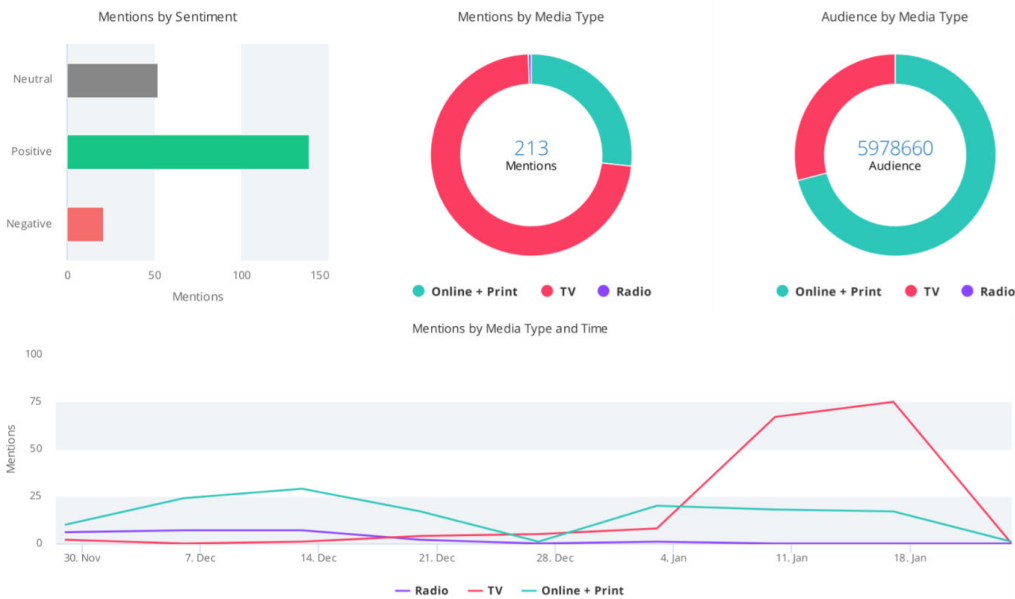
Marketing Efforts: Media release (Click [here](#) for coverage), ads (radio, TV, digital, billboards and bus shelters), social and digital (cpl.org, Off the Shelf)

PUBLIC RELATIONS OVERVIEW

Cleveland Public Library garnered over 200 mentions this month, reaching more than 5.9 million people in national and local TV news, and online and print. Coverage included:

- Cleveland Public Library issued a [special closing](#) of its downtown location on Wednesday, Jan. 21 for Inauguration Day in anticipation of potential protests.
- Holocaust survivor's daughter donates Nazi-looted sketches of her father's work to the Library's John G. White's [chess](#) collection.
- The Online Computer Library Center (OCLC) partnered with Cleveland Public Library and four additional institutions for its [pilot project](#) aimed to improve the discoverability and management of digitalized cultural materials.

- Cleveland Public Library is moving to the next chapter of the [capital development project](#) and held community meetings to show the plans for the new [Woodland Branch](#).
- The Library participated in The Rock Hall’s virtual [Fam Jam series](#) by providing Storytime to viewers.



Total National TV Audience 1,737,148
Total National TV Publicity USD \$267,562
Total Local TV Audience 1,737,148
Total Local TV Publicity USD \$267,562



Total Online + Print Audience 4,241,512
Total Online + Print Publicity USD \$51,293

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

SOCIAL MEDIA SUMMARY

January saw an increase in engagement rates across network platforms compared to December 2020. January’s engagement rate is up over 300% compared to previous month thanks to organizations and followers sharing posts to their networks, which allowed for a wider reach

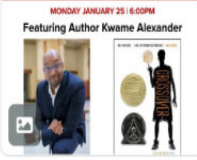
beyond the Library's followers. Shared post content included library-related news, partnered initiatives and current event-related content. The highest performing posts: a special CPL Storytime puppet show performance of author Raquel Ortiz's bilingual children's book *Sofi's Magical Adventure* and Director Felton Thomas' making the Crain's Cleveland Power 150 list.

Follow Cleveland Public Library on Social

Media: [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

Cleveland_PL
Mon 1/25/2021 3:56 pm ...

Tonight! Join us,
[@CuyahogaLib.](#) &
[@OhioLibraryCncl](#) for a



Total Engagements 495

Likes 60

@Replies 1

Retweets 19


Post Link Clicks 21

Other Post Clicks 394

Other Engagements 0

Cleveland_PL
Mon 1/25/2021 11:17 p...

Happening Now! Join us,
[@CuyahogaLib.](#)
[@OhioLibraryCncl.](#)



Total Engagements 400

Likes 57

@Replies 2

Retweets 9


Post Link Clicks 32

Other Post Clicks 300

Other Engagements 0

Cleveland_PL
Sun 1/10/2021 9:30 pm ...

Here we go, Brownies! Here we go! Our Photograph Collection staff found a phot



Total Engagements 307

Likes 31

@Replies 0

Retweets 12


Post Link Clicks 1

Other Post Clicks 263

Other Engagements 0

Cleveland...
Thu 1/21/2021 1...

What are you reading?
[#ReadInCLE](#)



Total Engagem... 631

Reactions 286

Comments 46


Shares 38

Post Link Clicks -

Other Post Clicks 261

Cleveland...
Tue 1/19/2021 6...

Happy Birthday, Dolly Parton! In honor of Dolly's special day, sign



Total Engagem... 178

Reactions 90

Comments 4


Shares 23

Post Link Clicks 14

Other Post Clicks 47

Cleveland...
Tue 1/5/2021 5:1...

Congratulations Director Thomas for making Crain's Cleveland Powe



Total Engagem... 125

Reactions 51

Comments 6


Shares 1

Post Link Clicks 30

Other Post Clicks 37

cleveland...
Thu 1/21/2021 1...

What are you reading?
[#ReadInCLE](#)



Total Engagem... 189


Likes 174

Comments 13

Saves 2

cleveland...
Thu 1/14/2021 8...

#TBT Welcome to Rothen's! This photo shows the men's



Total Engagem... 109


Likes 102

Comments 5

Saves 2

cleveland...
Sun 1/10/2021 1:...

Here we go, Brownies! Here we go! Our Photograph Collection



Total Engagem... 100

Likes 98

Comments 2

Saves 0

PROPERTY MANAGEMENT**CARPENTERS**

- Rockport- replaced water logged ceiling tiles in staff breakroom, made lockdown apparatus for front doors.
- Main- replaced marble on wall.
- Fulton- finished framing in floor in Children's area and installed carpet squares.
- Rice- installed Lexan over windows to prevent patrons from breaking glass.
- Lakeshore Facility- repaired and painted back hallway walls.

MAINTENANCE MECHANICS

- Continued service and preventative maintenance on boilers/hydronic equipment.
- Stored large delivery of air filters from Air Rite and started replacing pre-filters, secondary box filters and carbon filters on air handlers in LSW/Main.
- Working with custodial staff on LSW/Main lighting work orders - ballast replacement and re-lamping.
- Worked with Chemtreat on HVAC/closed loop system inspections (checked water chemistry and corrosion inhibitor levels).
- Worked with SA Comunale on the quarterly inspection and preventative maintenance of fire/sprinkler systems in LSW/Main and select branches.
- Worked with TH Martin on replacing AHU #1 main blower bearings in LSW lower level mechanical room.
- Completed roof replacement project for the Lakeshore garages with All Seasons Roofing. Continuing work on relocating the carpenters/painters workshop and garage equipment storage in support of the Woodland/CDF FMP project.
- Ran CAT6 cabling for additional access points to support summer programming at MLK branch.
- Working with Taylor consulting on Main roofing project.

- Working with Wright Engineering on the Ionization project.
- Continuing work/meetings with FMP Core Group and the Capital projects team on FMP design, building standards and move management.
- Continuing work with KONE Elevator on repair, compliance and capital projects for LSW/Main and branches.
- 24/7 response to building emergencies and critical work orders.
- Continuing work on scheduled preventative maintenance requisitions generated by Hippo CMMS.
- Continuing work on the balance of the security camera project (IPS/Harrington Electric).

SAFETY & PROTECTIVE SERVICES

Safety Services

- Safety & Protective Services received uniform patches to outfit new officer uniforms.
- Safety & Protective Services officers are now posted at nineteen branches.

Protective Services

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Jan 2021	1819	39	8	2	24	34
Dec 2020	1846	9	12	4	21	8
Nov 2020	2487	52	16	17	73	29
Oct 2020	2303	69	22	43	94	34
Sept 2020	2550	42	29	30	82	87
Aug 2020	2226	27	12	9	20	37
July 2020	1148	12	5	2	10	23
June 2020	802	13	8	1	30	30
May 2020	200	11	2	0	5	14
April 2020	909	29	0	0	0	4
March 2020	896	13	18	15	90	103
Feb 2020	1446	12	77	44	255	46
Jan 2020	1934	19	53	57	161	63

Special Attention, Special Events, and Significant Incidents

- A video request for the Rice branch manager was fulfilled.
- Zero issues at CPL due to the inauguration.

Protective and Fire Systems

- January fire extinguisher checks completed.
- LSW and Main campus emergency elevator phones are operational.
- Siemens corrected an issue with the Collinwood branch alarm keypad.
- SPS obtained a quote to install cameras in Special Collections and the elevator lobby of Main building third floor.

Contract Security

- Royce contract security guards are posted at eight branches. Lake Shore is still covered sixteen hours a day Monday thru Friday; 24/7 on the weekend.

Administration

- Form 452 was completed for an SPS Officer that is resigning.
- Branch patrol officers are directed to limit time inside branches on visits.
- Management is working with 124 Academy to get eleven SPS officers scheduled for OPOTA training in April.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors held their first quarterly meeting of 2021 on January 29, using Microsoft Teams. Fifty-nine people were in attendance. Timothy Diamond, Special Assistant to the Director and CPL's liaison to CLEVNET called the meeting to order. He provided a recap of the CLEVNET Executive Panel's annual organizational meeting held on December 1, 2020, to elect the Executive Panel Chair and Secretary for 2021. With no other nominations put forth, the current Chair (Lorena Hegedus, Director of Hubbard Public Library) and Secretary (Molly Carver, Director of Sandusky Library) were each unanimously reelected to another one-year term. After this

announcement, Mr. Diamond turned the meeting over to Director Hegedus.

The next part of the meeting focused on how CLEVNET staff are serving the member libraries during this challenging time. Hilary Prisbylla, Director of CLEVNET and Larry Finnegan, Director of IT, structured their reports as follows:

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

Ms. Prisbylla also took time to thank John Pas, Library Systems and Applications Analyst, for six years of service on her team. Mr. Pas made a significant contribution to CLEVNET in that time, having spearheaded a number of important projects and leading CLEVNET-wide training initiatives. He will be greatly missed.

Director Hegedus provided a summary of her annual meeting with CPL Director Felton Thomas. The CLEVNET Operating Procedures require that the two directors meet "at least once a year to discuss CLEVNET's strategic plan and other agenda items agreed upon before the scheduled meeting." Director Hegedus reported that they discussed: the responsiveness of CLEVNET staff during the pandemic; a timeline for the creation of an independent CPL IT department; status of the CLEVNET staff salary study; the decrease in 2021 CLEVNET costs; and e-rate funding for CLEVNET.

Following up on that last topic, Molly Carver and Jamie Mason, Director of Rocky River Public Library, reported on a meeting of the West Region directors on November 25, 2020, to discuss e-rate funding. (A full summary of this meeting is included in the Director's Report of January 21, 2021.)

Director Mason also reported that the PC Tech SIG (special interest group) met on January 21, 2021; they had a good turnout and a productive meeting.

Before adjourning, the directors had the opportunity to share news and best practices from their library systems.

The CLEVNET directors will hold their next quarterly meeting, using Microsoft Teams, on Friday, April 30, 2021.

Mr. Hairston adjourned to the Regular Board Meeting at 1:09 p.m.

John M. Hairston, Jr.
Vice President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR JANUARY 2021

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	209	209
Periodicals	11	11
Publishers Gifts	0	0
Non-Print Materials	0	0
Total Library Service Materials	220	220

TECHNOLOGY RESOURCES

Tech Gifts	0	0
Total Technology Resources	0	0

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Restricted	\$ 1,610	\$ 1,610
Total Money Gifts		\$ 1,610	\$ 1,610

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	3	3	220	220
Technology Resources	0	0	0	0
Money Gifts	3	3	4	4
TOTAL GIFTS	6	6	224	224

Cleveland Public Library
2021

February 9, 2021

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-21	"Taxes/PLF" from:	Requested "Taxes/PLF" to:	"Other Sources" from:	Requested "Other Sources" to:	Overall Increase/ (Decrease)
General Funds							
101	General Fund	\$ 36,550,206.71	\$ 37,339,195.00	\$ 37,339,195.00	\$ 1,320,813.51	\$ 1,310,813.51	\$ (10,000.00)
			\$ 23,461,821.97	\$ 23,461,821.97			
Special Revenue Funds							
201	Anderson	\$ 394,352.65			\$ -	\$ -	\$ -
202	Endowment for the Blind	\$ 3,021,022.46			\$ -	\$ -	\$ -
203	Founders	\$ 6,013,336.15			\$ 74,121.00	\$ 74,121.00	\$ -
204	Kaiser	\$ 84,138.78			\$ -	\$ -	\$ -
205	Kraley	\$ 224,615.95			\$ -	\$ -	\$ -
206	Library	\$ 204,839.02			\$ -	\$ -	\$ -
207	Pepke	\$ 179,786.70			\$ -	\$ -	\$ -
208	Wickwire	\$ 1,847,965.41			\$ -	\$ -	\$ -
209	Wittke	\$ 114,363.97			\$ -	\$ -	\$ -
210	Young	\$ 5,797,311.25			\$ 50,000.00	\$ 50,000.00	\$ -
225	Friends	\$ -			\$ -	\$ -	\$ -
226	Judd	\$ 202,879.08			\$ 245,000.00	\$ 245,000.00	\$ -
228	Lockwood Thompson	\$ 224,813.02			\$ 190,000.00	\$ 190,000.00	\$ -
229	Ohio Center for the Book	\$ -			\$ -	\$ -	\$ -
230	Schweinfurth	\$ 197,762.52			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 1,499,844.35			\$ 4,828,376.00	\$ 4,828,376.00	\$ -
251	OLBPD	\$ 203,768.33			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (48,901.34)			\$ 75,159.03	\$ 75,159.03	\$ -
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
257	Tech Centers	\$ 64,990.12			\$ 10,000.00	\$ 60,000.00	\$ 50,000.00
258	Early Literacy	\$ -			\$ -	\$ -	\$ -
259	Rice Solar Panel System	\$ 470.62			\$ -	\$ -	\$ -
260	Coronavirus Relief Fund	\$ 215,682.27			\$ -	\$ -	\$ -
		\$ 20,443,041.31	\$ -	\$ -	\$ 7,030,850.03	\$ 7,080,850.03	\$ 50,000.00
Debt Service							
301	Debt Service	\$ 705,397.50	\$ -	\$ -	\$ 2,588,329.59	\$ 2,588,329.59	\$ -
Capital Projects Funds							
401	Building and Repair	\$ 1,802,420.83			\$ -	\$ -	\$ -
402	Construction - Tax-Exempt	\$ 46,597,518.14			\$ -	\$ -	\$ -
401	Construction - Taxable	\$ 9,138,482.28			\$ -	\$ -	\$ -
Permanent Funds							
501	Abel	\$ 300,086.97			\$ -	\$ -	\$ -
502	Ambler	\$ 2,953.44			\$ -	\$ -	\$ -
503	Beard	\$ 56,365.09			\$ -	\$ -	\$ -
504	Klein	\$ 6,955.81			\$ -	\$ -	\$ -
505	Malon/Schroeder	\$ 249,579.98			\$ -	\$ -	\$ -
506	McDonald	\$ 240,288.86			\$ -	\$ -	\$ -
507	Ratner	\$ 121,809.54			\$ -	\$ -	\$ -
508	Root	\$ 48,663.37			\$ -	\$ -	\$ -
509	Sugarman	\$ 92,400.13			\$ -	\$ -	\$ -
510	Thompson	\$ 132,539.58			\$ -	\$ -	\$ -
511	Weidenthal	\$ 8,732.20			\$ -	\$ -	\$ -
512	White	\$ 2,409,531.50			\$ -	\$ -	\$ -
513	Beard Anna Young	\$ 40,849.71			\$ -	\$ -	\$ -
514	Paulson	\$ -			\$ -	\$ -	\$ -
		\$ 3,710,796.18			\$ -	\$ -	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 9,005.09			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 5,804.82			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

A decrease in Other Sources-General Fund by \$10,000 to reflect the resolution going before the Board on February 18, 2021 to advance cash from the General fund to the Tech Centers fund and an increase in Other Sources-Special Revenue by \$50,000 relating to the cash advance of \$10,000 to the Tech Centers fund and the Tech Centers fund of \$40,000 for the Best Buy grant funds.

