

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 September 17, 2020
 Trustees Room Louis Stokes Wing
 12:00 Noon

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

Absent: None

Ms. Rodriguez called the meeting to order at 12:10 p.m.

Approval of the Minutes

Mr. Hairston moved approval of the Regular Board Meeting of 6/18/20; and the Special Board Meeting of 8/06/20. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

OATH OF OFFICE CEREMONY FOR NEW TRUSTEE TELEANGE' THOMAS

Bryan K. Szalewski, Director of Legal Affairs, administered the Oath of Office to Teleange' Thomas. Ms. Thomas was appointed by the Cleveland Board of Education on August 25, 2020 to fill the unexpired term of Alesha Washington, commencing immediately and expiring on July 2, 2021.

After sharing information about her background, Ms. Thomas thanked the Board for the opportunity to serve.

OATH OF OFFICE FOR REAPPOINTMENT OF THOMAS D. CORRIGAN

Bryan K. Szalewski, Director of Legal Affairs, administered the Oath of Office to Thomas D. Corrigan. Mr. Corrigan was reappointed by the Cleveland Board of Education on June 23, 2020 to a sixth full term on the Library Board, commencing on July 2, 2020 expiring on July 2, 2027.

Mr. Corrigan expressed his gratitude to the Board of Trustees and Library Administration for the opportunity to serve for another term.

MINUTES OF
 REGULAR BOARD
 MEETING OF
 6/18/20; SPECIAL
 BOARD MEETING
 OF 8/06/20
 Approved

OATH OF OFFICE
 FOR NEW TRUSTEE
 TELEANGE'
 THOMAS
 Administered

OATH OF OFFICE
 FOR
 REAPPOINTMENT
 OF THOMAS D.
 CORRIGAN
 Administered

COMMUNICATIONS

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

PRESENTATION: Library Status Update

As an introduction to this presentation, Director Thomas stated that he wanted to provide the Board with an update on finances; how the Library was moving forward with the re-opening; how we are providing services under COVID; marketing; and Facilities Master Plan.

Director Thomas introduced Carrie Krenicky, Chief Financial Officer, who provided the following financial update.

FINANCIAL UPDATE

Carrie Krenicky, Chief Financial Officer, gave an overview of the General Fund Revenue, and stated that CPL updated our certificate of estimated resources as follows:

Reduced by \$1,804,546 million as follows:

- PLF reduced \$1,796,146 per ODT updated entitlement for CY2020 on 6/25
- Fines and Fees reduced \$165,540
- Earned Interest reduced \$7,350
- Unrestricted Gifts reduced \$1,000; and
- Misc increased \$165,490 primarily due to the reimbursement we received from BWC to ease financial pressures of the pandemic.

Ms. Krenicky stated that although our certificate of estimated resources has not been updated for Property Taxes, as we are uncertain of actual collections at this time, we continue to assume a 10% reduction in property tax collections, for an estimated total revenue loss of \$5.2 million this year.

Ms. Krenicky stated that the PLF distributions for July, August and September came in above ODT's latest estimates that were just issued at the end of June. However, the PLF CY 2020 year-to-date total is below what we were anticipating pre-pandemic.

Ms. Krenicky stated that Kim Murnieks, the state's budget director, stressed caution. In a recent interview with reporters, she stated it is a "good sign" that state coffers are in the black, but that some of the effects of the June and July stimulus efforts, including increased unemployment payments, are still driving tax receipts and expect to see a continued slowdown in the upcoming months.

Ms. Krenicky's presentation continued with an update on General Fund Expenditures, and stated that we are able to reduce appropriations by \$4.5 million as follows:

- SWO/Salary reductions through 7/25/20
- Hiring "slush"
- Operational reductions
- Reduction of collections budget

Ms. Krenicky noted that the general fund's unencumbered fund balance may be used for general operations up to \$2.5 million dollars, if needed. Additional reductions may or may not be identified depending on COVID-19 pandemic pressures and reactions.

Director Thomas stated that our revenue loss is going to be \$5.2 million and we found an additional \$4.5 million in cost cutting to counter that. The Board was apprised of the possibility of using up to \$2.5 million from our unencumbered fund if needed. There are some staffing issues that we are currently dealing with as we have a number of employees going out on leave because of COVID. We will not get to the point of using the full \$2.5 million.

Ms. Krenicky continued her presentation and reminded the Board of the Rule of Thumb we strive to follow when we are appropriating to our general fund:

Rule of Thumb to Follow:

Salaries/Benefits 65%

Library Materials 15%

Other 20%

- o Purchased/Contracted Services
- o Supplies
- o Capital Outlay
- o Miscellaneous

Ms. Krenicky stated that our current 6th Amendment to the General Fund Appropriation is at \$59.97 million and noted that Salaries/Benefits were allocated at 67.4%. We are looking to decrease our 6th Amendment by \$4.5 million to \$55.47 million. We will be decreasing our Salaries/Benefits from \$44.44 million to \$36.94 million. Library Materials will be reduced from \$7.28 million to \$6.28 million. This will still leave us at a 66.6% for Salaries/Benefits, 11.3% in our Library Materials, and 22.1% in Other.

Ms. Krenicky gave the following financial update on Coronavirus Relief Funding that the Library has received:

- Ohio's public libraries were invited to apply for the \$18.3 million in CARES Act funds that were approved by the Ohio Controlling Board at the end of July
- This program provides funding of \$25,000 to each Ohio public library and branch location
- CPL applied for CARES Act funds and received \$700,000 on August 28, 2020
- The funds can be used towards increased sanitation of public library buildings and the purchase of PPE, including hand sanitizer, face masks, gloves, thermometers, plexiglass barriers, large bins to quarantine returned library materials and to cover FFCRA leave
- CPL has already committed to just over \$405k in COVID-19 related purchases and has expended \$70k to cover FFCRA leaves

In response to Ms. Thomas' inquiry regarding revenue loss as compared to previous years, Ms. Krenicky stated that it is most reflective in the Public Library Fund and Property Tax. The Library normally collects about \$3 million in delinquent property taxes each year, that we are not certified for, and that is mainly the amount that we are estimating we may not to collect this year. With the Public Library Fund, we are recertified and about \$1.8 million less this year. These make up most of the estimated loss of \$5.2 million.

Director Thomas commended Carrie Krenicky and Ronelle Miller-Hood, Benefits & Compensation Manager, and their staff for receiving awards every year and during COVID making sure that Library staff got paid.

Mr. Hairston thanked Director Thomas, administrators and staff for their hard work during COVID.

Ms. Rodriguez thanked Ms. Krenicky for her very thorough update.

After stating that the Library re-opened to the public on August 24, 2020, Director Thomas introduced Harriette Parks, Director of Public Services, and John Skrtic, Director of Public Services, to provide an update.

Ms. Parks gave the following update on the reopening of our Libraries:

- Effective August 24, 2020, The Cleveland Public Library opened ALL buildings to the public.
- Hours of Operation: Monday - Saturday 10:00-6:00 PM
- 10-11 hour each day for immune compromise individuals
- Curbside and walk-up services continue
- Patron visits are limited to one hour and fifteen minutes, per day. Computer experience was originally in one-hour increments with 30 minutes allotted for cleaning. After listening to our patrons and obtaining feedback from staff, our committee modified computer time to allow for immediate, efficient patron access.
- Greeters are stationed at our Main and Branch locations to enhance the patron experience and explain our new process.
- Patrons are always encouraged to wear their masks. However, if a patron is adamant of not wearing mask, we invite them to utilize the curbside and walk-up services we maintain.

Ms. Parks gave a detailed overview of the following challenges:

- Staffing due to various leaves
- Mask compliance of patrons
- Extending patron's time in locations without increasing capacity
- Maintaining a safe social distance while providing technology service to patrons
- Time compliance of patrons in branches and Main library

- Process for quarantining materials - length of time

Ms. Parks gave a detailed overview of the following opportunities:

- Computer screensharing
- Laptops for all Library Assistant Computer Emphasis team members
- Homebound Program Expansion
- Enhanced services to youth

John Skrtic, Director of Public Services, stated that Director Thomas requested that the Board receive some of the statistical data that was compiled of the last three months and shared the following:

- Since March, 2020 there has been a 43% increase in WiFi usage
- Reinstated the lending of 900 hotspots across the system
- Since March, we have seen a 28% increase in the use of Digital Downloads
- We have seen a 34% increase in the issuing of library e-cards
- We have assisted 20,943 patrons through our curbside pickup services
- Over 10,468 patrons have participated in live and recorded story times
- We have assisted close to 10,000 patrons in answering reference questions through phone, chat, and email reference services
- Reopening committee is capturing data weekly to return to the Director for next steps and possible changes to operations

Mr. Skrtic noted that following statistical data reference in the Monthly Activity Report for August 2020:

- Circulation in Main Library and Branches is down 28.2% and 32.7% respectively
- eMedia including eBook, eAudiobook, eMusic, eVideo and eMagazines have increased to a total of 104.2%

Mr. Skrtic stated that with this statistical data, we can better serve our patrons and look at new platforms that may be available.

Mr. Skrtic reported that eCards continue to be issued daily; eMedia new users increase and curbside services continue to become more popular with patrons. Virtual Reference including Email/LibAnswers, ASK CPL Live Chat, and FAQ Views have been a popular services that we will continue and try to expand.

Ms. Rodriguez asked for information on monitoring time compliance.

In response, Mr. Skrtic stated that we are monitoring time at Main Library and all of our Branches. When patrons enters, they are welcomed by a greeter and are provided with information about time allotments on computers or to browse. We are, however, trying to keep statistics on how long people are staying. Director Thomas has asked if there are ways to extend the time for patrons to visit the Library.

Mr. Skrtic stated that changes are not being made easily without capturing the data necessary to support that recommendation.

After thanking Ms. Parks and Mr. Skrtic for their efforts and hard work resulting in a smooth opening, Mr. Hairston asked if we are seeing an increase in Library visits as students are doing remote learning since schools have opened.

Mr. Skrtic stated that since the Library has instituted capacity limits, we have not seen a huge increase. We are, however, meeting with our District Managers and Branch Managers weekly to identify the Branches are experiencing increased foot traffic and determine which Branches need more services.

Ms. Butts asked for an update on meals that are made available to children at Branches.

Ms. Parks reported that meals are still being made available at all locations. However, the locations that usually have a high volume of youth who frequent that branch location to obtain those meals (ie, Sterling and East 131st Street), still have strong numbers. This has

not caused any disruptions to this service provided at those branch locations.

After thanking Ms. Parks and Mr. Skrtic for their hard work for a successful re-opening at Main Library and our Branches, Director Thomas introduced Sadie Winlock, Chief Equity, Education & Engagement Officer, to provide the Board with a Programming Update.

PROGRAMMING UPDATE

Ms. Winlock stated that even before COVID-19, we began to have conversations on how we can better focus our programs and services to address both the immediate and long term needs of our patrons. COVID-19 forced us to take a closer look and begin to identify how we could meet the immediate needs of patrons which was enhanced by the virus while staying true to our foundation as a library. This led us to target our attention to education and job readiness as our key areas to spend our time, talent and energy.

Ms. Winlock gave a high-level overview of some of the programs and provided a detail explanation of each.

Education

- Kindergarten Readiness
- STEM
- Photography - SEL
- Violin - Math
- Tutoring
- Art - SEL/Creative
- Dial-A-Story - Reading/Vocabulary
- Gaming - Production

Ms. Winlock stated that under Education, we have completely aligned our services and programs related to children ages 0-18 on meeting the Ohio State Education Standards for Matriculation. This includes partnering with CMSD as a facilitator of learning complimenting their work in Kindergarten Readiness, improving skills in science and technology, increasing skills in math.

Ms. Winlock stated that in relation to social and emotional learning, we are focused on photography and art and assisting children with social school

assignments with tutoring in all of our library districts.

This spring and summer, we introduced story time. This fall, we are introducing Dial-A-Story where a child or his or her parent or caregiver can dial and hear Director Thomas, employees and local volunteers read a story, poem or even hear a joke. Research says that children who are read to on a regular basis are more than likely to build a vocabulary and become readers themselves. This also takes away the shame of a child, parent or caregiver who cannot read to also enjoy hearing a story and sharing in that experience.

Our CPL PLAY, which is our Gaming & eSports program, is expanding and teaching how to build and produce gaming programs.

Workforce

- Job Readiness
- Career/Job Resources
- OMJ
- Coaching/Production

Ms. Winlock stated that we have completed an assessment of all of the resources at CPL related to workforce and the list is over seven pages long. This list includes workshops, books and tapes on a variety of topics such as searching for careers, building a business or learning new skills.

We have been working with Ohio Means Jobs for over five months and we are now at the stage of threading our resources into their process of assessment, training, job placement and job retention. We will become a full time partner with them in supporting Clevelanders in not only finding but retaining employment.

Social Services

- 211
- MetroHealth
- Legal Aid

Ms. Winlock stated that we have been expanding our social service resources. We know that while our foundation is engaging people in literacy and learning, we must help remove those barriers that prevent people

from wanting to access those types of resources and begin to enjoy literacy and how it can increase their knowledge in engaging new territories.

Within the next month or so, we will be working with the Unite Way of Greater Cleveland so that 211 phones can be placed in all of our branch locations. This will give patrons direct contact with resources such as housing, food, clothing and other basic needs.

Ms. Winlock stated that our work continues with MetroHealth building behavior health services for our patrons.

In addition, we are also continuing to work with other organizations such as the Legal Aid. They are currently focused on helping the community during COVID-19 on how to legally hold on to their homes or other properties.

Ms. Winlock stated that all of these programs are scheduled to begin either next week or within the next 30 days.

Ms. Winlock stated that because of hiring Charles Byrd as Director of Education, our relationship with CMSD continues to grow. Therefore, we have decided to partner with specific schools around particular program. For example, our violin for boys program will be held at Patrick Henry Middle School. There is a correlation between children learning violin and increased math scores. Now, Patrick Henry will be aligned with our Langston Hughes Branch. While we have social distancing, if the teacher of the violin class meets with three or four children, they now have the relationship with Langston Hughes to do that.

Ms. Winlock stated that our photography program will be held at Ginn Academy and John Marshall High School, which is focused on social and emotional learning. They are aligned with Collinwood Branch.

Ms. Winlock stated that we were selected to participate in national program called Project Art. This program is in about 5-6 cities and states. Cleveland was selected last year to have a Project Art here. That program will be placed at Garrett Morgan High School with a focus on social and emotional learning and will be aligned with Carnegie West Branch.

George Washington Carver Elementary School will partner with Coach Sam's which is a reading program for second through fourth graders and will be connected to Sterling Branch.

In conclusion, Ms. Winlock stated that we continue to try to connect with CMSD to be a partner and have programs that create learning in a fun way for our kids.

Ms. Winlock was available for any questions the Board may have had.

Director Thomas thanked Ms. Winlock for her update and expressed appreciation to her and her team for their hard work to provide quality programming and services for Library patrons.

MARKETING UPDATE

Director Thomas introduced Tana Peckham, Chief Marketing & Communications Officer, to provide an update on Marketing.

Ms. Peckham reported that Cleveland Public Library received nearly 200 mentions in the news reaching an audience of 20,403,290, Jun-Aug 2020.

Ms. Peckham noted an +8.5% increase in engagement, over 33k engagements, and +2% increase, nearly 40k followers, in total audience social media platforms compared to the previous quarter (March-May).

In addition, Ms. Peckham reported the following highlights:

- Mentions by Month: June, July & August on all major news outlets (Ch19, Ch5, Fox8, Ch3) as well as radio, print, or digital outlets like 90.3 WCPN ideastream and cleveland.com
- Reopening: Phases, Preparation & Summer Meals
- Nearly 100 mentions with an audience reach of 15.6 million readers and viewers
- Over 4,000 views for reopening videos (featured by Urban Library Council)
- Established resources to start the conversation and healing for Black Lives Matter
- Democracy 2020

- Facebook Live discussions with community guests about the Census and election
- Promotional posts highlight collection during Democratic & GOP Conventions

Ms. Peckham was available for any questions that Board may have had.

Director Thomas thanked Ms. Peckham and her team for their hard work to make sure that people are aware about what is happening at the Library.

FACILITIES MASTER PLAN UPDATE

Director Thomas introduced Jean McFarren, Collection Services Director/Interim Coordinator for Facilities Master Plan, to provide an update on Phase I of the Facilities Master Plan.

Ms. McFarren reminded the Board of the following original goals of the Facilities Master Plan of how we could reimagine our branches and have them be the branches of the future for our neighborhoods:

- REBALANCING of spaces from collections to community oriented
- REMOVING barriers between patrons and staff
- REORGANIZING center on public core gathering space
- RECONFIGURING collection, technology, gathering
- REVEALING a shift from opaque to transparency and accessibility

Ms. McFarren gave an update on the following Phase I Branches:

MARTIN LUTHER KING JR. BRANCH

Budget: \$19.3 mil budget
(Plus \$3,000,000 shared cost)

Architect: JKURTZ/SO-IL

Phase: Schematic Design

Update: Midwest Development Partners
gets approval from planning commission

Mr. Hairston stated that he saw a recent article regarding the development project and expressed the following concerns: (1) Position of the branch was

difficult to determine in the rendering; (2) Date to begin the library has not yet been determined; and (3) The square footage has changed from our original conversation.

Mr. Corrigan stated that just for context, Rice Branch was the last new branch we built. The budget just under \$16 million and 1,500 square feet. With the additional \$3,000,000 shared cost, the new MLK Branch costs three times as much with significantly less space. As we think in context of how we do branches, unfortunately, for councilmen and neighborhoods, this becomes the new bar.

Mr. Corrigan stated that he believes that the new MLK Branch is entitled to some special significance as it is in University Circle and it is high-profile. It will house the Anisfield-Wolf Collection as well as the Social Justice Center.

Mr. Corrigan continued to share his concerns about the schematic that was released as well as his disappointment with the Developer.

Discussion continued with the various Board members expressing their disappointment with the Developer.

Director Thomas stated that the Martin Luther King, Jr. branch has always been viewed as a community hub library. Each district will have a community hub library. Hough branch will be a neighborhood library.

Mr. Corrigan stated he will be disappointed in the compromises related to parking.

Director Thomas explained that this is why we have spent so much on this project. The Library has been working with Lee Chilcote who is dealing with their lawyers and we have another consultant who is dealing with the design. Staff have spent a tremendous amount of time on MLK. It has been a struggle to have an iconic library that speaks to Dr. King's legacy and not get caught up with this developer.

Mr. Hairston expressed his concerns about the honesty of the Developer and the unwillingness to share the progress of the project. It is important that we are all on the same page.

Director Thomas recommended that we either invite the Developer to either a Regular Board Meeting or send them a letter and give them an opportunity to explain their side on how they plan on moving forward.

Mr. Parker agreed with the Director's recommendation and expressed his concerns with the continual changes made by the Developer and their lack of communication with the Library.

Director Thomas stated that MLK has the biggest spotlight, largest cost and the greatest challenges. Director Thomas stated that a meeting with the Developers would be beneficial so that they can update the Board on the status of this project.

Ms. Butts stated that it is her hope that whatever we do with the signage that we make it a little more spectacular similar to some of the original plans that we look at years ago.

Director Thomas agreed and recommended that we also invite the Architects to join the meeting with the Developers and explain where they are. The Board will also need to approve their work on this project. Ongoing communication with the Architect is equally important for this project.

Ms. Rodriguez recommended that the meeting be set up when there is solid information to report and we are moving forward.

Director Thomas explained that although we have committed to being a partner with them, we are hoping that the Board can have a straight forward dialogue with the Developers.

Mr. Corrigan stated that in preparation for the meeting, we made this partnership with them in part on the people who were in front of us. However, we do not know anything about this new partner and we do know how much of the allocation of how much is going forward is run by the new partner. The identification of the new partners should be thorough before we meet.

Director Thomas stated that in the past the Library has been accommodating as we want this partnership to work. However, we do recognize that this has not gone in a

linear way. Therefore, it is difficult to continue to hear from them ideas that are not linear. As we are deciding on this, we should keep in mind that our budget on this is at a point where we are spending more money than it would be to completely renovate the current MLK.

Director Thomas stated that although we are committed to this project, if there are other downturns or this partner falls out and they need to find another partner, this will become another discussion that we need to have. However, bringing them before the Board will allow us to hear from them and provide us an opportunity to ask them the difficult and challenging questions.

Mr. Hairston stated that it is important that the Library has representation at Planning Commission Meetings when the Developers make presentations. We need to know what is going on. Our residents will not approve of them building around the library without giving us a date when the library will be built.

Ms. Butts stated that our residents may prefer to stay where we are. If they are backing out of their commitment our residents will want us to back out as well and stay where we are.

Director Thomas stated that this changes every two to three weeks. We want to recognize that there were issues on our side and we must take the blame for that. However, it should be beneficial for us all to come together for that they can answer our questions and we can move forward.

In response to Mr. Seifullah's inquiry, Director Thomas stated that legally, the option of remodeling the current branch would not be good. However, if they do not believe that they can move forward with the project, we would have to consider how we would move forward. Right now, we have committed and signed off on the project that we are in.

Ms. Butts stated that in the beginning, giving them the building was in exchange for the new building and expressed her concern about the escalating costs.

Director Thomas explained that we always knew that we would not have been able to build the type of building that we wanted to for \$5 million. This iconic building

is going to be a community hub library that will cost more than that. The price for this one has gotten out of control and part of that is the Library's responsibility.

Before Ms. McFarren's presentation continued, Director Thomas stated that Woodland will be another community hub.

Ms. McFarren continued her presentation.

WOODLAND BRANCH CENTRAL DISTRIBUTION FACILITY

Budget: \$14.8mil
 Architect: Bostwick / Ubiquitous Design
 Phase: Schematic Design
 Update: Remove book storage facility from scope.
 Plan to add compact shelving to floors 7 and 9 of LSW to house Lake Shore materials and Main Library

Ms. McFarren stated that Woodland Branch and the Central Distribution Facility will be located on this campus. We will remodel the current Woodland Branch and maintenance garage into the Central Distribution Facility and actually build a new branch library. The book storage has been removed from the plan at this time.

Ms. McFarren referred to sketches showing the conceptual ideas for this project and stated that Bostwick / Ubiquitous Design did a great job at looking at the neighborhood as a whole and how people approach this site. This is the best way to make the library and the campus really stand out as being integrated into the neighborhood and a significant asset to that neighborhood.

WALZ BRANCH

Budget: \$6.9 mil
 Architect: Bialosky / Robert P. Madison
 Phase: Schematic Design
 Status: Project is on hold due to lack of funding for apartments. CPL exploring options to move forward
 Update: Presentation to Landmarks Commission

Ms. McFarren stated that although there is no current update for Walz Branch, the Detroit Shoreway Community Development Organization made a presentation to the

Landmarks Commission. They will be demolishing their Detroit Chateau apartment building in an attempt to prepare this new development on that corner.

In response to Mr. Hairston's inquiry, Ms. McFarren stated that Detroit Shoreway applied this year was unsuccessful in obtaining funding. They will, however, apply next year. As we await that outcome, we will develop some plans one how to move forward whether they are successful or not. Because this funding is extremely competitive, we must have a plan in place so that we are not in this same position next year.

In response to Mr. Hairston's inquiry, Director Thomas stated that although we would love to keep the same design, it may change depending if Detroit Shoreway receives the funding next year. In that instance, we could partner with them. If they do not receive funding, we must go a different route.

HOUGH BRANCH

Budget: \$4.9 mil
 Architect: Moody Nolan
 Phase: Design Development
 Update: Concept approved by planning commission

Ms. McFarren stated that the Hough Branch is a neighborhood library and the concept was approved by the Planning Commission. We are working very closely with the East 66th Street TLCI and we are getting a lot of input from neighbors and those who live in that area who will be using this branch.

Director Thomas stated that this branch will come out to be approximately 8,000 square feet. In addition to being a little larger and much more efficient, this building will be more focused on what we do and more in line with the libraries of the future that we are creating. In keeping in budget with Hough and with what we wanted to spend on the building, we had to reduce the size of the original version which was 10,000 square feet.

Before continuing her presentation, Ms. McFarren distinguished that Carnegie west and MLK as our east and west side anchors with several community hub libraries and neighborhood branches.

WEST PARK BRANCH

Budget: \$4.7 mil
 Architect: Vocon
 Phase: Schematic Design
 Status: Focus on activating lower level
 Update:

Ms. McFarren stated that West Park is a Walker and Weeks building with an outstanding design. The focus will be activating the lower level, restoring the original entrance to honor the original architecture.

In response to Mr. Corrigan's inquiry, Ms. McFarren stated that West Park the plan is not to enlarge the branch but to work within the square footage that currently exists.

Director Thomas noted that West Park is approximately 14,400 square feet.

JEFFERSON BRANCH

Budget: \$2.0 mil
 Architect: Wanix/Williams Architects
 Phase: Schematic Design
 Update: Working with architects to improve partnership communication

Ms. McFarren stated that Jefferson Branch is one of our smaller neighborhood libraries. We are looking at a small addition that will enhance the access to the branch and make it easier for the community to use as well as supporting the 24/7 access to the book lockers. This will provide some convenience to patrons who are unable to come to the branch during regular hours of operation and pick up books and materials that are on hold for them. Patrons library cards can be used to get into the door and scanned to get into the book lockers to access books and materials that are ready to be checked out.

LAKESHORE PROPERTY

Ms. McFarren stated that the Board has instructed staff to investigate options for the Lakeshore property. Below are examples of some of those ideas:

Examples of Ideas

Keep property. Refresh or renovate Memorial Nottingham Branch. Demolish Technical Services, OLPDH and rest of building and build outdoor all-season amphitheater (might be able to incorporate existing auditorium into amphitheater, and beautify and connect remaining greenspace to existing park.

Status

- Director Thomas started a conversation with MetroParks
- Jean McFarren is working with Regency to determine feasibility of demolishing building except the branch

Ms. McFarren stated that after this exploration, staff will bring back options to the Board for consideration.

PHASE 1-B

Before reviewing the list of Phase 1-B libraries, Ms. McFarren stated that Fleet Branch was originally a Phase 2 library. We have rearranged the libraries so that Fleet could be in Phase 1. Because of the budget and other considerations, it has been decided that we will be able to produce a better product for that neighborhood by putting it back into Phase 2.

The Board of Library Trustees approved the selection of the following branches for Phase 1- B of the Facilities Master Plan:

- Brooklyn
- Eastman
- Lorain
- Memorial-Nottingham
- Rockport
- Sterling

Ms. McFarren was available for any questions the Board may have had.

Director Thomas thanks Ms. McFarren for taking on the role of Interim Coordinator for Facilities Master Plan and moving these projects forward in the absence of a Chief Operations Officer for nearly one year.

Finally, Director Thomas acknowledged Sadie Winlock, Chief Equity, Education & Engagement Officer, for her willingness to use her facilitation skills to build relationships and address challenges between architects who have partnered on some of these projects.

MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS
Approved

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS

Because the Joint Finance & Human Resources Committee Meeting was cancelled, 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.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

RESOLUTION TO
ACCEPT GIFTS
FOR THE
MONTHS OF
JUNE, JULY,
AUGUST
Approved

Resolution to Accept Gifts for the Months of June, July, August

(See pages 1082-1084)

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

WHEREAS, The Board receives gifts of moneys and library services materials from generous citizens from time to time; and

WHEREAS, Attached to this Resolution are the Gift Reports itemizing the gifts received by the Library for the months of June, July and August of 2020; now therefore be it

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

Resolution to Accept Coronavirus Relief Funding through the Ohio Office of Budget and Management and Establish a Special Revenue Fund

RESOLUTION TO
ACCEPT
COROVAVIRUS
RELIEF
FUNDING
THROUGH THE
OHIO OFFICE OF
BUDGET AND
MANAGEMENT
AND ESTABLISH
A SPECIAL
REVENUE FUND

Approved

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

WHEREAS, Funds were awarded to the State of Ohio as Federal Financial Assistance from the U.S. Department of Treasury. Funds were awarded under the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") as the Coronavirus Relief Fund (CRF); and

WHEREAS, Ohio's public libraries were invited to apply for the \$18.3 million in CARES Act funds that were approved by the Ohio Controlling Board at the end of July. The new Coronavirus Relief Fund (CRF) - Public Library Assistance Program will be administered by the Ohio Office of Budget and Management (OBM); and

WHEREAS, This program provides funding of \$25,000 to each Ohio public library and branch location. The funds can be utilized across the library system. The Ohio Library Council (OLC) advocated for these funds to help offset the unanticipated costs of safely operating library facilities during the pandemic. The money can be used towards increased sanitation of public library buildings and the purchase of PPE, including hand sanitizer, face masks, gloves, thermometers, Plexiglas barriers, and large bins to quarantine returned library materials; and

WHEREAS, The Cleveland Public Library applied for CARES Act funds and received \$700,000 on August 28, 2020; and

WHEREAS, Cleveland Public Library established a Coronavirus Relief Special Revenue Fund (#260) to separately track the receipt and expenditure activity of the CRF funds. Since this is a new federal program with a restricted purpose, local governments have authority under Ohio Revised Code Section 5705.09 to establish the new fund, without seeking Auditor of State (AOS) approval; now be it

RESOLVED, That the Board of Library Trustees accepts the Coronavirus Aid, Relief, and Economic Security (CARES)

Act funds in the amount of \$700,000 for the funding period March 1, 2020 through December 30, 2020, for receipt into the Coronavirus Relief Fund Account 260042-42100 (Federal Aid) effective August 28, 2020; and be it further

RESOLVED, That the Cleveland Public Library Board of Trustees authorizes the Chief Financial Officer to create the Coronavirus Relief Special Revenue Fund (#260) for the purpose of tracking receipt and expenditure activity of coronavirus relief funding; and be it further

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

Seventh Amendment to the Year 2020 Appropriation

(See pages 1085-1091)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2020 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated September 16, 2020; and

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

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

SEVENTH
AMENDMENT TO
THE YEAR 2020
APPROPRIATION
Approved

Resolution to Ratify and Approve the Purchase of Insurance Coverage for Policies Effective August 1, 2020

(See pages 1092-1108)

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

WHEREAS, On September 26, 2019, the Board of Library Trustees authorized the renewal of the insurance packages stated within this Resolution for two, one-year renewal periods commencing on August 1, 2020, provided terms, conditions, and pricing remained comparable to the current programs and consistent with then current market conditions; and

WHEREAS, On June 18, 2020, the Board of Library Trustees authorized the Executive Director to make the final determination to accept the insurance package that provides the best coverage for the lowest overall cost, for a total annual premium for all policies not to exceed \$520,132.75, and the coverage purchased would be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting; and

WHEREAS, The 2020 renewal premiums are as follows:

Coverage	Expiring Premium	Carrier	Renewal
Property, including Boiler & Machinery	\$237,000	Affiliated FM Insurance Company (Incumbent)	\$266,433
General Liability, including Employee Benefits Liability, Ohio Employer's Liability and Abuse/Molestation	\$41,460	Liberty Mutual Insurance Company (Incumbent)	\$45,343
Law Enforcement Professional Liability	\$5,127	Liberty Mutual Insurance Company (Incumbent)	\$7,750 (Security Officers were changed from Class B to Class C due to the new

RESOLUTION TO RATIFY AND APPROVE THE PURCHASE OF INSURANCE COVERAGE FOR POLICIES EFFECTIVE AUGUST 1, 2020
Approved

			contract allowing Phazzers)
Automobile Liability	\$44,850	Liberty Mutual Insurance Company (Incumbent)	\$48,686
Coverage	Expiring Premium	Carrier	Renewal
\$10 million Excess Liability	\$18,671	Liberty Mutual Insurance Company (Incumbent)	\$21,290
\$15 million Excess Liability over \$10 million Excess Liability	\$15,150	Travelers Insurance Company (Incumbent)	Did not renew
Crime	\$9,850	Travelers Insurance Company (Incumbent)	\$9,750
Cyber Liability	\$18,306	Illinois National Insurance Company - AIG Beazley (Lloyds) (New)	\$19,869.25 (Increased the number of notifications from 1,000,000 to 1,500,000)
Public Officials and Employment Practices Liability	\$49,539	Illinois National Insurance Company - AIG (Incumbent)	\$54,440
Total Premium	\$439,953		\$473,561.25

;and

WHEREAS, The Library's Executive Director is authorized to accept the Property, General Liability, Law Enforcement Professional Liability, Automobile Liability, Excess Liability, Crime, Cyber Liability and Public Officials and Employment Practices Liability as presented by McGowan Insurance for coverage effective August 1, 2020; and

WHEREAS, The combined annual renewal premiums yielded a 7.6% increase in cost (or \$33,608.25) compared to the expiring program premiums, including the additional premiums paid in Law Enforcement and Cyber and excluding the \$15 million Excess Liability; now therefore be it

RESOLVED, That the Board of Library Trustees ratifies the decision to purchase Property, General Liability, Law Enforcement Professional Liability, Automobile Liability, Excess Liability, Crime, Cyber Liability and Public Officials and Employment Practices Liability through McGowan Insurance for the fourth year's premium not-to-exceed \$473,561.25 for the period August 1, 2020 through August 1, 2021; and be it further

RESOLVED, That it is the intention of this Board to renew the insurance packages stated within this Resolution for one, one-year renewal periods commencing on August 1, 2021, provided terms, conditions, and pricing remain comparable to the current programs and consistent with then current market conditions.