Thank You,

Cavie Krenicky

Treasurer/CFO
Cleveland Public Library

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

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

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

February 9, 2021

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, 2021, 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	\$36,550,206.71	\$37,339,195.00	\$23,461,821.97	\$1,310,813.51	\$98,662,037.19
Special Revenue	\$20,443,041.31			\$7,080,850.03	\$27,523,891.34
Debt Service	\$705,397.50			\$2,588,329.59	\$3,293,727.09
Capital	\$57,538,421.25			\$0.00	\$57,538,421.25
Permanent	\$3,710,756.18			\$0.00	\$3,710,756.18
Agency	\$14,809.91			\$0.00	\$14,809.91
Totals/Subtotals	\$118,962,632.86	\$37,339,195.00	\$23,461,821.97	\$10,979,993.13	\$190,743,642.96

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

**CLEVELAND PUBLIC LIBRARY
2021 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 16, 2021**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	36,550,206.71	-	36,550,206.71
Taxes - General Property	34,939,195.00	-	34,939,195.00
Public Library Fund (PLF)	23,461,821.97	-	23,461,821.97
State Rollbacks/CAT	2,400,000.00	-	2,400,000.00
Fines and Fees	132,000.00	-	132,000.00
Earned Interest	343,721.00	-	343,721.00
Restricted Gifts	-	-	-
Unrestricted Gifts	-	-	-
Miscellaneous	845,092.51	-	845,092.51
Return of Advances/(Advances Out)	-	(10,000.00)	(10,000.00)
TOTAL RESOURCES	98,672,037.19	(10,000.00)	98,662,037.19 (3)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	39,317,513.68	-	39,317,513.68
Supplies	848,690.17	-	848,690.17
Purchased/Contracted Services	9,863,710.00	-	9,863,710.00
Library Materials/ Information	6,789,691.00	-	6,789,691.00
Capital Outlay	1,105,724.22	-	1,105,724.22
Other Objects	137,533.26	-	137,533.26
SUBTOTAL OPERATING	58,062,862.33	-	58,062,862.33
Transfers	2,588,329.59	-	2,588,329.59
TOTAL APPROPRIATION	60,651,191.92	-	60,651,191.92

**CLEVELAND PUBLIC LIBRARY
2021 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 16, 2021**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	27,473,891.34	50,000.00	27,523,891.34 (4)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Anderson	-	-	-
Endowment for the Blind	-	-	-
Founders	1,177,377.37	-	1,177,377.37
Kaiser	-	-	-
Kraley	30,000.00	-	30,000.00
Library	35,000.00	-	35,000.00
Pepke	-	-	-
Wickwire	-	-	-
Wittke	-	-	-
Young	-	-	-
Friends	-	-	-
Judd	447,879.08	-	447,879.08
Lockwood Thompson	414,813.02	-	414,813.02
Ohio Center for the Book	-	-	-
Schweinfurth	50,000.00	-	50,000.00
CLEVNET	6,328,220.35	-	6,328,220.35
LSTA-OLBPD	1,711,962.33	-	1,711,962.33
MyCom	26,257.69	-	26,257.69
Learning Centers	-	-	-
Tech Centers	74,990.12	50,000.00	124,990.12
Early Literacy	-	-	-
Rice Solar Panel System	-	-	-
Coronavirus Relief Fund	215,682.27	-	215,682.27
TOTAL APPROPRIATION	10,512,182.23	50,000.00	10,562,182.23

**CLEVELAND PUBLIC LIBRARY
2021 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 16, 2021**

DEBT SERVICE FUND

	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
CERTIFIED REVENUE	3,293,727.09	-	3,293,727.09
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
DEBT SERVICE	3,293,704.00	-	3,293,704.00

CAPITAL PROJECT FUNDS

	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
CERTIFIED REVENUE	57,538,421.25	-	57,538,421.25 (5)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Building & Repair	1,802,420.83	-	1,802,420.83
Construction - Tax-Exempt	5,389,023.79	80,000.00	5,469,023.79
Construction - Taxable	5,000.00	-	5,000.00
TOTAL APPROPRIATION	7,196,444.62	80,000.00	7,276,444.62

**CLEVELAND PUBLIC LIBRARY
2021 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 16, 2021**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,710,756.18	-	3,710,756.18 (6)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Abel	-	-	-
Ambler	-	-	-
Beard	8,423.00	-	8,423.00
Klein	-	-	-
Malon/Schroeder	10,000.00	-	10,000.00
McDonald	3,900.00	-	3,900.00
Ratner	-	-	-
Root	-	-	-
Sugarman	-	-	-
Thompson	-	-	-
Weidenthal	-	-	-
White	50,000.00	-	50,000.00
Beard Anna Young	-	-	-
TOTAL APPROPRIATION	72,323.00	-	72,323.00

AGENCY FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	14,809.91	-	14,809.91

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Fund Balance/
Unclaimed Funds	9,005.09	-	9,005.09
CLEVNET Fines & Fees	5,804.82	-	5,804.82
TOTAL APPROPRIATION	14,809.91	-	14,809.91

**CLEVELAND PUBLIC LIBRARY
2021 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 16, 2021**

(1) Certificate dated January 13, 2021

(2) Certificate dated February 9, 2021

(3) \$36,465,198.15 unencumbered cash carried forward plus the repayment of advances to be made from MyCom of \$75,008.56 and Tech Centers of \$10,000 less advances out to Tech Centers of \$10,000 plus \$62,121,830.48 certified operating revenue produces the balance available for appropriation in 2021 (plus \$7,354,103.65 12/31/20 encumbered cash).

$$(\$36,465,198.15 + \$75,008.56 + \$10,000 - \$10,000 + \$62,121,830.48 = \$98,662,037.19)$$

(4) \$20,528,049.87 unencumbered cash carried forward less the repayment of advances to be made from MyCom of \$75,008.56 and Tech Centers of \$10,000 plus \$7,080,850.03 additional revenue to receive in 2021 produces the certified revenue of \$27,523,891.34.

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.

$$(\$27,523,891.34 - \$2,492,057.50 = \$25,031,833.84 \text{ available for appropriation (plus } \$944,969.42 \text{ 12/31/20 encumbered cash).}$$

(5) \$57,538,421.25 unencumbered cash carried forward produces the balance available for appropriation in 2021 (plus \$5,180,957.75 12/31/20 encumbered cash).

(6) \$4,643,856.96 unencumbered cash carried forward less non-expendable principal amounts of \$933,100.78 produces the balance available for appropriation in 2021 (plus \$45,430.69 12/31/20 encumbered cash).

$$(\$4,643,856.96 - \$933,100.78 = \$3,710,756.18)$$

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



Prepared By Katie Greene
 Phone (330) 722-2004
 Email katie@appleleasing.com

Created Date 1/25/2021
 Quote Number 00007887

Bill To Name Cleveland Public Library

Ship To Name Cleveland Public Library
 Ship To Memorial-Nottingham
 17109 Lake Shore Boulevard
 Cleveland, OH

Product	Comments	Sales Price	Quantity	Rental Period	Total Rental Amount
60 x 24 Double Wide Office - Rental Rate		\$750.00	1.00	24	\$18,000.00
2 Sets OSHA Steps - Rental Rate		\$40.00	1.00	24	\$960.00
Delivery		\$500.00	1.00	1	\$500.00
Block, Level and Seam		\$2,300.00	1.00	1	\$2,300.00
Tie Down Anchors Installed / Removed	Optional	\$85.00	10.00	1	\$850.00
Skirting	Optional	\$2,500.00	1.00	1	\$2,500.00
Tear Down		\$2,100.00	1.00	1	\$2,100.00
Return		\$500.00	1.00	1	\$500.00

Quote Subtotal \$27,710.00

Terms and Conditions

Site Conditions Prices quoted are based on easy access, level, dry, firm site conditions.

Tax & Other Fees Sales, property or other taxes are not included unless specifically noted.

Insurance Lessee responsible for property and liability insurance. Requests to name lessee as additional insured will result in additional charges.

Lease Pricing is based on a three month minimum rental term unless otherwise specified and is subject to inventory availability. This quote is subject to the terms and conditions of the standard Apple Mobile Leasing lease agreement. Billing Cycle Per 4 Weeks.

Quote Acceptance Information

Signature _____
 Name _____
 Title _____
 Date _____



Your Sommer's Mobile Leasing Rep

Brian Ellison
 440-324-2400 ext 235
 bellison@sommersmobileleasing.com

Quote Number

SMLQ7633

Date

Jan 8, 2021

Sommer's Mobile Leasing, Inc.
 1800 Lorain Blvd
 Elyria, Ohio 44035
 www.sommersmobileleasing.com

Company	Contact	Ship To
Cleveland Public Library Cleveland	David Dial Phone (216)406-8027 Fax David.Dial@CPL.org	

Description	Term	Unit Price	Extended	
Monthly Rental Charges for Field Office				
24 x 60 (56' Floor) Monthly Rental	24	\$1,300.00	\$31,200.00	
Steps (Quantity of 2)	24	\$70.00	\$1,680.00	
Installation & Delivery Charges				
Delivery	1	\$500.00	\$500.00	
Block & Level	1	\$2,700.00	\$2,700.00	
Removal & Return Charges				
Pickup	1	\$500.00	\$500.00	
Teardown	1	\$2,300.00	\$2,300.00	
Options **Items not included in total				
Security Package (per month)	<input type="checkbox"/> Accept <input type="checkbox"/> Decline	24	\$35.00	\$840.00
Anchors	<input type="checkbox"/> Accept <input type="checkbox"/> Decline	12	\$85.00	\$1,020.00
Skirting	<input type="checkbox"/> Accept <input type="checkbox"/> Decline	1	\$2,280.00	\$2,280.00

Please ask us about our Ground Level Offices and Storage Containers

Quote good for 30 days.



1800 Lorain Blvd
Elyria, Ohio 44035
www.sommersmobileleasing.com

Quote Number

SMLQ7633

Lessee Information

Cleveland Public Library

Subject to availability and account approval. This quotation is subject to the terms and conditions of SML's Master Lease Agreement. Renter is responsible for identifying anything underground that could interfere with anchoring this building. SML is not responsible for hitting any lines. Additional charges will be billed in the event site is not ready or for any reason Sommer's is not allowed to do their scope of work upon arrival at site.

If ABS Pads are required for installation, pricing is \$11.00 each. Additional charges will be incurred if cleaning and/or repairs are needed to return rented equipment to original condition. First months invoice is to include first month's rent, all setup and teardown fees, delivery and return fees. Pickup/teardown costs will be billed on first invoice.

Permits, utility hookups and site preparations are the responsibility of the Renter, State, local, CAT (Commercial Activity Tax) and any additional applicable taxes are not included in above pricing. Monthly billing cycle not every 28 days. Quote based on easy access, level, firm and dry site. Additional charges may be incurred for poor site conditions. Quote good for 30 days.

****A Fee of 3% will be charged on any invoices over \$1,000.00 paid by credit**

Please initial for acceptance _____

Ground Conditions

Asphalt Concrete Gravel Grass Other

Please initial for acceptance _____

Damage Waiver

Physical Damage Waiver \$ per month. (\$2,500.00 deductible)

Physical Damage waiver not applicable if certificate is provided prior to unit being delivered.

Please initial for acceptance _____

Insurance Requirements

Renter to supply Sommer's Mobile Leasing, Inc. with a Certificate of Insurance naming Sommer's as LOSS PAYEE and ADDITIONAL INSURED (rented equipment only). *Term, minimum lease period.

PO Number:

Total

\$38,880.00

ACCEPTED BY:

TITLE:

DATE:

Please ask us about our Ground Level Offices and Storage Containers

Quote good for 30 days.

Created on 01/08/21 13:21:08 by
QuoteWerks

Thank you for your business!



SOMMER'S Mobile Leasing, Inc.

1800 Lorain Blvd. • Elyria, Ohio 44035 • 1-800-826-5654
(440) 324-2400 Elyria • (440) 324-2405 Fax
website: www.sommersmobileleasing.com • e-mail: sales@sommersmobileleasing.com

"Service, Solutions, Satisfaction"

Business Account Application

Business Information:

Business Name: _____ Bill To Address: _____

Address: _____

Phone: _____ Do invoices require a PO / Job # for payment? ___ yes ___ no
Is your company tax exempt? ___ yes ___ no

Fax: _____ (If yes, please provide a tax exempt certificate)

Business Type: ___ Corporation ___ LLC ___ Sole Proprietor ___ Partnership ___ Other _____

State of Incorporation/Registration: _____ Years in business: _____ Tax ID Number: _____

Owner/Partner Information (if not a corporation):

Name: _____ Home Address: _____ Phone: _____ Title: _____

Contacts:

Accounts Payable Contact: Name: _____ Phone: _____ e-mail: _____

Purchasing Contact: Name: _____ Phone: _____ e-mail: _____

References:

Bank Name: _____ Contact: _____ Title: _____ Phone: _____

Trade Reference Names: _____ Fax # or E-mail Contact Address: _____

The above information is submitted for the purpose of opening a business account; I hereby certify the information to be true.

Signed: _____
Printed Name: _____
Title: _____
Date: _____

Terms are net 30 days from the date of the invoice.



Williams Scotsman, Inc.
1271 Industrial Parkway
Brunswick, OH 44212-4316

Your Williams Scotsman Representative
Tonia Parker
Phone: (330)273-3991 Ext. 77526
Email: tonia.parker@willscot.com
Toll Free: 800-782-1500

Contract Number: 1391730
Revision: 1
Date: November 30, 2020

Lease Agreement Summary - Q#1391730

Lessee:

Cleveland Public Library
325 SUPERIOR AVE E
CLEVELAND, Ohio 44114-1271

Contact:

David Dial
325 SUPERIOR AVE E
CLEVELAND, OH 44114-1271
Phone: (216) 406-8027
Fax:
Email: david.dial@cpl.org

Ship To Address:

17109 Lakeshore Blvd Cleveland Public Library
CLEVELAND, OH
44110 US

Product Descriptions

QTY	PRODUCT
1	SM6424

Pricing Summary - All Options (excluding taxes)

MONTHLY CHARGES:	\$2,589.00
INITIAL FEES:	\$8,296.35
FINAL CHARGES:	\$4,905.01
TOTAL CHARGES WITH ALL OPTIONS:	\$75,337.36

Comments

PERMITS, FOUNDATION, UTILITY AND ELECTRICAL CONNECTIONS BY OTHERS. RESTROOM IS NOT SELF CONTAINED, THEREFORE WILL NEED HOLDING TANKS BY OTHERS. SITE MUST BE LEVEL, DRY, CLEAR AND EASY ACCESSIBLE UPON ARRIVAL.