Resolution to Enter Into an Agreement with KONE Inc. for Maintenance Services to the Elevators Located in the Main Library, Louis Stokes Wing, Carnegie West, Eastman, Martin Luther King, Jr., and South Brooklyn Branches, and the Lakeshore Facility

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

WHEREAS, On September 26, 2019, the Board of Trustees of the Cleveland Public Library authorized the Library to consolidate its separate contracts with KONE Inc. for a full-service maintenance contract for the elevators located in the Main Library, Louis Stokes Wing, Carnegie West, Eastman, Martin Luther King, Jr., and South Brooklyn branches and for the Lakeshore Facility effective October 1, 2019 through September 30, 2020; and

WHEREAS, The Library Administration is pleased with the services provided by KONE, Inc. and desires to renew the agreement for another year effective October 1, 2020 through September 30, 2021; and

WHEREAS, The renewed contract for services will be charged at the same rate as last year, at a monthly cost of \$6,218.37, for a total contract amount of \$74,620.44; now therefore be it

RESOLVED, That the Board of Trustees hereby authorizes the Executive Director, CEO or his designee to enter

RESOLUTION TO ENTER INTO AN AGREEMENT WITH KONE INC. FOR MAINTENANCE SERVICES TO THE ELEVATORS LOCATED IN THE MAIN LIBRARY, LOUIS STOKES WING, CARNEGIE WEST, EASTMAN, MARTIN LUTHER KING, JR., AND SOUTH BROOKLYN BRANCHES AND THE LAKESHORE FACILITY
Approved

into an agreement with KONE Inc. for maintenance services to the elevators located in the Main Library, Louis Stokes Wing, Carnegie West, Eastman, Martin Luther King, Jr., and South Brooklyn branches, and the Lakeshore Facility for a one-year term beginning on October 1, 2020 and terminating September 30, 2021 at a cost not-to-exceed \$74,620.44, with the expenditure being charged to the General fund account lxxx0053-53340, (Building Maintenance), where xxx = the department/branch, and which agreement shall be subject to the approval of the Director of Legal Affairs.

RESOLUTION
AUTHORIZING
PRECONSTRUCTION AGREEMENT
WITH PANZICA
CONSTRUCTION
CO. FOR THE
MARTIN LUTHER
KING, JR. BRANCH
Approved

Resolution Authorizing Preconstruction Agreement with Panzica Construction Co. for the Martin Luther King, Jr. Branch

(See page 1109)

Mr. Seifullah moved approval of the following resolution. Ms. Thomas seconded the motion, which passed six in favor and one abstention from Mr. Hairston.

WHEREAS, On February 21, 2019, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement through UC City Center LLC ("UC3"), as owner and limited construction agent for the Library, with Panzica Construction Co. for construction manager at risk services, for the new Martin Luther King, Jr. branch, in an amount not to exceed \$902,516.00, which included \$60,320.00 for preconstruction services; and

WHEREAS, UC3 is in the process of determining its relationship to the legal entity that will own the new library real property. In order to maintain continuity on this project, the Library would like to enter into an agreement directly with Panzica only for preconstruction services instead of contracting through UC3 in order to obtain necessary estimating and value engineering services as design continues; and

WHEREAS, As a result of design changes during schematic design and the need to develop a new design development estimate, the costs for preconstruction have increased to \$80,005.00; now therefore be it

RESOLVED, That the Board authorizes the Executive Director, CEO or his designee(s) to execute a contract with Panzica Construction Co, in an amount not to exceed \$80,005.00, with the expenditure being charged to the Construction - Tax-Exempt fund account 40276705-55300 (Construction/Improvements), in a form approved by the Director of Legal Affairs.

In response to Mr. Hairston's inquiry regarding the minority company assigned to partner with Panzica, Director Thomas explained that this resolution for Construction Manager at Risk was approved in 2019 prior to the work that is currently being overseen by Sadie Winlock, Chief Equity, Education & Engagement Officer.

In response to Mr. Hairston's inquiry, Bryan Szalewski, Director of Legal Affairs, stated that previous discussions with Panzica were held. Panzica does have goals that they are trying to reach towards minority inclusion. Unlike our architect agreements, where for example we have HBM working with Prime AE as a minority partner, they do not have a minority partner per se. However, once we get to the bidding portion, they will be working with minority firms. Panzica has robust goals that they have shared with the Library.

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that when she joined the Library, we began having conversations with Panzica. Because the Library does not have a Disparity Study, we do not have the legal opportunity to hold others accountable for numbers. Therefore, we must strongly encourage them to do that by talking about our diversity policy.

Ms. Winlock stated that she had the impression that Panzica was going to be very cooperative and respond to that and noted that although we will continue to be observant, she is encouraged by their latest communication.

Mr. Hairston stated that he was concerned as we have had a lengthy discussion about this months ago and acknowledged that the Library's policy was confirmed after that discussion. Although this is after the fact, we should still find ways to monitor those goals and objectives.

Director Thomas expressed his confidence in the conversions previously held with Ms. Winlock's participation and that goals during the construction phase will be targeted.

Ms. Winlock stated that the Library now has a list consisting of approximately 1,500 small minority businesses that we can offer to Panzica and other companies if they indicate that they have been unable to identify them. We will work closely with them as we have with our Legal and Finance Department as well as our in-house Supplier Diversity Council and will update the Board as we continue this process.

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

(See page 1110)

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

WHEREAS, On June 18, 2020, the Board of Library Trustees approved the District Cooling Agreement with Cleveland Thermal Chilled Water Distribution, LLC for service to the Main Library Building and the Louis Stokes Wing for a period of ten (10) years commencing on August 1, 2020; and

WHEREAS, Subsequent thereto, Cleveland Thermal and the Library engaged in additional negotiations for a new 10-year rate structure that is more beneficial to the Library than the rate structure presented to the Board on June 18, 2020; and

WHEREAS, The Library Administration requests that the Library Board of Trustees approve the new rate structure which reduces the Distribution Consumption Charge from .1168 to .0800 per ton hour, resulting in a significant savings to the Library over the life of the contract; and

WHEREAS, The effective date of the new agreement will be September 17, 2020. Charges for the off-contract period from August 1, 2020 through September 17, 2020 will be at the new rate structure and will be credited to the Library in the September invoice; and

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

WHEREAS, Cleveland Thermal will not be making a donation to the Cleveland Public Library Foundation; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee(s) to execute an agreement between Cleveland Public Library and Cleveland Thermal Chilled Water Distribution, LLC, for a period of ten-years, incorporating the rates and terms contained in the attached Term Sheet Proposal in lieu of the rate and terms approved on June 18, 2020, subject to review and approval of the agreement by the Library's Director of Legal Affairs, and further authorizes the Fiscal Officer to pay for charges for the off-contract period from August 1, 2020 through September 17, 2020, at the new rate structure.

Resolution Authorizing Amendment to Agreement with JKURTZ Architects Ltd. for Design Services for the Martin Luther King, Jr. Branch of the Cleveland Public Library

(See pages 1111-1118)

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

WHEREAS, On June 18, 2019, the Board of Trustees of the Cleveland Public Library authorized an agreement with SO-IL Office Ltd and/or JKURTZ Architects Ltd in the amount of \$1,456,525 for architectural and engineering design services for the new Martin Luther King, Jr. Branch; and

WHEREAS, On November 15, 2019, the Library and JKURTZ Architects Ltd entered into an agreement for architectural and engineering design services for the new Martin Luther King, Jr. Branch in an amount of \$1,435,210, with the lower amount being the result of a change in the architects' consultants; and

WHEREAS, In April of 2020, the design development phase of design was completed and estimates were obtained for the total project costs. The estimates revealed that the project costs substantially exceed the budget for the branch, and after considerable review and consideration, the Library Administration has directed

RESOLUTION
AUTHORIZING
AMENDMENT TO
AGREEMENT
WITH JKURTZ
ARCHITECTS
LTD. FOR
DESIGN
SERVICES FOR
THE MARTIN
LUTHER KING,
JR. BRANCH OF
THE
CLEVELAND
PUBLIC
LIBRARY
Approved

the architects to revise the design and produce revised development documents; and

WHEREAS, SO-IL + JKURTZ have submitted a proposal for the additional architect fees for the revised design and documents in the amount of \$496,160; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee(s), to negotiate and execute an amendment to the agreement with JKURTZ Architects Ltd., in an amount not-to-exceed \$496,160, with the expenditure being charged to the Construction - Tax-Exempt fund account 40276705-55300 (Construction/Improvements), and increases the agreement to a total cost of \$1,931,370, in such form as is approved by the Director of Legal Affairs.

In response to Ms. Thomas' inquiry, Director Thomas stated that these additional architect fees are for the revised design of this project.

Director Thomas stated that when the original version was done, the actual size of MLK was 35,000 square feet and came in \$10 million over budget. The COO who was in charge of this project indicated that the numbers would not be nearly this high. Our consultant who was working on this looked at it and confirmed that this 35,000 square foot building was going to be \$10 million over budget. The alternative was to go to a \$15 million budget which is what we had originally determined and requested that changes be made to accommodate that budget.

Director Thomas stated that the second floor would probably not be able to be done with that cost. They looked at a mid-range design which would be about 25,000 square feet. This would still be an iconic building that would cost us an additional \$4 million. Because the square footage is being reduced, the architects must redesign.

Ms. Thomas asked if that reimagined design has been presented to the Board.

Mr. Corrigan stated that after all of the work we did with the design competition, one of the things that has happened here is that they missed the design by \$10

million and which is the reason we had to change the budget.

Director Thomas stated that when the COO at the time started the design of the building, everyone came to him with additional things that were needed in the building. That COO stated that he believed those additions could be fit into the budget and go up to 35,000 square feet. We did not predict that it would come in \$10,000,000 over budget. By the time design development was complete, he was gone and we were left to examine where we were. We had to bring to the Board three options.

Director Thomas stated that, in his opinion, it makes no sense to move forward with a 20,000 square foot building. We could stay under budget and move forward if that is what the Board should approve. We can move money from the Unencumbered fund and Board fund to provide the extra \$4 million as we look at keeping costs down and identifying other ways to create an iconic building at 25,000 square feet but must be redesigned.

Finally, Director Thomas stated that it was not necessarily the Architect mistake. They were merely attempting to accommodate the additional requests given them.

Ms. Thomas asked for additional information on the timing of the redesign.

Director Thomas stated, that if approved, they will begin working on it immediately.

Mr. Corrigan stated that the architects' soft cost are now 10% of the budget which is high.

Director Thomas stated that we would like to bring in the Architects. They want to build an iconic building and are trying to find ways to cut costs to do that.

Ms. Rodriguez stated that she is sensing a lot of indifferences regarding MLK and explained that this project started four years ago with no movement forward.

Ms. Rodriguez stated that although we do need to meet with the Developers, it could be a waste of time without being provided with any concrete information.

Mr. Szalewski stated that we are in the status of planning right now to have discussions with the Developer to begin conversations about our cost allocations. Mr. Szalewski stated that he believed that we do not have a concrete start date for March 2021 for breaking ground because they have to make sure that their financing is in order. In addition, to see what the ask is from CPL for the contribution to our building. He, Joyce Dodrill, prior to her retirement, and outside counsel have been setting the stage for some discussion with the Developer. There have been conversations and they are willing to go down our road with us. This is something that we have been looking to do since May 2020. Mr. Szalewski stated that because we are moving on that, he feels very positive that there is progress in the right direction. Although there have been somethings that have been discouraging, this is something that we can look forward to.

Ms. Rodriguez stated that much of what happens with MLK will depend on what the Developers are doing and expressed that if it should take two to three more years for them to get their financing, neighborhood patrons may feel that we are not keeping our promise as other neighborhood branches receive attention.

Ms. Rodriguez continued to express her disapproval and frustration because of the ongoing delays with the Developer.

In response to Ms. Rodriguez' inquiry, Director Thomas recommended that the Board send a letter to the Developer requesting for a set period of time in which to receive information about moving forward. Contractually, we are in an agreement with them and that we will move forward in this project with them. Unfortunately, there are no time limits in the contract. If the Board would like to meet with them and amend the contract to include time limits, so that we can feel comfortable with the time it takes for them to move forward.

Director Thomas stated that this is a situation that we have never been in before. They are trying to create a \$200-250 million development and we are, in their sense, a small part of that. However, for us, this is huge. Perhaps there is some type of leverage that we can

create through a document that includes deadlines to move forward or the contract becomes null and void.

Ms. Thomas stated that, for clarification, we can engage with the Developer and have a more concrete conversation around putting some hard deadlines and setting some clear expectations around the overall movement of the project. In addition, the current design that exists is not fathomable because it supersedes the level that we cannot shoulder. We do need to come back to the drawing board and get a design that accommodates the space and the budget. We also need to know that the project itself will move forward at which decision comes through the Developer.

Director Thomas agreed and stated that with this resolution, the architects can move forward and we will be ready for the Developer.

Hr. Hairston asked that the architects be reminded that there are people and funders who are expecting a Social Justice Center and the Anisfield-Wolf collection to be included in the design and cautioned that we cannot alienate our partners as we move forward.

In response to Mr. Corrigan's inquiry, Ms. Krenicky stated that the architects have been paid \$955,000 to date.

In conclusion, Mr. Hairston agreed that a conversation between the Board and Developer would be beneficial.

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

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

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

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

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

WHEREAS, On June 18, 2020, this Board approved the selection of the Brooklyn, Eastman, Fleet, Lorain, Memorial-Nottingham, Rockport, and Sterling branches for Group 1B of the Facilities Master Plan; and

WHEREAS, For budgetary purposes, the Library Administration recommends that Group 1B of the Facilities Master Plan be modified by moving the renovation of the Fleet branch to Group 2 of the Facilities Master Plan; now therefore be it

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

In response to Mr. Parker's inquiry regarding the placement of Mount Pleasant and East 131st Street, Director Thomas stated that we are currently re-evaluating. Originally when we began, the idea was to build one library at a location between the two current branch sites. At that point in time, the councilman who was really encouraging that decision. Since then, we have received a lot of feedback from both communities that they love their individual branches. We would like to re-evaluate this and give opportunity for the community to react to the possibility of consolidating into one branch or examine ways to make improvement to each individual branch. This will ultimately be in Group 2.

Director Thomas stated that we have had conversations with the new councilman for that area and he is supportive of either.

Director Thomas stated that he has received phone calls from many patrons who do not want to lose their East 131st Street branch. Since the councilman at that time is

now gone, the idea of consolidation has not been supported.

After Mr. Parker expressed his concern, Director Thomas stated that politically, it will not be good for the Library to move forward without the backing of the communities involved. We will do the work to understand what the community really wants.

In response to Mr. Hairston's inquiry, Director Thomas stated that because parking at East 131 is extremely limited, patrons have been using the church parking lot across the street. Unfortunately, the street that people must cross to get to the branch is very busy and can be dangerous especially for children who must cross.

In response to Ms. Butts' inquiry, Shenise Johnson Thomas, Chief of External Relations and Development, confirmed that Councilman Kevin Bishop is the new councilman of Ward 2.

Director Thomas stated that although Councilman Bishop was supportive of the consolidation, he has since heard from community members who support keeping both branches.

In conclusion, Director Thomas stated that he will consult with Mr. Parker to obtain feedback on how we should move forward.

Resolution Authorizing Agreements with HBM Architects, Inc. and Moody Nolan, Inc. for Architectural Design Services for the Lorain and Eastman Branches of the Cleveland Public Library

(See pages 1119-1147)

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

WHEREAS, On May 21, 2020, the Board of Trustees of the Cleveland Public Library approved the selection of HBM Architects, Inc. and Prime AE Group, Inc. as the top-ranked, most qualified team to provide professional architectural/engineering services for the Lorain branch as part of Phase 1B of the Facilities Master Plan; and

RESOLUTION
AUTHORIZING
AGREEMENTS
WITH HBM
ARCHITECTS,
INC. AND MOODY
NOLAN, INC. FOR
ARCHITECTURAL
DESIGN
SERVICES FOR
THE LORAIN AND
EASTMAN
BRANCHES OF
THE CLEVELAND
PUBLIC LIBRARY
Approved

WHEREAS, On May 21, 2020, this Board also approved the selection of Moody Nolan, Inc. as the top-ranked, most qualified firm to provide professional architectural/engineering services for the Eastman branch as part of Phase 1B of the Facilities Master Plan; and

WHEREAS, HBM Architects, Inc. and Prime AE Group, Inc. have proposed a fixed fee for the Lorain branch in the amount of \$331,847, which includes reimbursables and a design contingency allowance, and is based on the estimated budget of approximately \$2,811,709, which includes construction costs of \$2,613,709 (including construction manager services) and the cost of furniture, fixture, and equipment, which is anticipated to cost approximately \$198,000; and

WHEREAS, Moody Nolan, Inc. has proposed a fixed fee for the Eastman branch in the amount of \$242,117, which includes reimbursables and a design contingency allowance, and is based on the estimated budget of approximately \$2,317,974, which includes construction costs of \$2,071,974 (including construction manager services) and the cost of furniture, fixture, and equipment, which is anticipated to cost approximately \$246,000; and

WHEREAS, This Board finds that these fees are fair and reasonable; now therefore be it

RESOLVED, That the Board authorizes the Executive Director, CEO or his designee, to execute agreements with HBM Architects, Inc. and/or Prime AE Group, Inc. in an amount not-to-exceed **\$331,847** for the Lorain branch, with the expenditure being charged to the Construction - Tax-Exempt fund account 40276405-55300 (Construction/Improvements) and with Moody Nolan, Inc. in an amount not-to-exceed **\$242,117** for the Eastman branch, with the expenditure being charged to the Construction - Tax-Exempt fund account 40273805-55300 (Construction/Improvements) upon such terms and conditions as are reviewed and approved by the Library's Director of Legal Affairs.

Resolution to Engage Jaros Strategy LLC for Fundraising Consulting Services

RESOLUTION TO
ENGAGE JAROS
STRATEGY LLC
FOR
FUNDRAISING
CONSULTING
SERVICES
Approved

Before considering this resolution, Director Thomas introduced Shenise Johnson Thomas, Chief of External Relations and Development, for the following presentation.

Ms. Johnson Thomas stated that she and representatives from Jaros Strategy and LAND Studio have prepared an update on how we plan to move forward with the Facilities Master Plan private support efforts.

Ms. Johnson Thomas stated that we continue to be grateful to the citizens of Cleveland for passing the Library's 2017 levy to support our Facilities Master Plan to renovate and/or rebuild every neighborhood branch within our systems. As we work to make additional enhancements to the neighborhood branches such as public art, we decided early on that we would raise private support for this effort.

Ms. Johnson Thomas reviewed the following presentation agenda.

- Introductions
- CPL Foundation Work to Date
- Jaros Strategy Work-to-Date
- Project Evolution
- CPL Public Art Program Objectives & Outcomes
- JarosStrategy Scope II Deliverables
- Q&A

Ms. Johnson introduced that following representatives from Jaros Strategy:

- Susan Jaros, President
- Julie Conrad, Consultant
- Debra Hollander, Project Manager and Consultant

Ms. Johnson Thomas stated that Jaros Strategy was engaged approximately one year ago and appreciates their integrated approach to fundraising. In addition to fundraising, they incorporate communications.

Ms. Johnson Thomas showed a PowerPoint slide that included the following background information for each:

Susan Jaros, President - For more than 30 years, Susan has provided exceptional fundraising counsel to diverse nonprofit organizations designing and executing major comprehensive and capital fundraising campaigns

Julie Conrad, Consultant - A Jaros Strategy consultant since 2013, Julie brings more than 20 years of communications strategy and expertise to organizations' fundraising opportunities and challenges

Debra Hollander, Project Manager and Consultant - Debra has a keen understanding of the interplay between fundraising and communications gained over two decades of working with a variety of nonprofits

Ms. Johnson Thomas introduced the following LAND Studio representatives:

- Tiffany Graham Charkosky, Senior Project Director
- Erin Guido, Project Manager
- Deanna Palermo, Director of Corporate & Foundation Relations

Ms. Johnson Thomas showed the following slide that gave the following background on LAND Studio:

LAND studio is a catalyst, convener, and collaborator. For more than thirty years, we have managed a wide range of public art installations, cultural programming, and civic space development projects across the city of Cleveland.

We focus on engaging the community in every step by working alongside residents, local leadership, and our network of organizational partners and artists.

Ms. Johnson Thomas reviewed CPL Foundation Work to Date:

Built a Foundation for Financial Security
Solidified Fundraising Model
Halted Reserve Pull
Expanded Donor Pool
Expanded Corporate Support

Recruited New Board Members
Sherwin-Williams
The Cleveland Foundation

United Black Fund
The Federal Reserve of Cleveland

Raised the Foundation Profile

Radio Spots
TV Media Spots
Print Publications

Ms. Johnson Thomas gave an overview of CPL Foundation's work moving forward:

- Board Capacity: Continue to build board capacity
- Major Donors: Increase major donor support
- Foundation Profile: Continue to raise the Foundation's profile
- FMP Private Support: Develop framework and plan for facility master plan (FMP) private support

Susan Jaros, President, Jaros Strategy, gave the following overview of the Jaros Strategy & LAND Studio work to date:

- Identifying the role for CPL Foundation as it interfaces and aligns with the CPL Capital Design Team
- Encouraging identification and exploration of cost and narratives for capital enhancements at Main and Martin Luther King (MLK) needed to articulate a compelling case for private support
- Working with the Director and Foundation staff to create a robust preliminary list of past donors with rating and capacity and alignment of interests with branch projects
- Beginning to explore CPL Foundation's strategic directions as we look to position and align these priorities with a future capital campaign
- Beginning to align CPL marketing/communications with CPL Foundation's fundraising strategies and timing for capital projects

Ms. Jaros sited an article by Steve Litt, Cleveland Plain Dealer, and shared examples of how public art can play significant roles in the Facilities Master Plan. By joining efforts with LAND Studio, to continue to assess the scale, scope and readiness of CPL to embark upon a fundraising campaign to make capital needs and enhancements in Phase I of the Facilities Master Plan

and also to inspire philanthropic support of a system wide public art program for a pilot concept of two branches in Phase I of the Facilities Master Plan which are Martin Luther King, Jr. and Hough.

Erin Guido, Project Manager, LAND Studio, stated that incorporating art into the Library system and using art as a way to engage and educate patrons of Cleveland

Public Library is not new for the Library. LAND Studio and CPL have a long history of working together with public art collaboration. Ms. Guido referenced and gave detailed description of the following:

- CPL Lewis Stokes Expansion Project Public Art Collection
- 10+ years of See Also Program Eastman Reading Garden
- Protest @ Langston Hughes by Olalekan "LEk" Jeyifous

Ms. Guido stated that the Library has already been making these types of investments throughout the system. Working with Jaros Strategy, we will build on the history of public art and use the Martin Luther King, Jr. Branch and Hough Branch to show how public art can be a tool to show how social justice education.

Tiffany Graham Charkosky, Senior Project Director, LAND Studio, stated that the the Martin Luther King, Jr. Branch and Hough Branch are located in dynamic neighborhoods that are experiencing a lot of development opportunities happening around them. We intend to work with this team to build on and be aware of the other physical development taking place within each neighborhood and work with the Library and surrounding communities to find the best public art opportunities and the best ways to use artist. We will work community members to find equitable ways of selecting artists and making sure that the Cleveland Public Library's goals are reflected in the art works that will come out of the pilot projects.

Ms. Graham Charkosky stated that the two branches are cornerstone opportunities for testing this kind of art work and fundraising strategy and referenced the following:

Community Context for CPL Public Art Program

Martin Luther King Jr. Branch by JKURTZ /SO-IL

- Arts, Cultural, Educational Epicenter of Greater Cleveland
- Design competition ensured CPL is on equal footing with peer institutions in the Circle
- Location can become a bridge between the surrounding neighborhoods and institutions
- Future home of Anisfield-Wolf Book Award Collection
- Vision for CPL's Center for Social Justice
- Artful spaces outdoor and indoor spaces to draw diverse users into the MLK Branch
- Public art that speaks to the neighborhood and is as aspirational as CPL's cultural neighbors

Hough Branch by Moody Nolan

- Relocated neighborhood branch to corner of East 66th and Lexington
- Recently completed streetscape plan for East 66th Street
- Cultural anchor along East 66th Street, an important North/South corridor connecting League Park, Chateau Hough, Dunham Tavern, Euclid Corridor, Fatima Center, future Cleveland Foundation HQ and the Midtown, Hough, and St. Clair-Superior neighborhoods
- Upwell of community engagement and empowerment led by MidTown Cleveland and local artists

Julie Conrad, Consultant, Jaros Strategy, stated that over the next eight months, our work will help determine when the Library will be able to mount a significant campaign effort and over a period of time resulting in the following Scope II Deliverables:

Fundraising

- Campaign timeline scenarios with goal milestones
- Funding priorities and working campaign goal
- Gift table scenarios
- Prospect specific strategies

Communications

- Public art concepts/case for support for MLK and Hough

- Communications strategies and messaging to support fundraising goals, aligned with institutional brand

Campaign Management

- Campaign leadership and engagement structure
- Roles for CPL staff leadership and boards (Library and Foundation)
- Identification of needed Foundation board development and governance strategies
- Budget for expenses, staffing, or contractors during campaign implementation
- Timeline with strategy for how campaign and CPL Foundation annual fundraising will run concurrently
- Integrated capital construction /financing/ fundraising/ communications timeline, in coordination with new COO

Ms. Conrad stated that these are campaign management strategies and tools that are needed to embark upon a fundraising initiative.

Ms. Johnson Thomas stated that the SCOPE II Deliverables will be a byproduct with our work with LAND Studios and Jaros Strategy.

Ms. Johnson Thomas and representatives for Jaros Strategy and LAND Studio were available for any questions that Board may have had.

Mr. Hairston asked for the approximate fundraising goal that we are seeking to meet from this effort.

Ms. Jaros stated that Jaros Strategy has been working with the Library since last year to identify the narratives around the projects and alternative costs. Originally, architectural enhancements and the timeline of the capital projects team that unfortunately did not match. However, as we began to look at public art opportunities, we looked at the donor base and established the scale and scope that could be possible with these projects. We would be working simultaneously with that to do stakeholder interviews and go out and talk to the community to ascertain just what we think we could raise for these projects. This depends on what LAND comes up with to determine what we call the product and what we are going out to seek private support for. At this point, we are unable to tell you what the goal

would be. However, we will update the Board as we progress.

Mr. Hairston asked if the fundraising goal would include reimbursement to the Library for the \$75,000 required for the Library to engage Jaros to provide fundraising consulting services.

Ms. Jarso stated that as a part of the deliverables, a campaign budget would be created for campaign implementation, expenses including staffing and contractors. The campaign budget that would include these expenses.

Mr. Hairston asked for clarification on the Library's former engagement with LAND Studio in relation to this proposal.

Director Thomas stated that annually, the Library has engaged LAND Studio for the See Also exhibit in the Eastman Reading Garden. That work is not related to this proposal.

Ms. Johnson Thomas explained that the cost for this proposal is \$105,000 with \$75,000 charged to the Library and \$30,000 charged to the Foundation. The Foundation will consider this proposal at their Board meeting tomorrow.

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

WHEREAS, On August 29, 2019, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement to engage Jaros Strategy LLC ("Jaros") for capital fundraising consulting services at a cost of \$75,000; and

WHEREAS, Jaros completed the consulting services that this Board authorized in 2019, and the Library is pleased with the services that Jaros provided during the preceding year and desires to engage Jaros to continue to provide fundraising consulting services; and

WHEREAS, At the Library's request, Jaros submitted a proposal to assist the Library and the Cleveland Public

Library Foundation in assessing the feasibility of a capital fundraising campaign, developing philanthropic support for a public art campaign, and developing a fundraising and communications strategy for a total fee of \$105,000, with \$75,000 charged to the Library and \$30,000 charged to the Foundation; and

WHEREAS, The Library Administration finds Jaros' fee to be fair and reasonable and recommends that this Board authorize the Library to engage Jaros to provide fundraising consulting services; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO, or his designee, to enter into an agreement with Jaros Consulting LLC, subject to the approval of the Director of Legal Affairs, to provide fundraising consulting services for a fee not-to-exceed \$75,000 (including reimbursables) to be charged to the General Fund Account 11200053-53710 (Professional Services).