Williams Scotsman, Inc.
1271 Industrial Parkway
Brunswick, OH 44212-4316

Your Williams Scotsman Representative
Tonia Parker
Phone: (330)273-3991 Ext. 77526
Email: tonia.parker@willscot.com
Toll Free: 800-782-1500

Contract Number: 1391730
Revision: 1
Date: November 30, 2020

Lease Agreement

Lessee:

Cleveland Public Library

325 SUPERIOR AVE E
CLEVELAND, Ohio, 44114-1271

Contact:

David Dial

325 SUPERIOR AVE E
CLEVELAND, OH, 44114-1271
Phone: (216) 406-8027
E-mail: david.dial@cpl.org

Ship To Address:

17109 Lakeshore Blvd Cleveland Public
Library
CLEVELAND, OH, 44110

Delivery Date(on or about):

12/17/2020

Rental Pricing Per Month

	Unit Number:	Quantity	Price	Extended
64x24 Modular (60x24 Box)		1	\$1,419.30	\$1,419.30
Desk 5 ft		6	\$24.00	\$144.00
Manager Chair		6	\$10.00	\$60.00
Bas. Entrance-Steps T2		1	\$68.00	\$68.00
Property Damage Waiver (11/12)		2	\$89.00	\$178.00
ADA/IBC Ramp -w/ switchback		1	\$374.40	\$374.40
Window/Door Security Bundle - 40+		1	\$68.00	\$68.00
General Liability - Allen Insurance		1	\$22.00	\$22.00
Data Hub Rental T2		2	\$49.00	\$98.00
Bas. Office Package T2		8	\$15.40	\$123.20
Prof. Cafe Package T2		1	\$34.10	\$34.10

Minimum Lease Term: 24 Months

Total Monthly Building Charges: \$1,419.30
Subtotal of Other Monthly Charges: \$1,169.70
Total Rental Charges Per Month: \$2,589.00

Delivery & Installation

Ramp - Delivery & Installation		1	\$1,176.47	\$1,176.47
HVAC Filters		24	\$15.00	\$360.00
Tiedowns into concrete		12	\$89.04	\$1,068.48
Block and Level		1	\$3,234.44	\$3,234.44
Delivery Freight		2	\$370.00	\$740.00
Vinyl skirting		168	\$10.22	\$1,716.96

Total Delivery & Installation Charges: \$8,296.35

Final Return Charges*

Skirting Removal - Vinyl LF		168	\$2.86	\$480.48
Ramp - Knockdown & Return		1	\$1,058.82	\$1,058.82
Teardown		1	\$2,625.71	\$2,625.71
Return Freight		2	\$370.00	\$740.00

Due On Final Invoice*: \$4,905.01

Total Charges Including (24) Month Rental, Delivery, Installation & Return: \$75,337.36**

Summary of Charges

Model: SM6424	QUANTITY: 1	Total Charges for (1) Building(s):	\$75,337.36
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Williams Scotsman, Inc.
1271 Industrial Parkway
Brunswick, OH 44212-4316

Your Williams Scotsman Representative
Tonia Parker
Phone: (330)273-3991 Ext. 77526
Email: tonia.parker@willscot.com
Toll Free: 800-782-1500

Contract Number: 1391730
Revision: 1
Date: November 30, 2020

INSURANCE REQUIREMENTS ADDENDUM

QTY	PRODUCT	EQUIPMENT VALUE/BUILDING	DEDUCTIBLE PER UNIT
1	SM6424	\$72904.00	\$4000.00

Lessee: CLEVELAND PUBLIC LIBRARY

Pursuant to the Williams Scotsman Lease Agreement and its Terms and Conditions ("Agreement"), a Lessee is obligated to provide insurance to Williams Scotsman, Inc. ("Lessor") with the following insurance coverage:

- Commercial General Liability Insurance:** policy of combined bodily injury and property damage insurance insuring Lessee and Lessor against any liability arising out of the use, maintenance, or possession of the Equipment. Such insurance shall be in an amount not less than \$1,000,000 per occurrence, naming the Lessor as Additional Insured and Loss Payee.
- Commercial Property Insurance:** covering all losses or damage, in an amount equal to 100% of the Equipment Value set forth in the Lease providing protection against perils included within the classification and special extended perils (all "risk" insurance), naming the Lessor as Additional Insured and Loss Payee.

By signing below, the Lessee agrees to the terms and conditions stated herein. All other general Terms and Conditions of the Agreement shall remain the same and in full force and effect. Each party is hereby authorized to accept and rely upon a facsimile or electronic signature of the other party on this Addendum. Any such signature shall be treated as an original signature for all purposes.

Commercial General Liability Insurance

Lessee elects to participate in the Commercial General Liability Insurance Program, whereby Lessee will receive insurance coverage through American Southern Insurance Company ("Insurer") and administered by Allen Insurance Group ("Agent"). The Lessee acknowledges and agrees that the policy issued by the Insurer is a third party liability policy that covers those amounts that Lessee is legally obligated to pay due to bodily injury and property damage arising from the proper use and occupancy of Equipment leased from Williams Scotsman up to the policy limits. Coverage is subject to underwriting and specific terms and conditions set forth in the policy. An outline of cover is available upon request. By signing below, Lessee understands and agrees that the Lessor is not providing the insurance coverage and serves only as a billing agent for the Insurer and its Agent; and, accordingly, it assumes no liability therefore.

Signature of Lessee: _____ Print Name: _____ Date: _____

Damage Waiver Program

Lessee elects to participate in the Lessor's Damage Waiver Program. Lessee understands and agrees that under this program, the Lessor waives, for a fee, Lessee's obligation to carry Commercial Property Insurance and Lessee's liability to Lessor for repair or replacement of the modular units leased from Williams Scotsman resulting from loss or damage as specified in the Lease Agreement. Lessee remains liable to Williams Scotsman for the amount of the damage deductible per unit of equipment noted above. Please refer to the Agreement for specific details on coverage, exclusions and restrictions on coverage. The Property Damage Waiver is not and shall not constitute a contract for insurance.

Signature of Lessee: _____ Print Name: _____ Date: _____

Please return this signed document with the signed lease agreement



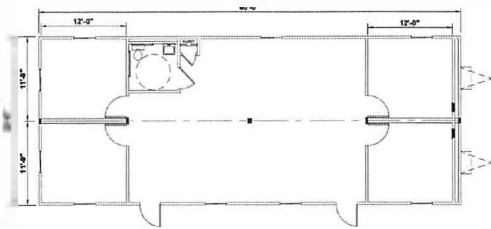
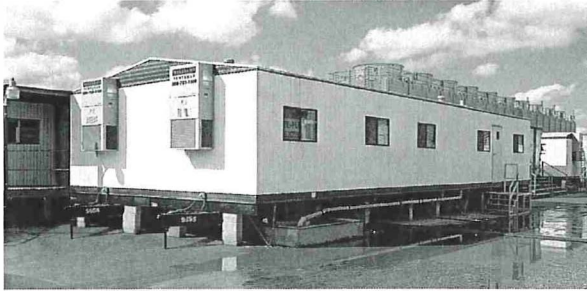
Williams Scotsman, Inc.
1271 Industrial Parkway
Brunswick, OH 44212-4316

Your Williams Scotsman Representative
Tonia Parker
Phone: (330)273-3991 Ext. 77526
Email: tonia.parker@willscot.com
Toll Free: 800-782-1500

Contract Number: 1391730
Revision: 1
Date: November 30, 2020

Floorplan

64' x 24' Section Modular



Dimensions

- 64' Long (including hitch)
- 60' Box size
- 24' Wide
- 8' Ceiling height
- Other double-wide sizes are available

Exterior Finish

- Aluminum siding
- I-Beam frame
- Standard drip rail gutters

Interior Finish

- Paneled walls
- Vinyl tile floor
- Gypsum ceiling

Electric

- Fluorescent ceiling lights
- Breaker panel

Heating/Cooling

- Central HVAC

Windows/Doors

- Horizontal slider windows
- (2) Vision panel doors with standard locks or (2) steel doors with dead bolt lock

Other

- Private office(s)
- Optional restroom

* Photos are representational; actual products vary. Additional floor plans and specifications may vary from those shown and are subject to in-stock availability.

800.782.1500 | willscot.com

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (the “Agreement”) is made this ___ day of January , 2021 (the “Effective Date”) between The Cleveland Public Library (the “Company” or “CPL”), a body politic and corporate, located at 325 Superior Avenue, Cleveland, Ohio 44114, and Taylor Oswald LLC, an Ohio corporation (the “Broker”) and Fitness Integration, LLC dba Spark360 (the “Contractor”).

RECITALS

WHEREAS, Contractor has developed a proprietary wellness program (the “Program”) and training materials (the “Materials”) for the Cleveland Public Library employees (“Trainees”);

WHEREAS, the Company has engaged the Broker for certain insurance brokerage and risk management services; and

WHEREAS, the Company desires to retain Contractor to develop and deliver wellness programming to its employees using the Program and the Materials, and Contractor is willing to provide this service on the terms and conditions set forth below;

THEREFORE, in consideration of the mutual covenants and agreements of the parties contained herein and intending to be legally bound hereby, the parties hereby agree as follows:

AGREEMENT

1. Incorporation of Recitals. The foregoing recitals are incorporated herein by reference.
2. Engagement and Term. Effective as of the date hereof on the terms and subject to the conditions set forth herein, the Company shall engage the Contractor and the Contractor shall be engaged by the Company to develop and deliver the wellness program to employees and contractors identified by the Company, (“Trainees”). The term of this Agreement shall begin immediately and shall terminate as provided in Section 9 hereof.
3. Duties. The Contractor will develop a wellness program for the Company’s Trainees in consultation with Company management, and will deliver the Program and Materials to Trainees individually or in groups on a schedule agreed to by the Contractor, Company management and the Trainees. Details of the training program services are outlined in Addendum A attached hereto to the Agreement. Parties agree that Addendum A identifies all of the services that Contractor has agreed to offer to the Company pursuant to this Agreement.
4. Independent Contractor Status. Contractor will be independent contractors and not employees of the Company or the Broker and, subject only to the terms of this Agreement, will determine their own methods of operation in providing services or completing their duty. Contractor will be free to engage in other business interests at the same time it is performing the services under this Agreement. Nothing in this Agreement will be construed as creating an employment relationship for purposes of the Internal Revenue Code of 1986, as amended, or any other law. No partnership, joint venture, or any other shared arrangement is created or intended hereby, nor will Contractor, its agents, subcontractors and employees be entitled to participate in

any plan, arrangement, or distribution by the Company or the Broker pertaining to or in connection with any pension, bonus, or other benefit for which an employee might be eligible. The Company will have no responsibility to provide, pay, or withhold salary, wages, payroll taxes, social-security taxes, worker's compensation insurance premiums, or any other employee-related expenses, obligations, or benefits to or on behalf of Contractor or the Broker, neither of whom will not in any way be an employee or agent of the Company. Contractor will be solely responsible for determining days and hours worked, and will be solely responsible for paying self-employment or other income-related taxes.

5. Compensation. Contractor will submit an invoice for agreed upon services and expenses to be reimbursed (see below) on or about the last business day of each month, and upon termination of this Agreement. Payment for the agreed upon schedule of services will be made in advance for the current month and the Broker, on behalf of the Company, will pay the amount of each such invoice to Contractor within thirty (30) business days of receipt of the invoice. For purposes of example only, services for January will be invoiced on January 1st and payment will be due February 1st.

6. Deposit. No deposit is required.

7. Taxes. Contractor is an independent contractor and as such neither the Company nor the Broker has any obligation for employee liability under state and federal laws. The Contractor is liable for all taxes applicable to any fees or expenses paid by the Broker on behalf of the Company to the Contractor under this Agreement. The Contractor shall, upon reasonable request, supply to the Broker or the Company, as applicable, any requested information for the Broker's, or the Company's, tax reporting purposes.

8. Business Expenses. The Company, will reimburse the Contractor for all ordinary and necessary out-of-pocket business expenses incurred and paid by the Contractor in the course and within the scope of the performance of the Contractor's duties under this Agreement, including but not limited to expenses for reproduction and preparation of Materials, and all other expenses of Contractor related to his duties under this Agreement, in accordance with the expense policy of the Company, provided such expenses are agreed to prior to their accrual and supported by appropriate documentation specifying such expenses in reasonable detail. Contractor shall issue the Company an invoice for business expenses on the last day of each month. The Company will pay the amount of each such invoice to Contractor within thirty (30) business days of receipt of the invoice.

9. Termination and Renewal.

(a) Termination. The engagement of the Contractor hereunder shall continue until the 31st day of December, 2021 unless otherwise terminated or extended as set forth in the following paragraphs of this Section 9.

(b) Termination by the Company or the Contractor. Either the Company or the Contractor may terminate this Agreement at any time with fifteen (15) days notice in the event the other party or the Broker breaches a material provision of this Agreement and does not cure the breach within a reasonable time after notice from the non-breaching party. During the notice period, the Contractor will continue to work, if so requested by the

Company, and be compensated in accordance with this Agreement. Notwithstanding the foregoing, the Broker may terminate this Agreement any time with fifteen (15) days notice in the event the Company has breached its obligation to pay the Broker pursuant to the terms of an agreement between the Company and the Broker.

(c) Automatic Renewal and Termination by Either Party. The program will be delivered for an initial term of one (1) year. After expiration of the initial term, the Agreement will automatically renew for successive three (3) year terms. Either party may terminate this Agreement with or without cause upon sixty (60) days' advance written notice to the other party prior to the expiration of the initial or any applicable renewal term

10. Non-Disclosure of Confidential Information. The Company, their officers, directors, employees, and affiliates have and will invest considerable resources in the development of its business, which includes generating and acquiring proprietary and confidential information, both tangible and intangible, all of which is owned by the Company, their officers, directors, employees, and affiliates. Contractor has invested and will continue to invest considerable resources in the development of the Program and Materials, which are owned by Contractor. The Contractor may not appropriate, attempt to appropriate or disclose to anyone the Confidential Information (including, but not limited to, employee personal healthcare information) of the Company their officers, directors, employees, and affiliates except as otherwise provided in this Agreement or as necessary to perform his duties under this Agreement. Neither the Company nor the Broker may appropriate, attempt to appropriate or disclose to anyone the Confidential information of Contractor except as otherwise provided in this Agreement. Specifically, during the term of the Agreement, the Contractor and the Company (i) shall each maintain the Confidential Information of the other in strict confidence; (ii) shall not disclose any Confidential Information of the other to any person or other entity; (iii) shall not use any Confidential Information of the other to the detriment of the other and for the benefit of any other person or entity; and (iv) shall not authorize or permit such use or disclosure and, in the Company's case, shall not permit any Trainee to disclose or use for his or her own purpose any Confidential Information of Contractor, including the Materials.

11. Contractor Insurance Policy Limit Requirements. During the Term of this Agreement, the Contractor will maintain the following insurance coverage with the policy amounts set forth below:

- a. Comprehensive general liability insurance (inclusive of professional liability insurance) with limits of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate;
- b. Comprehensive automobile liability (non-owned and hired vehicles) for bodily injury and property damage with limits of no less than One Million Dollars (\$1,000,000) per accident and Two Million Dollars (\$2,000,000) in the aggregate;
- c. Damage to Rented Premises of no less than Two Hundred Fifty Thousand Dollars (\$250,000);

12. Subcontractor Insurance. Contractor shall require each of its subcontractors, if any, to maintain its own insurance of like types.

13. Ownership of Intellectual Property. The Program and Materials and any copyrights or other intellectual property disclosed or contained therein are and shall remain the sole property of Contractor and neither the Company the Broker nor any Trainee shall have any right or interest in or to the Program or the Materials. Copies of the Materials may be retained by Trainees for their use within the scope of their duties with the Company, but shall not be copied, published, disseminated or used for any other purpose.

14. Additional References. Company expressly agrees to be bound by Contractor's Terms and Conditions and Privacy Policy, which are located at www.spark360.com/terms and www.spark360.com/privacy.

15. Severability. The covenants, provisions, and sections of this Agreement are severable, and in the event that any portion of this Agreement is held to be unlawful or unenforceable, the same will not affect any other portion of this Agreement, and the remaining terms and conditions or portions thereof will remain in full force and effect. This Agreement will be construed in such case as if such unlawful or unenforceable portion had never been contained in this Agreement, in order to effectuate the intentions of the Company and the Contractor in executing this Agreement.

16. No Waiver. The failure of any of the Company, the Broker or the Contractor to object to any conduct or violation of any of the covenants made by the other under this Agreement will not be deemed a waiver of any rights or remedies. No waiver of any right or remedy arising under this Agreement will be valid unless set forth in any appropriate writing signed by each of the Company, the Broker and the Contractor.

17. Assignment and Survival. This Agreement is binding upon the Company, the Broker and the Contractor and their respective heirs, personal representatives, successors and assigns. The obligations of Sections 10 and 13 of this Agreement will survive the termination of this Agreement. The Contractor may assign or delegate its rights and obligations under this Agreement subject to the approval of the Company, which approval will not be unreasonably withheld. The Company may not assign its rights under this Agreement or delegate its duties and obligations under this Agreement without the prior written consent of the Contractor or to any entity acquiring all or substantially all of the assets of the Company or to any other entity into which the Company may be liquidated, merged or consolidated. The Broker may not assign or delegate its duties or obligations under this Agreement or assign its rights under this Agreement without the prior written consent of each of the Contractor and the Company.

18. Governing Law. This Agreement will be governed by and construed in accordance with the internal laws of the State of Ohio without giving effect to the choice of laws principals thereof.

19. No Oral Notifications. No alterations, amendments, changes or additions to this Agreement will be binding upon any of the Company, the Broker or the Contractor unless reduced to writing and signed by each of the Company, the Broker and the Contractor.

20. Injunctive Relief. The covenants made in, and the rights conveyed by, this Agreement are of a unique and special nature. Any violation of Sections 10 and 13 of this Agreement by the

Company or the Broker will result in immediate and irreparable harm to the Contractor. In such event, the Contractor shall be entitled to an injunction or a decree of specific performance from a court of equity in addition to other rights or remedies, which the Contractor may have at law or in equity.

21. Notices. Any written notice called for in this Agreement may be given by personal delivery, first-class mail - return receipt requested, overnight delivery service, or facsimile transmission (telex). Notices given by personal delivery and telex will be effective on delivery; by overnight service on the next business day; and by first-class mail on the date acknowledgment of receipt is executed. The address for notices for each party is set forth below.

Company: 325 Superior Avenue, Cleveland, OH 44114

Contractor: 362 Terrace Pl. Oakmont, PA 15139

Broker: Oswald Centre, 1100 Superior Avenue, Suite 1500, Cleveland, OH 44114

22. Headings. The section headings of this Agreement are for convenience of reference only and shall not affect the construction or interpretation of any of the provisions hereof.

23. Entire Agreement. This Agreement constitutes the entire understanding between the Company and the Contractor and supersedes all prior oral or written communications, proposals, representations, warranties, covenants, understandings or agreements between the Company and the Contractor relating to the subject matter of this Agreement.

24. Counterparts. This Agreement may be executed in more than one counterpart, each of which is deemed to be an original and all of which taken together constitute one and the same agreement.

[signature page follows]

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year above written.

Fitness Integration LLC dba Spark360

By: _____
Name: JORDAN TARADASH
Title: PRESIDENT

Taylor Oswald LLC

By: _____
Name:
Title:

CLEVELAND PUBLIC LIBRARY

By: _____
Name:
Title:

Addendum A

Cleveland Public Library Wellness Program	Level 4
Current State and Needs Assessment	√
Focus Groups at Cleveland Public Library - qualitative data gathering conducted at main location to understand the culture, workday and needs of employees	√
Whole Population Survey – Translate insights gathered at the focus groups into a population-based survey to derive a data driven wellness program	√
Spark360's 3Ct proprietary framework, consisting of Consulting, Coordinating and Coach/Navigation	√
Wellness Coordinator (Program design, communication, implementation)	16 hours/ month
Unlimited Wellness Coaching for All Employees (onsite, virtual and telephonic coaching sessions)	√
Wellness Campaigns	4
SPARK360 web and mobile platform accounts for 450 employees	√
SPARK360 web and mobile platform accounts for family members	√
Incentive Tracking, Management and Reporting	√
High Risk Outreach Consulting (based on data available)	√
High Risk Outreach (based on data available)	√
Annual Fee	\$59,400 (\$11 PEPM)

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD JANUARY 1 – JANUARY 31, 2021

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending January 31, 2021

	<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	2,455,000.00	0.00	0.00	0.00	0.00	0.00	2,455,000.00
42 Intergovernmental	1,968,898.87	125,683.00	0.00	0.00	0.00	0.00	2,094,581.87
43 Fines & Fees	2,657.28	0.00	0.00	0.00	0.00	0.00	2,657.28
44 Investment Earnings	13,022.00	140,583.95	6.74	32,249.52	13,795.26	0.00	199,657.47
45 Charges for Services	0.00	1,701,838.00	0.00	0.00	0.00	0.00	1,701,838.00
46 Contributions & Donations	0.00	1,610.00	0.00	0.00	0.00	0.00	1,610.00
48 Miscellaneous Revenue	8,370.69	0.00	0.00	0.00	0.00	7,412.04	15,782.73
Total Revenues	\$ 4,447,948.84	\$ 1,969,714.95	\$ 6.74	\$ 32,249.52	\$ 13,795.26	\$ 7,412.04	\$ 6,471,127.35
51 Salaries/Benefits	3,130,385.37	273,516.40	0.00	0.00	0.00	0.00	3,403,901.77
52 Supplies	29,804.56	18,802.82	0.00	0.00	0.00	0.00	48,607.38
53 Purchased/Contracted Services	1,819,881.17	78,183.89	0.00	5,293.56	560.00	0.00	1,903,918.62
54 Library Materials	454,416.34	52,202.55	0.00	0.00	1,315.35	0.00	507,934.24
55 Capital Outlay	23,403.75	51,358.91	0.00	167,305.68	0.00	0.00	242,068.34
56 Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
57 Miscellaneous Expenses	15,235.52	872.23	0.00	0.00	0.00	5,804.82	21,912.57
Total Expenditures	\$ 5,473,126.71	\$ 474,936.80	\$ 0.00	\$ 172,599.24	\$ 1,875.35	\$ 5,804.82	\$ 6,128,342.92
Revenue Over/(Under) Expenditures	\$(1,025,177.87)	\$ 1,494,778.15	\$ 6.74	\$(140,349.72)	\$ 11,919.91	\$ 1,607.22	\$ 342,784.43
95 Notes Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	0.00	0.00	0.00
99 Transfers	(2,588,329.59)	0.00	2,588,329.59	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$(2,588,329.59)	\$ 0.00	\$ 2,588,329.59	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/ (Under) Expenditures & Other Uses	\$(3,613,507.46)	\$ 1,494,778.15	\$ 2,588,336.33	\$(140,349.72)	\$ 11,919.91	\$ 1,607.22	\$ 342,784.43
Beginning Year Cash Balance	\$ 43,819,301.80	\$ 21,473,019.29	\$ 0.00	\$ 62,719,379.00	\$ 4,689,287.65	\$ 14,809.91	\$ 133,421,195.15
Current Cash Balance	\$ 40,205,820.87	\$ 22,967,797.44	\$ 3,293,733.83	\$ 62,579,029.28	\$ 4,701,207.56	\$ 16,417.13	\$ 133,764,006.11

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending January 31, 2021

	<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	23,461,822	1,968,899	21,492,923	8%	8%
General Property Tax	34,939,195	2,455,000	32,484,195	7%	9%
Rollback, Homestead, CAT	2,400,000	0	2,400,000	0%	0%
Fines & Fees	132,000	2,657	129,343	2%	8%
Investment Earnings	343,721	13,022	330,699	4%	7%
Miscellaneous	845,093	8,371	836,722	1%	0%
Total	\$ 62,121,830	\$ 4,447,949	\$ 57,673,882	7%	8%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	40,721,849	3,293,054	37,428,795	8%	7%
Supplies	1,112,346	297,882	814,464	27%	26%
Purchased Services	11,617,964	5,402,253	6,215,710	46%	51%
Library Materials	10,432,203	3,829,803	6,602,401	37%	34%
Capital Outlay	1,381,981	283,868	1,098,113	21%	17%
Other	150,623	89,251	61,372	59%	64%
Subtotal	\$ 65,416,966	\$ 13,196,111	\$ 52,220,855	20%	20%
Transfers Out	2,588,330	2,588,330	0	100%	100%
Total	\$ 68,005,296	\$ 15,784,441	\$ 52,220,855	23%	21%

Note (1): Certificate from Cuyahoga County Budget Commission dated January 13, 2021.

Note (2): Total Original Appropriation of \$60,651,191.92 plus carried forward encumbrance of \$7,354,103.65.

Note (3): Subtotal includes 8% expended and 12% encumbered.

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending January 31, 2021**

		<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	11,731,474.81	12,108,952.22	870,236.33	0.00	11,238,715.89
51120	Clerical Salaries	10,511,536.81	10,838,871.05	755,166.88	0.00	10,083,704.17
51130	Non-Clerical Salaries	890,526.80	918,998.14	60,597.64	0.00	858,400.50
51140	Buildings Salaries	5,211,405.24	5,369,108.68	377,844.83	0.00	4,991,263.85
51150	Other Salaries	417,092.96	428,750.20	27,139.94	0.00	401,610.26
51180	Severance Pay	0.00	209,471.09	162,089.39	50,000.00	(2,618.30)
51190	Non-Base Pay	361,992.37	446,324.88	129,895.50	51,877.96	264,551.42
51400	OPERS	4,236,321.13	4,374,061.72	312,700.77	7,262.97	4,054,097.98
51610	Health Insurance	5,130,053.75	5,130,053.75	379,648.46	0.00	4,750,405.29
51611	Dental Insurance	222,620.71	222,620.71	16,982.65	0.00	205,638.06
51612	Vision Insurance	17,328.90	17,328.90	1,315.34	0.00	16,013.56
51620	Life Insurance	14,236.20	14,236.20	1,185.60	0.00	13,050.60
51625	Short Term Disability Insuranc	51,883.21	51,883.21	4,444.91	0.00	47,438.30
51630	Workers Compensation	65,481.18	65,481.18	(1,614.41)	0.00	67,095.59
51640	Unemployment Compensation	25,000.00	67,545.14	0.00	42,545.14	25,000.00
51650	Medicare - ER	408,439.77	426,096.42	32,034.72	1,753.66	392,308.04
51900	Other Benefits	22,119.84	32,065.47	716.82	9,228.81	22,119.84
	Salaries/Benefits	\$39,317,513.68	\$ 40,721,848.96	\$ 3,130,385.37	\$ 162,668.54	\$ 37,428,795.05
52110	Office Supplies	41,233.00	43,382.99	1,602.25	1,077.11	40,703.63
52120	Stationery	27,475.00	31,699.49	1,014.80	4,297.57	26,387.12
52130	Duplication Supplies	17,700.00	17,700.00	497.10	27.96	17,174.94
52140	Hand Tools	500.00	500.00	0.00	0.00	500.00
52150	Book Repair Supplies	56,000.00	66,676.29	5,843.29	9,666.00	51,167.00
52210	Janitorial Supplies	108,994.00	124,241.76	1,783.05	17,377.96	105,080.75

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending January 31, 2021

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
52220	Electrical Supplies	42,988.00	46,004.21	2,759.53	1,613.38	41,631.30
52230	Maintenance Supplies	293,500.00	479,358.19	6,156.75	195,145.45	278,055.99
52240	Uniforms	40,000.00	50,429.22	8,173.02	2,251.20	40,005.00
52300	Motor Vehicle Supplies	56,585.00	61,066.01	33.51	4,481.01	56,551.49
52900	Other Supplies	163,715.17	191,288.33	1,941.26	32,139.88	157,207.19
	Supplies	\$848,690.17	\$ 1,112,346.49	\$ 29,804.56	\$ 268,077.52	\$ 814,464.41
53100	Travel/Meetings	25,000.00	25,557.00	0.00	1,370.00	24,187.00
53210	Telecommunications	273,000.00	291,793.63	9,542.52	265,093.93	17,157.18
53230	Postage/Freight	55,600.00	80,435.61	385.95	24,007.26	56,042.40
53240	PR/Other Communications	186,790.00	247,234.08	2,721.12	57,722.96	186,790.00
53310	Building Repairs	275,000.00	410,879.84	10,156.19	133,324.63	267,399.02
53320	Machine Repairs	11,000.00	13,866.87	0.00	11,593.65	2,273.22
53340	Building Maintenance	425,225.00	665,516.29	50,080.20	214,988.95	400,447.14
53350	Machine Maintenance	156,734.09	216,668.44	3,998.47	60,241.88	152,428.09
53360	Computer Maintenance	460,159.00	567,874.39	1,650.00	110,455.39	455,769.00
53370	Motor Vehicle Repairs/Maint	27,000.00	35,265.93	547.27	7,736.03	26,982.63
53380	Contract Security	815,000.00	868,620.50	30,156.90	23,463.60	815,000.00
53390	Landscaping	26,000.00	26,000.00	0.00	0.00	26,000.00
53400	Insurance	506,230.00	506,230.00	346.00	0.00	505,884.00
53510	Rent/Leases	83,837.00	119,150.64	7,269.82	109,954.76	1,926.06
53520	Equipment Rental	28,884.00	30,045.74	95.73	1,048.64	28,901.37
53610	Electricity	1,779,000.00	1,963,547.05	226,089.99	1,579,678.78	157,778.28
53620	Gas	148,000.00	175,901.32	26,040.01	135,806.22	14,055.09
53630	Chilled Water	667,118.00	719,565.70	15,196.01	0.00	704,369.69