Resolution Authorizing Continuation of Lease of Vehicles from Enterprise FM Trust

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

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

WHEREAS, The five-year term of the lease agreement with Enterprise Fleet Management expired on March 31, 2020, and Enterprise Fleet Management agreed to allow the Library to continue the lease on a month-to-month basis at the Library's current monthly rate of \$4,991.50 per month; and

WHEREAS, The Library desires to continue leasing the 12 vehicles from Enterprise Fleet Management on a month-to-month basis through December 31, 2020 at a total cost of \$44,923.50 for the nine-month period; and

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

WHEREAS, As of September 1, 2020, the total amount paid by the Library to Enterprise Fleet Management for the month-to-month vehicle lease has not exceeded \$25,000; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee(s) to continue the twelve-vehicle lease initially authorized by this Board on December 18, 2014 on a month-to-month basis through December 31, 2020 at the rate of \$4,991.50 per month for total cost of \$44,923.50, with the expenditures being charged to the General Fund account 12xx0053-53510 (Rental/Lease), where xx = the vehicle number.

Fiscal Officer's Reports, June, July, August

(See pages 1148-1228)

Reports on Investments, June, July, August

(See pages 1229-1234)

Reports on Conference and Travel Expenditures, June, July, August

(See pages 1235-1237)

Purchases from \$5,000-\$25,000, 4/1/20-6/30/20

(See page 1238)

Purchases Exceeding \$25,000, 4/1/20-6/30/20

(See page 1239)

Fees Paid for Legal Advice and Services to Ogletree, 4/1/20-6/30/20

(See page 1240)

Reports on Expenditures Made from the Owner's Contingency Fund for South Branch Renovation Project, June, July, August

(See pages 1241-1243)

FISCAL OFFICER'S REPORTS, JUNE, JULY, AUGUST
Submitted

REPORTS ON INVESTMENTS, JUNE, JULY, AUGUST
Submitted

REPORTS ON CONFER. & TRAVEL EXPENDITURES, JUNE, JULY, AUGUST
Submitted

PURCHASES FROM \$5,000-\$25,000, 4/1/20-6/30/20
Submitted

PURCHASES EXCEEDING \$25,000, 4/1/20-6/30/20
Submitted

FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, 4/1/20-6/30/20
Submitted

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

REPORT ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUND FOR SAFE, WARM & DRY CONSTRUCTION PROJECT, JUNE - FINAL REPORT
Submitted

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

(See pages 1244-1250)

REPORT ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUND FOR EASTMAN READING GARDEN, JUNE, JULY - FINAL REPORT
Submitted

Report on Expenditures Made from the Owner's Contingency Fund for Eastman Reading Garden, June, July-Final Report (REPORTS I, II)

(See pages 1251-1252)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employment Reports, June, July, August

(See pages 1253-1255)

REGULAR EMPLOYMENT REPORTS, JUNE, JULY, AUGUST
Approved

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

Resolution to Revise the Human Resources Manual

(See pages 1256-1272)

RESOLUTION TO REVISE THE HUMAN RESOURCES MANUAL
Approved

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

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

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

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a new Section 383, titled "Staff Political Activities", as set forth in Exhibit "A" to this Resolution and rescind

existing Section 383, "Credit Union Meetings" of the Human Resources Manual; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 395, titled "Medical Leave of Absence," as set forth in Exhibit "B" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 421, titled "Retirement and Tax Deferred Compensation Plans," as set forth in Exhibit "C" to this Resolution and rescind existing Section 427 of the Human Resources Manual; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 422, titled "Health and Welfare Benefits," as set forth in Exhibit "D" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 423, titled "Life Insurance," as set forth in Exhibit "E" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 426, titled "Section 125 Cafeteria Plan," as set forth in Exhibit "F" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 460, titled "Equal Employment, Discrimination, and Harassment," as set forth in Exhibit "G" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 480, titled "Civility, Bullying, and Workplace Violence," as set forth in Exhibit "H" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 495, titled "Employee Assistance Program," as set forth in Exhibit "I" to this Resolution; now therefore be it;

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revisions to the Human Resources Manual as set forth in Exhibits "A" through "I" of this Resolution to update Sections 383, 395, 421, 422, 423, 426, 460, 480, and 495 and to rescind the current Sections 383 and 427 to become effective September 18, 2020, and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and their related procedures.

Lynn Sargi, Chief Talent Officer, stated that there are nine policy changes for the Human Resources Manual that are being brought before the Board for consideration and noted that it was not her intent to cover in any detail any of the benefit policies which would include Exhibits C, D, E, F and I.

Mr. Corrigan asked if some of these changes that are made reflect updates made in the last bargaining agreement.

Ms. Sargi noted that some of the changes were legal updates.

Ms. Sargi reviewed Policy 383 which used to be a policy called Credit Union Meetings but this title has been rescinded as this policy has nothing to do with credit unions. This policy concerns staff political activities. We are allowed as a political entity to permit our employees to work at the polls and receive their compensation from us as an employer and receive the compensation stipend from the Board of Elections. We believe that by putting this policy in place it can help employees who are interested and allows us to support them working at the polls.

Mr. Hairston stated that he supports this revision as it provides an opportunity for our employees to be a part of the political process. This revision also addresses the concern about employees wearing political paraphernalia on Library premises

Ms. Sargi reviewed Revised Policy 395 and noted that the second paragraph has new language. Because of our Special Close and our Administrative Close, those hours did not count towards hours worked in making people eligible for Family and Medical Leave. Our medical leave

policy has in the past only allowed for continuous leave when employees need to be gone for a block or for an extended period of time. We are proposing that we modify the Medical Leave of Absence policy, if adopted, until July 31, 2021, which would be approximately one year after we concluded our participation in the Shared Work Ohio program. This would allow individuals not eligible for Family and Medical Leave that had a need on an intermittent basis to access medical leave on an intermittent basis. This provides additional flexibility.

Mr. Hairston stated that this was a good idea especially during COVID.

Ms. Sargi noted that the financial report talks about reimbursing ourselves with the costs associated with FFCRA leave. As a reminder, federal legislation gave all employees the ability for two additional types of leave as a result of COVID. Those are the two FFCRA leaves. Ms. Sargi noted that there was almost a 32% increase in the utilization of sick leave between August of this year and August of last year.

Ms. Sargi gave an overview of Policy 460 which is the Equal Employment, Discrimination and Harassment Policy and highlighted significant changes from the previous policy. Under Reporting and Investigations, an employee is allowed to contact the Chairperson of the Board of Trustees or Chairperson of the Human Resources Committee of the Board of Trustees to lodge a complaint. This is considered a best practice and is put in place to give the employee the opportunity to contact the Board.

Ms. Sargi continued with Third Party Harassment and noted that we as an employer can be held liable if we do not protect our employees from harassment from third parties. In our case, it could be vendors or patrons. This identifies a reporting mechanism that is available should any of our staff feel that they are being harassed or discriminated against by a third party. _

Ms. Sargi continued with Personal Relationships. Although personal relationships are not prohibited at Cleveland Public Library, this provides us with the ability that if personal relationships can be problematic, we can take action if necessary and

likewise it requires supervisors to report if a member of their immediate family were under their direct supervision. It is important that we are informed so that a direct report is not reporting to a member of their own family.

Ms. Sargi continued with a review of Policy 480 which is Civility, Bullying and Workplace Violence. For the first time, we are articulating civility expectations that consists of a baseline of behavior that all employees should be exhibiting.

Ms. Sargi referred to the section on Bullying - Resolving, Reporting and Investigations and noted that employees who feel that they have been victims of bullying by a patron, should report that behavior to their supervisor to prepare a Security Irregularity Report. Under Workplace Violence - Reporting and Investigations there is similar language as the previous policy indicating that if a staff member is not comfortable to a supervisor, HR or the Director, they have the ability to contact the Chairperson of the Board of Trustees or Chairperson of the Human Resources Committee of the Board of Trustees to lodge a complaint.

Mr. Hairston thanked Ms. Sargi for detailed overview and explanation of these revisions.

Retirement Recognition Citation

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

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

Dawn Grattino (25 years of service); Senior Catalog Librarian; Catalog Department; retired 6/30/20

Sherrill Marino (5 years of service); Organizational Development Specialist; Human Resources; retired 06/30/2020

Kenneth Knape (16 years of service); Branch Manager Eastman Branch; retired 06/30/2020

RETIREMENT
RECOGNITION
CITATION
Approved

Cathy Jennings (29 years of service); Branch Clerk
East 131st Street Branch; retired 08/21/2020

Ann Marie Wieland (18 years of service); Archivist;
Knowledge Office; retired 08/27/2020

Joyce Dodrill (9 years of service); Chief Legal Officer;
Legal Department; retired 08/30/2020

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

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.

After some discussion about ways to recognize employees
who have retired, Director Thomas stated that we would
continue to think of ways to appropriately acknowledge
and thank these employees for service to the Library.

Reports on Paid Sick Time, June, July, August

(See page1273)

Employee Demographics (EEO4) Reports, June, July, August

(See page 1274)

Insurance Summary Reports, June, July, August

(See pages 1275-1277)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

Monthly Activity Reports, June, July, August

(See pages 1278-1282)

Mr. Corrigan shared highlights from the Monthly Activity
Reports and noted that these report shows us how the

REPORTS ON PAID
SICK TIME, JUNE,
JULY, AUGUST
Submitted

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORTS,
JUNE, JULY,
AUGUST
Submitted

INSURANCE
SUMMARY
REPORTS, JUNE,
JULY, AUGUST
Submitted

MONTHLY
ACTIVITY
REPORTS, JUNE,
JULY, AUGUST
Submitted

Library is still being used virtually. Consistency for using the Library during this period stayed strong.

**BUILDING
STATUS UPDATE**

Presented

Building Status Update

Mr. Corrigan stated that this was covered thoroughly during the Library Status Update Presentation earlier on the agenda.

**ADVOCACY
TASKFORCE
UPDATE**

Presented

Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, reported that work continues to increase the awareness and understanding of elected officials and key stakeholders of the Library community impact and noted the following:

- Hosted Director's Legislative Briefing in partnership with Squire, Patton, Boggs providing an update on the Library's work addressing COVID-19 as well as Library priorities
- Informed all local, state, and federal elected offices within the Library's footprint on the Library's re-opening plan so they can inform their constituents
- Hosted Councilman Griffin's community mobile/drive-thru event at Rice Branch which provided COVID-19 testing, Census 2020 survey's, voter registration, and food boxes
- Engaged legislators in CPL's virtual storytime (VST) program including:
 - Councilwoman Yvonne Conwell, County Council
 - Councilman Kevin Conwell, City Council
- Engaged additional stakeholders in CPL's virtual storytime (VST) program including:
 - William Green, Former Browns
 - Robyn Gordon, CPL Foundation Board / NASA
 - Pat Pastore, PNC
 - Michele Ungar, Progressive
 - KPMG (various employees)

- Advocacy
 - Launched a call to action among Foundation donors to support for the federal Library Stabilization Fund Act

Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that among other goals, the Foundation has been working to secure funding to buttress the Library's organizational goals and shared the following developmental updates with the Board:

- Secured \$10,000 in funding from Verizon to support the CPL programmatic partnership with Twin Cities Rise for workforce development programming
- KPMG provided financial support for the STEM@Home program by purchasing four (4) beginner UKits and 60 picture books
- PNC provided 260 Learn at Home Kits to CPL for distribution to families with pre-school aged children

In closing, Ms. Johnson Thomas stated that CPL Foundation Board Meeting held its quarterly board meeting virtually in June where Greg Stefani, Federal Reserve Bank of Cleveland, elected as Board Treasurer. New members include: Gaurav Dhir, The Sherwin Williams Company; Cecil Lipscomb, United Black Fund and Joseph Stuczynski, University Hospitals Health Care System.

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

Diversity, Equity & Inclusion Update

Before she presented her update, Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that she and Shenise Johnson Thomas, Chief of External Relations and Development, have joined together to form partnerships with several organizations around voting. The National Organization of Voting Association provided voting packages for all of our branch locations; Cuyahoga Counts through Cuyahoga County has a van that travels to various locations providing opportunities for people to register to vote; and the League of Women Voters of Ohio provided voting signs and voting pods at

FOUNDATION
UPDATE
Presented

DIVERSITY,
EQUITY &
INCLUSION
UPDATE
Presented

our locations. We are very engaged in supporting the voting process in our community.

Ms. Johnson Thomas acknowledged Ms. Winlock for her heavy lifting to create these solid partnerships for the Library.

Ms. Winlock stated that one of our greatest resources at the Library is our human capital. As a part of our diversity and inclusion strategy, we developed through our DEI Committee in 2019 was to introduce Employee Resource Groups to the Library. There are documented outcomes from across the nation from these groups that have generated some of the highest employer return on investment in the way of innovation, community engagement, diverse recruiting and succession planning. Organizations experience increase in relations, understanding the importance of a diverse workforce, and how to include this diversity in building, growing and expanding an organization.

Ms. Winlock stated that approximately 3-4 weeks ago, ERG's were introduced to the Library as we have had over 70 employees, which is more than 10% of our total employees, express an interest in participating in one of these groups. As of this week, we have officially formed six ERG's: Women; People with Disabilities; African American; Hispanic; Multi-Cultural; and LGBTQAI. The chairs and co-chairs have been selected and leadership sponsors from our ELT team have volunteered to share as advocates for these groups. Training for the chairs and co-chairs as well as the sponsors will take place next month at which time they will build their mission, vision, and charter. Our goal is to start group meetings in early 2021.

Ms. Winlock stated that we believe that these groups will really make a difference not only in our innovation but how we grow and respond to our community.

OLD BUSINEES

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

NEW BUSINESS

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

DIRECTOR'S REPORT

Before presenting his report, Director Thomas announced the Library's theme: Democracy 2020. Cleveland Public Library series brings together authors, performers, journalists, activists, and educators to discuss the issues impacting our democracy. In conjunction with Democracy 2020, Cleveland Public Library welcomes these authors who bring issues that matter most to voters to the forefront:

- **Cathy O'Neil** (Saturday, September 26, 2020, 2:00 pm)
Cathy O'Neil is a regular contributor to [Bloomberg View](#) and wrote the book [Weapons of Math Destruction: how big data increases inequality and threatens democracy.](#)
- **Dr. Ibram X. Kendi** (Friday, December 4, 2020, 2:00 pm)
Ibram X. Kendi is one of America's foremost historians and leading antiracist voices. He is a National Book Award-winning and his book [How to Be an Antiracist](#) is a #1 *New York Times* bestseller. This event is in partnership with College Now Greater Cleveland for the [#CLEReads](#) YA Book Festival.
- **Bryan Stevenson** (Saturday, December 5, 2020, 12:00N)
Bryan Stevenson is the founder and Executive Director of the Equal Justice Initiative (EJI), a human rights organization in Montgomery, Alabama. Mr. Stevenson is a widely acclaimed public interest lawyer who has dedicated his career to helping the poor, the incarcerated, and the condemned.

In addition, that Library has commitment to the 2020 Census. Currently, the Census response rates are: Cleveland 51%; East Cleveland 33.7%; and Euclid 65%. Through some funding, we are working with East Cleveland Public Library, Euclid Public Library on ads and commercials that speak on behalf of libraries about the importance of participating in the census.

DIRECTOR'S
REPORT
Presented

Director Thomas reported that he had a phone call with Anthony Perlatti, Director, Cuyahoga County Board of Elections, inquiring if the Library would be interested in having a ballot drop box or having people come out in support of voting.

After lengthy discussion about the status of ballot drop boxes in Ohio, Director Thomas presented the remainder of his report.

PUBLIC SERVICES

LIBRARY SERVICES DURING COVID 19

Assistant Director of Public Services Robin Wood, Tech Central Manager Suzi Perez and Lending Manager Stephen Wohl represented Main Library on the CPL Re-Opening Task Force. The task force held various virtual meetings throughout the summer to brainstorm and discuss ideas about safely reopening the Library.

To prepare Main Library to be reopened to the public, buildings requisitions were entered to have furniture moved to aid in social distancing and for plexiglass to be placed at service desks. Most chairs were removed from departments and IT tickets were submitted to move computers, phones, and printers as necessary. Greeter stations were created in the lobby of LSW.

Staff returned to work full time on June 27th to prepare for the reopening and the Library opened to the public on August 24th, 2020 with some service limitations including limited access(1.25)hours per day per person and a limit of (1) hour of computer time per person per day.

PROGRAMS, SERVICES, AND EXHIBITS

General Research Collections Manager Sarah Dobransky presented a webinar for the Transportation Librarians Roundtable on federal government resources for transportation librarians and research. She was the first public librarian to give a presentation to this group.

Chris Tanaka from Channel 19 News contacted Cleveland Public Library for resources for his on-going series, *The Next 400*. Led by Managers Don Boozer and Sarah Dobransky, staff in Science and Technology, Government Documents and the Literature Department gathered print books and articles for Mr. Tanaka. Mr. Tanka filmed a segment at Main Library including a view of the gathered books and photographs from before the Cleveland Clinic was built from the Photograph Department.

History Librarian Terry Metter co-hosted *Books and Ballots* with East 131st Branch Manager Marina Marquez on August 10th. The program consisted of an online interview of Cuyahoga County

Board of Elections Community Outreach Manager Mike West. The discussion was the first in a monthly series leading up to the November 2020 Election. Mr. Metter, Ms. Marquez, and Mr. West discussed the voter registration process, the challenges of conducting an election during a pandemic, and what voters should know to get ready for the election.

Over the summer the Ohio Center for the Book hosted online *Get Graphic!* comics discussions with over 60 people attending overall. In addition to the general public, attendees also included Tony Isabella - creator of *Black Lightning*.

The Ohio Center for the Book hosted an Ohioana Book Festival outreach event on August 20th: *An Ohio Comics Conversation: Tom Batiuk and Jay Kalagayan with Dr. Valentino Zullo*. To date this popular event has attracted 322 fans to the live stream and/or program recording on Facebook as of August 24th.

Literature/OCFTB Manager Don Boozer presented *Magic, Mischief, or Malevolence? Online Privacy, Internet Security, and You* for NEO-RLS on August 26th.

Circulation of Materials

The Lending Department began offering Curbside services to patrons on June 8th. Patrons were able to walk-up to the front door of the Louis Stokes wing, or use the drive-up window, to retrieve Holds, register for a

library card or renew an existing account. In addition, patrons were able to resume returning items to the external book drop in front of LSW or at the drive-up window. Courtesy printing, copying, faxing and scanning service were added as additional walk-up services. As a safety precaution, all returned material are quarantined for 96-hours before being discharged and put back into circulation.

On the first day of the return of CLEVNET holds, July 6th, the Literature Department alone had a 67-page Pull List. Staff did a highly admirable job working through the hundreds of items and getting them out to patrons!

From June 1st to August 21st, Homebound Services sent out 326 packages to fulfill requests of 295 patron.

U.S. Census Efforts

Assistant Director of Public Services Robin Wood and General Research Collections Manager Sarah Dobransky continue to offer the *Count on Us* Census discussions via Facebook Live. Over the summer several guests joined, including George Costanzo from the Cleveland LGBT Center, Cleveland City Councilman Blaine Griffin, and Simeon Best, Program Administrator from Cuyahoga Counts.

Main Library Exhibits

To prototype online exhibits, ClevDPL supported OPS and Webware by putting *Cleveland 20/20* online through the Digital Gallery. ClevDPL archived local non-profit's work on Census 2020, and photographed artworks and interviewed artists from the #VoicesofCle project.

Photograph Librarian Brian Meggitt created a new display featuring images from the Cleveland City Hall Collection. Mr. Meggitt selected over 40 images from the Collection to illustrate how its photographs of architecture, daily life and street scenes provide a view of the city's past during the month of August.

CDPL

ClevDPL scanned items, repaired books, did ILL, created media, over the summer. Digital gallery use was up 30% over last summer. From June 1st to August 30th, Google

Analytics (GA) reports 22,737 sessions for 15,512 users and 336,239 page-views. Search engines delivered 46% of our accesses (99%+ from Google). Searching in ContentDM accounts for 36% of accesses. Referrals were 14% of access (20% of referrals came from Wikipedia). Social media referred the remaining 4% of sessions (66% came from Facebook and 25% from Twitter). 47% of users accessed the site using desktop computers, 53% of users accessed ContentDM through mobile devices (10%).

TechCentral

TechCentral staff completed 400 face shields for the CMHA partnership and for all CPL staff who requested one. In addition, Washable keyboards were installed at all branches and public terminals at Main campus.

PST July 1 to Aug 21 2020 Report

Service Calls and Tickets Summary

Service Calls and Tickets Received: 133
Service Calls and Tickets Resolved: 105
Resolved Main Library Service Calls and Tickets: 57
Resolved Tech Central Service Calls and Tickets: 14
Resolved Branches Services Calls and Tickets: 62

Service Ticket and Project Detail

Computer Imaging/Prep: 23
3D Printer: 7
Workstation: 31
iPad Management: 4
Equipment Setup: 5
Equipment Move: 9
Hotspot Resets: 12

Project Summary -Validated and fixed patron PC's at all branches are ready for Re-Opening Aug 24th.

Youth Services Programming

Children's Librarian Eric Hanshaw read and recorded reading the book: *Red: A Crayon's Story* by Michael Hall that will be shared virtually to families and will be broadcast on all of the Cleveland Public Library social media platforms.

SERVICES AT MAIN LIBRARY**Interlibrary Loan**

Interlibrary Loan services resumed for patrons in June. Request volume was down during summer because of the pandemic closure however, numbers are trending upward.

LibChat

Staff across Main Library and Branches answered 2,857 patron chats during the months of June, July and August. Assistant Director of Public Services Robin Wood trained over 100 Main Library and Branch staff members on how to use the LibChat software. Public Services Managers are to be commended for working LibChat shifts on Saturdays when the Library was closed.

OUTREACH

Over the summer staff did their best to remain in contact with community partners, city organizations and patrons. Examples include:

The Ohio Center for the Book hosted a virtual awards ceremony for Adopt A Book, Inc, the state winner of the Library of Congress State Literacy Award. As of August 24th, the video of the ceremony posted to Facebook has been viewed by 333 people.

The International Department shipped and/or extended 2,607 long loan items to partner agencies.

TechCentral staff have been providing tech assistance over the phone through the summer months prior to the public reopening. With computer access resuming August 24th, TechCentral has had 302 computer sessions (August 24th - 31st).

COLLECTION MANAGEMENT AND DEVELOPMENT

Staff across Main Library continued to work on weeding and shifting projects, ordering print and electronic items and seeking specialty items when offered. Examples include:

Social Sciences Librarian Mark Moore ordered a collection of minor league baseball programs and a

variety of items about women and baseball for the Sports Research Center.

Science and Technology staff, with the assistance of Center for Local and Global History Manager Olivia Hoge, gained a collection of hand-written records from Miles Park area fire departments from 1910 through the 1950s. The gift came from CPL Langston Hughes Branch Youth Services Librarian Christopher Busta-Peck.

Map Librarian Tom Edwards has been creating additional metadata for points of interest on several G.M. Hopkins plat books. Over the summer he has completed volumes one and two and began work on volume three. The revisions for volumes one and two have been uploaded to ContentDM.

Photograph Librarian Brian Meggitt completed the initial item-level inventory of the Cleveland City Hall Collection, Board of Zoning Appeals section. During June

and July, he added unique identifying numbers, re-housed items, and created initial metadata for roughly 1,930 photographs, bringing the final total to 39, 503 items in the Board of Zoning Appeals section of the Collection.

CLGH Library Assistant Lisa Sanchez continued to add item descriptions to the Cleveland City Hall Collection. As of August, Mx. Sanchez has described about 10,300 items.

CLGH Library Assistant Adam Jaenke completed scanning and processing a batch of color slides that were donated by Ohio City Incorporated. These slides show the 1982 Sunday at the Market festival, the On Common Ground ceremony at Market Square, the Home and Flower show, and residences and businesses around Ohio City.

Special Collections Manager Pam Eyerdam prepared a collection file for *The Tale of the Hole in the Book*. *The Hole in the Book* (1903) by Peter Newall is in the Special Collections JUVENILE collection about a boy who played with a pistol and a bullet went off and went through a book. The Library Archivist, Ann Marie Wieland told a tale about a young man who came into the Library in 1918 who also set off a bullet that went through a book that was still in Archives.

Special Collections Librarian Stacie Brisker continued to record oral histories for the CDPL using ZOOM. She interviewed a graduating senior from high school who talked about not being able to celebrate graduation or go to the prom because of COVID 19. Ms. Brisker also interviewed local attorney Sam Thomas and filmmaker Robert Banks.

38 pieces of music were scanned from the Eyman Dance collection and 17 chess portraits were scanned and added to the Digital Gallery.

The Schweinfurth Committee chose titles for the third quarter August purchase via email. Selections were emailed from rare book vendors Bernett/Penka, Jordan Antiquarian and The Bookpress.

Fine Arts librarian Andy Kaplan continues to process the Anvil Music Collection, he is working on box 18 of 27.

As of August 28th, ClevDPL scanned 3449 images, 3529 were post-processed and QA'd, and 3384 images were uploaded, some of which were included in 480 multiple-image .pdfs. Media was uploaded to YouTube and linked to it from ContentDM records. ClevDPL supported projects documenting local non-profit's Census efforts, #VoicesofCle art project on the George Floyd protests, and more. The web archives have 5,956,246 items and 308.4 GB of web material in 43 unique archives documenting Cleveland and NE Ohio.

Literature/OCFTB Librarian Evone Jeffries worked on a project to increase the holdings of the Ohio Center for the Book Ohio author collection thanks to an LSTA grant from the State Library of Ohio.

As of August 28th, The Preservation Team received 109 items and returned 71. The team produced 24 four-flaps, 37 phase boxes, and two document cases. The team made 24 labels, did 78 complex and 26 simple book repairs, sent nearly a hundred books to HF group for copi-covers, and completed 20 complex and 20 simple flat paper repairs.

RESEARCH THAT'S ONLY POSSIBLE AT MAIN LIBRARY

- CLGH staff found images of Chester Avenue and its various extensions and widenings during the 20th century for a patron writing an upcoming article.

- CLGH staff found images of the original marble monument of Commodore Perry and the replacement bronze version for a researcher writing an article. The images chosen shows the monument in its various states and locations
- CLGH staff assisted a patron who was trying to learn more about an old friend who had been appearing in their dreams over the past few years. The patron and the friend had not spoken in decades. Using the News Index/Necrology File and the Plain Dealer (1991-Present) database Mr. Metter was able to find the death notice of the friend and the patron was grateful to be able to have some closure about their relationship.
- CLGH staff assisted a patron who was researching their father's first marriage. The patron had very few details about the individual, except that she had been a beauty contest winner in the 1920s or 1930s. Staff were able to find a marriage certificate and multiple Plain Dealer articles that provided more information about the individual.
- CLGH staff found newspaper articles for a patron who was looking for information about Buster Mathews, a prominent Black Clevelander in the mid-20th century.
- CLGH staff did research for a patron searching for images of Riverside School. Unfortunately, there were no photos of Riverside School. However, the staff member found newspaper articles about the school's skunk problem in 1929. There was also a cartoon rendering of the schoolhouse in the Plain Dealer Historical database.
- CLGH staff assisted a researcher and writer with finding and obtaining images of Carnegie Avenue and its various extensions and widenings during the 20th century for an upcoming article.
- CLGH staff assisted the registrar at an art museum in Tennessee with locating and obtaining a photograph of Cleveland artist Donald Duer Bayard for the museum's records. In a stroke of good fortune, the photograph in question depicted Bayard creating the transportation mural for Cleveland Public Library.

- CLGH staff assisted a researcher with finding and obtaining multiple images of Cleveland artist Max Kalish for an upcoming article. Included in the images was a photograph of Kalish working on his Abraham Lincoln statue, later erected behind the Board of Education Building (now the Drury Hotel).
- CLGH staff received a request from a patron who found a news item about a family member on an Internet Archive scan of the Library's Foreign Newspaper Digest. The staff member found the article in question on the Library's microfilm holdings of the 1938 Wachter Und Anzeiger.
- CLGH staff found genealogical information for a patron researching a family mystery. Her husband's father, Joseph Sledge, was killed at age 18 and nothing else was known of his family. Using the Plain Dealer database, the staff member found an address listed for Joseph in a newspaper story about his death. Then, using the Ancestry database, they found a church registry for his mother. Then, they checked the Cleveland City Directories to establish when the family lived in Cleveland.
- CLGH History Librarian Terry Metter assisted a journalist from NewsChannel 5 with research on the Willow tree at Edgewater Park. Parts of Mr. Metter's work were used in a story about the tree.
- Fine Arts/Special Collections staff assisted a patron who requested a scan of an 1882 German article from Verhandlungen der Berliner Gesellschaft für Anthropologie [Negotiations of the Berlin Society for Anthropology, Ethnology and Prehistory].
- Fine Arts/Special Collections staff assisted a patron who requested information on a home that was once the Riverside School (1923) in Westpark. Staff found some newspaper articles in the Historical Plain Dealer database.
- Fine Arts/Special Collections staff assisted a professor from Stockton University in New Jersey who requested information about the East India Company holdings in Special Collections. She was referred to

the Finding Aid that was created and posted in OhioLINK

- The Director of the Peacherine Ragtime Society Orchestra in Maryland requested a scan of score, It's all your fault: introd.: When the girl of your dreams of you; one step (1915)
- Professor from Katholieke Universiteit in Leuven Belgium requested an article from the Japan Magazine (1911) of The Great Landscape Artis of the Ukiyoye School (work of Hiroshige).
- Request from England of chess columns from The Chicago Times (1891) and the Newcastle Courant (1895)
- Author from Switzerland requested a scan of the lithograph, Panorama of Cleveland and Ohio City: Taken from Serantons Height dated 1851 to be include in her biography on the artist/ lithographer Jacob Mueller
- Dr. H. Leslie Adams requested a scan from his Leslie Adams Music Archive of his composition for the American Composers Alliance who performed his work.
- Canadian PhD candidate from the University of British Columbia inquired about a medieval manuscript called Brut's Chronicle of England from the 15th century. They inquired about the pagination and binding of the text. Special Collections librarian Ray Rozman has a degree in Medieval Studies and was able to provide the information.
- The Registrar from the Hunter Museum of American Art in Chattanooga TN requested if the Library had a photograph of the Cleveland artist Donald Duer Bayard 1904-1970. Bayard did the WPA mural in the 2nd floor lobby of Main entitled Early Transportation
- Patron requested scans from the Al-Hikma and Baghdad Collection yearbooks that are in Special Collections.
- Patron request for scans from 1896 The Monthly Illustrator and Home and Country for articles on chess.
- Chess research request for scans from the New Story Magazine (1913).
- Patron request for scans from 1957 copy of Hieratic Ostraca on images of Egyptian amulets.