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending January 31, 2021

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	Water/Sewer	162,000.00	205,790.67	7,597.26	160,245.21	37,948.20
53710	Professional Services	1,113,132.91	1,626,010.82	30,224.54	494,731.27	1,101,055.01
53720	Auditors Fees	840,000.00	865,562.00	0.00	25,562.00	840,000.00
53730	Bank Service Charges	11,000.00	11,000.00	775.39	0.00	10,224.61
53800	Library Material Control	279,500.00	436,890.37	0.00	157,390.37	279,500.00
53900	Other Purchased Services	1,508,500.00	1,508,556.75	1,397,007.80	7,956.75	103,592.20
	Purchased/Contracted Services	\$9,863,710.00	\$ 11,617,963.64	\$ 1,819,881.17	\$ 3,582,372.28	\$ 6,215,710.19
54110	Books	1,811,541.00	2,482,878.21	86,097.58	656,824.01	1,739,956.62
54120	Continuations	337,750.00	592,395.05	54,182.53	228,227.35	309,985.17
54210	Periodicals	745,500.00	1,066,300.23	101,720.60	211,512.30	753,067.33
54220	Microforms	29,100.00	70,313.00	0.00	41,213.00	29,100.00
54310	Video Media	1,050,000.00	1,397,042.30	58,264.72	317,240.85	1,021,536.73
54320	Audio Media - Spoken	55,150.00	82,999.27	5,852.33	24,648.30	52,498.64
54325	Audio Media - Music	122,650.00	177,908.26	6,997.03	53,163.44	117,747.79
54500	Database Services	795,000.00	1,434,716.64	0.00	637,911.36	796,805.28
54530	eMedia	1,650,000.00	2,823,335.85	141,223.63	1,093,409.28	1,588,702.94
54600	Interlibrary Loan	3,000.00	3,705.10	0.00	705.10	3,000.00
54710	Bookbinding	20,000.00	25,279.28	0.00	5,279.28	20,000.00
54720	Preservation Services	20,000.00	22,406.00	0.00	2,406.00	20,000.00
54730	Preservation Boxing	5,000.00	5,228.98	77.92	151.06	5,000.00
54790	Preservation Reformatting	25,000.00	25,000.00	0.00	0.00	25,000.00
54905	Other LM-Hotspots	120,000.00	222,695.05	0.00	102,695.05	120,000.00
	Library Materials	\$6,789,691.00	\$ 10,432,203.22	\$ 454,416.34	\$ 3,375,386.38	\$ 6,602,400.50

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending January 31, 2021

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
55300 Construction/Improvements	1,596.78	20,693.67	0.00	20,693.67	0.00
55510 Furniture	126,274.22	142,138.81	1,150.67	16,116.16	124,871.98
55520 Equipment	396,853.42	564,711.02	14,030.72	154,815.43	395,864.87
55530 Computer Hardware	240,000.00	287,784.72	4,862.33	45,344.30	237,578.09
55540 Software	254,000.00	279,652.53	3,360.03	23,494.69	252,797.81
55700 Motor Vehicles	87,000.00	87,000.00	0.00	0.00	87,000.00
Capital Outlay	\$1,105,724.42	\$ 1,381,980.75	\$ 23,403.75	\$ 260,464.25	\$ 1,098,112.75
57100 Memberships	99,533.26	103,183.26	15,000.00	50,236.44	37,946.82
57200 Taxes	15,000.00	24,258.69	68.18	22,700.51	1,490.00
57500 Refunds/Reimbursements	23,000.00	23,180.97	167.34	1,078.45	21,935.18
Miscellaneous Expenses	\$137,533.26	\$ 150,622.92	\$ 15,235.52	\$ 74,015.40	\$ 61,372.00
Advances	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
59900 Transfers Out	2,588,329.59	2,588,329.59	2,588,329.59	0.00	0.00
Transfers	\$2,588,329.59	\$ 2,588,329.59	\$ 2,588,329.59	\$ 0.00	\$ 0.00
TOTAL	\$60,651,192.12	\$ 68,005,295.57	\$ 8,061,456.30	\$ 7,722,984.37	\$ 52,220,854.90

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2021

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	43,819,301.80	4,447,948.84	8,061,456.30	7,722,984.37	32,482,809.97
Total General Fund	\$ 43,819,301.80	\$ 4,447,948.84	\$ 8,061,456.30	\$ 7,722,984.37	\$ 32,482,809.97
201 Anderson	394,469.40	(3,760.56)	68.76	47.99	390,592.09
202 Endowment for the Blind	3,021,022.46	(2,575.11)	0.00	0.00	3,018,447.35
203 Founders	6,190,967.47	169,739.18	25,707.20	168,709.60	6,166,289.85
204 Kaiser	84,138.78	0.00	0.00	0.00	84,138.78
205 Kralej	224,615.95	268.63	0.00	0.00	224,884.58
206 Library	204,839.02	(251.96)	0.00	0.00	204,587.06
207 Pepke	179,786.70	0.00	0.00	0.00	179,786.70
208 Wickwire	1,848,989.50	(5,745.15)	0.00	1,024.09	1,842,220.26
209 Wittke	114,363.97	0.00	0.00	0.00	114,363.97
210 Young	5,797,311.25	(15,569.92)	0.00	0.00	5,781,741.33
226 Judd	224,246.90	0.00	12,040.62	16,340.01	195,866.27
228 Lockwood Thompson Memorial	271,737.53	0.00	0.00	42,333.75	229,403.78
230 Schweinfurth	206,337.52	0.00	8,673.00	0.00	197,664.52
231 CLEVNET	1,932,645.39	1,701,838.00	272,221.53	847,569.26	2,514,692.60
251 OLBDP-Library for the Blind	259,592.12	125,683.00	124,346.98	3,819.36	257,108.78
254 MyCom	26,107.22	0.00	0.00	0.00	26,107.22
256 Learning Centers	8,042.05	0.00	0.00	8,042.05	0.00
257 Tech Centers	75,643.97	0.00	0.00	653.85	74,990.12
259 Rice Solar Panel System	114,476.85	0.98	0.00	114,006.23	471.60
260 Coronavirus Relief Fund	293,685.24	87.86	31,878.71	45,354.53	216,539.86
Total Special Revenue Funds	\$ 21,473,019.29	\$ 1,969,714.95	\$ 474,936.80	\$ 1,247,900.72	\$ 21,719,896.72
301 Debt Service	705,397.50	2,588,336.33	0.00	0.00	3,293,733.83
Total Debt Service Fund	\$ 705,397.50	\$ 2,588,336.33	\$ 0.00	\$ 0.00	\$ 3,293,733.83

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2021

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
401 Building & Repair	1,961,766.25	0.00	0.00	159,345.42	1,802,420.83
402 Construction - Tax-Exempt	51,618,170.56	32,246.09	171,819.68	4,866,530.89	46,612,066.08
403 Construction - Taxable	9,139,442.19	3.43	779.56	0.00	9,138,666.06
Total Capital Project Funds	\$ 62,719,379.00	\$ 32,249.52	\$ 172,599.24	\$ 5,025,876.31	\$ 57,553,152.97
501 Abel	310,086.97	(1,346.25)	0.00	0.00	308,740.72
502 Ambler	3,153.44	0.00	0.00	0.00	3,153.44
503 Beard	66,204.46	2,261.53	0.00	953.44	67,512.55
504 Klein	7,455.81	0.00	0.00	0.00	7,455.81
505 Malon/Schroeder	359,579.98	2,145.71	0.00	0.00	361,725.69
506 McDonald	249,530.46	1,132.30	310.00	0.00	250,352.76
507 Ratner	126,809.54	0.00	0.00	0.00	126,809.54
508 Root	54,663.37	0.00	0.00	0.00	54,663.37
509 Sugarman	241,027.57	0.00	250.00	0.00	240,777.57
510 Thompson	176,293.33	(2,499.42)	0.00	0.00	173,793.91
511 Weidenthal	9,232.20	0.00	0.00	0.00	9,232.20
512 White	2,828,335.38	12,101.39	1,315.35	42,390.14	2,796,731.28
513 Beard Anna Young	108,130.72	0.00	0.00	0.00	108,130.72
514 Paulson	148,784.42	0.00	0.00	0.00	148,784.42
Total Permanent Funds	\$ 4,689,287.65	\$ 13,795.26	\$ 1,875.35	\$ 43,343.58	\$ 4,657,863.98
901 Unclaimed Funds	9,005.09	0.00	0.00	0.00	9,005.09
905 CLEVNET Fines & Fees	5,804.82	7,412.04	5,804.82	0.00	7,412.04
Total Agency Funds	\$ 14,809.91	\$ 7,412.04	\$ 5,804.82	\$ 0.00	\$ 16,417.13
Total All Funds	\$ 133,421,195.15	\$ 9,059,456.94	\$ 8,716,672.51	\$ 14,040,104.98	\$ 119,723,874.60

Cleveland Public Library
Year-To-Date Budget Report
Construction - Tax-Exempt Fund 402
For the Period Ending January 31, 2021

	<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	-32,246.09	0.00	32,246.09
Investment Earnings	0.00	0.00	-32,246.09	0.00	32,246.09
53710 Professional Services	20,000.00	47,735.85	4,514.00	22,920.00	20,301.85
Purchased/Contracted Services	20,000.00	47,735.85	4,514.00	22,920.00	20,301.85
55300 Construction/Improvements	0.00	10,361,940.36	167,305.68	4,843,610.89	5,351,023.79
Capital Outlay	0.00	10,361,940.36	167,305.68	4,843,610.89	5,351,023.79
TOTAL Revenues	0.00	0.00	-32,246.09		32,246.09
TOTAL Expenditures	20,000.00	10,409,676.21	171,819.68	4,866,530.89	5,371,325.64
			Prior Fund Balance		51,618,170.56
			Change in Fund Balance		(139,573.59)
			Current Fund Balance		51,478,596.97

Cleveland Public Library
Year-To-Date Budget Report
Construction - Taxable Fund 403
For the Period Ending January 31, 2021

		Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400	Investment Earnings (Capital)	0.00	0.00	-3.43	0.00	3.43
	Investment Earnings	0.00	0.00	-3.43	0.00	3.43
53710	Professional Services	5,000.00	5,959.91	779.56	0.00	5,180.35
	Purchased/Contracted Services	5,000.00	5,959.91	779.56	0.00	5,180.35
	TOTAL Revenues	0.00	0.00	-3.43		3.43
	TOTAL Expenditures	5,000.00	5,959.91	779.56	0.00	5,180.35
				Prior Fund Balance	9,139,442.19	
				Change in Fund Balance	(776.13)	
				Current Fund Balance	9,138,666.06	

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending January 31, 2021**

Balance of All Funds	\$ 133,764,006.11
Huntington - Checking	63,305.52
KeyBank - Checking (ZBA)	1,163,864.12
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	\$ 1,234,392.35
Huntington Escrow Account	114,477.83
U.S. Bank - 2019A-Money Market	2,600,122.15
U.S. Bank - 2019B-Money Market	157,794.46
U.S. Bank - Investments	33,721,667.12
U.S. Bank - Inv - Money Market	1,421,558.25
U.S. Bank - Series 2019A Notes	51,347,790.76
U.S. Bank - Series 2019B Notes	8,984,734.15
Huntington Trust -Money Market	1,036,090.83
STAR Ohio Investment	9,488,189.26
STAR Plus Program	2,500,427.07
Investments	\$ 111,372,851.88
PNC- Endowment Account	21,156,761.88
Endowment Account	\$ 21,156,761.88
Cash in Banks and On Hand	\$ 133,764,006.11

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – January 2021

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 January 1, 2021 through January 31, 2021.

OPERATING FUND:

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
01/01/21 - 01/31/21	31	Various	STAR Ohio	Various	832.16	Investment Pool
01/01/21 - 01/31/21	31	Various	STAR Plus	Various	307.89	Bank Deposit Program
01/01/21 - 01/31/21	31	Various	U.S. Bank	Various	12.60	Sweep Money Market
07/21/20 - 01/20/21	184	750,000	Federal Home Loan Mortgage Corp.	0.410%	1,528.96	Federal Agency
07/27/20 - 01/27/21	185	500,000	Federal Home Loan Mortgage Corp.	0.500%	1,250.00	Federal Agency
07/29/20 - 01/29/21	185	500,000	Federal Home Loan Mortgage Corp.	0.600%	1,500.00	Federal Agency
07/30/20 - 01/29/21	184	500,000	Federal Home Loan Mortgage Corp.	0.600%	1,491.67	Federal Agency
12/01/20 - 01/01/21	32	100,000	Live Oak Banking Co.	1.800%	152.88	Negotiable CD
12/11/20 - 01/11/21	32	249,000	UBS Bank USA	1.000%	211.48	Negotiable CD
12/11/20 - 01/11/21	32	249,000	First Internet Bank of Indiana	0.850%	179.76	Negotiable CD
12/13/20 - 01/13/21	32	249,000	Enerbank USA	1.800%	380.66	Negotiable CD
12/17/20 - 01/17/21	32	249,000	Wells Fargo National Bank West	1.900%	401.81	Negotiable CD
12/18/20 - 01/18/21	32	225,000	Wells Fargo Bank NA	1.950%	372.64	Negotiable CD
12/18/20 - 01/18/21	32	249,000	Congressional Bank	0.200%	42.30	Negotiable CD
12/20/20 - 01/20/21	32	210,000	Merrick Bank	2.350%	419.14	Negotiable CD
12/20/20 - 01/20/21	32	249,000	Texas Exchange Bank SSB	0.850%	179.76	Negotiable CD

REPORT B

12/21/20 - 01/21/21	32	249,000	SeviFirst Bank	1.600%	338.37	Negotiable CD
07/22/20 - 01/22/21	185	247,000	State Bank of India	1.900%	2,365.79	Negotiable CD
12/26/20 - 01/26/21	32	249,000	Axos Bank	1.650%	348.94	Negotiable CD
12/27/20 - 01/27/21	32	249,000	Comenity Capital Bank	2.500%	528.70	Negotiable CD
12/27/20 - 01/27/21	32	249,000	Bank of Old Monroe	1.250%	264.35	Negotiable CD

Earned Interest January 2021 \$ 13,109.86
 Earned Interest Year To Date \$ 13,109.86

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>
01/01/21 - 01/31/21	31	Various	U.S. Bank	Various	64.87	Sweep Money Market
07/27/20 - 01/27/21	185	1,955,000	Federal National Mortgage Assn.	1.250%	24,046.50	Federal Agency
07/27/20 - 01/27/21	185	600,000	Federal Home Loan Bank	1.750%	5,400.00	Federal Agency
07/22/20 - 01/21/21	184	2,500,000	Federal Farm Credit Bank	0.220%	2,734.72	Federal Agency

Earned Interest January 2021 \$ 32,246.09
 Earned Interest Year To Date \$ 32,246.09

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>
01/01/21 - 01/31/21	31	Various	U.S. Bank	Various	3.43	Sweep Money Market

Earned Interest January 2021 \$ 3.43
 Earned Interest Year To Date \$ 3.43

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>
01/01/21 - 01/31/21	31	Various	Huntington National Bank	Various	6.74	Sweep Money Market

Earned Interest January 2021 \$ 6.74
 Earned Interest Year To Date \$ 6.74

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>
01/01/21 - 01/31/21	31	Various	Huntington National Bank	Various	0.98	Money Market
				Earned Interest January 2021	\$ 0.98	
				Earned Interest Year To Date	\$ 0.98	
				Earned Interest January 2021--All Funds	\$ 45,367.10	
				Earned Interest Year To Date--All Funds	\$ 45,367.10	