- A patron asked Science and Technology Librarian Rose Mary Hoge for information from the book: *Proceedings of the 11th Conference on Roofing Technology: Science and Technology: The Basis for Improved Roofing, September 21-22, 1995*. CPL is one of five libraries world-wide to own this book, and the *only* library in Ohio with this title.
- Via LibChat this month, Literature/OCFTB Librarian Timothy Phillips assisted a publication consultant and photo/copyright researcher in procuring an image from a public domain book in the International Languages department to be used in an author's manuscript. The researcher and author were greatly appreciative and the International Languages department and its manager, Milos Markovic, will be credited. Only CPL and the New York Public Library own this book according to WorldCat!

STAFF DEVELOPMENT

Staff across Main Library completed training videos on COVID 19, Mental Health and Acute Respiratory Illness Pandemic Prevention.

Literature/OCFTB Manager Don Boozer attended webinars on July 30th and August 27th hosted by the State Library of Ohio and the Ohio Digital Network: *What the Wiki: Community Editing* and *What the Wiki: Adding Content to the Wikiverse*. These were helpful in providing additional information for the Ohio Center for the Book initiative to edit Wikipedia articles on Ohio's authors, playwrights, poets, comics creators, etc. In addition, Mr. Boozer attended the virtual Center for the Book Idea Exchange Meeting hosted by the Library of Congress on June 15th and 17th.

Center for Local and Global History Library Assistant Lisa Sanchez participated in an online event *How Libraries are Divesting from Police* on June 26th. Fine Arts & Special Collections Manager Pam Eyerdam participated in the ASERL webinar, *Preparing for your Next Disaster: What You Need to Know* on August 25th. Science and Technology Senior Librarian Jim Bettinger attended the following webinars from the United States Patent and Trademark Office (USPTO): *Attend Patent*

Center and DOCX Filing Training and Copyright Basics and Considerations for Entrepreneurs and Small Businesses.

General Research Collections Manager Sarah Dobransky attended the Elijah J. McCoy Midwest Regional USPTO webinar *Trademark Basics and Government Documents*. Library Assistant Alea Lytle attended multiple webinars from the FDLIP.

Social Sciences Senior Librarian Mark Moore viewed the City Club Forum *Coronavirus Challenge: Reimagining Schools in a Time of COVID-19* and Social Sciences Library Assistant Peter Elwell attended the Northeast Ohio Regional Library System (NEO-RLS) webinar, *Professional Internal Customer Service*.

Lending Assistant Supervisor Reginald Rudolph attended the NEORLS Webinar titled *Its Teatime: Understanding Gen* on August 19th.

Youth Services Senior Librarian Lan Gao continues to serve as Chair of Library Services to Multicultural Populations Section of IFLA. This Section will be joining IFLA Continuing Professional Development and Workplace Learning Section to co-present an open session during IFLA WLIC 2021. Ms. Gao hosted the IFLA Library Services to Multicultural Populations Section Annual Business Meeting online.

Assistant Shelf Division Manager Cynthia Coccaro attended OhioNet webinar *Cares Act Funding for Ohio Libraries* on August 12th.

MAIN LIBRARY STAFF CHANGES

Library Assistant Elvira Baron closed out a dedicated career to Cleveland Public Library with her retirement on August 31st.

Interim Managers, Sarah Dobransky (General Research Collections) and Demba Diawara (Shelf Department) were welcomed to their new positions as General Research Collection Manager and Shelf Department Manager.

Part-Time Library Assistant Computer Emphasis Monica Musser resigned her position with PAL on August 13th. Ms. Musser will be missed by staff, patrons and the knitting group at PAL.

Other

Special Collections Librarian Stacie Brisker was asked to be on the Advisory Board to The Charles Chesnutt Digital Archive, hosted by the Eugene Lang College of Liberal Arts in New York. In addition, she was asked to participate on the Art Selection Committee for Branches.

Fine Arts librarian Bruce Biddle participated in the Census *Why We Count Art Project* contest as a judge. He and other committee members reviewed artwork online of over 100 applicants.

Staff in General Research Collections provided titles and other relevant information to the Marketing and Communications department on a variety of topics to be featured in on-line and print communications.

Social Science Librarian Helena Travka is being acknowledged for helping two different authors. One is a Ph.D. student who wrote, "Other acknowledgements include Helena Travka, Cleveland Public Library Social Science Department Librarian..." The other author, Rachel Joy, will be acknowledging Ms. Travka's help in her new book, *Jane Austen Loves Baseball*.

Business, Economics, and Labor Librarian Zachary Hay is serving on the Workforce Development Committee, organized by the Outreach and Programming Department. The committee is working to identify resources both within the library, as well as those from external organizations, in order to better serve as a hub for patrons to advance careers and skills and help find new employment opportunities.

OLBPD

Activities:

For summer 2020, OLBPD circulated 91,060 books and magazines directly to patrons. OLBPD also circulated an additional 8,505 Dimensions Newsletters to readers.

OLBPD registered 338 new readers to the service. Approximately BARD patrons among 1,486 active users downloaded 39,836 items.

The State Library of Ohio (SLO) remained closed since March 17th. The SLO Talking Book Program continued limited circulation of library equipment. OLBPD received shipment of talking book players and frequently requested accessories to support SLO services. The National Library Service (NLS) also remained closed. Most NLS employees continue to work from home. Essential NLS staff returned to the library building on a limited basis.

As part of the Library of Congress, NLS is also participating in the REALM Project. The second round of tests involved applying SARS-CoV-2 to five materials, including braille paper provided by NLS. The test determined that after four days of quarantine in a stacked configuration, the virus was not detectable on the braille pages. The third round of tests found trace measurable amounts of the virus on talking cartridges after five days. As a result, OLBPD will be quarantining materials returned directly to the library by patrons for seven days.

NLS extended an invitation to OLBPD to participate in Phase 2 of the NLS Braille eReader Pilot Project. Among the goals of the pilot are to test the distribution processes, gather data on technical support requirements, document patron feedback on device functionality, and test content delivery/discoverability of NLS-produced digital braille.

OLBPD Librarian Michelle Makkos participated in a Cleveland Sight Center book discussion on July 14th, and provided updates as part of a phone interview on an American Council of the Blind (ACB) radio program.

The OLBPD adult book club met on July 9th to discuss "Glory Days in Tribe Town" by Terry Pluto; August 13th to discuss "Diamond Doris: The Sensational True Story of

the World's Most Notorious International Jewel Thief" by Doris Payne.

BRANCHES

Due to the pandemic, our branch locations were internally closed to our public for most of the summer. However, during this time, the Public Services Branches continued to maintain its commitment to our communities by supporting and attending virtual community meetings, while sustaining the various relationships assemble within the branches. Additionally, our branches continued to facilitate virtual tutoring and other programming for our youth, adults, and seniors.

As an organization, we recognized the value and importance of ensuring that our staff and community are safe. Prior to reopening, we ensured that we looked at every safety precaution and other measurements needed for reopening. Director Thomas, along with our Public Services Reopening Task Force effectively communicated through town hall, manager, and all staff meetings the reopening process of our new normal.

Additional branch highlights are as follows:

District One

Eastman - We're Back! Staff spent time preparing for the reopening of our branch. Our phones and Book Drop opened on Monday, June 1, 2020. Computer station for LACE was created to provide an enhanced social distancing experience amongst staff. In addition, Eastman received a Surface Pro laptop that can be used by LACE staff. Eastman opened for Curbside and Walk-up Service on Monday, June 22nd. Children's Librarian, Cassandra Feliciano, were trained on LibChat in July; Cassie Feliciano and Manager, Jamie Lauver have both provided LibChat support throughout the summer. By the end of July, our Curbside and Walk-up Services volume picked up considerably. All staff returned to regular hours on July 27. Staff weeded the entire collection, which allowed us to rearrange some of our free-standing, low bookshelves to allow for social distancing. On July 20th, Mr. Lauver met with the Capital Projects Team and the architects to tour them around the Eastman facility and discuss some of our hopes for the Facilities Master

Plan renovations. Jamie assisted with the Fixed Asset Audit on July 21. Jamie was asked by the Executive Director of Westown Community Development Corporation to complete retired Manager, Ken Knape's position on the Board. Also on July 20th, Mr. Lauver participated in his first Westown Community Development Corporation Board Meeting via Zoom. He also participated in a Zoom Block Club meeting sponsored by the Bellaire-Puritas CDC. Eastman staff participated in various online webinars, ALICE training, and other professional development courses. Summer Lit League materials were distributed to area daycare centers by youth staff. We had 10 participants for the Summer Lit League, with 5 completions. Preparations were made for opening to the public on August 24, using the Pandemic Playbook as our guide. A memorable summer, indeed!

Lorain - The Lorain Branch was open to staff members throughout the months of June, July, and August. During this time staff scanned and weeded the entire collection. Staff also shifted materials and rearranged furniture to accommodate social distancing guidelines and cleaned and organized all areas of the branch. Property Management installed new electric outlets and plexiglass to prepare for the reopening to the public. On June 22nd the Lorain Branch began offering Walk-Up Services. Patrons were then able to pick up their holds and receive copy, print and fax services. An average of 50 patrons per week took advantage of the services offered this summer. Youth also received Summer Lit League Art Kits in July to accompany the weekly Summer Lit League activities. In June staff planted the community garden. Staff maintained the garden throughout the summer and both patrons and staff harvested the garden. A six-week Virtual Gardening Program: How Does Our Garden Grow? series was hosted by Cleveland Public Library, Lorain Branch and presented by the Cleveland Museum of Natural History on Thursdays from July 30th through September 3rd. Other programs offered included Zoom tutoring sessions, and grab-and-go lunches. CurbChat services also began in July, giving patrons the option to text the branch as an alternative form of communication. Branch Manager Crystal Tancak, Children's Librarian Adela Santana, and Library Assistant Computer Emphasis Marlie Hooper provided virtual reference to patrons through LibChat. Staff participated in many training opportunities while being closed to the public. Some of these trainings included COVID-19 preparedness,

Active Shooter Trainings, and various town hall meetings. Branch Page Merel Walker resigned in July to pursue another job opportunity. Lorain Branch welcomed patrons back on August 24th, after over five months of being closed to the public. Both patrons and staff were excited to be reunited!

Rockport - Rockport staff began the summer preparing to be one of the first curbside service locations. On June 8th, we began circulating items. Our team adapted to the new processes well, and patrons were overwhelmingly happy to have access to items again. Our circulation grew as more people became aware of the service. Staff created welcome signs and made community resource information available on the exterior of the building.

We added no-touch printing and faxing services and distributed Summer Lit League Kits as well. Manager

Forrest Lykins continued to serve on the Reopening Task Force and share curbside procedures and potential issues with other managers. In July, we increased our service hours for curbside and walk-up, and added paper copy and fax services. We spent much of the summer preparing our branch for the return of patrons, including rearranging the collection, having furniture removed, and posting new signage. On August 24, we welcomed our patrons back into our branch, newly optimized for social distancing. The Best Buy Teen Tech Center continued Zoom and Instagram programming for members throughout the summer, including Mask Making Class, AR/VR Coding, Engineer Challenges, and a Story Slam! Through our partners at Best Buy, we were able to distribute 22 Chromebooks to members who needed devices to assist with their remote learning. Regular check-ins with members included Mindful Mondays, Wellness Wednesdays, and Thankful Thursdays. Three virtual clubs were founded by members this summer: Origami Club, Sewing Club, and Paper and Pencil RPG Club.

Walz - During the months of June, July and August, Walz Branch adjusted strategy and looked forward to the future of the branch. June and July found our staff reorganizing, weeding, and reevaluating the collection and furniture. Staff used August to put the final changes on the branch while making sure new items and information were front and center when patrons returned. Walz staff was trained in many different forums and formats with safety and customer service in mind. While

online programming has been challenging, we have managed to get attendance for some our programs. Ms. Gielty hosted a Zoom Movie/Book Club for seniors with 10 attendees from St. Augustine nursing home in July. Walz youth staff made sure to stay in touch with daycares, day camps and local children to encourage engagement for Summer Lit League. Walz was able to reach our community most successfully this summer through our partnerships with other community agencies. The Mobile arm of Cleveland Food Bank was able to distribute meal and snack kits in front of Walz Branch to children -60 per week since beginning June 2020—approximately 600 children served so far. The Board of Elections has also set up shop on Thursdays morning in August, educating and signing up voters, as well looking for poll workers. Week of August 10, the Census Bureau began their outreach to the Detroit Shoreway community using Walz as a home base. From June to August our Walz' Walk Up

Service tripled in visits (over 100 a week as of 8/14) with many folks looking forward to using our hot spots and computers again when we open. We have several targeted programs for families planned this fall including a ZOOM version of our STEM-centered weekly programs with Imani Scruggs of OSU-Extension, story times, and Take and Make craft/story times.

West Park - West Park branch began restarting services in June, with phone service and book drops open at the beginning of the month. Although not initially slated to begin curbside services, we asked to be included as soon as possible. Despite having a very different summer due to the pandemic, we were still able to have a great Summer Lit League experience at West Park. We had 43 kids sign up for our program and 19 completions. We had a lot of prize winners as well, with 5 finale prizes and 1 midterm prize. There was a lot of excitement from the readers when they came to pick up their prizes and we learned that we've inspired some new dedicated readers! District and Branch Manager Dalby serves on the Reopening Committee and Marketing Editorial Team and attended weekly meetings for those as well as with Public Services, District 1 managers, and various West Park staff meetings. Branch staff attended ALICE refresher training as well as an update meeting with representations from the West Park FMP group.

District Two

Brooklyn - Staff focused on clean-ups, re-opening preparation and exploring avenues for reconnecting with the community. Staff worked to check branch collection for problem items, along with weeding and shifting of the collection. The staff worked to reconnect with community partners to announce the late August reopening along with promotion and plans for virtual activities. 25Connects held a mobile walking tour which Children Librarian Laura McShane and Branch Manager Ron Roberts. Ms. McShane participated in virtual meeting with MetroHealth and InfoOhio webinar. Mr. Roberts reconnected with Art House, a neighboring community group that provides art-related programming. Other staff participated in online learning opportunities highlighted by LAYE Catherine Hankins who viewed several online presentations on virtual story times. The branch was visited by architects in preparation for future branch renovations as part of the Facilities Master Plan.

Carnegie West - Branch staff provided walk-up service due to construction on Fulton Rd. Branch Manager Angela Guinther regularly updated the community regarding library service via Ohio City Inc. (OCI), block club leaders, and Cuyahoga Metropolitan Housing Authority staff at Lakeview Estates and Riverview Tower. In order to assist in a neighborhood improvement project and connect with community members and advocates, Ms. Guinther volunteered for the June 27th Irishtown Bend clean-up, organized by OCI. SLL participation was challenged, but the Branch had 146 registered readers, 112 completions, and 596 books read; branch finished in top three finish. In preparation for reopening to the public, the children's collection was weeded and children's DVDs were relocated. The adult DVD collection was expanded and bulletin boards were revamped to accommodate a welcome/Covid-19 awareness and rules board. The adult collection was weeded, the computer lab was reduced to six computers, the lobby was waxed and additional plexiglass was installed at circulation and staff desks. Finally, the bust of Andrew Carnegie was moved front and center as a greeting to returning patrons, and he is wearing a mask.

Fulton - Branch was selected to serve the Grab-n-Go Meals via the Greater Cleveland Food Bank on Thursdays from 12:30-2pm serving over 65 bags of take home meals. Staff instituted a Career Corner to help patrons seek employment via front entrance glass, and hosted the Verizon 5G Site Visit. On June 22nd Branch started walk-up service. On Thursday August 6th, Fulton hosted the Bellefaire Homeless and Missing Youth Program handing out hand sanitizer and masks to Fulton families, along with the BOE Voter Registration on-site as well. On August 13th, the BOE Voter Registration and Census 2020 Team was on-site. Staff attended the Directors Town Hall meeting on July 17th, Employee Resource Group Presentation on August 14th, and refresher on A.L.I.C.E. training. Custodian Antonio Jackson stripped the tile floor in the lobby of Fulton and re-waxed it. LACEs Niyre Merriweather and Justin Smith attended Libchat training. SLL kicked off with Children Librarian Beverly

Austin contacting many local daycares and summer camps in the area to get them signed up and ended with 1368 registered and 424 completing the program. Ms. Austin attended Libchat training, and provided Zoom story times for local daycares. Branch Manager Leslie Barrett attended the Public Services update meeting, Mental Health Webinar, Verizon 5G Pre-Site Visit Call and worked as a Libchat Operator.

Jefferson - The Branch provided curbside service in the second wave of branches. In addition to the items that patrons requested, we have had great success with window browsing. Staff promoted reading to younger patrons by creating bags of books based upon a patron's reported interests and reading abilities. Staff provided Take to Make kits to neighborhood families (bags of craft supplies to allow them to follow along with the Summer Lit League projects presented by the Center for Art Inspired Learning). Staff maintained connections to community partners including the Merrick House, Tremont Montessori School, Tremont West Development Co, MyCom, and the Central Tremont Block Club. Staff promoted activities through the use of local Facebook groups, particularly Little Tremonsters (aimed at neighborhood families). LAYE Alex Story was invited to attend the Northeast Ohio Preparatory School back to school bash

where he distributed information about library services and Take and Make kits. SPS provided a refresher training course on responding to an active shooter. Staff participated in many professional development courses and trainings.

South - Staff returned to the Branch on May 26, 2020. Staff began the process of notifying every patron that still had holds on shelves that they could be transferred to one of the locations offering curbside. The large windows in the meeting room were turned into displays allowing the patrons to be able to make some selections of their own. Staff attended the trainings offered as well as the Directors Town hall meetings. The Branch hosted tutoring sessions. Staff worked on rearranging furniture to accommodate social distancing, cleaning the collection, trapping holds and shelf reading. Branch Manager Jaime Declet has attended The Reopening Taskforce weekly meetings and sub-committee

weekly meetings. Mr. Declet attended the Tremont Economic development, Clark Metro North Block Club meetings, and the Tremont West Board of Directors meetings. Mr. Declet was selected to participate in the 25 Connect committee, as a W. 25 St. stakeholder for the redevelopment of the corridor and its impact on the Clark Fulton neighborhood. The Children's Staff contacted daycares in the neighborhood promoting SLL and other virtual services such as tutoring, and story times. The Branch received their own Facebook Page, of which the Children's Staff have recorded and posted story times on Facebook and have over 6,000 views. During this summer the Branch received a total of 265 walk-ups, 91 MFD assistance, and 374 calls.

South Brooklyn - Along with reopening to the public, staff continued to offer curbside, walk up and Curbchat. Staff have been diligent in weeding, reading various sections of the collection, attending Director Thomas' Town Hall meetings, setting down floor tape/signs, and creating displays throughout the branch. Staff received training and information from manager, Human Resources, SPS and OPS. Library Pages Caitlyn Tunney, Michelle Leung and Dayleni Lopez decorated the Plexiglas with art to brighten up the branch. Branch Clerks Shellie Oreskovic, Grace Wen and Jaqueline Hudson tirelessly

answered phones and kept the circulation desk tidy with handouts to be placed in patrons' bags. Both LACEs Cheryl Williamson and Abigail Larion were trained in Libchat, provided Libchat, and prepped the computers for reopening. LAYE Raymond Cruz provided Libchat services, processed ecards, and had the following training: Libchat, and Early Literacy course (Ready, Set, Read!). Children Librarian Ronald Palka-Roman provided Libchat services, created a Staff Picks document to give to patrons during Curbside/Walkup, bundled books for displays, and attended workshops/meetings. District Manager Luigi Russo provided Libchat services, and participated in the following meetings: Old Brooklyn CDC community meeting, Public Services Team, Reopening Task Force, and Woodland and Hough Branches' New Design staff engagement, MyCom, D2/D3 reopening, and SBN reopening. Library Page Miss Lopez resigned to attend the Ohio State University.

District Three

Garden Valley - Branch staff prepared the branch for reopening by affixing signs throughout the branch that promoted social distancing, and ensured computers were six feet apart. Branch Clerks Melissa Brooks and Marla McConnell contacted patrons during the beginning of June 2020 to see if they would like to pick-up their reserved items at the nearest curbside location as well as reviewed the magazine, DVD and CD collections. Ms. Brooks and Ms. McConnell also compiled an inventory list of all stock room materials currently available at the branch. Youth staff Leonard Burks and Andrea Csia facilitated weekly virtual tutoring sessions and reached out to neighborhood daycares to inform the organization of the SLL. LACEs Alycia Woodman and Latoya Barnes reviewed the adult fiction and non-fiction areas, and created a designated area for the large print collection. Dyad Public Services Manager Maria Estrella, and Assistant Manager Donald Smith provided the Garden Valley and Woodland Branch staff with guidance throughout the library's new initiatives/changes, met with the Garden Valley Branch team via TEAMS to discuss special projects and answer any questions. Mr. Smith attended the monthly MyCom meetings via Zoom with host Brian Webster and community partners.

Hough - Staff returned to work at the branch with walk-up and curbside services added. The branch itself looks entirely different: Plexiglass, stickers on the floor, and modified computer lab. Staff worked hard at scanning the whole collection to ensure everything is cataloged correctly and in order. Staff participated in multiple training's throughout the summer. Multiple staff members attended the virtual CPL Board of Trustees meeting and the Employee Resource Group Presentation. Children's Librarian Manisha Spivey volunteered to participate in the new Dial-a-Story and was trained in Libchat. LAYE Romael Young volunteered to be trained in Libchat and completed a webinar. LACE Michael Barkacs attended the virtual Annual ALA Conference, became an OLC Certified Public Librarian, completed multiple webinars over the summer, and working through the Customer Service Academy through the NEO-RLS. LACE Hannah Kohr made connections with the community. Clerks Neletha Chambers and Denene Mason have been busy answering the phone and running the front desk. Branch Manager Lexy Kmiecik attended ward seven's Councilman Basheer Jones' virtual forum presented by The City Club of Cleveland. Mrs. Kmiecik attended the virtual monthly Midtown Cleveland meeting. Mrs. Kmiecik gave a radio interview for WKSU about the library's re-opening plan, and an interview to be featured on the library's website about the Hough library's new branch. Mrs. Kmiecik gave a television interview to WOIO about the library's reopening date. Mrs. Kmiecik has participated in numerous meetings, including a virtual OLC meeting for the Membership Committee. Mrs. Kmiecik has stayed hard at work on the library's Reopening Taskforce helping to give guidance and recommendations about a safe re-opening plan for the staff and patrons alike.

Martin Luther King, Jr. - The Branch team is grateful to be in the pilot group for CPL Facebook branch pages. Since returning from quarantine, MLK team members have been working on developing virtual programs using the MLK branch Zoom Room; in order to reach as many audiences as possible virtually, staff have suggested using Facebook Live (popular with seniors and adults), Twitch (popular with youth) and Instagram Live (popular with seniors, adults and youth) for virtual programs. The Branch was one of the first five branches to provide

curbside services for patrons and averages around 140 patron transactions each week. The MLK team worked collaboratively with the manager, Tonya Briggs, to suggest, develop and continuously improve curbside, walk-up and reopening procedures to ensure positive customer service experiences for patrons.

Sterling - While the Branch's doors were not open, staff still found ways to support Central families. Branch manager Monica Rudzinski worked with Johnny Robinson Jr., MyCom Regional Coordinator, to distribute school supplies including backpacks, folders, notebooks and crayons. The MyCom community partners virtual meetings resumed in August. Ms. Rudzinski introduced a session of the Cleveland Clinic's Health Unleashed! program as part of a live Kindergarten Club Zoom presentation. To welcome back patrons, we distributed 100 bags with PPE including masks and hand sanitizer donated by St. Vincent Charity Hospital Mission Outreach. Sterling provided walk-up service with copy/fax/printing being the most requested. To prepare for re-opening, the Sterling staff did a major weeding of the collection, created new displays and re-arranged furniture to provide six feet social distancing. All staff completed Active Shooter and Acute Respiratory Illness training, and participated in virtual town hall meetings and forums. LAYE Charles Bailey and Children Librarian Sonja McCord completed Libchat training. Capital Projects, architects and engineers selected to renovate the branch did an initial walk through to look at mechanical systems and the roof.

Woodland - Branch staff prepared the branch for re-opening by affixing signs throughout the branch that promote social distancing, and ensured computers were six feet apart. Various staff facilitated weekly virtual summer tutoring sessions for the Woodland Branch. Branch Clerks Shannon Muhammad and Latasha Brent contacted patrons during the beginning of June 2020 to see if they would like to pick-up their reserved items at the nearest curbside location and reviewed the magazine, DVD and CD collections. Mrs. Muhammad compiled an inventory list of all stock room materials currently available at the branch. LACE Desiree Smith reviewed the adult fiction and non-fiction areas, and created a designated

area for the large print collection. Youth staff Ayesha Drake El and Kelli Newsom create new juvenile and young adult subject areas, and reached out to neighborhood daycares to inform them about SLL and the new virtual services. Dyad Public Services Manager Maria Estrella, and Assistant Manager Donald Smith provided the Garden Valley and Woodland Branch staff with guidance throughout the library's new initiatives/changes, met with the Garden Valley Branch team via TEAMS to discuss special projects and answer any questions. Ms. Estrella attended several Woodland + CDF + BSF meetings, and attended the 2020 Virtual American Library Association Annual Conference to continue her service as the Chair of the Children's and Young Adult Services Committee (CAYASC) of REFORMA. Mrs. Estrella also moderated the ALA/ ALSC presentation titled: Juntos: Latinx Family Engagement at Your Library, on Friday, June 26, 2020, and was featured in a Children and Libraries Journal summer 2020 article, Welcoming to All: Latinx Culture and Programming: Notes from Latinx Librarians.

District Four

East 131st Street - The East 131st Street Branch happily provided walk-up service for patrons during the months of June, July and August 2020. Throughout the summer months Branch Manager Marina Marquez participated in community engagement efforts that included the First Street Coalition's Street Beautification event and Councilman Blain Griffin's community program *A Community Check-In & Check-Up*. In partnership with MyCom, First Street Coalition and the Corlett Garden Society Ms. Marquez facilitated the Corlett Volunteens garden club to water and weed all planters along East 131st Street. MyCom provided a stipend to the volunteens for their service. Along with Subject Department Librarian Terry Metter and Board of Elections Manager of Community Outreach Mike West, Ms. Marquez kicked-off the Facebook Live program *Books & Ballots: Value of the Vote* in August. Ms. Marquez participated in the Innovation Committee meetings throughout the summer and presented with the Innovation Committee recommendations to Director Felton Thomas on August 18, 2020. In partnership with Dickens Reads, led by Rhonda Crowder, Youth Services Staff participated in Facebook Live events to promote Summer Lit League. The live promotions took place every Tuesday in June and July as

a way to virtually connect with the children who attend our partner school Charles Dickens Elementary. East 131st Street Staff participated in Facebook Live events to support literacy by offering a variety of story times and programs that reached 890 patrons. Throughout the month of August the East 131 staff thoughtfully prepared the branch for re-opening its doors to the public on August 24, 2020.

Fleet - This summer at Fleet featured the Summer Lit League. Due to the COVID-19 closing, the program was facilitated remotely. Fleet had a total of 150 youth completions. Fleet also participated, in conjunction with University Settlement and OPS, in a school supplies give-a-way in our parking-lot for neighborhood residents with school aged children. Operation Backpack provided for 146 community youth. In addition the Cuyahoga County Board of Elections provided weekly walk-up voter's registration in our parking-lot for adult patrons. The Cleveland Foodbank provided weekly "grab and go" and additional food items via a food truck stationed in our parking-lot for children and families in need. Public Services staff meetings were conducted to discuss reopening concerns using the COVID-19 Playbook. In addition, Staff received A.L.I.C.E training, provided by SPS, to prepare and reassure staff for possible unforeseen threats. August completed the weeding of the entire Branch Collection.

Harvard-Lee - All Harvard-Lee staff worked throughout the summer to complete the scanning of every item in the collection. On June 1st, we began phone reference. On June 8th, virtual tutoring began for children via Zoom, three days per week. On June 22nd, curbside service was provided, for which demand increased significantly from June to August. Copy/print/fax was the most requested service. On August 10th, Harvard-Lee hosted Jowan Smith of 1,000 Ties to distribute (outside) 80 Hygiene Kits for youth. On Saturday, August 8th, Branch Manager Kristen Schmidt helped distribute CPL materials to approximately 150 visitors at Councilman Griffin's Community Check-In & Check Up at Harvey Rice Wraparound School & Rice Branch parking lots. Summer Lit League (SLL) 2020, was held and a Harvard-Lee patron was the SLL winner of the iPad in the "Kids" age group. All Harvard-Lee staff watched the Acute Respiratory Illness Pandemic Prevention safety training, and engaged in ALICE active shooter training with SPS Chief Duncan

and Officer Tisdale. Ms. Schmidt provided virtual reference shifts via LibChat. Ms. Schmidt attended all MyCom partner monthly meetings, and a Cleveland Transformation Alliance training for ambassadors.

Mount Pleasant - The staff at the Mt. Pleasant Branch have been busy serving the community with walk-up services. As the word spreads about the printing and faxing services that are being offered at the branch, more patrons are eager to use these services. Many patrons continue to express great need for computer access in the Mt. Pleasant neighborhood, and the community is looking forward to the branch re-opening. Due to the lack of access to technology, the need for information accessibility in the community we serve is more important than ever before. Library Assistant-Computer Emphasis (LACE), Larisse Mondok worked on a community resource collection that is posted in the branch window for patrons passing by. The branch has also been provided access to the branch Facebook page which will open up new ways to connect with our patrons. From tutoring to story time, staff continue to reimagine how the branch will provide community programming. LACE, Kyra Berzonsky, has assisted staff in learning the new Zoom platform that is available for programming and outreach. One of the most exciting programs that will be happening is Art4Peace. Art4Peace is a continuation of a partnership that was happening pre-pandemic with 99 Treasures/ Peace in the Hood. Youth Librarian, Mark Tidrick, has worked diligently with our community partners to help support neighborhood youths' artistic expression. The artwork the kids create during this program will be displayed in the Mt. Pleasant Branch meeting room.

Rice - The Rice branch has been the place to be this summer. As the first of six locations to reopen for curbside and walk up services, Rice set the bar for patron assistance and the roadmap for effective service utilizing an exterior business method. With the permission of the District Manager, the Rice branch knitting group took advantage of this new model by holding their weekly meetings on the front lawn. We will be having our Wi-Fi signal boosted for the community's to build upon the excellence. Throughout the summer, Rice staff internally completed the scanning of every single item in the branches collection to maintain a record of what circulates, what will be sent to the

Friends Foundation for the book sale, and what items need to be reordered. We then shifted the collection and made room for a new "Teen Space". Also, throughout the summer months Rice Branch participated in community engagement efforts that included Councilman Blain Griffin's community program *A Community Check-In & Check-Up*, the 4th districts community information meetings, handing out weekly "grab and go" and lunches to the community via the CFB food truck stationed in the front of the library branch and virtual professional development. In preparation for reopening staff received ALICE active shooter refresher training with SPS's Chief Duncan and Officer Tisdale. In addition, the Rice staff prepared the branch for re-opening its doors to the public on August 24, 2020 by adding socially distance signage and stickers, moving and storing furniture, getting computers maintained for patron use and more. Rice youth librarian Whitney Johnson submitted fall programming, ordered for the youth and young adult collection and prepared book bundles, baskets and other giveaways to complement the week long reopening, welcome back, patron appreciation celebration coordinated by Rice Manager Amiya Hutson. Rice ended the month with community COVID testing done by MetroHealth in the Rice Branch parking lot.

Union - Summer kicked off with virtual Summer Lit League. Youth staff reached out to daycares and church groups to gather youth signups. Union Branch provided walk-up service to our patrons once we returned to work. Patrons steadily began to use the walk up service and staff were delighted to see some of our dedicated patrons again. One awesome project that occurred in the community this July was the painting of the Black Lives Matter Mural on E 93rd Street near the branch. Several programs were presented around the Mural and we were able to distribute information about CPL walk-up/curbside services and Summer Lit League.

As we prepared to reopen to the public on August 24th, Chief Duncan and Officer Tisdale from Safety and Protective Services presented ALICE training to the staff. Other trainings include Acute Respiratory Illness Pandemic: Prevention and Response and Review of CPL Pandemic Playbook. Ms. Williams attended several webinar trainings, and Zoom and/or Teams meetings. Union Branch has been chosen to present the STEM programming using UB Tech product. Children's Librarian Tamara steward will

be trained to facilitate the program. Union Branch will also be one of the locations to have Wi-Fi boosted for the community.

District Five

Addison - The Addison Branch began the summer completing the weeding process with shelf list provided by Collection Management. Staff area back room was reorganized with more space to shelf holiday materials during off period. The multipurpose room was reorganized to accommodate the extra furniture from layout adjustment for social distancing. Manager Tamara Means continues to reach out to community resources with information and to network. An Addison Teams page was established adding with adding training materials from webinars attended and other resources for staff usage.

Collinwood - In June, we very thankful that staff is back to work safe and healthy. Mr. Pippen, our page resigned and will be missed. Ivan Mezi, a page at the Rice Branch has been temporarily placed at the branch. Staff is busy decluttering and scanning library materials to check their status and also identifying items for weeding. Collinwood Branch was identified to provide Virtual Tutoring with CSU via our Zoom Account Monday-Thursday from 10-1 and 2-5. Manager Peak received outreach requests for a virtual story time for families with autistic children and collaboration on a new senior center that is coming to the Collinwood Community. We look forward to helping as much as CDC guidelines will allow. On June 22nd, the branch began offering walk-up services to our community.

Glenville - Upon our return to the Branch, all staff participated in cleaning, organizing, and weeding at the beginning of the month of June. The youth staff handled the weeding and reorganization in the youth area, the LACE staff assisted with the adult areas. The youth staff created book displays and banners that were virtually displayed out of the east side building windows for the patrons. The Children's Librarian and Page created a chalk obstacle course "The Great Glenville Obstacle Run," in front of the building for the use of our young patrons. The youth staff and LACE trained this month for Libchat. Our LAYE, did the book display in the front window to honor the passing of Congressman John Lewis. In August, the youth staff created book displays in preparation for reopening along

with our LACE assisting in a creative window display for the Fall. The Children's Librarian has displayed each month "Glenville Poem of the Week" for each week of the summer.

Branch Manager, Sharon Jefferson has ordered materials and attended all meetings and trainings offered by the library.

Langston Hughes - The following tasks were performed during the months of June, July and August while the branch was closed to the public: The branch was cleaned by branch custodian Joseph Nelson. When staff returned in May, each staff member cleaned their work areas. Adult, YA, and Children's materials were weeded along with various AV materials, i.e., DVDs and CDs. A schematic was created to determine what public PCs would be removed from the current computer area and placed in another section of the branch to reflect the required six feet social/personal distancing. Mr. Bradford, branch manager, in many webinars and virtual trainings. Additionally, he attended Libchat Training and participated in LibChat reference work throughout the summer. Mr. Bradford attended the Oberlin College Library Virtual Friends Council Meeting, Aug. 7th Virtual CPL Board Meeting, Aug. 8th. ALICE training was conducted on August 17th. Three plexi-glass barriers were installed at the circulation desk. Branch air filters changed; a hand sanitizer station was installed; signage to instruct patrons about 6 feet distancing and blue tape was added; outside windows were washed.

Memorial Nottingham - The summer of 2020 at Memorial-Nottingham Branch has been very eventful for staff and patrons. Memorial-Nottingham was one of the first branches to provide curbside and walk-up services at the Cleveland Public Library. These services have become very popular amongst patrons in the North Collinwood and Bratenahl communities. Adult and youth collections were weeded and shifted. Shelving and space were created for incoming materials.

Staff rearranged the branch to promote social distancing when patrons return. Staff also created displays to promote social distancing in the library. Manager, Pasha Moncrief Robinson worked on the Workforce Resource Committee. Ms. Jowan Smith and her staff provided children ages 6-16 with hygiene kits. Children's

Librarian, Joanna Rivera attended a virtual Summer Lit League meeting & created virtual story times for our patrons. Make a Change Monday art supplies were given to families to create art at home. The Youth Services craft space was organized and inventoried. Ms. Rivera created kits for families to enjoy together.

OUTREACH & PROGRAMMING SERVICES

SUMMARY

During June - August, the Cleveland Public Library (CPL) remained closed to staff and the public due to the COVID-19 pandemic. During this time, the Outreach & Programming Services Department (OPS/3E) launched its first virtual programming phase to families and children.

PARTNERS AND PROGRAMS

Summer Lit League: Speak Out, Get Loud, Democracy 2020 (SLL) was Cleveland Public Library's first-ever virtual summer reading program held June 1 - July 25, 2020. Youth ages birth - 18 were encouraged to make a difference in their community by reading and participating in a host of weekly virtual programs.

The first phase of virtual programs launched under the SLL umbrella was as follows:

- *Make a Change Mondays* - A democracy-inspired crafting class led by a Center for Arts-Inspired Learning teaching artist. The library purchased supplies and was made available via curbside pick-up.
- *Tell-a-Tale Tuesdays* - Virtual Storytimes read by local politicians, authors, and library staff, and volunteers.
- *Read to the Beat Wednesdays* - An interactive virtual program for early readers, exploring books and storytelling through music and singing. The Music Settlement facilitated this program.
- *Town Hall Thursdays* - Featured various artists, musicians, and authors such as Kelly Starling Lyons and Kate Messner.

The programs listed above were hosted using Zoom in addition to being live-streamed to the Cleveland Public Library Facebook Live and YouTube channels resulting in over 10,000 streams of library programs.

Although SLL registration rates were significantly lower than years past, the completion rate continued its upward trend, as 62% completed the program. The SLL culminating event sponsored by The Rock and Roll Hall of Fame offered free museum passes to local museums and various prizes such as Apple iPads, Nintendo Switches, and Chromebooks. Finale prizes, including Cleveland Metroparks Zoo family passes, The Children's Museum of Cleveland family passes, were raffled off on the Beanstack platform.

Art Therapy, the library's ongoing therapeutic program targeting school-aged children and teens, continued throughout the summer at two locations. Twenty families were consistently engaged throughout this program series. The library's art therapy program was the first to offer programming supplies by mail. The direct mailing and follow-up by phone are two factors that contributed to the success of this program.

Families with children entering Kindergarten (Fall 2020) took part with a weekly skill building program that supported kindergarten readiness. The program was divided into two 30-minute meetings, one for parents and one for the entire family. Both meetings were focused on the State of Ohio Educational Standards and was presented over a nine-weeks.

Forty-three families participated weekly in a 30 -minute Zoom Parent/Caregiver Activity meeting with an Early Childhood Teacher. The last 30-minutes involved the Scholar's & Families with an interactive learning activity.

CPL Kindergarten Club provided a supportive community of peers and professionals to answer questions and guided conversation.

In partnership with Literary Cleveland, the library hosted a series of neighborhood-based writing workshops that invited patrons to submit stories, essays, and poems for inclusion in an anthology that will become

part of the Cleveland Public Library's permanent collection. Over two months, local and nationally known authors hosted writing workshops targeting residents of six geographic regions covering every neighborhood in the city. After the 75 writings were submitted for inclusion in the Neighborhood Voices Anthology, the Anthology's release will coincide with an online culminating event in November of 2020.

This year's See Also public art installation in the Eastman Reading Garden features "*Reflect and Refract Democracy*" by Rose DeSiano.

The installation's maze-like lenticular walls intersperse Cleveland's historic photos with mirrored panels reflecting the garden and its visitors. Two orbital monuments in the Reading Garden center honor historic Clevelanders who have played pivotal roles around democracy in our city through political action, activism, and cultural contributions. The installation was completed on August 31 and will remain standing through the spring of 2021.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- **Goal:** *Increase Elected Officials and Key Stakeholders' Awareness and Understanding of CPL's Community Impact*
 - *Inform*
 - Hosted Director's Legislative Briefing in partnership with Squire, Patton, Boggs providing an update on the Library's work addressing COVID-19 as well as Library priorities
 - Informed all local, state, and federal elected offices within the Library's footprint on the Library's re-opening plan so they can inform their constituents
 - *Engage*
 - Hosted Councilman Griffin's community mobile/drive-thru event at Rice Branch which provided COVID-19 testing, Census

2020 survey's, voter registration, and food boxes

- Engaged legislators in CPL's virtual storytime (VST) program including:
 - Councilwoman Yvonne Conwell, County Council
 - Councilman Kevin Conwell, City Council
- Engaged additional stakeholders in CPL's virtual storytime (VST) program including:
 - William Green, Former Browns
 - Robyn Gordon, CPL Foundation Board / NASA
 - Pat Pastore, PNC
 - Michele Ungar, Progressive
 - KPMG (various employees)
- *Advocacy*
 - Launched a call to action among Foundation donors to support for the federal Library Stabilization Fund Act

CPL DEVELOPMENT UPDATES:

- ***Goal:*** *Secure Funding to Buttress CPL Organizational Goals*
 - Secured \$10,000 in funding from Verizon to support the CPL programmatic partnership with Twin Cities Rise for workforce development programming
 - KPMG provided financial support for the STEM@Home program by purchasing four (4) beginner UKits and 60 picture books
 - PNC provided 260 Learn at Home Kits to CPL for distribution to families with pre-school aged children
 - Submitted funding requests to the following:
 - Submitted application for The Jerry Kline Community Impact Prize.
 - Submitted application to Jumpstart for workforce development programming

- Submitted application to the Institute for Museum and Library Services to expand CPL virtual programming

CPL FOUNDATION UPDATES:

- *Goal: Reach Annual Financial Targets*
 - *Fundraising*
 - Mailed Mid-Year Annual Appeal (end of July)
 - Mailed Democracy 2020 Sponsorship letters to corporations
 - *Cultivation & Stewardship*
 - Stewardship/engagement communications have been going out monthly to donors keeping them informed and highlighting available resources.
 - July communication included a push for support for the Library Stabilization Fund Act
 - August communication included a reminder for the Mid-Year Appeal, Library Re-Opening information, and Democracy 2020
- CPLF Board
 - Virtually held quarterly board meeting in June
 - Greg Stefani, Federal Reserve Bank of Cleveland, elected as Board Treasurer
 - New members include:
 - Gaurav Dhir, The Sherwin Williams Company

ADDITIONAL DEPARTMENT EFFORTS:

- Staff participated in webinars with the Urban Libraries Council, Grants Plus, American Library Association, The Cleveland Foundation, Donor Perfect Conference

COLLECTION & TECHNICAL SERVICES

Shipments and deliveries of library materials were temporarily suspended in March when the Library closed and were reinstated in June after staff returned to work. A backlog of over 10,000 items was waiting to ship when the library reopened since library materials are

generally ordered three to six months in advance of when the title is expected to be released. Vendors gradually released shipments in controlled amounts so as to not overwhelm Library staff who were only working 50% of their hours due to SharedWork Ohio (SWO). Vendors also required that the backlog of older orders had to ship before any new orders could be placed which delayed reinstating the ordering processing.

Ordering of eMedia was reinstated immediately when staff returned to work but ordering of all other formats was reinstated as the shipping backlog with each vendor was eliminated. The last shipments of backlog items were received during the last week of July when staff resumed working their full-time hours and the selection and ordering of library materials returned to the same level it had been at prior to the Library's closure.

Acquisitions and High Demand Staff had to adjust some of their daily tasks when the shared network drives were migrated to the SharePoint Document Libraries at the beginning of August. The Microsoft Access database that was used for generating purchase orders could not be migrated and Excel spreadsheets that were used for maintaining statistics were no longer linked and had to be reformatted. Interim Director of Collection and Technical Services Sandy Jelar Elwell has been working with IT to create a replacement for the purchase order documents and information that was generated and maintained in the Microsoft Access database.

Acquisitions Librarian Leslie Pultorak, Collection Management Librarian Laura Mommers, High Demand Librarian Dale Dickerson, Technical Services Associate Anarie Lanton, and Technical Services Senior Clerk Paula Stout assisted with the unpacking, verifying, and receiving of new materials in the Lake Shore Shelf/Shipping Department when needed.

Ms. Jelar Elwell met with Project Manager Michael Ruffing to discuss the unpacking and sorting of the corporate annual reports collection. Ms. Jelar Elwell attended the Baker & Taylor (B&T) Discover BTCat webinar and participated in additional discussions about the new BTCat cataloging utility with B&T representatives along with Director of CLEVNET Hilary Prisbylla and IT/CLEVNET staff. Ms. Jelar Elwell attended the CLEVNET Technical Services and Acquisitions Special Interest Group (SIG)

meeting and continued to participate in the weekly meetings of the Capital Improvement Plan Core Team.

Ms. Jelar Elwell, Catalog Manager Andrea Johnson, Collection Manager Pam Matthews, and Materials Handling Supervisor James Clardy attended the Public Services update, MetroHealth Self Care / Mental Health webinar, COVID 19 Playbook HR Forum, and CPL Manager Meeting. They also met with the Capital Projects Team and Bostwick Design architects to review the potential designs for the Woodland campus. Collection and Technical Services Managers and staff attended the Director's Town Hall, COVID-19 Playbook Town Hall, and Employee Resource Group Presentation and participated in the Acute Respiratory Illness Pandemic: Prevention and Response training.

Senior Catalog Librarian Dawn Grattino retired from CPL on June 30 after 23 years of service.

Acquisitions: Acquisitions Coordinator Alicia Naab communicated with Main Library selectors regarding the fund balances for OverDrive eMedia purchases and reductions to the funds of other formats of library materials.

Catalog: Staff cataloged 7,738 titles and added 12,823 items for Cleveland Public Library. The Department also added 8,576 titles, merged 565 records, and corrected 234 errors for CLEVNET member libraries.

In June, Senior Catalog Librarian Dawn Grattino and Technical Services Librarians Yeshen Dugarova-Montgomery, Michael Gabe, Amei Hu, Barbara Satow, and Erin Valentine finished overlaying short records identified by CLEVNET reports received during the Library's closure. Catalog Manager Andrea Johnson developed procedures for handling items that could not be sent to fill holds at other CLEVNET libraries while the statewide delivery service was unavailable.

In July, Ms. Johnson developed new guidelines to reflect changes that were needed for CLEVNET member library staff to submit overlay requests due to the Physical Item report implemented in February. She explained the report parameters and presented the new guidelines at the CLEVNET Technical Services and Acquisitions Special Interest Group (SIG) meeting on July 29. Catalog

Librarian Perry Huang, Technical Services Librarian Celia Halkovich, Ms. Hu, and Ms. Satow attended the meeting.

Ms. Johnson revised the weekly responsibilities schedule for Librarians. She also updated the instructions for loading records to use the SharePoint Document Libraries that replaced the shared network drives in August. Ms. Valentine completed the backlog of CLEVNET overlay requests, which Ms. Dugarova-Montgomery, Mr. Gabe, and Ms. Hu had worked on over the previous month. Ms. Valentine created an original collection-level bibliographic record for a collection of logs from the Cleveland Fire Department Miles Park station.

Ms. Johnson and Ms. Satow met with Director of CLEVNET Hilary Prisbylla and Information Technology & CLEVNET staff Brian Leszcz and Jim Benson on August 13 to discuss the web-based version of the bibliographic input workform that they are developing for CLEVNET. Ms.

Johnson and Ms. Satow tested a prototype of the tool and provided feedback on its presentation and functionality. The new webform will generate a MARC record that can be edited by Catalog staff.

Ms. Valentine attended the Northern Ohio Technical Services Librarians (NOTSL) Board meeting on July 10.

Collection Management: Collection Manager Pam Matthews worked extensively with OverDrive to make sure patrons' holds and requests were being filled as quickly and inexpensively as possible which included moving some titles to a Cost per Circ lending model. This was particularly effective for titles such as *White Fragility* and *How to Be an Antiracist*, where over 200 copies of the first and over 125 of the second were able to be lent out simultaneously.

Collection Management Librarian Laura Mommers attended a series of webinars throughout the summer, including online Title Talks in the following subject areas: Graphic Novels; Politics & Activism; Diversity; Fantasy; Early Readers; and Social and Emotional Learning for Teens and Tweens. She also attended a Macmillan Publishing webinar that previewed their upcoming fall titles and a Publisher's Weekly (PW) fall announcements

webinar that highlighted fall titles from major publishers.

Ms. Matthews attended two meetings of the Editorial Team and a Workforce Development Program Committee meeting. She worked with OverDrive to acquire additional titles to support workforce development and to add links to resources on the OverDrive website for patrons to use. Ms. Matthews also recorded a book reading of *Chicken Little* by Rebecca Emberly and Ed Emberly to be used for a virtual storytime by Outreach and Programming Services.

High Demand: Technical Services Senior Clerk Mya Warner returned from a leave of absence on June 9 and began a second leave of absence on July 27.

Materials Processing: The Materials Processing Technicians processed 24,867 items during June, July, and August.

Shelf/Shipping: During the months of June, July, and August, the staff of the Lake Shore Shelf/Shipping Department sent 24 items to the Main Library for requests and 76 items to fill holds. Main Library received 416 telescopes, the Branches received 609 telescopes, CLEVNET received 115 telescopes, CSU received 10 telescopes, CWRU received 17 telescopes, and Tri-C received 7 telescopes. A total of 1,169 telescopes were shipped out. The Technicians sent out 37 items of foreign material and in total 20,280 new items were sent to the Acquisitions and High Demand Departments.

MARKETING & COMMUNICATIONS

Marketing and communication efforts for the summer months centered on the Library's phased REOPENING plans to the public with Curbside and Walk-Up Services beginning on June 8, and safely welcoming patrons back into its downtown location and 27 branches on August 24.

Cleveland Public Library is also encouraging the public to Be Counted and Be Heard through its DEMOCRACY 2020 campaign, finding creative ways to increase engagement and participation in the 2020 Census and this year's election through ad campaigns, printed materials, digital and social platforms. The campaign explores what

it means to be an inclusive democracy and highlights the Library's programs, collections, and resources.

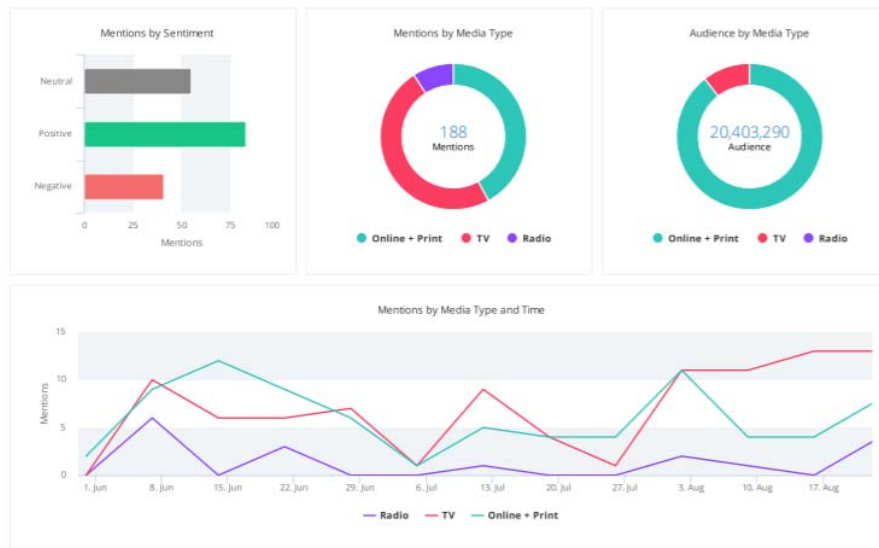
Additionally, CPL continues to stay relevant by joining larger community conversations on social media, encouraging dialogue around issues like racial understanding after the death of George Floyd.

PUBLIC RELATIONS OVERVIEW: Cleveland Public Library received nearly 200 mentions (Audience: ~20 million) in the news on a range of topics including phased reopening plans, Black Lives Matter, Democracy 2020, and other community initiatives and partnerships.

Over the summer, the Library unveiled its reopening plans including key partnerships with MetroHealth and the Greater Cleveland Food Bank. The Food Bank provided free meals and resources to children and families. MetroHealth helped the Library prepare for reopening. We also received positive media coverage for installing solar panels on the Rice Branch and participating in the Voices of Cle project.

In response to the recent police killings of Black Americans that sparked nation-wide protests, Cleveland Public Library issued a letter to the community reaffirming our policies as an inclusive institution. We provided resources to help families discuss race and understand the challenges and issues facing minority communities.

The Library also ramped up promotion of its Democracy 2020 campaign, which encourages Census participation and voter registration, and themed programs and events.



Total National TV Audience	2,142,946
Total National TV Publicity USD	\$359,958
Total Local TV Audience	2,142,946
Total Local TV Publicity USD	\$359,958
Total Online + Print Audience	18,260,344
Total Online + Print Publicity USD	\$4,070,660

GRAPHICS: All designs and printed materials supported programming and organizational initiatives included Democracy 2020, One Community Reads, Summer Lit League, a fall program guide for kids, teens and adults, and COVID-19 signage.



DEMOCRACY 2020
CLEVELAND PUBLIC LIBRARY
Prepare. Participate. The People's University.

WHAT DOES IT MEAN TO BE AN INCLUSIVE DEMOCRACY?
Join Cleveland Public Library as we bring together authors, performers, journalists, activists, and educators to explore the systems impacting our voice in our democracy.

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AUTHORS ON DEMOCRACY



Cathy O'Neil
Saturday, September 26 - 2:00 p.m. via Zoom
Join Cathy O'Neil, American mathematician, founder of mattababe.org, and author of several books including *Weapons of Math Destruction: How Big Data Increases Inequality and Threatens Democracy* for a discussion about the algorithms that affect each of us and our society.
Visit cpl.org/oneil

Presented as a part of #CLE Reads Young Adult Book Festival



Dr. Ibram X. Kendi
Friday, December 4 - 2:00 p.m. via HopIn
Dr. Ibram X. Kendi is one of America's foremost historians, a National Book Award winner and is a #1 New York Times bestseller for his book *Stamped: Racism, Antisemitism, and You*. Join him as he leads a discussion on *Racial Ideas in America: From Slavery to Black Lives Matter*. In partnership with College Now.
Visit cpl.org/kendi



Bryan Stevenson
Saturday, December 5 - 12:00 - 1:00 p.m. via Zoom
Bryan Stevenson is the founder and Executive Director of the Equal Justice Initiative (EJI), a human rights organization, and the author of the award-winning New York Times bestseller, *Just Mercy*, which was recently adapted as a major motion picture. Mr. Stevenson is a widely acclaimed public interest lawyer who has dedicated his career to helping the poor, the incarcerated, and the condemned. <http://eji.org>
Visit cpl.org/Stevenson

BE COUNTED
Cleveland Public Library believes an inclusive democracy is a stronger democracy, so we want everyone to BE COUNTED in the 2020 census. The census is due on September 20. Fill Out the 2020 Census Today! Need help? Ask Us!

COUNT ON US! CPL hosts themed discussions with Assistant Director of Public Services, Robin Wood, and Government Documents Supervisor, Sarah DeBruin, at 12:00 p.m. on Facebook Live.

September 18: Make It Count! Don't Ghost the Census
Guest: Urban League of Greater Cleveland



DEMOCRACY 2020
CLEVELAND PUBLIC LIBRARY
Prepare. Participate. The People's University.

BE COUNTED
Fill Out the
2020 CENSUS Today
Census Due Date:
09/30/20

Need Help? Ask Us!

BE HEARD
VOTE!
U.S. Presidential Election:
11/03/20

Are You Registered to Vote?
Ask Us How!



GET LIT. DEMOCRACY 2020 SPEAK OUT!
CLEVELAND PUBLIC LIBRARY
Summer Lit League
June 1 - July 25, 2020
#CLELitLeague



GET LIT. DEMOCRACY 2020 SPEAK OUT!
CLEVELAND PUBLIC LIBRARY
Summer Lit League
June 1 - July 25, 2020
#CLELitLeague

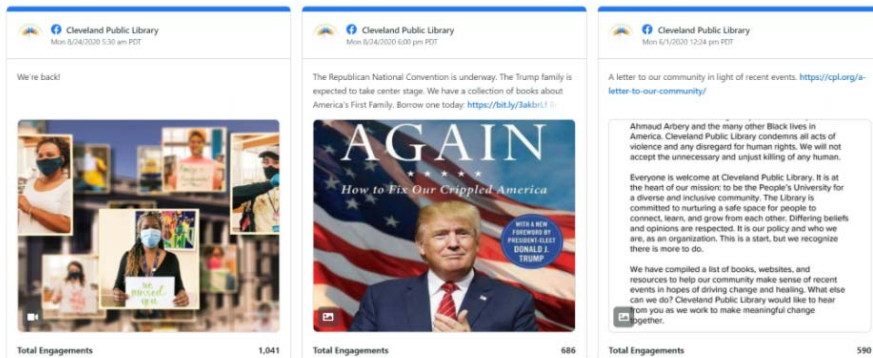




SOCIAL MEDIA: From June to August, Library posts related to race, Library services updates, and politics seemed resonate most with its online community. These organic engagements fit well with the timely relaunch of the Library’s Democracy 2020 campaign, involving discussions and resource related to the U.S. Census and generation election. This has resulted in an increase in engagements by 8.4% (+33,000 engagements) and a 2% growth (~40,000 followers) in total audience compared to the previous quarter.

<p> clevelandpubliclibrary Sat 7/25/2020 9:11 am EDT</p> <p>Black Books Matter at Cleveland Public Library! Check out this display at our #CPLE131 Branch!</p> <p>Total Engagements 245 Likes 235</p>	<p> clevelandpubliclibrary Mon 6/1/2020 3:24 pm EDT</p> <p>A letter to our community in light of recent events.</p> <p>violence and any disregard for human rights. We will not accept the unnecessary and unjust killing of any human. Everyone is welcome at Cleveland Public Library. It is at the heart of our mission to be the People's University for a diverse and inclusive community. The Library is committed to nurturing a safe space for people to connect, learn, and grow from each other. Differing beliefs and opinions are respected. It is our policy and who we are, as an organization. This is a start, but we recognize there is more to do.</p> <p>We have compiled a list of books, websites, and resources to help our community make sense of recent events in hopes of driving change and healing. What else can we do? Cleveland Public Library would like to hear from you as we work to make meaningful change together.</p> <p>Total Engagements 214 Likes 205</p>	<p> clevelandpubliclibrary Sat 8/29/2020 8:38 pm EDT</p> <p>Remembering a true superhero. Chadwick Boseman brought history to life on screen as Jackie Robinson.</p> <p>Total Engagements 158 Likes 155</p>
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<p> Cleveland_PL Mon 6/1/2020 7:24 pm UTC</p> <p>A letter to our community in light of recent events.</p> <p>Ahmad Arbery and the many other Black lives in America. Cleveland Public Library condemns all acts of violence and any disregard for human rights. We will not accept the unnecessary and unjust killing of any human. Everyone is welcome at Cleveland Public Library. It is at the heart of our mission to be the People's University for a diverse and inclusive community. The Library is committed to nurturing a safe space for people to connect, learn, and grow from each other. Differing beliefs and opinions are respected. It is our policy and who we are, as an organization. This is a start, but we recognize there is more to do.</p> <p>We have compiled a list of books, websites, and resources to help our community make sense of recent events in hopes of driving change and healing. What else can we do? Cleveland Public Library would like to hear from you as we work to make meaningful change together.</p> <p>Total Engagements 1,366</p>	<p> Cleveland_PL Tue 8/25/2020 12:38 pm UTC</p> <p>The Republican National Convention is underway. The Trump family is expected to take center stage. We have a collection of books about America's First Family. Borrow one today: bit.ly/3akb1f6 Be Counted.</p> <p>Total Engagements 687</p>	<p> Cleveland_PL Mon 8/24/2020 12:59 pm UTC</p> <p>We've missed you! Cleveland Public Library is now open to visitors and our spirit squad can't wait to see you! Visit us today: cpl.org/locations/</p> <p>Total Engagements 609</p>
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PROPERTY MANAGEMENT

Carpenters

- Removed wood from book drops system wide.
- Installed Plexiglas at circulation desks system wide.
- Painted numbers in parking spaces at M.L.K, Mem-Nott, Rockport and South Brooklyn.
- Completed ceiling work in the quiet room at South Branch.
- Built office partition wall and painted new area for legal staff.

Maintenance Mechanics

- Continuing work with Reopening committee and Covid-19 Task force on a safe and comprehensive phased reopening/operating strategy. Working closely with the custodial supervisors and assistant facilities manager on ensuring that the new cleaning standards are implemented and maintained.
- Continuing work on Plexiglas installations for staff workstations system wide.
- Continuing work/meetings with FMP Core Group, CMR, project engineers and architects and the Capital projects team on FMP design and building standards.
- 24/7 response to building emergencies and critical work orders.
- Continuing work on scheduled preventative maintenance requisitions generated by Hippo CMMS.
- Continuing work with Siemens on the Desigo building automation system upgrade and the main campus lighting system software upgrade.