MEEDER PUBLIC FUNDS ADVISORY

Monthly Investment Report



Prepared for

Cleveland Public Library

As of January 31, 2021



**Cleveland Public Library
Portfolio Management
Investment Status Report - Investments
January 31, 2021**

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	Days to Maturity	YTM	Market Value	Accrued Interest At Purchase	Current Principal	Book Value
Federal Agency - Coupon (NC)												
3135G0K69	16-0022	FNMA	1,000,000.00	1.250	05/06/2021	11/21/2016	94	1.779	1,003,073.27	Received	977,420.00	977,420.00
3133EHKK8	17-0016	FFCB	1,425,000.00	1.670	05/24/2021	06/14/2017	112	1.713	1,432,206.31	Received	1,422,643.05	1,422,643.05
3133EHWM1	18-0009	FFCB	100,000.00	1.700	09/01/2021	06/21/2018	212	2.789	100,947.21	Received	96,692.00	96,692.00
3134G45T1	17-0009	FHLMC	500,000.00	2.000	12/10/2021	03/20/2017	312	2.095	508,242.20	Received	497,870.00	497,870.00
3133ELTZ7	20-0024	FFCB	1,000,000.00	0.625	03/18/2022	03/18/2020	410	0.730	1,005,481.09		997,920.00	997,920.00
313380GJ0	19-0011	FHLB	800,000.00	2.000	09/09/2022	05/24/2019	585	2.236	824,258.69	Received	794,032.00	794,032.00
3137EAES4	20-0073	FHLMC	500,000.00	0.250	06/26/2023	08/28/2020	875	0.281	501,064.37	Received	499,565.00	499,565.00
3137EAEV7	20-0072	FHLMC	500,000.00	0.250	08/24/2023	08/21/2020	934	0.284	501,122.73		499,490.00	499,490.00
3130AB3H7	19-0007	FHLB	500,000.00	2.375	03/08/2024	04/29/2019	1,131	2.385	533,328.31	Received	499,765.00	499,765.00
3134GWXC5	20-0091	FHLMC	1,000,000.00	0.350	03/29/2024	10/23/2020	1,152	0.365	1,000,818.96	233.33	999,500.00	999,733.33
3133EK6J0	19-0071	FFCB	500,000.00	1.625	11/08/2024	11/08/2019	1,376	1.641	524,361.56		499,615.00	499,615.00
Federal Agency - Coupon (NC) Totals			7,825,000.00				592	1.368	7,934,904.70	233.33	7,784,512.05	7,784,745.38
Negotiable CD's												
33847E2Q9	19-0018	FBC	246,000.00	2.400	12/28/2021	06/28/2019	330	2.425	251,297.36		245,877.00	245,877.00
90348JSW1	20-0020	UBS	249,000.00	1.000	03/11/2022	03/11/2020	403	1.101	251,610.52		248,502.00	248,502.00
15201QCD7	20-0021	CTRSTE	248,000.00	1.000	03/21/2022	03/20/2020	413	1.000	250,660.05		248,000.00	248,000.00
12556LBU9	20-0022	CIT	248,000.00	1.050	03/28/2022	03/26/2020	420	1.050	250,833.15		248,000.00	248,000.00
72345SKS9	20-0047	PNFP	248,000.00	0.900	05/09/2022	05/07/2020	462	0.951	250,622.85		247,752.00	247,752.00
02007GKC6	19-0014	GMATBK	246,000.00	2.500	06/06/2022	06/06/2019	490	2.607	254,077.66		245,262.00	245,262.00
61690UGU8	19-0012	MSBKNA	246,000.00	2.550	06/06/2022	06/06/2019	490	2.675	254,244.20		245,139.00	245,139.00
59013KAS5	19-0016	MERICK	210,000.00	2.350	06/20/2022	06/20/2019	504	2.425	216,649.23		209,559.00	209,559.00
20726ACE6	20-0079	CNGRBK	249,000.00	0.200	09/19/2022	09/18/2020	595	0.216	249,443.22		248,875.50	248,875.50
05580ATH7	19-0079	BMW	247,000.00	1.800	11/29/2022	12/19/2019	666	1.852	254,679.97	Received	246,644.32	246,644.32
949495AQ8	20-0002	WFB	249,000.00	1.900	01/17/2023	01/17/2020	715	1.962	257,772.02		248,564.25	248,564.25
88224PLY3	20-0069	TCBI	249,000.00	0.300	02/07/2023	08/11/2020	736	0.361	249,940.97	8.19	248,626.50	248,634.69
81768PAF3	20-0011	SFBS	249,000.00	1.600	02/21/2023	02/21/2020	750	1.670	256,614.67		248,502.00	248,502.00
02589AB50	20-0029	AXP	248,000.00	1.450	03/31/2023	03/31/2020	788	1.570	255,114.87		247,132.00	247,132.00
70212VAA6	20-0061	PARBNK	245,000.00	0.350	06/30/2023	06/30/2020	879	0.425	246,202.22		244,448.75	244,448.75
75472RAD3	19-0020	RJF	247,000.00	1.950	08/23/2023	08/26/2019	933	2.004	258,335.32	Received	246,506.00	246,506.00
29278TLF5	19-0026	CMS	249,000.00	1.800	09/13/2023	09/16/2019	954	1.827	259,666.41	Received	248,751.00	248,751.00
06251A2E9	20-0077	HAPCAL	249,000.00	0.300	09/14/2023	09/14/2020	955	0.367	249,880.96		248,502.00	248,502.00
538036HC1	19-0077	LIVQAK	100,000.00	1.800	12/11/2023	12/11/2019	1,043	1.879	104,620.20		99,700.00	99,700.00
05465DAK4	20-0015	BOFI	249,000.00	1.650	03/26/2024	03/26/2020	1,149	1.697	260,275.22		248,564.25	248,564.25
654062JR0	20-0031	NCBS	249,000.00	1.150	03/28/2024	03/31/2020	1,151	1.538	256,355.96		245,265.00	245,265.00
7954502H7	19-0006	SLMA	110,000.00	2.800	04/17/2024	04/17/2019	1,171	2.900	119,096.67		109,505.00	109,505.00
32056GDH0	20-0049	FIBIND	249,000.00	0.850	05/13/2024	05/11/2020	1,197	0.876	254,097.53		248,751.00	248,751.00

**Cleveland Public Library
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CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	Days to Maturity	YTM	Market Value	Accrued Interest At Purchase	Current Principal	Book Value
Negotiable CD's												
88241THF0	20-0051	BKCROW	249,000.00	0.850	05/20/2024	05/20/2020	1,204	0.927	249,114.54		248,253.00	248,253.00
88413QCN6	20-0050	THFDSL	249,000.00	0.750	05/21/2024	05/22/2020	1,205	0.776	253,286.04	Received	248,751.00	248,751.00
14042RLP4	19-0010	CAP1NA	246,000.00	2.650	05/22/2024	05/30/2019	1,206	2.783	265,657.37	Received	244,524.00	244,524.00
14042TAP2	19-0009	CAP1US	246,000.00	2.650	05/22/2024	05/30/2019	1,206	2.783	265,657.37	Received	244,524.00	244,524.00
38149MAZ6	19-0015	GS	246,000.00	2.700	06/05/2024	06/05/2019	1,220	2.773	266,264.74		245,200.50	245,200.50
61760AE88	19-0013	MORG	246,000.00	2.700	06/06/2024	06/06/2019	1,221	2.778	266,279.26		245,139.00	245,139.00
20033AZ58	19-0019	ADS	249,000.00	2.500	06/27/2024	06/27/2019	1,242	2.503	268,148.60		249,000.00	249,000.00
15118RRH2	19-0021	CII	249,000.00	1.850	08/30/2024	08/30/2019	1,306	1.912	263,182.54		248,285.37	248,285.37
949763M78	19-0068	WFC	225,000.00	1.950	10/18/2024	10/29/2019	1,355	2.005	237,468.38	Received	224,437.50	224,437.50
856285SN2	20-0003	INDIA	247,000.00	1.900	01/22/2025	01/22/2020	1,451	2.093	262,686.48		244,777.00	244,777.00
064236BK7	20-0019	BNKMOR	249,000.00	1.250	03/27/2025	03/27/2020	1,515	1.313	249,482.31		248,253.00	248,253.00
87165E2M8	20-0044	SYF	248,000.00	1.250	04/24/2025	04/24/2020	1,543	1.391	257,616.20		246,326.00	246,326.00
44329ME33	20-0048	HSBC	248,000.00	1.300	05/07/2025	05/07/2020	1,556	1.373	248,833.03		247,132.00	247,132.00
Negotiable CD's Totals			8,576,000.00				952	1.659	8,865,768.09	8.19	8,551,030.94	8,551,039.13
Commercial Paper - Discount												
62479LSQ9	20-0074	MUFGBK	500,000.00	0.240	05/24/2021	08/28/2020	112	0.244	499,103.33		499,103.33	499,103.33
06366GT41	20-0100	BMOCHI	1,000,000.00	0.230	06/04/2021	12/07/2020	123	0.233	998,856.39		998,856.39	998,856.39
89233GUP9	20-0093	TOYOTA	500,000.00	0.250	07/23/2021	10/27/2020	172	0.254	499,065.97		499,065.97	499,065.97
2254EAVA8	20-0097	CSFBNY	500,000.00	0.270	08/10/2021	11/17/2020	190	0.274	499,002.50		499,002.50	499,002.50
62479LWD3	20-0105	MUFGBK	350,000.00	0.230	09/13/2021	12/17/2020	224	0.234	349,396.25		349,396.25	349,396.25
2254EAX16	21-0001	CSFBNY	500,000.00	0.240	10/01/2021	01/05/2021	242	0.244	499,103.33		499,103.33	499,103.33
Commercial Paper - Discount Totals			3,350,000.00				167	0.246	3,344,527.77	0.00	3,344,527.77	3,344,527.77
Federal Agency - Coupon (Callable)												
3134GB2S0	18-0001	FHLMC	125,000.00	1.950	05/28/2021	01/12/2018	116	2.220	125,760.73	Received	123,906.25	123,906.25
3133ELRZ9	20-0018	FFCB	300,000.00	1.240	03/10/2023	03/10/2020	767	1.240	300,399.89		300,000.00	300,000.00
3134GWAK2	20-0065	FHLMC	750,000.00	0.410	07/20/2023	07/21/2020	899	0.410	750,962.96	Received	750,000.00	750,000.00
3134GWH33	20-0076	FHLMC	850,000.00	0.320	09/01/2023	09/03/2020	942	0.328	850,829.40	15.11	849,787.50	849,802.61
3134GXAY0	20-0095	FHLMC	500,000.00	0.300	11/13/2023	11/13/2020	1,015	0.325	500,219.84		499,625.00	499,625.00
3134GWH90	20-0078	FHLMC	500,000.00	0.400	03/08/2024	09/11/2020	1,131	0.406	500,121.94	16.67	499,900.00	499,916.67
3130AK6G6	20-0083	FHLB	810,000.00	0.390	09/23/2024	09/30/2020	1,330	0.419	808,244.51	61.43	809,068.50	809,129.93
3133EMBD3	20-0082	FFCB	1,000,000.00	0.360	09/24/2024	09/29/2020	1,331	0.392	997,673.02	50.00	998,750.00	998,800.00
3134GWUS3	20-0080	FHLMC	1,000,000.00	0.400	09/24/2024	09/24/2020	1,331	0.401	999,195.91		999,950.00	999,950.00
3134GV7E2	20-0064	FHLMC	500,000.00	0.500	01/27/2025	07/27/2020	1,456	0.563	498,235.25		498,600.00	498,600.00
3130AJ6D6	20-0012	FHLB	350,000.00	1.800	02/19/2025	02/19/2020	1,479	1.800	350,175.40		350,000.00	350,000.00
3133ELRN6	20-0017	FFCB	500,000.00	1.500	03/05/2025	03/06/2020	1,493	1.500	500,375.43	Received	500,000.00	500,000.00

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CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	Days to Maturity	YTM	Market Value	Accrued Interest At Purchase	Current Principal	Book Value
Federal Agency - Coupon (Callable)												
3133ELUT9	20-0028	FFCB	500,000.00	1.300	03/26/2025	03/26/2020	1,514	1.300	500,474.26		500,000.00	500,000.00
3133ELH80	20-0060	FFCB	750,000.00	0.680	06/10/2025	06/26/2020	1,590	0.680	750,229.47	Received	750,000.00	750,000.00
3136G4S46	20-0070	FNMA	1,000,000.00	0.700	08/25/2025	08/25/2020	1,666	0.700	1,000,067.52		1,000,000.00	1,000,000.00
3136G4J95	20-0071	FNMA	500,000.00	0.550	08/25/2025	08/25/2020	1,666	0.575	499,568.05		499,375.00	499,375.00
3134GWZG4	20-0086	FHLMC	650,000.00	0.600	10/20/2025	10/20/2020	1,722	0.600	651,111.18		650,000.00	650,000.00
3136G45C3	20-0092	FNMA	500,000.00	0.540	10/27/2025	10/27/2020	1,729	0.560	498,849.45		499,500.00	499,500.00
3134GW4B9	20-0088	FHLMC	500,000.00	0.500	10/29/2025	10/29/2020	1,731	0.541	498,629.21		499,000.00	499,000.00
3135GA2Z3	20-0096	FNMA	525,000.00	0.560	11/17/2025	11/17/2020	1,750	0.606	526,408.98		523,818.75	523,818.75
3134GXFV1	20-0102	FHLMC	500,000.00	0.625	12/17/2025	12/17/2020	1,780	0.635	501,165.88		499,750.00	499,750.00
Federal Agency - Coupon (Callable) Totals			12,610,000.00				1,398	0.644	12,608,698.28	143.21	12,601,031.00	12,601,174.21
Treasury Securities - Coupon												
912828T34	17-0021	USTN	500,000.00	1.125	09/30/2021	08/03/2017	241	1.707	503,398.50	Received	488,359.38	488,359.38
Treasury Securities - Coupon Totals			500,000.00				241	1.707	503,398.50	0.00	488,359.38	488,359.38
Federal Agency - Step-Up (Callable)												
3130A9VM0	18-0004	FHLB	425,000.00	2.000	11/22/2021	04/06/2018	294	2.711	431,506.89	Received	411,102.50	411,102.50
Federal Agency - Step-Up (Callable) Totals			425,000.00				294	2.711	431,506.89	0.00	411,102.50	411,102.50
Investment Totals			33,286,000.00				939	1.077	33,688,804.23	384.73	33,180,563.64	33,180,948.37

**Cleveland Public Library
Purchases Report
Sorted by Purchase Date - Fund
January 1, 2021 - January 31, 2021**

CUSIP	Investment #	Fund	Sec. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
2254EAX16	21-0001	OP	COM	CSFBNY	500,000.00	01/05/2021	10/01 - At Maturity	499,103.33		0.240	10/01/2021	0.244	499,103.33
Total Purchases					500,000.00			499,103.33	0.00				499,103.33

**Cleveland Public Library
Sales/Call Report
Sorted by Redemption Date - Fund
January 1, 2021 - January 31, 2021**

CUSIP	Investment #	Fund	Issuer Sec. Type	Purchase Date	Redem. Date Matur. Date	Par Value	Rate at Redem.	Book Value at Redem.	Redemption Principal	Redemption Interest	Total Amount	Net Income
3134GWEF9	20-0067	OP	FHLMC FAC	07/29/2020	01/29/2021 07/29/2024	500,000.00	0.600	500,000.00	500,000.00	1,500.00	501,500.00 Call	1,500.00
3134GWEF9	20-0068	OP	FHLMC FAC	07/30/2020	01/29/2021 07/29/2024	500,000.00	0.600	500,008.33	500,000.00	1,500.00	501,500.00 Call	1,491.67
Total Sales						1,000,000.00		1,000,008.33	1,000,000.00	3,000.00	1,003,000.00	2,991.67

**Cleveland Public Library
Maturity Report
Sorted by Maturity Date
Receipts during January 1, 2021 - January 31, 2021**

CUSIP	Investment #	Fund	Sec. Type	Issuer	Par Value	Maturity Date	Purchase Date	Rate at Maturity	Book Value at Maturity	Interest	Maturity Proceeds	Net Income
912828N89	17-0008	OP	TRC	USTN	550,000.00	01/31/2021	03/20/2017	1.375	540,718.75	3,781.25	553,781.25	13,062.50
Total Maturities					550,000.00				540,718.75	3,781.25	553,781.25	13,062.50