- Continuing work on the balance of the security camera project (IPS/Harrington Electric).
- Worked with Carrier on replacing controls and electrical switchgear on the main chiller at Lakeshore.
- Worked with TH Martin mechanical contractors on repairing the hydronic/chilled water coil on AHU#25 and the blower shaft and bearings on AHU#20 in the Main building.
- Continually working with Warren Roofing, All Seasons Roofing and Taylor Consulting on roof leaks at the main campus and branches.
- Continually working with DiFranco Plumbing and Conkey Pipe Fitters on major plumbing and sewer issues.
- Repaired Eastman Reading Garden fountain pump system.
- Also repaired irrigation system leaks and worked with Davey Tree on replacing dead plants, mulching and rejuvenating the garden landscaping.
- Worked with Crescent Digital on replacing broken cameras, repairing DVR's, server connections and software issues on the security camera system.
- Installed CAT6 cabling for outdoor rated Wi-Fi access points at select branches.
- Scheduled annual and quarterly sprinkler and fire alarm inspections system wide.
- Scheduled annual backflow preventer testing/inspections.
- Scheduling elevator door upgrades, emergency key box installations, motor rebuild, variable frequency drive installations for LSW/Main.
- Currently working on replacing compressors for HVAC systems at E.131 and South Brooklyn.
- Currently performing preventative maintenance on rooftop gas fired heating equipment, hydronic systems (boilers, pumps, etc.) for the upcoming heating season.

SAFETY & PROTECTIVE SERVICES

Safety Services

- Safety & Protective Services used access control to change the card reader credentials while open during altered hours of operation.
- Safety & Protective Services roll call is been held in the Legacy room to comply with social distancing requirements.
- ALICE refresher training provided at each branch prior to CPL reopener by Officer Tisdale and Lindsey Duncan III.
- All branch panic buttons were tested by SPS prior to August 24th.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Aug 2020	2226	27	12	9	20	37
July 2020	1148	12	5	2	10	23
June 2020	802	13	8	1	30	30
May 2020	200	11	2	0	5	14
April 2020	909	29	0	0	0	4
March 2020	896	13	18	15	90	103
Feb 2020	1446	12	77	44	255	46
Jan 2020	1934	19	53	57	161	63
Dec 2019	2180	14	54	48	227	31
Nov 2019	1842	25	54	52	295	59
Oct 2019	2039	20	64	53	345	42
Sept 2019	1792	19	62	24	243	52
Aug 2019	1854	13	46	26	147	272

Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: COVID 19 testing at Rice 8-26-20, Councilman meeting at Rice branch 8-8-20.
- Video requests fulfilled for Fleet and Lorain branches for the Cleveland Police Department, University Circle Police, and District Managers.

- SPS officers are posted at Carnegie West, East 131, Harvard Lee, Hough, Rice, Rockport, and South Brooklyn branches.

Protective and Fire Systems

- A new camera was installed outside the Eastman Reading Garden.
- New cameras were installed at Fulton branch on the backside of the branch which was previously unmonitored.
- Branch door access schedules were changed to reflect new operating hours.
- Met with CFD Fire Marshall about upcoming fire drills.

Contract Security

- Royce Security hired guards to meet CPL's reopening date.
- SPS provided training requirements for Royce to disseminate to their guards. Completed training documents are being returned to SPS.
- Meeting held with Royce administrators to discuss CPL expectations of guards.

Administration

- Interviews are being held for open SPS officer positions.
- Meetings with Homeland Security to resume in September.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors held their third quarterly meeting of the year on Friday, July 31, 2020, online as a Microsoft Teams Live Event. The agenda was similar to what was covered at the CLEVNET Executive Panel meeting held two weeks prior on July 14. Hilary Prisbylla, Director of CLEVNET and Larry Finnegan, Director of IT began the meeting assuring the Directors that CLEVNET staff are committed to doing everything they can to serve the CLEVNET member libraries during this time of unprecedented challenges.

First, CLEVNET staff are committed to helping member libraries reopen gracefully, each on its own terms and

calendar, and begin the complicated process of reinstituting resource sharing.

- CLEVNET staff, first tasked with disabling resource sharing among member libraries in March, then asked a few months later, when some libraries partially reopened, to limit holds to materials owned by the pickup library or library system, have had to carefully undo what was done for each member library without disrupting the integrity of CLEVNET.
- Notifications (holds, due soon, overdues, and lost) by phone, email, and text had to be stopped, altered, and restarted in the last five months.
- Statewide delivery resumed June 29, with 25,000 CLEVNET items still on their "way home" from the beginning of the pandemic shutdown; CLEVNET staff have had the tedious task of troubleshooting the journey home for many of these items.
- CLEVNET system holds were restarted July 6, requiring CLEVNET staff to update existing holds that had been limited to being filled by the pickup library or library system.
- Each of the member-library phone systems has required extensive intervention by CLEVNET staff during shutdown and reopening with changes in hours, workflows, and staff assignments.

Second, CLEVNET staff are committed to helping member libraries adopt new and innovative solutions to serve their patrons in the time of COVID-19.

- Patron-initiated library card renewal through the CLEVNET public website began May 26, allowing card privileges to be extended one year for those unable or not wishing to visit their local CLEVNET library.
- For those without a library card, no problem—beginning April 1, an adult could sign up for the OverDrive Instant Digital Card using their mobile phone number and access the OverDrive collection without leaving home; recently these accounts have been fully integrated with SirsiDynix.
- Following the lead of CPL, CLEVNET purchased and set up the LibAnswers Platform system with LibChat from Springshare for member libraries to answer questions, provide curbside pickup and other services.

- SirsiDynix's Books by Mail feature is being piloted at Lorain Public Library and Geauga County Public Library.
- CLEVNET's mobile app can now be used for self-check by patrons.
- Symphony Web (a browser based version of Workflows) is being tested at Rocky River Public Library.
- Cassie (computer and print management solution) at CPL was updated to version 4.0 to allow Chromebooks used by students.

Third, CLEVNET staff are committed to helping member libraries adopt new and innovative solutions to help their staff work more effectively and efficiently in this new era.

- In addition to the virtual CLEVNET-wide meeting of IT professionals and computer technicians from member libraries on July 24, smaller meetings, each limited to 10 staff members were scheduled for CLEVNET's three geographic regions: West, South, and East; the smaller meetings allowed for greater discussion and sharing of best practices across the many IT offices in CLEVNET.
- CLEVNET staff champion and support Office 365, OneDrive and SharePoint so staff can work from anywhere and collaborate with ease.
- For greater security and convenience, seamless SSO (single sign-on) for Office 365 was enabled June 30; fewer passwords to remember and fewer passwords to protect.
- CLEVNET staff worked with Nancy Mocsiran in CPL's Knowledge Office to move CPL to SharePoint document libraries (cloud-based storage within Office 365) allowing access to documents without VPN or special software; other member libraries have made the move as well, reducing the number of servers they need to have onsite, lowering operating and maintenance costs.
- As libraries closed their buildings, there was a great need for a solution that would turn a staff member's mobile device into an extension of their work phone; CLEVNET staff responded with Cisco

Jabber, a platform that makes it appear that one is receiving and making calls from their desk phone when using the application on their mobile device.

- Guest access to Microsoft Teams was enabled August 24, allowing collaboration with outside contacts without the need for external document sharing services.
- CLEVNET started managing remote devices from the Cloud by joining Active Directory and Azure.
- Enabled LDAP (Lightweight Directory Access Protocol) CLEVNET-wide for all domain controllers.
- Created an Azure Active Directory authentication app for retrieving email.

Fourth, CLEVNET staff are committed to staying the course with their 2020 projects and goals.

- OverDrive circulation data now finally mirrors the resource sharing of physical items with "direct" and "sent" circulation data available for emedia.
- Accelerated Reader and Lexile measures became searchable in the public catalog on June 8, a tremendous help for parents and students who use these reading levels to select books.
- The scheduled upgrade to the SirsiDynix platform was successfully completed June 28.
- Staff began to roll out Patron Point, the email marketing publication platform for public libraries.
- A new learning management system (LMS) for staff training was purchased.

Fifth, CLEVNET staff are committed to fulfilling their regular duties and obligations with greater efficiency and accountability.

- Ticketing and help desk tools are more important than ever as staff work remotely.
- CLEVNET's infrastructure is an ongoing project with upgrades needed to network equipment and switches and an increasing demand for more access points, especially on the outside of libraries to provide WiFi to the public after hours.
- Security is always a tremendous concern; a new firewall was installed at the SOCC (State of Ohio Computer Center) in August and CLEVNET hosted a

cybersecurity webinar with Simon Conant of Palo Alto Unit 42 on June 23 for all member libraries.

- Even during the pandemic, member libraries such as CPL, Elyria and Geauga County are planning new buildings and need consultation with CLEVNET staff on IT requirements.
- Staff are still helping member libraries go fine free.

The next quarterly meeting of the CLEVNET Directors will be held on Friday, October 30, 2020, at 10:00 am.

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

The Board adjourned into Executive Session at 3:07 p.m.

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

The Regular Board Meeting resumed at 3:35 p.m.

Ms. Rodriguez adjourned the Regular Board Meeting at 3:36 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR JUNE 2020

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	2	1,524
Periodicals	0	9
Publishers Gifts	0	3
Non-Print Materials	0	180
Total Library Service Materials	2	1,716

TECHNOLOGY RESOURCES

Tech Gifts	0	2
Total Technology Resources	0	2

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 0	\$ 300
Library Fund	Restricted	1,891	2,906
Young Fund	Restricted	0	12,801
Founders Fund	Restricted	45,000	82,431
Ohio Center for the Book	Restricted	0	2,225
Judd Fund	Restricted	62,226	126,035
Lockwood Thompson Fund	Restricted	0	98,136
Paulson Fund	Restricted	0	148,784
Tech Centers	Restricted	25,000	78,000
Total Money Gifts		\$ 134,116	\$ 551,617

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	2	34	2	1,716
Technology Resources	0	1	0	2
Money Gifts	13	39	16	42
TOTAL GIFTS	15	74	18	1,760

GIFT REPORT FOR JULY 2020

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	108	1,632
Periodicals	5	14
Publishers Gifts	3	6
Non-Print Materials	6	186
Total Library Service Materials	122	1,838

TECHNOLOGY RESOURCES

Tech Gifts	2	4
Total Technology Resources	2	4

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 50	\$ 350
Library Fund	Restricted	75	2,981
Young Fund	Restricted	12,801	25,601
Founders Fund	Restricted	15,000	97,431
Ohio Center for the Book	Restricted	0	2,225
Judd Fund	Restricted	0	126,035
Lockwood Thompson Fund	Restricted	0	98,136
Paulson Fund	Restricted	0	148,784
Tech Centers	Restricted	0	78,000
Total Money Gifts		\$ 27,926	\$ 579,543

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	10	44	122	1,838
Technology Resources	1	2	2	4
Money Gifts	6	45	6	48
TOTAL GIFTS	17	91	130	1,890

GIFT REPORT FOR AUGUST 2020

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	421	2,053
Periodicals	5	19
Publishers Gifts	2	8
Non-Print Materials	2	188
Total Library Service Materials	430	2,268

TECHNOLOGY RESOURCES

Tech Gifts	0	4
Total Technology Resources	0	4

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 50	\$ 400
Library Fund	Restricted	200	3,181
Young Fund	Restricted	0	25,601
Founders Fund	Restricted	0	97,431
Ohio Center for the Book	Restricted	0	2,225
Judd Fund	Restricted	0	126,035
Lockwood Thompson Fund	Restricted	0	98,136
Paulson Fund	Restricted	0	148,784
Tech Centers	Restricted	0	78,000
Total Money Gifts		\$ 250	\$ 579,793

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	3	47	430	2,268
Technology Resources	0	2	0	4
Money Gifts	2	47	2	50
TOTAL GIFTS	5	96	432	2,322

1085
Cleveland Public Library
2020

September 10, 2020

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

Dear Bryan,

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

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-20	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 25,470,007.10	\$ 35,178,839.00	\$ 35,178,839.00	\$ 1,656,619.44	\$ 1,648,219.44	\$ (1,804,546.35)
			\$ 23,533,472.59	21,737,326.23			
Special Revenue Funds							
201	Anderson	\$ 387,801.04			\$ 28,000.00	\$ 28,000.00	\$ -
202	Endowment for the Blind	\$ 2,966,435.07			\$ 210,000.00	\$ 210,000.00	\$ -
203	Founders	\$ 6,100,171.34			\$ 492,429.80	\$ 552,429.80	\$ 60,000.00
204	Kaiser	\$ 82,631.57			\$ 6,000.00	\$ 6,000.00	\$ -
205	Kraley	\$ 225,178.19			\$ 14,000.00	\$ 14,000.00	\$ -
206	Library	\$ 198,673.24			\$ 19,000.00	\$ 19,000.00	\$ -
207	Pepke	\$ 176,596.14			\$ 12,000.00	\$ 12,000.00	\$ -
208	Wickwire	\$ 1,832,259.49			\$ 120,000.00	\$ 120,000.00	\$ -
209	Wittke	\$ 112,324.15			\$ 8,000.00	\$ 8,000.00	\$ -
210	Young	\$ 5,653,196.59			\$ 450,000.00	\$ 450,000.00	\$ -
225	Friends	\$ -			\$ -	\$ -	\$ -
226	Judd	\$ 125,755.08			\$ 250,486.00	\$ 250,486.00	\$ -
228	Lockwood Thompson	\$ 123,921.33			\$ 196,272.00	\$ 196,272.00	\$ -
229	Ohio Center for the Book	\$ 372.42			\$ 4,525.00	\$ 4,525.00	\$ -
230	Schweinfurth	\$ 174,430.52			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 1,189,111.21			\$ 5,544,169.34	\$ 5,544,169.34	\$ -
251	OLBPD	\$ 100,795.48			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (51,048.15)			\$ 199,324.67	\$ 199,324.67	\$ -
256	Learning Centers	\$ 18,774.07			\$ -	\$ -	\$ -
257	Tech Centers	\$ -			\$ 88,000.00	\$ 88,000.00	\$ -
258	Early Literacy	\$ -			\$ -	\$ -	\$ -
259	Rice Solar Panel System	\$ 181.23			\$ -	\$ -	\$ -
260	Coronavirus Relief Fund	\$ -			\$ -	\$ 700,000.00	\$ 700,000.00
		\$ 19,417,560.01			\$ 9,200,400.81	\$ 9,960,400.81	\$ 760,000.00
Debt Service							
301	Debt Service	\$ 2,893,175.95	\$ -	\$ -	\$ 1,090,385.20	\$ 1,090,385.20	\$ -
Capital Projects Funds							
401	Building and Repair	\$ 2,019,144.18			\$ -	\$ -	\$ -
402	Construction - Tax-Exempt	\$ 49,957,265.10			\$ -	\$ -	\$ -
401	Construction - Taxable	\$ 9,010,253.88			\$ -	\$ -	\$ -
		\$ 60,986,663.16			\$ -	\$ -	\$ -
Permanent Funds							
501	Abel	\$ 294,642.27			\$ 20,000.00	\$ 20,000.00	\$ -
502	Ambler	\$ 2,898.23			\$ 200.00	\$ 200.00	\$ -
503	Beard	\$ 61,191.47			\$ 8,000.00	\$ 8,000.00	\$ -
504	Klein	\$ 6,825.62			\$ 500.00	\$ 500.00	\$ -
505	Malon/Schroeder	\$ 248,043.47			\$ 24,000.00	\$ 24,000.00	\$ -
506	McDonald	\$ 239,236.61			\$ 18,000.00	\$ 18,000.00	\$ -
507	Ratner	\$ 119,528.50			\$ 9,000.00	\$ 9,000.00	\$ -
508	Root	\$ 47,700.74			\$ 3,000.00	\$ 3,000.00	\$ -
509	Sugarman	\$ 93,878.45			\$ 15,000.00	\$ 15,000.00	\$ -
510	Thompson	\$ 131,090.49			\$ 13,000.00	\$ 13,000.00	\$ -
511	Weidenthal	\$ 8,571.67			\$ 600.00	\$ 600.00	\$ -
512	White	\$ 2,401,414.42			\$ 200,000.00	\$ 200,000.00	\$ -
513	Beard Anna Young	\$ 39,171.24			\$ 6,000.00	\$ 6,000.00	\$ -
514	Paulson	\$ -			\$ 148,784.42	\$ 148,784.42	\$ -
		\$ 3,694,193.18			\$ 466,084.42	\$ 466,084.42	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 7,585.80			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 5,617.12			\$ -	\$ -	\$ -
		\$ 13,202.92			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

A decrease in PLF-General Fund by \$1,796,146.35 as was updated by ODT on 6/25/20 and a decrease in Other Sources-General Fund by \$8,400; an increase in Other Sources-Special Revenue by \$760,000 relating to an increase in the Founders fund for the Cleveland Foundation Hotspot Lending grant and an increase in the Coronavirus Relief Fund for CARES Act funding through OBM to be accepted by the Board at the September Board meeting.

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 86.27% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

September 16, 2020

To the Board of Library Trustees of the:

Cleveland Library

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

Fund	Unencumbered Balance	General Property Tax	P.L.F.	Other Sources	Total
General Fund	\$25,470,007.10	\$35,178,839.00	\$21,737,326.23	\$1,648,219.44	\$84,034,391.77
Special Revenue	\$19,417,560.01			\$9,960,400.81	\$29,377,960.82
Debt Service	\$2,893,175.95			\$1,090,385.20	\$3,983,561.15
Capital	\$60,986,663.16			\$0.00	\$60,986,663.16
Permanent	\$3,694,193.18			\$466,084.42	\$4,160,277.60
Agency	\$13,202.92			\$0.00	\$13,202.92
Totals/Subtotals	\$112,474,802.32	\$35,178,839.00	\$21,737,326.23	\$13,165,089.87	\$182,556,057.42

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

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: SEVENTH AMENDMENT
SEPTEMBER 17, 2020**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	25,470,007.10	-	25,470,007.10
Taxes - General Property	32,778,839.00	-	32,778,839.00
Public Library Fund (PLF)	23,533,472.59	(1,796,146.35)	21,737,326.23
State Rollbacks/CAT	2,400,000.00	-	2,400,000.00
Fines and Fees	279,580.00	(165,540.00)	114,040.00
Earned Interest	646,348.00	(7,350.00)	638,998.00
Unrestricted Gifts	1,400.00	(1,000.00)	400.00
Miscellaneous	814,300.00	165,490.00	979,790.00
Return of Advances/(Advances Out)	(85,008.56)	-	(85,008.56)
TOTAL RESOURCES	85,838,938.13	(1,804,546.35)	84,034,391.77 (3)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	40,444,713.00	(3,500,000.00)	36,944,713.00
Supplies	1,013,867.00	-	1,013,867.00
Purchased/Contracted Services	9,680,575.00	-	9,680,575.00
Library Materials/ Information	7,280,000.00	(1,000,000.00)	6,280,000.00
Capital Outlay	1,336,870.00	-	1,336,870.00
Other Objects	215,307.00	-	215,307.00
SUBTOTAL OPERATING	59,971,332.00	(4,500,000.00)	55,471,332.00
Transfers	1,090,385.20	-	1,090,385.20
TOTAL APPROPRIATION	61,061,717.20	(4,500,000.00)	56,561,717.20

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: SEVENTH AMENDMENT
SEPTEMBER 17, 2020**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	28,617,960.82	760,000.00	29,377,960.82 (4)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Anderson	14,150.00	-	14,150.00
Endowment for the Blind	10,000.00	-	10,000.00
Founders	923,805.56	-	923,805.56
Kaiser	-	-	-
Kraley	30,000.00	-	30,000.00
Library	35,000.00	-	35,000.00
Pepke	-	-	-
Wickwire	35,000.00	-	35,000.00
Wittke	-	-	-
Young	10,000.00	-	10,000.00
Friends	-	-	-
Judd	376,241.08	-	376,241.08
Lockwood Thompson	320,193.33	-	320,193.33
Ohio Center for the Book	4,897.42	-	4,897.42
Schweinfurth	224,430.52	-	224,430.52
CLEVNET	6,733,280.55	-	6,733,280.55
LSTA-OLBPD	1,608,989.48	-	1,608,989.48
MyCom	73,267.96	-	73,267.96
Learning Centers	18,774.07	-	18,774.07
Tech Centers	88,000.00	-	88,000.00
Early Literacy	-	-	-
Rice Solar Panel System	-	-	-
Coronavirus Relief Fund	-	700,000.00	700,000.00
TOTAL APPROPRIATION	10,506,029.97	700,000.00	11,206,029.97

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: SEVENTH AMENDMENT
SEPTEMBER 17, 2020**

DEBT SERVICE FUND

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

CAPITAL PROJECT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	60,986,663.16	-	60,986,663.16 (5)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Building & Repair	2,019,144.18	-	2,019,144.18
Construction - Tax-Exempt	7,456,213.00	1,853,137.65	9,309,350.65
Construction - Taxable	5,550.00	-	5,550.00
TOTAL APPROPRIATION	9,480,907.18	1,853,137.65	11,334,044.83

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: SEVENTH AMENDMENT
SEPTEMBER 17, 2020**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	4,160,277.60	-	4,160,277.60 (6)

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

AGENCY FUNDS

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

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

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: SEVENTH AMENDMENT
SEPTEMBER 17, 2020**

(1) Certificate dated June 9, 2020

(2) Certificate dated September 16, 2020

(3) \$25,395,007.10 unencumbered cash carried forward plus the repayment of advance to be made from MyCom of \$75,000 less advances out to MyCom of \$75,008.56 and Tech Centers of \$10,000 plus \$58,649,393.23 certified operating revenue produces the balance available for appropriation in 2020 (plus \$5,183,818.88 12/31/19 encumbered cash).

$(\$25,395,007.10 + \$75,000 - \$75,008.56 - \$10,000 + \$58,649,393.23 = \$84,034,391.77)$

(4) \$19,492,560.01 unencumbered cash carried forward less the repayment of advance to be made from MyCom of \$75,000 plus \$9,960,400.81 additional revenue to receive in 2020 produces the certified revenue of \$29,377,960.82.

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

$(\$29,377,960.82 - \$2,492,057.50 = \$26,885,903.32)$ available for appropriation (plus \$1,287,167.78 12/31/19 encumbered cash).

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

(6) \$4,478,509.54 unencumbered cash carried forward less non-expendable principal amounts of \$784,316.36 plus \$317,300 additional revenue to receive in 2020 produces the balance available for appropriation in 2020 (plus \$40,224.31 12/31/19 encumbered cash).

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

Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts. The non-expendable principal amount of \$148,784.42 from the Paulson Trust will be recorded as a restricted donation for 2019 to get it on the books.

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

AN INSURANCE PROPOSAL
PREPARED FOR:

CLEVELAND PUBLIC LIBRARY
325 SUPERIOR AVE.
CLEVELAND, OH 44114

PRESENTED BY:



20595 LORAIN RD
FAIRVIEW PARK, OH 44126

July 22, 2020

DISCLAIMER - The abbreviated outlines of coverages used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverages. Please read your policy for specific details of coverages.

GENERAL LIABILITY POLICY OUTLINE

COMPANY: Liberty Mutual Fire Insurance Company (Admitted / Incumbent)

COVERAGE	LIMIT
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GENERAL LIABILITY – OCCURRENCE-BASIS:

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate (Other Than Products / Completed Operations)	\$2,000,000
Products / Completed Operations Aggregate	\$2,000,000
Rented to You	\$1,000,000
Medical Expense – Each Person	\$5,000

EMPLOYEE BENEFIT LIABILITY – CLAIMS-MADE BASIS:

Each Person	\$1,000,000
Aggregate	\$2,000,000
Retroactive Date	08/01/2006

OHIO STOP-GAP LIABILITY – OCCURRENCE-BASIS:

Each Person	\$1,000,000
Each Occurrence	\$1,000,000
Bodily Injury – By Disease	\$1,000,000

**SEXUAL MISCONDUCT & MOLESTATION – OCCURRENCE-BASIS:
(NEW FORM EDITION)- EXPLANATIONS OF CHANGES CAN BE
FOUND STARTING ON PAGE 14**

Each Wrongful Act	\$1,000,000
Aggregate	\$1,000,000
Deductible Each Wrongful Act	\$2,500

MAJOR POLICY TERMS & CONDITIONS:

- Blanket Additional Insured & Waiver of Subrogation as required by written contract
- Liberty General Liability Enhancement Endorsement
- Law Enforcement Exclusion (Separate Policy with Liberty)
- Total Pollution Exclusion With A Building Heating, Cooling And Dehumidifying Equipment Exception And A Hostile Fire Exception

LAW ENFORCEMENT PROFESSIONAL LIABILITY POLICY OUTLINE

COMPANY: Liberty Mutual Fire Insurance Company (Admitted / Incumbent)

COVERAGE	LIMIT
-----------------	--------------

LAW ENFORCEMENT – OCCURRENCE-BASIS:

Each Wrongful Act	\$1,000,000
Aggregate	\$1,000,000
Supplementary Payments – Non-Monetary Relief	\$25,000
Deductible Each Wrongful Act	\$2,500
Supplementary Payments – Non-Monetary Relief Deductible	\$2,500

COMMERCIAL AUTO POLICY OUTLINE

COMPANY: Liberty Mutual Fire Insurance Company (Admitted / Incumbent)

COVERAGE	LIMIT	PER
Bodily Injury and Property Damage	\$1,000,000	Combined Single Limit - Each Accident
Uninsured Motorists	\$100,000	Each Accident
Underinsured Motorists	\$100,000	Each Accident
Medical Payments	\$5,000	Each Accident

COVERAGE	SYMBOL	APPLICABLE TO:	DEDUCTIBLE
Liability	01	Any Auto	Nil
Uninsured Motorists Underinsured Motorists	02	Owned Autos	Nil
Physical Damage - Comprehensive	02, 08	Owned Autos Hired Auto	\$500
Physical Damage – Collision	02, 08	Owned Autos Hired Auto	\$1,000

MAJOR POLICY TERMS & CONDITIONS:

- Liberty Auto Enhancement Endorsement
- Autos per schedule received on May 18

SUBJECT TO:

- 1– Favorable Driving Records per drivers list received on May 18

\$10M EXCESS LIABILITY POLICY OUTLINE

COMPANY: Liberty Insurance Corporation (Admitted / Incumbent)

COVERAGE	LIMIT
Per Occurrence	\$10,000,000
Aggregate	\$10,000,000
Self-Insured Retention	\$10,000

UNDERLYING COVERAGE:

General Liability:

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Products / Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000

Employee Benefits Liability:

Per Occurrence	\$1,000,000
Aggregate	\$1,000,000

Abuse/Molestation:

Per Occurrence	\$1,000,000
Aggregate	\$1,000,000

Law Enforcement:

Each Wrongful Act	\$1,000,000
Aggregate	\$1,000,000

Ohio Stop Gap:

Each Accident	\$1,000,000
Policy Limit	\$1,000,000
Each Employee	\$1,000,000

MAJOR POLICY TERMS AND CONDITIONS:

- Follow Form

\$15M XS \$10M EXCESS LIABILITY POLICY OUTLINE

COMPANY: Travelers Property Casualty Company of America (Admitted / Incumbent)

COVERAGE	LIMIT
Per Occurrence	\$15,000,000
Aggregate	\$15,000,000

UNDERLYING COVERAGE:

Liberty Excess Policy:

Each Occurrence	\$10,000,000
General Aggregate	\$10,000,000

MAJOR POLICY TERMS AND CONDITIONS:

- Follow Form except Abuse/Molestation as it is excluded

*****Coverage Declined 2020-2021 Term***

CRIME POLICY OUTLINE

COMPANY: Travelers Casualty & Surety Company of America (Admitted / Incumbent)

<i>COVERAGE</i>	<i>LIMIT</i>	<i>DEDUCTIBLE</i>
A - FIDELITY:		
Employee Theft (Per Loss Coverage)	\$2,000,000	\$10,000
ERISA Fidelity	Not Covered	
Employee Theft of Client Property	Not Covered	
B – FORGERY OR ALTERATION:		
	\$2,000,000	\$10,000
C – ON PREMISES:		
	\$100,000	\$10,000
D – IN TRANSIT		
	\$100,000	\$10,000
E – MONEY ORDERS AND COUNTERFEIT MONEY		
	\$100,000	\$10,000
F – COMPUTER CRIME		
Computer Fraud	\$1,000,000	\$10,000
Computer Program and Electronic Data Restoration Expense	\$100,000	\$10,000
G – FUNDS TRANSFER FRAUD		
	\$1,000,000	\$10,000
H – PERSONAL ACCOUNTS PROTECTION:		
Personal Accounts Forgery or Alteration	\$100,000	\$500
Identity Fraud Expense Reimbursement	\$25,000	\$-0-
I – Claim Expense		
	\$5,000	\$-0-

MAJOR POLICY COVERAGE EXTENSIONS:

- Removal of Short-Rate Cancellation Endorsement
- Government Entity Crime – Specified Limit for Faithful Performance of Duty Endorsement
- Social Engineering Fraud
 - \$100,000 Limit / \$10,000 Deductible
- Telecommunication Fraud (**NEW**)
 - \$100,000 Limit / \$1,000 Deductible

CYBER POLICY OUTLINE

COMPANY: Lloyds of London – Beazley Breach Response (Non-Admitted / NEW)

COVERAGE SCHEDULE (Currency in USD)

LIMITS	OPTION #1
Breach Response	
Notified Individuals:	1,500,000
Legal, Forensic & Public Relations/Crisis Mgmt:	\$1,000,000
THE BREACH RESPONSE LIMITS ABOVE ARE IN ADDITION TO THE POLICY AGGREGATE LIMIT OF LIABILITY	
Policy Aggregate Limit of Liability:	\$2,000,000
Additional Breach Response Limit	
Additional Breach Response Limit:	\$2,000,000
First Party Loss	
Business Interruption Loss:	
<i>Resulting from Security Breach</i>	\$2,000,000
<i>Resulting from System Failure</i>	\$2,000,000
Dependent Business Loss:	
<i>Resulting from Dependent Security Breach:</i>	\$1,000,000
<i>Resulting from Dependent System Failure</i>	\$1,000,000
Cyber Extortion Loss	\$2,000,000
Data Recovery Costs	\$2,000,000
Liability	
Data & Network Liability	\$2,000,000
Regulatory Defense & Penalties	\$2,000,000
Payments Cards Liabilities & Costs	\$2,000,000
Media Liability	\$2,000,000
eCrime	
Fraudulent Instruction	\$100,000
Funds Transfer Fraud	\$250,000
Telephone Fraud	\$250,000
Criminal Reward	
Criminal Reward	\$50,000
RETENTIONS	OPTION #1
Breach Response	
Legal, Forensic & Public Relations/Crisis Mgmt	\$10,000; \$5,000 for Legal
Each Incident, Claim or Loss	\$25,000