**Cleveland Public Library
Interest History
Sorted by Fund
January 1, 2021 - January 31, 2021**

CUSIP	Investment #	Fund	Security Type	Par Value	Redemption Date	Rate	Date Due	Interest		
								Amount Due	Date Received	Amount Received
Comenity Capital Bank										
20033AZ58	19-0019	OP	Negotiable CD's	249,000.00	06/27/2024	2.500	01/27/2021	528.70	01/27/2021	528.70
			Subtotal	249,000.00		2.500		528.70		528.70
			Comenity Capital Bank Total	249,000.00				528.70		528.70
Texas Exchange Bank SSB										
88241THF0	20-0051	OP	Negotiable CD's	249,000.00	05/20/2024	0.850	01/20/2021	179.76	01/20/2021	179.76
			Subtotal	249,000.00		0.850		179.76		179.76
			Texas Exchange Bank SSB Total	249,000.00				179.76		179.76
Bank of Old Monroe										
064236BK7	20-0019	OP	Negotiable CD's	249,000.00	03/27/2025	1.250	01/27/2021	264.35	01/27/2021	264.35
			Subtotal	249,000.00		1.250		264.35		264.35
			Bank of Old Monroe Total	249,000.00				264.35		264.35
Axos Bank										
05465DAK4	20-0015	OP	Negotiable CD's	249,000.00	03/26/2024	1.650	01/26/2021	348.94	01/26/2021	348.94
			Subtotal	249,000.00		1.650		348.94		348.94
			Axos Bank Total	249,000.00				348.94		348.94
Celtic Bank										
15118RRH2	19-0021	OP	Negotiable CD's	249,000.00	08/30/2024	1.850	01/30/2021	391.24	01/30/2021	391.24
			Subtotal	249,000.00		1.850		391.24		391.24
			Celtic Bank Total	249,000.00				391.24		391.24
Enerbank USA										
29278TLF5	19-0026	OP	Negotiable CD's	249,000.00	09/13/2023	1.800	01/13/2021	380.66	01/13/2021	380.66
			Subtotal	249,000.00		1.800		380.66		380.66
			Enerbank USA Total	249,000.00				380.66		380.66
Congressional Bank										
20726ACE6	20-0079	OP	Negotiable CD's	249,000.00	09/19/2022	0.200	01/18/2021	42.30	01/18/2021	42.30

Cleveland Public Library
Interest History
Sorted by Fund
January 1, 2021 - January 31, 2021

CUSIP	Investment #	Fund	Security Type	Par Value	Redemption Date	Rate	Date Due	Interest		
								Amount Due	Date Received	
Subtotal				249,000.00		0.200		42.30	42.30	
Congressional Bank Total				249,000.00				42.30	42.30	
Federal Home Loan Mortgage Crp										
3134GV7E2	20-0064	OP	Federal Agency - Coupon (Callable)	500,000.00	01/27/2025	0.500	01/27/2021	1,250.00	01/27/2021	1,250.00
Subtotal				500,000.00		0.500		1,250.00		1,250.00
3134GWAK2	20-0065		Federal Agency - Coupon (Callable)	750,000.00	07/20/2023	0.410	01/20/2021	1,537.50	01/20/2021	1,537.50
Subtotal				750,000.00		0.410		1,528.96		1,528.96
3134GWEF9	20-0067		Federal Agency - Coupon (Callable)	0.00	07/29/2024	0.600	01/29/2021	1,500.00	01/29/2021	1,500.00
Subtotal				0.00		0.600		1,500.00		1,500.00
	20-0068		Federal Agency - Coupon (Callable)	0.00	07/29/2024		01/29/2021	1,500.00	01/29/2021	1,500.00
Subtotal				0.00		0.600		1,491.67		1,491.67
Federal Home Loan Mortgage Crp Total				1,250,000.00				5,770.63		5,770.63
First Internet Bank of Indiana										
32056GDH0	20-0049	OP	Negotiable CD's	249,000.00	05/13/2024	0.850	01/11/2021	179.76	01/11/2021	179.76
Subtotal				249,000.00		0.850		179.76		179.76
First Internet Bank of Indiana Total				249,000.00				179.76		179.76
State Bank of India										
856285SN2	20-0003	OP	Negotiable CD's	247,000.00	01/22/2025	1.900	01/22/2021	2,365.79	01/22/2021	2,365.79
Subtotal				247,000.00		1.900		2,365.79		2,365.79
State Bank of India Total				247,000.00				2,365.79		2,365.79
Live Oak Banking Co.										
538036HC1	19-0077	OP	Negotiable CD's	100,000.00	12/11/2023	1.800	01/01/2021	152.88	01/01/2021	152.88
Subtotal				100,000.00		1.800		152.88		152.88
Live Oak Banking Co. Total				100,000.00				152.88		152.88
Merrick Bank										
59013KAS5	19-0016	OP	Negotiable CD's	210,000.00	06/20/2022	2.350	01/20/2021	419.14	01/20/2021	419.14
Subtotal				210,000.00		2.350		419.14		419.14

Cleveland Public Library
Interest History
Sorted by Fund
January 1, 2021 - January 31, 2021

CUSIP	Investment #	Fund	Security Type	Par Value	Redemption Date	Rate	Date Due	Interest		
								Amount Due	Date Received	
Merrick Bank Total				210,000.00				419.14	419.14	
Nicolet National Bank										
654062JR0	20-0031	OP	Negotiable CD's	249,000.00	03/28/2024	1.150	01/31/2021	243.20	01/31/2021	243.20
Subtotal				249,000.00		1.150		243.20		243.20
Nicolet National Bank Total				249,000.00				243.20		243.20
Partners Bank										
70212VAA6	20-0061	OP	Negotiable CD's	245,000.00	06/30/2023	0.350	01/30/2021	72.83	01/30/2021	72.83
Subtotal				245,000.00		0.350		72.83		72.83
Partners Bank Total				245,000.00				72.83		72.83
SeviFirst Bank										
81768PAF3	20-0011	OP	Negotiable CD's	249,000.00	02/21/2023	1.600	01/21/2021	338.37	01/21/2021	338.37
Subtotal				249,000.00		1.600		338.37		338.37
SeviFirst Bank Total				249,000.00				338.37		338.37
UBS Bank USA										
90348JSW1	20-0020	OP	Negotiable CD's	249,000.00	03/11/2022	1.000	01/11/2021	211.48	01/11/2021	211.48
Subtotal				249,000.00		1.000		211.48		211.48
UBS Bank USA Total				249,000.00				211.48		211.48
United States Treasury Note										
912828N89	17-0008	OP	Treasury Securities - Coupon	0.00	01/31/2021	1.375	01/31/2021	3,781.25	01/31/2021	3,781.25
Subtotal				0.00		1.375		3,781.25		3,781.25
United States Treasury Note Total				0.00				3,781.25		3,781.25
Wells Fargo Nat'l. Bank West										
949495AQ8	20-0002	OP	Negotiable CD's	249,000.00	01/17/2023	1.900	01/17/2021	401.81	01/17/2021	401.81
Subtotal				249,000.00		1.900		401.81		401.81
Wells Fargo Nat'l. Bank West Total				249,000.00				401.81		401.81
Wells Fargo Bank NA										
949763M78	19-0068	OP	Negotiable CD's	225,000.00	10/18/2024	1.950	01/18/2021	372.64	01/18/2021	372.64
Subtotal				225,000.00		1.950		372.64		372.64

Cleveland Public Library
 Interest History
 Sorted by Fund
 January 1, 2021 - January 31, 2021

CUSIP	Investment #	Fund	Security Type	Par Value	Redemption Date	Rate	Date Due	Interest	
								Amount Due	Date Received
Wells Fargo Bank NA Total				225,000.00				372.64	372.64
Total				5,265,000.00				16,445.73	16,445.73

Cleveland Public Library
Realized Gains and Losses
Sorted By Maturity/Sale/Call Date
Sales/Calls/Maturities: January 1, 2021 - January 31, 2021

Investment #	Inv. Type	Purchase Date	Par Value		Days Held	Book Value	Maturity/Sale Proceeds	Realized Gain/Loss	Total Earnings	Total Net Earnings	Total Yield 365
			Current Rate	Maturity Date							
20-0067	FAC	07/29/2020	500,000.00	01/29/2021	184	500,000.00	500,000.00	0.00	1,500.00	1,500.00	0.595
Federal Home Loan Mortgage Crp			0.600	07/29/2024	1,461						
20-0068	FAC	07/30/2020	500,000.00	01/29/2021	183	500,008.33	500,008.33	0.00	1,491.67	1,491.67	0.595
Federal Home Loan Mortgage Crp			0.600	07/29/2024	1,460						
17-0008	TRC	03/20/2017	550,000.00	01/31/2021	1,413	540,718.75	550,000.00	9,281.25	29,247.24	38,528.49	1.841
United States Treasury Note			1.375	01/31/2021	1,413						
Total Realized Gains/Losses						1,540,727.08	1,550,008.33	9,281.25	32,238.91	41,520.16	1.032

CPL – Series 2019A Notes Tax Exempt Fund

**CPL 2019A Notes Tax-Exempt
Portfolio Management
Investment Status Report - Investments
January 31, 2021**

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	Days to Maturity	YTM	Market Value	Accrued Interest At Purchase	Current Principal	Book Value
Federal Agency - Coupon (NC)												
313382K69	19-0047	FHLB	3,000,000.00	1.750	03/12/2021	09/19/2019	39	1.793	3,005,723.40	Received	2,998,110.00	2,998,110.00
3133EHKK8	19-0032	FFCB	3,000,000.00	1.670	05/24/2021	09/09/2019	112	1.684	3,015,171.18	Received	2,999,250.00	2,999,250.00
3133EKP67	19-0039	FFCB	2,000,000.00	1.625	09/17/2021	09/17/2019	228	1.796	2,019,443.14		1,993,300.00	1,993,300.00
3133EA4C9	19-0035	FFCB	1,000,000.00	1.680	10/12/2021	09/11/2019	253	1.690	1,011,409.41	Received	999,800.00	999,800.00
3133ELTZ7	20-0027	FFCB	1,000,000.00	0.625	03/18/2022	03/18/2020	410	0.719	1,005,481.09		998,140.00	998,140.00
3133ELZN7	20-0087	FFCB	2,685,000.00	0.160	05/18/2022	10/09/2020	471	0.161	2,686,939.43	Received	2,684,973.15	2,684,973.15
3133EKZY5	19-0049	FFCB	1,500,000.00	1.550	06/01/2022	09/20/2019	485	1.725	1,529,218.05	Received	1,493,130.00	1,493,130.00
Federal Agency - Coupon (NC) Totals			14,185,000.00				251	1.371	14,273,385.70	0.00	14,166,703.15	14,166,703.15
Negotiable CD's												
919853GB1	20-0039	VLV	247,000.00	1.150	04/16/2021	04/16/2020	74	1.150	247,582.43		247,000.00	247,000.00
940637MH1	20-0040	WASH	247,000.00	1.150	04/16/2021	04/17/2020	74	1.150	247,582.43		247,000.00	247,000.00
67523TAC7	20-0041	OCFC	247,000.00	1.150	04/20/2021	04/20/2020	78	1.150	247,614.04		247,000.00	247,000.00
92937CKB3	20-0037	WEX	248,000.00	1.250	07/09/2021	04/09/2020	158	1.271	249,349.86		247,938.00	247,938.00
33651NAF9	20-0033	FRSTFN	249,000.00	1.350	03/31/2022	03/31/2020	423	1.401	252,746.21		248,751.00	248,751.00
084601XB4	20-0038	BHLB	248,000.00	1.250	04/21/2022	04/08/2020	444	1.305	251,593.52		247,727.20	247,727.20
Negotiable CD's Totals			1,486,000.00				209	1.238	1,496,468.49	0.00	1,485,416.20	1,485,416.20
Commercial Paper - Discount												
89233GQC3	20-0059	TOYOTA	1,250,000.00	0.390	03/12/2021	06/15/2020	39	0.396	1,246,343.75		1,246,343.75	1,246,343.75
62479LSQ9	20-0075	MUFGBK	2,000,000.00	0.240	05/24/2021	08/28/2020	112	0.244	1,996,413.32		1,996,413.32	1,996,413.32
06366GT41	20-0101	BMOCHI	2,500,000.00	0.230	06/04/2021	12/07/2020	123	0.233	2,497,140.98		2,497,140.98	2,497,140.98
30229ATJ8	20-0081	EXXON	2,000,000.00	0.190	06/18/2021	09/24/2020	137	0.193	1,997,181.66		1,997,181.66	1,997,181.66
30229AU98	20-0090	EXXON	2,500,000.00	0.210	07/09/2021	10/15/2020	158	0.213	2,496,106.25		2,496,106.25	2,496,106.25
89233GU95	20-0089	TOYOTA	1,250,000.00	0.250	07/09/2021	10/14/2020	158	0.254	1,247,673.61		1,247,673.61	1,247,673.61
89233GUP9	20-0094	TOYOTA	2,000,000.00	0.250	07/23/2021	10/27/2020	172	0.254	1,996,263.89		1,996,263.89	1,996,263.89
2254EAVA8	20-0098	CSFBNY	2,500,000.00	0.270	08/10/2021	11/17/2020	190	0.274	2,495,012.50		2,495,012.50	2,495,012.50
2254EAVT7	20-0099	CSFBNY	1,500,000.00	0.260	08/27/2021	12/01/2020	207	0.264	1,497,085.83		1,497,085.83	1,497,085.83
62479LWD3	20-0104	MUFGBK	1,250,000.00	0.230	09/13/2021	12/17/2020	224	0.234	1,247,843.75		1,247,843.75	1,247,843.75
Commercial Paper - Discount Totals			18,750,000.00				152	0.250	18,717,065.54	0.00	18,717,065.54	18,717,065.54
Federal Agency - Coupon (Callable)												
3134GVF78	20-0058	FHLMC	1,500,000.00	0.300	06/08/2022	06/12/2020	492	0.332	1,500,835.58	Received	1,499,062.50	1,499,062.50
3133ELW67	20-0066	FFCB	2,500,000.00	0.220	07/21/2022	07/22/2020	535	0.258	2,498,191.92	Received	2,498,125.00	2,498,125.00
3133EMCH3	20-0085	FFCB	1,500,000.00	0.160	10/13/2022	10/13/2020	619	0.210	1,500,183.62		1,498,500.00	1,498,500.00
3130AKJD9	20-0103	FHLB	2,000,000.00	0.140	12/29/2022	12/29/2020	696	0.200	1,998,616.28		1,997,600.00	1,997,600.00

**CPL 2019A Notes Tax-Exempt
Portfolio Management
Investment Status Report - Investments
January 31, 2021**

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	Days to Maturity	YTM	Market Value	Accrued Interest At Purchase	Current Principal	Book Value
Federal Agency - Coupon (Callable) Totals			7,500,000.00				586	0.248	7,497,827.40	0.00	7,493,287.50	7,493,287.50
Treasury Securities - Coupon												
912828P87	19-0031	USTN	3,300,000.00	1.125	02/28/2021	09/09/2019	27	1.650	3,302,570.70	Received	3,274,863.27	3,274,863.27
912828Q37	19-0040	USTN	3,100,000.00	1.250	03/31/2021	09/16/2019	58	1.861	3,105,725.70	Received	3,071,421.88	3,071,421.88
912828S27	19-0051	USTN	3,175,000.00	1.125	06/30/2021	09/23/2019	149	1.778	3,188,147.68	Received	3,139,033.22	3,139,033.22
Treasury Securities - Coupon Totals			9,575,000.00				77	1.760	9,596,444.08	0.00	9,485,318.37	9,485,318.37
Investment Totals			51,496,000.00				231	0.866	51,581,191.21	0.00	51,347,790.76	51,347,790.76

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**CPL 2019A Notes Tax-Exempt
Maturity Report
Sorted by Maturity Date
Receipts during January 1, 2021 - January 31, 2021**