CYBER POLICY OUTLINE - CONTINUED

ENDORSEMENTS EFFECTIVE AT INCEPTION

1.	BSLMUNMA2668	Lloyd's Certificate - No policy language
2.	E02604032011	Sanction Limitation and Exclusion Clause
3.	NMA1256	Nuclear Incident Exclusion Clause - Liability -Direct (Broad) (U.S.A.)
4.	NMA1477	Radioactive Contamination Exclusion Clause-Liability-Direct (U.S.A.)
5.	SCHEDULE2020	Lloyd's Security Schedule 2020
6.	E06929042015	Policyholder Disclosure Notice of Terrorism Insurance Coverage
7.	E10595112017	Asbestos, Pollution, and Contamination Exclusion Endorsement
8.	E13372092019	State Consumers Privacy Statutes Endorsement
9.	E10602112017	War and Civil War Exclusion
10.	E11122012018	Cap on Losses Arising out of Certified Acts of Terrorism
11.	E06799112017	Amend Definition of Fraudulent Instruction
12.	E11648072018	Invoice Manipulation Coverage • Note: \$100,000 sublimit
13.	E13039062019	Reputation Loss • Note: \$1,000,000 sublimit
14.	E10944032019	Post Breach Remedial Services Endorsement
15.	E11294032018	Amend Data Recovery Costs
16.	E11290032018	GDPR Cyber Endorsement
17.	E11783072018	Computer Hardware Replacement Costs • Note: \$2,000,000 sublimit
18.	E12604012019	Amend Definition of Data
19.	E10675012019	Contingent Bodily Injury Endorsement with Sublimit • Note: \$250,000 sublimit
20.	E12967052019	Voluntary Shutdown Coverage
21.	E12968052019	Cryptojacking Endorsement • Note: \$250,000 sublimit
22.	E10600012018	Technology Based Services • Note: \$2,000,000 limit/ \$25k retention - 12/31/2015 retro date
23.	E06559112017	Amend Definition of Additional Insured to Include Scheduled Entities • Note: Andover Public Library, Barberton Public Library, Bellevue Public Library, Birchard Public Library, Bristol Public Library, Burton Public Library, Cleveland Heights-University Heights Public Library, Cleveland Law Library, Clyde Public Library, Conneaut Public Library, East Cleveland Public Library, Elyria Public Library, Euclid Public Library, Fairport Harbor Public Library, Geauga County Public Library, Girard Free Library, Harbor-Topkey Public Library, Henderson Memorial Public Library, Hubbard Public Library, Hudson Library & Historical Society, Huron Public Library, Kingsville Public Library, Kinsman Public Library, Kirtland Public Library, Lorain Public Library, Madison Public Library, McKinley Memorial Library, Medina County District Library, Mentor Public Library, Milan - Berlin Township Public Library, Morley Library, Newton Falls Public Library, Norwalk Public Library, Orville Public Library, Peninsula Library, Pery Public Library, Ritter Public Library, Rock Creek Public Library, Rocky River Public Library, Sandusky Library, Shaker Heights Public Library, Twinsburg Public Library, Wayne County Public Library, Wickliffe Public Library, Willoughby- Eastlake Public Library.
24.	E10596122019	Choice of Law and Service of Suit • Note: Choice of Law: New York

PUBLIC OFFICIALS LIABILITY/EMPLOYMENT PRACTICES LIABILITY POLICY OUTLINE

INSURED: Cleveland Public Library
CARRIER: National Union Fire Insurance Company of Pittsburgh, PA (AIG) –(Admitted / Incumbent)

COVERAGE: Public Officials Liability / Employment Practices Liability including Third-Party
FORM: *Claims-Made Basis*

RETRO-DATE: Full Prior Acts
CONTINUITY-DATE: 09/18/2013

LIMITS OF LIABILITY: \$2,000,000 Each Claim / \$2,000,000 Policy Aggregate / Shared Limits
 CrisisFund - \$25,000

DEDUCTIBLES: Public Officials - \$50,000 Each Claim Including indemnity & defense
 Employment Practices - \$100,000 Each Claim Including indemnity & defense

DEFENSE COSTS: Outside the Limits of Liability

POLICY FORMS & ENDORSEMENTS:

- 108335 03/12 LRP Admitted GTC
- 108337 03/12 PUBLIC ENTITY COVERAGE SECTION
- 108341 03/12 LRP - Crisis Fund Coverage Section
- 108338 03/12 PUBLIC ENTITY EPL COVERAGE SECTION
- 97531 03/17 OHIO CANCELLATION/NONRENEWAL ENDORSEMENT
- 111370 07/12 OHIO AMENDATORY ENDORSEMENT
- 133603 08/19 NOTICE OF CLAIM PROVISION AMENDED ENDORSEMENT
- 108359 02/11 CANCELLATION PROVISION AMENDATORY NOTICE PERIOD 90 Days
- 108370 02/11 STATE AMENDATORY INCONSISTENT ENDORSEMENT
- 127617 12/17 SPLIT RETROACTIVE DATE ENDORSEMENT
- 124010 04/17 EPL PAK PREMIER ENDORSEMENT (EMPLOYMENT PRACTICES, LOSS PREVENTION AND RISK MANAGEMENT TOOLS)
- 125595 03/17 FEDERAL SHARE OF COMPENSATION UNDER TRIA AND CAP ON LOSSES ENDORSEMENT
- 119679 09/15 ECONOMIC SANCTIONS ENDORSEMENT
- 78859 10/01 FORMS INDEX ENDORSEMENT
- 132592 04/19 ENHANCED ASSAULT EXTENSION ENDORSEMENT (PUBLIC ENTITY COVERAGE SECTION)
- 135547 02/20 CONFIDENTIAL INFORMATION EXCLUSION ENDORSEMENT For use on EPL PUBLIC ENTITY (NEW)

PROPERTY POLICY OUTLINE

COMPANY: Affiliated FM (Admitted / Incumbent)

POLICY LIMIT:

The company's total limit of liability, including any insured business interruption loss will not exceed the policy limit of ~~\$600,000,000~~ **\$500,000,000** as a result of any one occurrence subject to the respective sub-limits of liability shown elsewhere in the policy.

Location Schedule: On file with the company per Statement of Values received.

SUB-LIMITS:

Unless otherwise stated below, the following sub-limits of liability will apply on a per occurrence basis for all coverages provided, and are part of not in addition to, the above limit(s) of liability.

- ~~\$200,000,000~~ **\$200,000,000** Earth Movement (Annual Aggregate)
- ~~\$100,000,000~~ **\$100,000,000** Flood (Annual Aggregate)
- ~~\$3,000,000~~ **\$3,000,000** Extra Expense
- ~~\$84,475,709~~ **\$84,475,709** Valuable Papers at Main Library Building, 303-499 Superior Ave., Cleveland, OH
- ~~\$146,847,450~~ **\$146,847,450** Valuable Papers at Louis Stokes Wing, 507-525 Superior Ave., Cleveland, OH
- ~~\$56,647,390~~ **\$56,647,390** Valuable Papers at Lakeshore Storage, 17001 Lakeshore Blvd, Cleveland, OH
- ~~\$2,316,066~~ **\$2,316,066** Valuable Papers at 1st Floor Cleveland City Hall, Cleveland, OH
- ~~\$1,500,000~~ **\$1,500,000** Valuable Papers per location, **\$5,000,000** per occurrence at all locations not to exceed **\$10,000** per item for irreplaceable valuable papers excluding locations covered in sublimits above.

SOME ADDITIONAL COVERAGES:

- ~~\$2,500,000~~ **\$2,500,000** Accounts Receivable
- ~~\$1,000~~ **\$1,000** Communicable Disease – Property Damage
- ~~\$500,000~~ ~~\$1M~~ **\$500,000** Data Programs or software annual aggregate
- ~~\$500,000~~ ~~\$1M~~ **\$500,000** Data Restoration annual aggregate
- ~~Policy Limit~~ **Policy Limit** Demolition and increased cost of construction
- ~~\$500,000~~ **\$500,000** Fine Arts not to exceed **\$10,000** per item for irreplaceable Fine Arts
- ~~\$200,000~~ **\$200,000** Land & Water Clean-up Expense annual aggregate
- ~~2,500,000~~ **2,500,000** Newly acquired property
- ~~50,000~~ **50,000** Data Services Provider– Property Damage
- ~~\$2,500,000~~ **\$2,500,000** Off Premises Service Interruption – Property Damage
- ~~Policy Limit~~ **Policy Limit** United States Certificate Act of Terrorism Coverage
- ~~1,000,000~~ **1,000,000** Transit not to exceed **\$250,000** for Business Interruption
- ~~\$2,500,000~~ **\$2,500,000** Unnamed Property

PROPERTY POLICY OUTLINE- CONTINUED

Fine Arts Coverage:

The following limits apply to each article in the schedule of Fine Arts listed below. In no event will the Fine Arts limit of liability shown in the extensions of Coverage Sub-limit section apply in addition to those limits shown below and will now apply to each unscheduled article of Fine Arts.

1. Per Schedules on file with company shown below with a total value at **\$2,157,800**
 - An Appraisal Report for The Cleveland Public Library – Appendix One, December 16, 2001, by James Gray – for highlighted items only.
 - Joseph J. Felcone Inc., Princeton, NJ – Bulletin 89: Rare Books from the 16th through the 20th Century - for the highlighted items only.
 - ~~Loan Report dated October 31, 2008 for exhibit at Martin Luther King Branch for collection by James Ransome (Illustrator).~~
2. ~~Fine Art Schedule at 1962 Stoke Blvd. valued at \$18,800 for WPA Prints~~
3. ~~Fine Art Schedule (Puppet Exhibit) at 325 Superior Avenue valued at \$277,455~~
4. ~~Kristen Cliffler Collection valued at \$17,350~~
5. ~~WPA Prints as Per Schedule on File dated 13-Feb-2019~~
6. ~~Puppetry Exhibit as Per Schedule on File dated 20-Mar-2019 and 23-July-2019~~

DEDUCTIBLES:

The following deductible amounts shall apply per occurrence for insured loss or damage under this policy:

- **\$100,000** Earth Movement (per location for all coverages provided).
- **\$100,000** Flood (per location for all coverages provided)
- **\$100,000** Boiler & Machinery
- **\$100,000** Communicable Disease Property Damage & Business Interruption subject to 48 Hours qualifying period.
- **\$100,000** Data Restoration subject to 48 Hours qualifying period
- **\$100,000** Data Service Provider Property Damage & Business Interruption subject to 24 Hours qualifying period to
- **\$100,000** Off Premises Service Interruption Property Damage & Business Interruption subject to 24 Hours qualifying period
- **\$100,000** Owned Network Interruption subject to 48 Hours qualifying period
- **\$10,000** Fine Arts
- **\$10,000** Personal Property of Others
- **\$10,000** Transit
- **\$100,000** All other losses
- **Business Interruption Day Equivalent Deductible (NEW):**
 1. The business interruption deductible will be determined by multiplying the one hundred percent day equivalent (DEQ) by 2. The day equivalent is the 100% actual annual business interruption value that would have been earned had no loss occurred at the location where the physical damage happened plus that proportion of the 100% annual business interruption value at all other locations where business interruption loss ensues, divided by the number of annual working days.

OPTIONAL COVERAGES

2020-21 Options:

1. Increase Public Officials/Employment Practices from \$2M to \$5M with \$100K Public Officials Retention & \$250K Employment Practices retention and move defense from outside the limits to inside the limits for an additional premium of \$14,645.
2. Keep \$2M Cyber/Tech E&O policy with AIG for an additional premium of \$810.25. AIG has also offered a \$5M with \$50K retention option for an additional premium of \$18,775 from their \$2M option.

The following list outlines coverages that are available to you but are not currently in your insurance program. We feel that it is important that we bring these optional coverages to your attention and would be happy to discuss them in further detail as well as provide you with a quotation. Please review the brief description of these items and advise if you are interested in obtaining additional information and/or a quote. We will forward the appropriate application(s) to you for completion. Upon receipt of your completed application we will provide you with a quote.

Active Shooter/Workplace Violence Insurance: covers liability and extra expenses tied to violent attacks and/or threats, providing victim death benefits as well as needed medical / rehabilitation / psychiatric / funeral expense coverages. The program considers all classes of business, including but not limited to government agencies, education, religious institutions, hospitality, entertainment, retail, and public entities. The program covers a wide range of attack-types, such as knife, vehicular attacks, explosives, acid attacks rather than solely committed with a firearm.

- Legal liability coverage with indemnity to address lawsuits that may result from a covered event.
- Victim coverages related to:
 - Psychiatric care
 - Medical or dental care
 - Rehabilitation expenses
 - Death Benefit / Disability Coverages
 - Funeral / Burial Expenses
- Business Expenses related to:
 - Business income/interruption and extra expenses
 - Public relations counsel
 - Crisis Consultant expenses
 - Employee counseling
 - Additional / Temporary security measures

Fiduciary Liability Insurance: Helps to protect the personal assets of company fiduciaries, as well as the financial assets of the company and employee benefit plans against lawsuits.

Third Party Crime Coverage: Crime coverage if an employee steals your client's property

SEXUAL MISCONDUCT LIABILITY COVERAGE CHANGES

IMPORTANT POLICYHOLDER NOTICE CONCERNING REVISIONS TO YOUR RENEWAL POLICY

Dear Valued Policyholder,

Thank you for selecting us as your carrier for your commercial insurance.

This notice contains a summary of the material changes we have made. The changes outlined below are organized by individual forms. Please note that not all of the forms or changes noted may apply to your specific policy. Any of the forms described in this notice may have comparable state specific forms in lieu of the forms mentioned below. In those situations, the title of the state forms on your policy will generally be very similar to one or more titles mentioned in this notice. The majority of the changes described below would also apply to those state specific forms. However, you should refer to those state specific forms for state coverage details. This notice does not reference every change made to the endorsements or coverage forms, only material changes.

Please read your policy and review your declarations page for complete coverage information. No coverage is provided by this notice, nor can it be construed to replace any provisions of your policy. If there are discrepancies between your policy and this notice, the provisions of the policy shall prevail. If you have questions after reviewing the changes outlined below, please contact your independent agent. Thank you for your business.

The changes explained below apply to your renewal policy only if one or more of the endorsements (or comparable state specific forms) referenced below applies to your renewal policy:

- LC 04 91 02 20 Sexual Misconduct Liability Coverage
- LC 04 92 02 20 Sexual Misconduct Liability Coverage (Claims-Made)
- LC 21 141 02 20 Sexual Misconduct or Abuse Exclusion
- LC 04 94 02 20 Religious Organization Directors and Officers Liability Coverage
- LC 28 09 02 20 Health Occupation Training – Student Professional Liability
- LC 28 10 02 20 Pastoral Professional Liability

- A. Sexual Misconduct Liability Coverage, LC 04 91 02 20
Sexual Misconduct Liability Coverage (Claims-Made), LC 04 92 02 20

The following changes apply to the LC 04 91 and LC 04 92, unless otherwise noted:

1. Your endorsement's Sexual Misconduct or Abuse Exclusion, that applies to Coverages A and B, has been revised as follows:
 - The exclusion now applies to abuse of any kind, including physical or mental abuse. This represents a reduction in coverage because your expiring form's exclusion only applied to physical abuse.
 - Coverage is now excluded for allegations relating to sexual misconduct or abuse that are based on an alleged practice, custom or policy, including allegations that a person's civil rights have been violated. This represents a reduction in coverage.
 - Negligent supervision of any person who was subjected to sexual misconduct or abuse of any kind, including physical or mental abuse is now excluded. This represents a reduction in coverage.
 - The exclusion now applies if the claim against any insured alleges other wrongdoing. This represents a reduction in coverage.
2. A Claims-Made Inception Date (CMID) is added to endorsement LC 04 92. The CMID means the CMID shown in the Schedule of the LC 04 92. If a CMID is not shown in the Schedule, then the CMID will mean the effective date of the first Sexual Misconduct Liability coverage issued and continuously provided by us or any of our affiliates, parent companies or subsidiaries.

The CMID provision reduces coverage because it says that insurance will only apply if on or before the CMID:

SEXUAL MISCONDUCT LIABILITY COVERAGE CHANGES - CONTINUED

- Notice was not given to any prior insurer of sexual misconduct or any fact, circumstance, situation, event, transaction or cause reasonably likely to give rise to a claim; and
 - Any insured who was designated by you to give or receive notice of sexual misconduct had no knowledge of such sexual misconduct or any fact, circumstance, situation, event, transaction or cause reasonably likely to give rise to a claim.
3. The Employment-related Practices exclusion is revised to clarify that malicious prosecution is considered an employment-related practice that is excluded.
 4. The Each Sexual Misconduct Limit is clarified to indicate that it is the most we will pay under the endorsement's coverage for the sum of all damages arising out of any one sexual misconduct regardless of the number of persons making claims or bringing suits. The provision also clarifies that one sexual misconduct includes a single act of misconduct or multiple, continuous, sporadic or related acts of misconduct, committed by one person or two or more persons acting together toward another person or persons.
 5. The Sexual Misconduct Liability Deductible provisions are revised to clarify that one sexual misconduct includes a single act of misconduct or multiple, continuous, sporadic or related acts of misconduct, committed by one person or two or more persons acting together toward another person or persons. This may result in expanded application of the deductible provision, depending on the circumstances of a claim.
 6. The definition of sexual misconduct is revised to clarify that the act of misconduct must be committed by one person or two or more persons acting together toward another person or persons. The definition is also revised to clarify that it also includes the creating of text, pictures, drawings, audio, video or digital recording.
- B. Sexual Misconduct or Abuse Exclusion, LC 21 141 02 20
1. Your renewal policy's Sexual Misconduct or Abuse Exclusion has been revised as follows:
 - The exclusion's provisions are revised to express that they apply to abuse of any kind, including physical or mental abuse. This is a clarification of coverage intent.
 - Coverage is now excluded for allegations relating to sexual misconduct or abuse that are based on an alleged practice, custom or policy, including allegations that a person's civil rights have been violated. This represents a reduction in coverage.
 - Negligent supervision of any person who was subjected to sexual misconduct or abuse of any kind, including physical or mental abuse is now excluded. This represents a reduction in coverage.
 - The exclusion now applies if the claim against any insured alleges other wrongdoing. This represents a reduction in coverage.
 2. The definition of sexual misconduct is revised to clarify that the act of misconduct must be committed by one person or two or more persons acting together toward another person or persons. The definition is also revised to clarify that it includes the creating of text, pictures, drawings, audio, video or digital recording.
- C. Religious Organization Directors and Officers Liability Coverage, LC 04 94 02 20
- The following changes apply to the LC 04 94:
1. A Claims-Made Inception Date (CMID) is added to endorsement LC 04 94. The CMID means the CMID shown in the Schedule of the LC 04 94. If a CMID is not shown in the Schedule, then the CMID will mean the effective date of the first Religious Organization Directors and Officers Liability coverage issued and continuously provided by us or any of our affiliates, parent companies or subsidiaries.
- The CMID provision reduces coverage because it says that insurance will only apply if on or before the CMID:

SEXUAL MISCONDUCT LIABILITY COVERAGE CHANGES - CONTINUED

- Notice was not given to any prior insurer of such wrongful act or any fact, circumstance, situation, event, transaction or cause reasonably likely to give rise to a claim; and
 - Any insured who was designated by you to give or receive notice of a wrongful act had no knowledge of such wrongful act or any fact, circumstance, situation, event, transaction or cause reasonably likely to give rise to a claim.
2. The Each Wrongful Act Limit is revised to clarify that a single wrongful act or a series of wrongful acts that have common or related facts, circumstances, situations, events, transactions or causes will be considered one wrongful act. This may represent a reduction in coverage, depending on the circumstances of a claim.
 3. Duties In The Event Of A Wrongful Act, Claim Or Suit is revised to express that notice of a wrongful act is not considered to be notice of a claim.
 4. The Extended Reporting Periods provision is revised to clarify that a Supplemental Extended Reporting Period Aggregate Limit will be equal to the Aggregate Limit, if any, shown in the Schedule of the Religious Organization Directors And Officers Liability Coverage endorsement in effect at the end of the policy period.
 5. The definition of sexual misconduct is revised to clarify that the act of misconduct must be committed by one person or two or more persons acting together toward another person or persons. The definition is also revised to clarify that it includes the creating of text, pictures, drawings, audio, video or digital recording.
 6. The definition of wrongful act has been revised to clarify that it means actual or alleged acts, errors or omissions, misrepresentations, negligence or breach of duty committed by one or more directors and officers, committee members or board of governors while acting in their capacity as such.
- D. Pastoral Professional Liability, LC 28 10 02 20
1. LC 28 10 is revised throughout for clarification of coverage intent.
 2. The Limit of Insurance section is revised to clarify that subject to the policy's General Aggregate Limit, the most we will pay for damages because of bodily injury or property damage arising out of any one counseling incident is equal to the policy's Each Occurrence Limit. It is also clarified to indicate that a single counseling incident or a series of counseling incidents that have common or related facts, circumstances, situations, events, transactions or causes will be considered one counseling incident. This may represent a reduction in coverage, depending on the circumstances of a claim.
 3. The Other Insurance Condition contains a provision that indicates insurance is excess over any other insurance, whether primary, excess, contingent or on any other basis, available to any individual who is insured under this coverage. This may represent a reduction in coverage, depending on the circumstances of a claim.
- E. Health Occupation Training – Student Professional Liability, LC 28 09 02 20
- The Limit of Insurance section is revised to clarify that a single wrongful act or a series of wrongful acts that have common or related facts, circumstances, situations, events, transactions or causes will be considered one wrongful act. This may represent a reduction in coverage, depending on the circumstances of a claim.

ANNUAL PREMIUM SUMMARY

Coverage Effective Date: August 1, 2020-21

COVERAGE	CARRIER	2019-20 EXPIRING	2020-21 RENEWAL
Property	Affiliated	\$237,000	\$266,433
General Liability Employee Benefits Liability Ohio Employer's Liability Abuse/Molestation	Liberty	\$41,460	\$45,343
Law Enforcement	Liberty	\$5,127	\$7,750
Commercial Auto	Liberty	\$44,850	\$48,686
\$10M Excess Liability	Liberty	\$18,671	\$21,290
\$15M xs \$10M Excess Liability	Travelers	\$15,150	-\$16,770
Crime	Travelers	\$9,850	\$9,750
Cyber	AIG Beazley (Lloyds)	\$18,306	\$19,869.25
Public Officials/Employment Practices	AIG	\$49,539	\$54,440
Total Premium		\$439,953	\$473,561.25

Regarding Valuable Papers Limit: Limit remains as per 2019 expiration.

To be reviewed at renewal term

In order to Bind:

1. Written request to Bind
2. Signed Applications for Crime & Public Official/EPLI
3. Signed Warranty Letter if \$5M Public Officials/Employment Practices option is purchased.
4. Signed Surplus Lines Affidavit & Beazley Application
5. Signed Statement of Values for property
6. Signed TRIA acceptance forms for Property, Excess Policies, General Liability, and Law Enforcement

Proposal Form

8/20/2020

EXHIBIT 2

Firm Name: Panzica Construction Company

Construction Manager At-Risk Proposal

Cleveland Public Library

325 Superior Avenue, Cleveland, Ohio 44114

Project Name: Martin Luther King Jr. Branch Project

Project #: _____



1. Pre-Construction Stage

1a. Pre-Construction Stage Personnel Costs		2019 HOURS BY MONTH					2020 HOURS BY MONTH		Total Hours	Labor Rate	Subtotal
Title	Name	July	Aug	Sept	Oct	Nov	Dec	Jan			
Project Executive	Wm Davis	60	40	40	40	60	80	80	480	0 \$	-
Estimator	Ken Flesse	60	60	60	60	60	80	60	585	70 \$	40,950
Estimator, MEP	Robert Donelon	40	40	40	40	40	40	20	345	45 \$	15,525
Project Manager	Adam Parker	30	20	20	20	20	40	40	260	60 \$	15,600
QA/QC	Ron Payto	8	8	8	8	8	8	8	74	70 \$	5,180
									Subtotal (1a)	\$	77,255
1b. Pre-Construction Stage Fixed Fee									Subtotal (1b)	\$	2,000
1c. Pre-Construction Stage Reimbursables & Expenses									Subtotal (1c)	\$	750
Pre-Construction Stage Total Price Proposal: 1a + 1b + 1c									Total		\$80,005.00



1109

CT OFFER CALCULATION

	Units	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Annual Building Use	Ton=Hrs	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000
Billed Capacity	Tons	592	592	592	592	592	592	592	592	592	592
Rates											
Distribution Capacity Charge		\$ 25.78	\$ 25.78	\$ 25.78	\$ 25.78	\$ 25.78	\$ 26.43	\$ 27.09	\$ 27.76	\$ 28.46	\$ 29.17
Distribution Consumption Charge		\$ 0.0800	\$ 0.0820	\$ 0.0841	\$ 0.0862	\$ 0.0883	\$ 0.0905	\$ 0.0928	\$ 0.0951	\$ 0.0975	\$ 0.0999
Purchased Energy Charge		\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.15	\$ 0.16	\$ 0.16	\$ 0.16
Annual Charges											
Distribution Capacity Charge		\$ 183,158	\$ 183,158	\$ 183,158	\$ 183,158	\$ 183,158	\$ 187,737	\$ 192,431	\$ 197,241	\$ 202,172	\$ 207,227
Distribution Consumption Charge		\$ 168,000	\$ 172,200	\$ 176,505	\$ 180,918	\$ 185,441	\$ 190,077	\$ 194,828	\$ 199,699	\$ 204,692	\$ 209,809
Purchased Energy Charge		\$ 315,000	\$ 316,575	\$ 318,158	\$ 319,749	\$ 321,347	\$ 322,954	\$ 324,569	\$ 326,192	\$ 327,823	\$ 329,462
Total Annual Charges:		\$ 666,158	\$ 671,933	\$ 677,821	\$ 683,824	\$ 689,946	\$ 700,768	\$ 711,828	\$ 723,132	\$ 734,687	\$ 746,497
		\$ 0.3172	\$ 0.32	\$ 0.32	\$ 0.33	\$ 0.33	\$ 0.33	\$ 0.34	\$ 0.34	\$ 0.35	\$ 0.36
Escalators											
Distribution Capacity Charge		3%									
Distribution Consumption Charge		3%									
Purchased Energy Charge		1%									

Bryan Szalewski
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

RE: Cleveland Public Library
Martin Luther King Jr. Branch
Reconciliation and Reconstitution of Design Development

Dear Bryan,

In response to our recent discussion regarding resetting the budget and scope for the MLK Branch Cleveland Public Library we have compiled the following process outline. CPL has elected to reset the overall project budget to roughly \$19.3M, which includes allowances and soft cost projections provided by CPL. We have utilized this spreadsheet and further refined certain aspects to outline a construction and cost target. The guiding force of this recalibration is CPL's desire to maintain an iconic library of the 21st century consistent, to the extent possible, with the existing design direction and ambition. Making these accommodations and targets will require a combination of scope clarification and distillation alongside prudent design modifications and, in many instances, re-design and reconsideration of certain components.

We know this project is a legacy project for a civic institution that will be expected to be relevant and usable for at least the next half a century. It is our aspiration that we make critical design and material decisions with an eye toward current and lasting impact and that foremost concern that the Martin Luther King Branch of the Cleveland Public Library serve as an anchor for the institution, the development of which it is part, and the critical confluence of cultures and neighborhoods it represents.

1.0 Project Information

- 1.1 Project Description: Continuation of the MLK Library scope of services as outlined in the original contract agreement and proposal which this proposal amends and supersedes where a conflict is present.
- 1.2 Project location and Boundaries: See attached Exhibit C for latest site plan.
- 1.3 Project Design Schedule: Roughly 5 months + the original CD-CA schedule and as outlined in item 2.0. Project Reconciliation will need to be completed in February 2021.
- 1.4 Project Building Construction Cost Assumption: ~\$17.59M + \$700,000 FFE
- 1.5 Project Responsibilities: As indicated in 3.0 Scope of Basic Services and thereafter consistent with the original signed agreement.

2.0 Project Schedule Workflow

At the completion of the Design Development phase, a construction cost estimate was reconciled between PCS and Panzica Construction. Upon CPL's reappraisal of their overall project budget, a determination was made to revise the design and design development phase to conform with an updated project budget as indicated in Exhibit B.

This proposal assumes the interjection of a cost reconciliation phase in concert with a redevelopment of Design Development documents in order to produce a new Design Development estimate prior to beginning Construction Documents. Upon commencing Construction Documents, the previously scheduled durations will apply as indicated in the prime agreement and proposal.

This new Project Reconciliation phase will consist of three parts: a budget/scope/design reconciliation, Design Development reconstitution, and revised estimating and confirmation. The months provided below are meant to indicate duration from approval to proceed

Overall Study Duration - 5+/- months | Sept 2020 - Feb 2021 *

*Duration based timeline

Reconciliation - Budget/Scope/Design - 1 Month | Sept/Oct 2020*

Reconstitution - Design Development - 3 Months | Oct 2020* - Jan 2021 *

Estimating/Confirmation - 1 Month | Feb 2021 *

3.0 Scope of Basic Services

3.1 Reconciliation

The design team will work alongside Panzica construction to identify key strategies and scope considerations for achieving the desired budget goals. We assume work sessions and feedback from both Panzica and CPL as we identify possible reductions in scope, area, systems, assemblies, and materials. We will not fully vet each approach in this phase but we will work to identify granular targets and likely alternatives across architecture and engineering disciplines.

The goal of this first month exercise will be to arrive at a plausible strategy for hitting our outlined budget target in relation to the design and engineering. There will be many components of this initial strategy that will require more design direction and study to properly recommend and confirm costs but it is intended that we make sufficient inroads and speculation relative to cost cutting measures to reconstitute the Design Development documents.

Project Description:

In concert with the reconstitution and reconciliation phases we will review client notes from our initial DD submission and where those notes constitute changes at the DD level we will address them in the course of the overall phase. Effectively taking into account owner comments within a renewed Design Development package.

3.2 Reconstitution

Based on information gathered and strategies outlined in the first phase and a more complete understanding of the opportunities and constraints of both the building and program, the reconstitution phase will be to adapt, redraw, and redesign plans, systems, assemblies and materials to meet those expectations. The work product for this phase will follow the Design Development criteria as outlined in the Prime Agreement.