CUSIP	Investment #	Fund	Sec. Type	Issuer	Par Value	Maturity Date	Purchase Date	Rate at Maturity	Book Value at Maturity	Interest	Maturity Proceeds	Net Income
3130ABXC5	19-0034	2019A	NCB	FHLB	600,000.00	01/27/2021	09/11/2019	1.750	599,850.00	5,250.00	605,250.00	5,400.00
3136G3B38	19-0027	2019A	NCB	FNMA	1,955,000.00	01/27/2021	09/09/2019	1.250	1,943,172.25	12,218.75	1,967,218.75	24,046.50
Total Maturities					2,555,000.00				2,543,022.25	17,468.75	2,572,468.75	29,446.50

**CPL 2019A Notes Tax-Exempt
Interest History
Sorted by Fund
January 1, 2021 - January 31, 2021**

CUSIP	Investment #	Fund	Security Type	Par Value	Redemption Date	Rate	Date Due	Interest		
								Amount Due	Date Received	Amount Received
Federal Farm Credit Bank										
3133ELW67	20-0066	2019A	Federal Agency - Coupon (Callable)	2,500,000.00	07/21/2022	0.220	01/21/2021	2,750.00	01/21/2021	2,750.00
							01/21/2021	-15.28	01/21/2021	-15.28
			Subtotal	2,500,000.00		0.220		2,734.72		2,734.72
			Federal Farm Credit Bank Total	2,500,000.00				2,734.72		2,734.72
Federal Home Loan Bank										
3130ABXC5	19-0034	2019A	Federal Agency - Coupon (NC)	0.00	01/27/2021	1.750	01/27/2021	5,250.00	01/27/2021	5,250.00
			Subtotal	0.00		1.750		5,250.00		5,250.00
			Federal Home Loan Bank Total	0.00				5,250.00		5,250.00
Federal National Mortgage Assn										
3136G3B38	19-0027	2019A	Federal Agency - Coupon (NC)	0.00	01/27/2021	1.250	01/27/2021	12,218.75	01/27/2021	12,218.75
			Subtotal	0.00		1.250		12,218.75		12,218.75
			Federal National Mortgage Assn Total	0.00				12,218.75		12,218.75
First State Financial										
33651NAF9	20-0033	2019A	Negotiable CD's	249,000.00	03/31/2022	1.350	01/31/2021	285.50	01/31/2021	285.50
			Subtotal	249,000.00		1.350		285.50		285.50
			First State Financial Total	249,000.00				285.50		285.50
			Total	2,749,000.00				20,488.97		20,488.97

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0
0

**CPL 2019A Notes Tax-Exempt
Realized Gains and Losses
Sorted By Maturity/Sale/Call Date
Sales/Calls/Maturities: January 1, 2021 - January 31, 2021**

Investment #	Inv. Type	Purchase Date	Par Value		Sale Date	Days Held	Book Value	Maturity/Sale Proceeds	Realized Gain/Loss	Total Earnings	Total Net Earnings	Total Yield 365
			Current Rate	Maturity Date								
19-0034	NCB	09/11/2019	600,000.00		01/27/2021	504	599,850.00	600,000.00	150.00	14,466.67	14,616.67	1.765
	Federal Home Loan Bank		1.750		01/27/2021	504						
19-0027	NCB	09/09/2019	1,955,000.00		01/27/2021	506	1,943,172.25	1,955,000.00	11,827.75	33,805.21	45,632.96	1.694
	Federal National Mortgage Assn		1.250		01/27/2021	506						
Total Realized Gains/Losses							2,543,022.25	2,555,000.00	11,977.75	48,271.88	60,249.63	1.711

CPL – Series 2019B Notes – Fed. Tax Fund

**CPL 2019B Notes Fed Tax
Portfolio Management
Investment Status Report - Investments
January 31, 2021**

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	Days to Maturity	YTM	Market Value	Accrued Interest At Purchase	Current Principal	Book Value
Federal Agency - Coupon (NC)												
3135G0W33	19-0036	FNMA	2,000,000.00	1.375	09/06/2022	09/11/2019	582	1.681	2,041,040.96	Received	1,982,240.00	1,982,240.00
31422BXH8	20-0030	FAMCA	1,500,000.00	0.850	03/20/2023	03/27/2020	777	0.850	1,522,590.18		1,500,000.00	1,500,000.00
3133EMBS0	20-0084	FFCB	1,000,000.00	0.200	10/02/2023	10/06/2020	973	0.261	999,866.46	22.22	998,190.00	998,212.22
3130AGWK7	19-0062	FHLB	775,000.00	1.500	08/15/2024	09/27/2019	1,291	1.605	809,355.90	Received	771,187.00	771,187.00
Federal Agency - Coupon (NC) Totals			5,275,000.00				816	1.163	5,372,853.50	22.22	5,251,617.00	5,251,639.22
Federal Agency - Coupon (Callable)												
3134GV2R8	20-0063	FHLMC	1,500,000.00	0.350	12/29/2022	07/07/2020	696	0.362	1,500,996.62	Received	1,499,550.00	1,499,550.00
Federal Agency - Coupon (Callable) Totals			1,500,000.00				696	0.362	1,500,996.62	0.00	1,499,550.00	1,499,550.00
Treasury Securities - Coupon												
912828Q29	19-0046	USTN	1,000,000.00	1.500	03/31/2023	09/19/2019	788	1.649	1,029,375.00	Received	994,921.88	994,921.88
912828T26	19-0067	USTN	1,250,000.00	1.375	09/30/2023	10/28/2019	971	1.615	1,290,332.50	Received	1,238,623.05	1,238,623.05
Treasury Securities - Coupon Totals			2,250,000.00				889	1.630	2,319,707.50	0.00	2,233,544.93	2,233,544.93
Investment Totals			9,025,000.00				814	1.145	9,193,557.62	22.22	8,984,711.93	8,984,734.15

DISCLOSURE

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CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting
February 18, 2021

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JANUARY 2021

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
No travel expenditures to report for January 2021			
TOTAL			\$0.00

SUMMARY

FUND	JANUARY	YEAR TO DATE
General	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

CLEVELAND PUBLIC LIBRARY				
EMPLOYMENT REPORT				
Period: Jan 1-Jan 31, 2021				
Name	Title	Department/Branch	Effective Date	Compensation Rate
New Hires				
None				
Resignations				
Pas, John	Library Sys & App Analyst	Automation Services	1/21/2021	
Sims, Jasmine	Operations Prj Coord	Property Mgmt	1/1/2021	
Terminations				
None				
Retirements				
Elder, Phillip	Library Asst - Comp Emp	South Branch	1/22/2021	
Salary Change				
Canan, Melissa	Tech Central Asst Mgr	Tech Central	1/17/2021	\$68,283.85
Parks, Harriette	Chief of Public Svcs	Public Services	1/17/2021	\$130,215.42
Skrtic, John	Chief of Special Projects &	Director's Office	1/17/2021	\$135,424.32

CLEVELAND PUBLIC LIBRARY

REPORT D

Human Resources Committee Report
 Meeting Date: February 16, 2021
 Report Period: Jan 2021

Report on Paid Sick Time Used by the Month
 Hours Used Per Each Two Pay Periods

MONTH	2020 SICK LEAVE HOURS USED	2020 EPSL/EFMLA HOURS USED	2021 Sick Leave Hours used	2021 EPSL Hours used	2021 TOTAL HOURS
January	2,760.84	0	2,627.84	1,159.34	91,691.71
February	4,394.77	0			
March	4,142.85	0			
April	352.08	64.00			
May	454.05	160.00			
June	1,390.44	463.50			
July	1,359.48	828.00			
August	3,835.58	1,030.50			
September	3,447.08	1,190.75			
October	6,646.54*	2666.50*			
November	3781.63	2,296.25			
December	3,210.64	1,694.84			

*Covers three pay dates

April and May 2020 Library was shut down due to Covid-19

June and July 2020 – Employees were back to work 50%



REV EEO-4 1995

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CLEVELAND PUBLIC LIBRARY
STATE AND LOCAL GOVERNMENT INFORMATION
2021 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	1	3	23	14		1		25	17				3	87
PROFESSIONALS		7	19	1				28	10	4			1	70
TECHNICIANS	1	1	12	2				2	2					20
PROTECT/SERV	3		6	19				1	5					34
PARA-PROFESS	3	7	21	24	1		1	37	23	2			1	120
ADMIN SUPPORT	3	10	28	33	3		1	32	74	2			2	188
SKILLED CRAFT	1		5	3				1	1					11
SERV/MAINT	1	2	8	29				2	4					46
GRAND TOTAL	13	30	122	125	4	1	2	128	136	8			7	576

Insurance Report for the Month of February 2021

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
MMO - National Network			0
MMO - CleCare Network			0
Cobra			0
Total MMO			0
Dental Insurance	291	176	467
Vision Employee			
Vision Children			
Vision Spouse			
Vision Family			
Total Vision			0
Workers' Compensation Lost Time Report			
			<i>Total days missed during report month</i>
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	
			0

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JANUARY 2021**

CIRCULATION ACTIVITY	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
Main Library	84,663	142,077	84,663	142,077	-40%
Branches	84,108	260,262	84,108	260,262	-68%
Mobile Units	51	386	51	386	-87%
Library for the Blind	27,196	39,726	27,196	39,726	-32%
OLBPD BARD	17,814	15,449	17,814	15,449	15%
eMedia	60,228	60,519	60,228	60,519	0%
TOTAL CIRCULATION	274,060	518,419	274,060	518,419	-47%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
eBook	28,729	30,194	28,729	30,194	-5%
eAudiobook	20,243	21,600	20,243	21,600	-6%
eMusic	4,945	4,547	4,945	4,547	9%
eVideo	4,791	2,651	4,791	2,651	81%
eMagazines	1,520	1,527	1,520	1,527	0%
TOTAL eCIRCULATION	60,228	60,519	60,228	60,519	0%

Included in circulation activity

	Month	YTD
eCARDS ISSUED	633	633
eMEDIA NEW USERS	869	869
CURBSIDE SERVICES	14785	14785

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
TOTAL SESSIONS	17,758	56,778	17,758	56,778	-69%

VIRTUAL REFERENCE	Month	YTD
Email/LibAnswers*	735	735
ASK CPL Live Chat*	251	251
FAQ Views	852	852
TOTAL VIRTUAL REFERENCE	1,838	1,838

All in-person interactions and physical circulation services ceased operation at the close of business on March 13, 2020 due to precautions related to the COVID-19 pandemic. Curbside and Walk-up Services began June 8, 2020. The Library reopened to the public on August 24, 2020 but returned to curbside and walk-up services only beginning November 21, 2020.

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

REPORT G

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR JANUARY 2021**

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	298	508	366	634	1,806	263	2,069
Brooklyn	295	220	158	435	1,108	356	1,464
Carnegie West	1,009	850	1,057	1,395	4,311	1,178	5,489
Collinwood	265	268	222	545	1,300	298	1,598
East 131st	743	173	60	183	1,159	268	1,427
Eastman	1,404	859	820	1,672	4,755	2,170	6,925
Fleet	976	410	486	893	2,765	462	3,225
Fulton	583	412	229	477	1,701	494	2,195
Garden Valley	112	169	58	66	405	117	522
Glenville	196	319	166	473	1,154	252	1,406
Harvard-Lee	409	212	289	458	1,368	500	1,868
Hough	446	197	212	298	1,153	364	1,517
Jefferson	773	404	591	726	2,494	654	3,148
Langston Hughes	367	257	144	326	1,094	306	1,400
Lorain	619	239	170	328	1,356	421	1,777
Martin Luther King, Jr.	307	225	191	359	1,082	326	1,408
Memorial-Nottingham	616	410	832	1,263	3,121	730	3,851
Mt. Pleasant	207	387	309	633	1,536	333	1,869
Rice	464	288	302	520	1,574	654	2,228
Rockport	2,273	978	972	2,148	6,371	1,356	7,727
South	2,299	591	430	716	4,036	1,522	5,558
South Brooklyn	1,314	781	1,506	2,431	6,032	1,527	7,559
Sterling	488	215	164	304	1,171	526	1,697
Union	170	193	111	278	752	213	965
Walz	1,029	572	639	1,035	3,275	892	4,167
West Park	996	1,005	2,189	3,777	7,967	1,530	9,497
Woodland	323	412	111	287	1,133	419	1,552
TOTAL	18,981	11,554	12,784	22,660	65,979	18,131	84,108

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JANUARY 2021**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2020	2019	2020	2019		
Addison	2,069	9,292	2,069	9,292	-7,223	-78%
Brooklyn	1,464	6,594	1,464	6,594	-5,130	-78%
Carnegie West	5,489	12,171	5,489	12,171	-6,682	-55%
Collinwood	1,598	8,229	1,598	8,229	-6,631	-81%
East 131st	1,427	4,692	1,427	4,692	-3,265	-70%
Eastman	6,925	16,448	6,925	16,448	-9,523	-58%
Fleet	3,225	10,680	3,225	10,680	-7,455	-70%
Fulton	2,195	9,778	2,195	9,778	-7,583	-78%
Garden Valley	522	3,605	522	3,605	-3,083	-86%
Glenville	1,406	8,209	1,406	8,209	-6,803	-83%
Harvard-Lee	1,868	7,057	1,868	7,057	-5,189	-74%
Hough	1,517	6,874	1,517	6,874	-5,357	-78%
Jefferson	3,148	6,591	3,148	6,591	-3,443	-52%
Langston Hughes	1,400	7,265	1,400	7,265	-5,865	-81%
Lorain	1,777	7,865	1,777	7,865	-6,088	-77%
Martin Luther King, Jr.	1,408	6,118	1,408	6,118	-4,710	-77%
Memorial-Nottingham	3,851	12,091	3,851	12,091	-8,240	-68%
Mt. Pleasant	1,869	4,351	1,869	4,351	-2,482	-57%
Rice	2,228	11,643	2,228	11,643	-9,415	-81%
Rockport	7,727	19,278	7,727	19,278	-11,551	-60%
South	5,558	11,667	5,558	11,667	-6,109	-52%
South Brooklyn	7,559	17,932	7,559	17,932	-10,373	-58%
Sterling	1,697	6,730	1,697	6,730	-5,033	-75%
Union	965	5,559	965	5,559	-4,594	-83%
Walz	4,167	12,182	4,167	12,182	-8,015	-66%
West Park	9,497	18,312	9,497	18,312	-8,815	-48%
Woodland	1,552	9,049	1,552	9,049	-7,497	-83%
TOTAL	84,108	260,262	84,108	260,262	-176,154	-68%

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JANUARY 2021**

OTHER TRANSACTIONS	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
	Loans* to:				
CLEVNET	59,383	72,627	59,383	72,627	-18%
Other Libraries	736	401	736	401	84%
	60,119	73,028	60,119	73,028	-18%

*Totals included in Main Library and Branch circulation counts

REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
	Virtual Reference	1,838	104	1,838	104
Interlibrary Loan Requests	782	1,360	782	1,360	-43%
	2,620	1,464	2,620	1,464	79%

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
	New Titles Added	3,653	5,120	3,653	5,120
Total Items Added	8,970	40,172	8,970	40,172	-78%

HOURS OPEN	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
	Main Library	0	200	0	200
Branches	0	5,679	0	5,679	-100%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
	Downloads	17,814	15,449	17,814	15,449
Users	750	702	750	702	7%

Included in circulation activity

STREAMING MEDIA	Monthly Total		Year-to-Date		YTD
	2021	2020	2021	2020	Gain/Loss
	Songs	23,288	19,365	23,288	19,365
Users	297	282	297	282	5%