For example purposes, in phase one we may identify a certain material and application for reconsideration or removal. Working with Panzica, we will settle on a plausible cost target for that substitution. Within the reconstitution phase the design team will further articulate the aesthetic suitability, performance requirements, and define other assumptions or assemblies that may be affected by the selection. We will rely on CPL approval for the substitution and new direction and will move in that direction. As we finalize each modification for Design Development documents, the expectation will be that we achieve the same level of resolution and integration as was evident in our initial submission.

3.3 Estimating/Confirmation

In January/February the design team will deliver an updated Design Development package to Panzica construction for estimating. We assume this will be a new estimate based on the design documents provided. Once the estimate is received, we will confirm its conformance with CPL's budget. We have also included third party estimating by PCS included in this proposal by removing their previously allocated CD estimate proposal and transferring it into this phase. This is reflected in the revised fee's by phase included herein.

3.4 Process/Approvals

Internal - We assume we have access for the duration of the process to Panzica Construction for cost/constructibility related feedback as has been the case in the past. In addition we request Jean McFarren and/or others with intimate knowledge of programming and collections to be accessible on behalf of CPL and that CPL outline an approval process by which modifications to scope can be assessed and responded to in a timely manner.

3.5 Notice to proceed

Upon completion of the Design Development documents and approvals for budget, scope and content by CPL we will proceed to Construction Documents as outlined in the Prime Agreement.

Project Description:**4.0 If-Authorized Services**

Services that may be required for the Project but not included in the Scope of Basic Services are outlined within the original Prime Agreement.

5.0 Fee

See Attached Services Summary & Fee Proposal Exhibit A

6.0 Terms and Conditions

See original Prime Agreement.

We are committed to our mutual success in this important project for Cleveland Public Library and will work diligently to that end. I thank you for your time and consideration. If you have any questions or if any of the services differ from your expectation, please contact me directly at 330.328.7347 or jk@jonathankurtz.com

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Kurtz', with a long horizontal flourish extending to the right.

Jonathan Kurtz, Principal
jk@jonathankurtz.com

Exhibit A

Project Fees

The revised budget for the MLK Library is a construction cost (including Cost of Work, Escalation, Design Contingency and CM) of \$17,583,272 and a FFE Budget of \$700,000 (Totaling \$18,283,272). This fee schedule will supersede others moving forward. Should scope or budget change materially, our fee schedule will be updated at that time.

Fee schedule breakdown by phase:

Design Development	\$373,370 (Completed)
* Project Reconciliation Phase	\$377,305 (New)
Construction Documents	\$602,960 (Revised)
Bidding	\$47,030 (Revised)
Construction Administration	\$463,280 (Revised)
Reimbursables	<u>\$67,425 (unchanged)</u>
TOTAL	\$1,931,370
Current Contract	\$1,435,210
Amendment	\$496,160

Exhibit B

Project Budget Baseline

- See Cleveland Public Libraries MLK Branch - DD Budget Estimate Dated September 8, 2020

Exhibit B

CLEVELAND PUBLIC LIBRARIES
 FACILITIES MASTER PLAN - GROUP 1A PROJECTS
 MLK BRANCH - DD BUDGET/ESTIMATE
 September 8, 2020

		NET BLDG. AREA (\$F)		25,000 (approx.)		34,529 (CM)			
		REVISED BUDGET		DESIGN DEVELOPMENT 6/10/20		DIFFERENCE		NOTES	
COST OF WORK:									
Division									
1	General Requirements			898,944	\$26.03				
2	Existing Conditions			NIC					
3	Concrete			5,094,807	\$147.55				
4	Masonry			117,680	\$3.41				
5	Metals			1,062,885	\$30.78				
6	Wood, Plastic & Composite			776,980	\$22.50				
7	Thermal and Moisture Protection			558,200	\$16.17				
8	Openings			3,115,947	\$90.24				
9	Finishes			2,254,980	\$65.31				
10	Specialties			89,260	\$2.59				
11	Equipment			10,950	\$0.32				
12	Furnishings			1,238,029	\$35.85				
13	Special Construction			NIC					
14	Conveying Systems			110,100	\$3.19				
21	Fire Suppression			154,500	\$4.47				
22	Plumbing			232,280	\$6.73				
23	HVAC			1,927,740	\$55.83				
26	Electrical			1,874,389	\$54.28				
27	Communications			230,060	\$6.66				
28	Electronic Safety & Security			65,850	\$1.91				
31	Earthwork			925,551	\$26.81				
32	Exterior Improvements			415,970	\$12.05				
33	Utilities			365,160	\$10.58				
	Design Contingency			1,031,066	4.8%				
	Escalation			451,030	2.0%				
SUBTOTAL COST OF WORK		16,202,960	\$648.12	23,002,358	\$666.18	6,799,398			Panzica / PCS Estimate
CONSTRUCTION MANAGER:								Panzica Construction Co.	
	Preconstruction Services	80,000	LS	60,320	LS				
	Construction Stage Personnel	442,096	LS	442,096	LS				
	General Conditions	47,600	LS	47,600	LS				
	CMR Contingency	324,059	2.00%	451,030	2.00%				% of Const. Cost
	CMR Fee	292,121	1.75%	427,870	1.75%				% of Const. Cost + Personnel + GC
	General Liability Insurance	87,496	0.54%	124,030	0.54%				% of Const. Cost
	Bond	106,940	0.66%	152,220	0.66%				% of Const. Cost
SUBTOTAL CONSTRUCTION MANAGER		1,380,312	8.52%	1,705,166	7.41%	324,854			% of Const. Cost
TOTAL CONSTRUCTION COST		17,583,272	\$703.33	24,707,524	\$715.56	7,124,252			Cost of Work + CM
OWNER CONSTRUCTION CONTINGENCY		810,148	5.0%	1,150,118	5.0%	339,970			% of Const. Cost
FURNITURE FIXTURES & EQUIPMENT		700,000	\$28/SF	1,078,642	\$31/SF	378,642			Regency DD Pricing
ARCHITECT / ENGINEER:								JKURTZ SO-IL	
	Conceptual Design	65,825		65,825					
	Schematic Design	409,285		409,285					
	Professional Design Fees (DD, CD, CA)	1,367,785		1,367,785					
	LEED Design Fees	included		included					
	LEED Registration/Administration Fees	included		included					
	Printing Reimbursable	67,425		67,425					
	Travel/Parking	included		included					
	Pending Added Scope Fee	496,160		450,000					
	A/E Contingency	0		0					
SUBTOTAL ARCHITECT / ENGINEER		2,406,480	13.2%	2,360,320	9.2%	(46,160)			% of Const. Cost + FFE
OWNER DIRECT COSTS:									
	Legal	150,000		150,000					
	Property Acquisition	N/A		N/A					
	Environmental Site Report	N/A		N/A					
	Site Survey	N/A		N/A					
	Geotech Soil Borings	N/A		N/A					
	Hazardous Materials Report	N/A		N/A					
	Utility Costs/Relocations	20,000		20,000					
	Agency/Governmental Fees	20,000		20,000					
	Building Permit	126,500		170,000					
	Builders' Risk Insurance (0.1%)	17,600		25,000					
	AV/Tech Equipment	40,000		40,000					
	Computers/Telecom	62,000		62,000					
	Artwork/Graphics/Displays (1%)	176,000		247,000					
	Construction Testing	45,000		45,000					
	Commissioning	23,000		46,500					
	Roof Inspection	N/A		N/A					
	Printing Reimbursable	10,000		10,000					
	Moving Costs	35,000		35,000					
	Furniture Standards	N/A		N/A					
	Community Engagement	5,000		5,000					
	Miscellaneous	70,000		100,000					
SUBTOTAL OWNER DIRECT COSTS		800,100		975,500		175,400			
TOTAL PROJECT COST		22,300,000	\$892.00	30,272,104	\$876.72				
DEVELOPER SHARED COSTS		(3,000,000)		(3,000,000)					
COST SAVINGS		included above		(2,000,000)					
TOTAL BUDGET FUNDING		19,300,000		25,272,104		5,972,104			

Exhibit C

Recent Site Plan

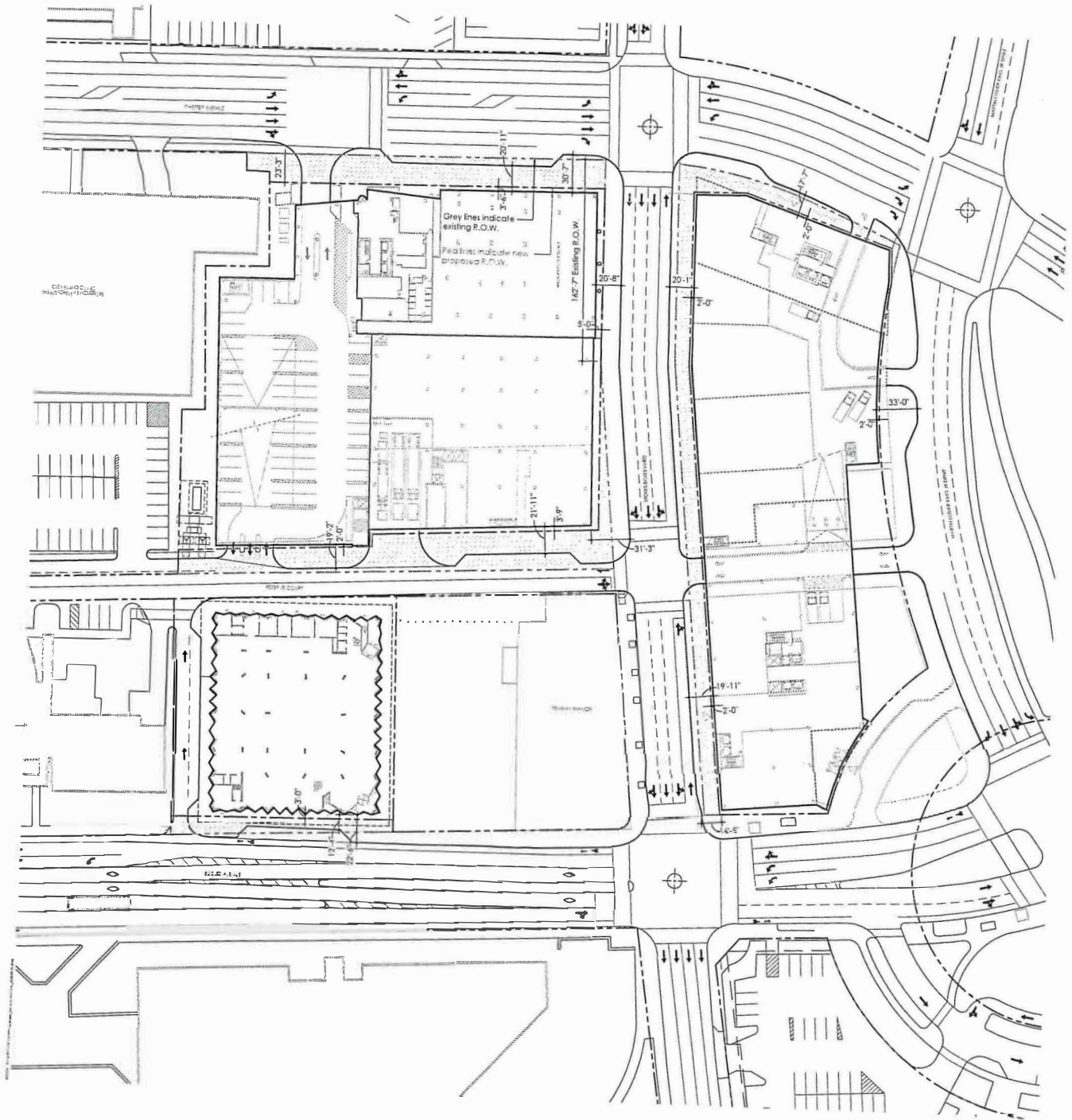




Exhibit 'A'

September 10, 2020

*Schedule of professional fees & Project Approach***CLEVELAND PUBLIC LIBRARY, LORAIN BRANCH – CLEVELAND, OHIO****COMPENSATION**

Professional Services:

1.0	Pre-Design Services	\$10,000
2.0	Schematic Design	\$53,269
3.0	Design Development	\$78,337
4.0	Construction Documents	\$109,672
5.0	Bidding and Contracts	\$9,400
6.0	Construction Administration	\$62,669
Fixed Fee:		\$323,347
Reimbursable Costs:		\$8,500
Total Cost:		\$331,847

Compensation for basic services was derived utilizing a construction cost of \$2,613,709 and FFE cost of \$198,000 for a total of \$2,811,709.

PROJECT SCOPE

Project Scope is a 9,900 sf renovation and possible addition (size to be determined during Pre-Design phase) to the existing Lorain Branch library. Project scope is defined by and based on the 'LORAIN BRANCH LIBRARY Probable Cost Matrix' dated 11.28.18 and included in this contract as 'Exhibit B'.

BASIC SERVICES include the following:**Pre-Design Services**

- Program Validation - we will provide a high-level overview of the program objectives to confirm the scope of this project within the budget defined above.
- Other activities in this phase will include: Preparation of initial conceptual site plan / floor plan design.
- Additionally, this phase will include a Mind-Breaking Community Engagement Session as defined below:

This facilitated session begins with us showing a large assortment of images of a variety of spaces to give the participants an idea of the possibilities and to get them thinking outside of their current space. These images are selected to spark ideas about the possibilities for improving the library and to show some of the current trends and services in public libraries. While viewing the images participants are each given a Post-It note pad and marker to jot down what they like or don't like from the array of photos throughout the presentation. Each like or dislike is written on an individual note. At the end of the presentation,

participants place each of their “like” and “dislike” notes on sheets placed around the walls titled with categories corresponding to the presentation. Some of these categories include: entry experience, reading & seating areas, technology, meeting spaces, cafe / vending, etc. This process allows our team to gather a huge amount of great input in a concentrated period of time. These comments help to inform the plan development process. This activity is highly successful due to its anonymity - no one person can dominate the conversation which encourages each participant to share their opinions more freely than in a discussion format.

The Mind Breaking presentation can also be given as a remote Zoom meeting using the chat function of Zoom to record comments of participants.

Schematic Design Phase

- Attend bi-weekly Design Review Meetings and prepare minutes
- Diagram layout options for adjacencies and flow
- Assist the Library with the development of the scope and request for proposals for site survey and geotechnical investigations and assist the Library in the coordination of the consultant’s work.
- Provide appropriate design considerations to preserve, display and identify components that may be important to the building as a historic Carnegie Library. A narrative summary will be provided to address these items.
- Develop Schematic Design Concepts (site, building)
- Review and refine diagrams with Library Design Committee
- Preliminary Meeting with City Planning Dept.
- Finalize Schematic Design and provide documents to CM for SD cost estimate.
- Prepare independent SD cost estimate
- Assist with reconciliation of A/E and CM cost estimates
- Meet with Library Design Committee for review and approval of SD documents.
- Presentation of SD design concept to Library Board.
- SD phase will include one (1) presentation floor plan and one (1) exterior colored rendering. Additional renderings at \$2,500 per rendering.

Design Development Phase

- Attend bi-weekly Design Review Meetings and prepare minutes.
- Advance SD documents with A/E team through the Design development phase.
- Coordinate design concept with the hazardous materials report and work with the environmental health engineer and their recommendations for the process and procedures for properly handling hazardous material that may be identified.
- Prepared initial interior design concepts (finishes & furnishings)
- Review and refine design of architecture and interiors with Library Design Committee
- Finalize Design Development and provide documents to CM for DD cost estimate.
- Prepare independent DD cost estimate
- Assist with reconciliation of A/E and CM cost estimates
- In conjunction with the CM and the Library - Review the Cost Estimates and constructability review.
- Near West Design Review Committee presentation for preliminary approval.
- Meet with Library Design Committee for review and approval of DD documents (documents to include T.O.C for specifications).

Construction Documents Phase

- Construction documents (site, building, interiors)

- Prepare Hazardous Material scope and specification/drawings.
- 50% CD Review Submittal
- Prepare independent 75% CD cost estimate
- In conjunction with the CM and the Library - Review the Cost Estimates and constructability review at 75% CDs.
- Assist with reconciliation of A/E and CM cost estimates
- Complete construction documents
- Work with the Planning and Building Development Dept. to obtain final approval of site and building plans.
- Meet with Library Design Committee for review and approval of CD documents.
 - release documents to City for plan review
 - release documents to CM for bidding

Bidding Phase

- Attend Pre-Bid Meeting and prepare minutes.
- We will assist the Library and CM with the bidding phase, to include fielding and responding to RFIs during the bid period and providing appropriate information sufficient to release addenda as necessary.

Construction Administration Phase

- Attend weekly construction meetings.
- Review Change Order Requests and documentation as necessary.
- Review / Process shop drawings, field requests, and applications for payment
- Project close-out
- Record drawing preparation includes the scope of work as it pertains to this contract inclusive of Owner provided as-built drawings.
- The Architect's BIM model will be provided to the owner at the completion of construction.

Civil / Landscape

Civil and landscape services will include design of grading, drainage, site utilities including coordination with utility companies, storm water management (both quantity and quality) as required by governing authorities, erosion control, pavement and parking, plantings and site furnishings.

Structural

Structural services for an addition assume the building structural systems will include steel framing on shallow foundations. It is our assumption that the site has suitable soils for such construction.

MEPT Engineering

Mechanical, Electrical, Plumbing and Technology (MEPT) Engineering services are defined as follows:

1. Scope included in 'LORAIN BRANCH LIBRARY Probable Cost Matrix'.
2. Minor modifications to existing HVAC ductwork may be necessary but the existing HVAC ductwork will not be substantially modified.
3. MEP Engineer assumes that the existing HVAC system is operating properly.

4. The owner and/or Construction Manager shall provide existing utility bills with records of power/energy consumption, water consumption, and gas consumption (if any).
5. Work associated with the new addition will include providing new services to accommodate the addition (i.e. new dedicated RTU/AHU, exhaust fan (if required), new plumbing systems, new electrical services).
6. New MEPT record drawings (as-builts) will be created as they relate to this contract's scope of work inclusive of Owner provided as-built drawings.
7. New cabling and rough-in for all new Data, Technology, CATV, IT, Telecom, Security, Access Control and AV. Owner will provide new Computers, IT Equipment, AV Equipment and Telecom Equipment only.
8. Fire Protection – minor Fire Alarm work (Device relocation and new devices at Addition) is included in this fee. Fire Suppression Design and/or Full Fire Protection Design is not included.

Interior Architecture Services

Interior Signage

Interior way finding signage design services and code related interior building signage will be included as basic services.

Furnishings and Fixtures

We will work with CPL to identify and select appropriate existing furnishings and fixtures from current building or in storage to accommodate the agreed upon program and scope. This activity will require an inventory and a condition assessment of existing furnishings to determine if specific items are applicable to reuse. If the total project budget allows, HBM will design and specify new furnishings to be selected from either open lines or the State of Ohio approved Vendor list where possible and available.

In either case, HBM shall provide oversight for installation and inspection upon completion of the installation of existing furnishing or new as part of the construction administration phase.

Meetings

Community Engagement

Conduct (1) public meeting presentation with community (Mind Breaking), attend additional public meetings in support of Library. HBM is expected to provide only one full presentation.

Pre-Construction Services

HBM anticipates, but not limited to, attending up to 16 Meetings with the Library Design Committee as a part of Design and Document preparation process. In addition, HBM will plan meetings with City Planning department and the Near West Design Review committee as necessary to achieve approval required and 4 meetings with Library Board (3 in design phase and 1 in construction)

Construction Administration Services

Project meetings will take place and HBM anticipates, but is not limited to, a total of 30 site visits and up to 2 inspections to determine whether the work is substantially complete, and 1 final inspection to determine whether the work is complete in accordance with the Contract Documents.

A. ADDITIONAL SERVICES

1. It is assumed that existing as-builts are available. If existing as-builts are not available, creating existing as-built documentation for this facility is an additional service not included in this fee. Fee to develop as-builts is \$15,000.00.
2. Energy modeling
 - a. Range from Basic Life Cycle Cost to full Energy Model (non-LEED) \$3,000 to \$6,000

B. SERVICES NOT INCLUDED in basic or additional services

The following items are not included in our basic or additional scope of services:

1. Site survey indicating topography, easements, underground utilities (natural gas, water, storm, sanitary, electrical, telecommunications) shall be completed and available from the Library.
2. Geotechnical inspections and report
3. Any MEP work associated with any modifications to the existing building beyond those described above.
4. Connecting the existing mechanical system to the new addition.
5. Roof replacement specifications and details.
6. Separately contracted security consultant.
7. LEED certification process
8. New Facilities Condition Assessment report.
9. A structural condition survey with report.
10. Historic research report
11. Exterior Utility upgrades to incoming services
12. Traffic Analysis
9. Coordination and approvals with State Department of Transportation related to any modifications to road work beyond property line (curb cuts and on site development of drive and parking area if applicable will be part of basic service)
11. Structural special inspections mandated by the building code. These inspections are separate from normal construction phase site observations and are to be provided by the Owner.
12. Laboratory materials testing / inspections (during construction)

C. ASSUMPTIONS, QUALIFICATIONS, AND EXCLUSIONS.

1. Field investigations and verifications are neither comprehensive nor exhaustive; and are limited to exposed visual conditions. Above ceiling investigation is minimal, and limited to reasonable due diligence to generally identify building areas served.
2. Facility renovation will not be subject to USGBC LEED sustainability requirements or seek any specific LEED sustainability rating.

D. REGULAR HOURLY RATES**HB+M**

Principal	225.00 / hr
Associate	205.00 / hr
Project Manager	195.00 / hr
Project Architect	185.00 / hr
Interior Designer	175.00 / hr
Library Planner	150.00 / hr
Staff Architect	140.00 / hr
Staff Interior Designer	135.00 / hr
CADD Technician	100.00 / hr
Interns	95.00 / hr
Admin. Asst.	75.00 / hr
Consultants @ cost x 1.10	

Hourly rates will be fixed for the duration of this project.

Consultants include:

Prime AE

Principal/Executive	204.97 / hr
Project Manager	149.35 / hr
CADD/Technician	72.10 / hr
Specification Writer	123.60 / hr
Administrative	67.98 / hr
Registered Roof Consultant	190.55 / hr
Registered Roof Observer	103.00 / hr
Senior Structural Engineer	149.35 / hr
Structural Engineer	103.00 / hr
Structural Drafting	72.10 / hr
Senior Electrical	154.50 / hr
Electrical Engineering	103.00 / hr
Senior Mechanical	154.50 / hr
Mechanical Engineering	103.00 / hr
Admin. Assist.	65.00 / hr

Moody Engineering

Project Principal	195.00 / hr
Project Manager	163.00 / hr
Senior Project Engineer	147.00 / hr
Junior Project Engineer	128.75 / hr
Project Engineer	87.50 / hr
Design Engineer	118.25 / hr
Senior Designer	112.00 / hr
Designer	93.00 / hr
CADD Technician	84.50 / hr
Project Coordinator	77.25 / hr
Registered Surveyor	161.00 / hr
GIS Specialist	78.75 / hr
Field Person	68.00 / hr
Administrator/ Clerical	64.00 / hr

E. PROPOSED PROJECT SCHEDULE

We anticipate the following approximate time periods for the project.

- Pre-Design Services Sept – Oct 2020
- Schematic Design Oct – Dec 2020
- Estimate Reconciliation and Dsn. Review/Approval Jan 2021
- Design Development Feb 2021 – Mar 2021
- Estimate Reconciliation and Dsn. Review/Approval Apr 2021
- Construction Documents May– July 2021
- GMP / Bid/ Award Aug – Sept 2021
- Start Construction Sept 2021
- Complete Construction August 2022

F. REIMBURSABLE EXPENSES

Certain expenses may be incurred during the course of the project and are not included in our basic scope of services. A budget of \$8,500 for Reimbursable Expenses may include:

1. Fees paid for reviews, approvals and permits from authorities having jurisdiction. The Library may pay these fees directly if preferred.
2. Plotting and printing presentation materials, design, construction documents for meetings with the Library.
3. 3D printed model of existing bldg. depicting addition and site improvements.
4. Special delivery costs including courier service and overnight delivery.
5. Travel Costs
 - a. Mileage billed at IRS Government Rate /mile

END OF DOCUMENT

Lorain Branch Library
Probable Cost Matrix

Total SF: 9400sf (includes basement and mezzanine)
Total Occupied SF: 7500 sf
Year Constructed: 1912

Assessment item number	Recommendations	Priority Levels		Compliance Issue ADA or Life Safety (LS)	Notes
		1	2		
		1 = Critical Conditions	2 = Observed Conditions		
		Probable Costs			
S1.01	Resurface parking lot and repair concrete entry drive	5400sf		\$13,680	
S1.02	Restripe parking lot	13 spaces		\$600	
S1.03	Repair damaged concrete curbs	35 lf		\$1,225	10% of total curb
S1.04	Install new ADA detectable warning strip at curb ramp	QTY. 1		\$1,500	ADA
S2.01	Repair cracked and uneven concrete sidewalk at the south entry plaza	250 sf		\$1,750	
S2.02	Rebuild bottom 2 risers of the stair from the public sidewalk to the monumental stair landing to bring within compliance	70sf		\$8,400	
S2.03	Install new handrails at the front entry plaza stairs	38 lf		\$5,700	
S2.04	Repair sunken concrete sidewalk in the public way (or coordinate work with the city)	2500 sf		\$17,500	
S2.05	Repair cracked and uneven concrete sidewalk at the north parking lot	1000 sf		\$7,000	
S2.06	Patch and repair concrete steps to the basement level	50 sf		\$2,500	
S3.01	Repair and paint Metal fence at the main entry	90 sf		\$600	30 lf
S3.02	Install Bike Rack	QTY. 1		\$1,200	
S3.03	Weed, mulch and cull dead bushes from the planters and around the chain link fence enclosures at the community garden and mechanical equipment	LS		\$1,500	
A1.01	Procure a hazardous materials evaluation, including recommendations for removal and disposal	ALLOW			To be moved below the line per A/E
A2.01	Clean stone base and trimmings around the buiding	1200 sf		\$1,800	
A2.02	Repoint and reseal windows on the west elevation above the first floor entrance door and at the Kitchenette	25 lf	\$525		
A2.03	Repoint portions of the mortar adjacent to the ramp on the west elevation	50 lf	\$600		
A2.04	At the roof, repair and repoint brick and mortar at the chimney	30 sf	\$1,080		
A2.05	Replace glass panels that have BB sized holes	120 sf		\$6,000	4 panels have BB sized holes at 8-34 sf per unit
A2.06	Repaint main entry soffit	30 sf		\$300	
A2.07	Stone column bases at the main entry should cleaned and resealed	ALLOW		\$500	
A2.08	Clean concrete wall at the ramp on the west side of the building	100 sf		\$300	
A2.09	Repair concrete lintel at the basement entrance	8 lf	\$1,000		
A2.10	Repair casement windows and operational hardware at the storytelling room	QTY. 4	\$800		
A3.01	Install chimney cap at the top of the exposed chimney flue.	QTY. 1		\$1,500	
A4.01	Install new compliant handrail with extension at the basement stair	40 lf		\$3,000	ADA Assume wall mounted handrails
A4.02	Install new compliant handrail with extension at the first floor stair	60 lf		\$7,500	ADA Assumed 40 LF floor mounted and 20 LF wall mounted handrails
A4.03	Remove and reinstall gate at the bottom of the first floor stair to provide a compliant landing	ALLOW		\$500	
A5.01	Replace (2) undersized interior doors and frames at the Men's and Women's public restrooms on the first floor with doors that meet the compliant clear width	QTY. 2		\$10,000	ADA Includes reworking narrow openings to provide 3' wide doors

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Lorain Branch Library
Probable Cost Matrix

Total SF: 9400sf (includes basement and mezzanine)
Total Occupied SF: 7500 sf
Year Constructed: 1912

Assessment item number	Recommendations		Priority Levels		Compliance Issue ADA or Life Safety (LS)	Notes
			1 1 = Critical Conditions 2 = Observed Conditions	2		
		Probable Costs				
A6.01	Install pipe protection below the Men's and Women's sink at the first floor public restroom	LS		\$500		Total area of work anticipated at ~125sf ?
A7.01	Repair damaged plaster ceiling at the adult collection area	10 sf		\$280		Typical ceiling 2x2, 1200sf 4x4 ?
A7.02	Replace acoustic panel ceilings in the staff workroom after source of leaks has been identified and corrected	30 sf		\$210		
A7.03	Recommend replacing tile and carpeting as part of any major renovation	5500 sf		\$24,750		Includes 5,500 sf of carpet tile replacement only.
A7.04	Recommend touch-up painting as required	LS		\$1,000		
A8.01	Modify main circulation desk to provide ADA compliant transaction space and book drop	LS		\$5,000		
A8.02	Install ADA staff locker and coat rail at the first floor	LS		\$500	ADA	
A8.03	Modify cabinets and sink in staff workroom and kitchenette to be ADA compliant	LS		\$5,175	ADA	(2) locations at 3 LF each
A8.04	Install new collections signage	LS		\$2,500		
M1.01	The boilers are near the end of their service life and should be replaced. (346 MBH each)	QTY. 2		\$31,745		Boilers are 427 MBH input / 346 MBH output. Balance of hot water heating system in good condition.
M1.02	The air conditioning system is reaching the end of its service life and should be replaced within the next 10 years. (25 ton rooftop unit)	QTY. 1		\$44,025	QTY. 1	Remove and replace 25 ton rooftop unit mounted on existing ground pad. Remove and replace security fencing that surrounds unit.
M2.02	The existing R-22 refrigerant should be recaptured and returned to the library.	ALLOW		\$1,092		
M4.01	One exhaust fan is at the end of its service life and should be replaced. (1/4 HP, 1140 RPM)	QTY. 1		\$2,339		Remove & replace rooftop exhaust Fan 1/4 HP.
P3.01	The strainers for the roof drains should be replaced.	QTY. Approx. 2		\$144		
E1.01	Maintain the current electrical service			\$0		
E2.01	Maintain existing distribution and GE branch panels.			\$0		
E2.02	Maintain interior and exterior mechanical equipment disconnects			\$0		
E2.03	Replace Leonard Electric branch panel and exterior receptacle	1 BRANCH PANEL AND 1 WEATHERPROOF RECEPTACLE		\$8,880		assume panel is flush mounted.
E3.01	Maintain existing LED emergency fixtures			\$0		
E3.02	Provide supplemental exit and emergency lighting where required via individual exit signs and emergency battery packs	3 ea		\$1,500		
E4.01	Maintain existing fire alarm devices			\$0		
E5.01	Upgrade existing interior fluorescent lighting fixtures with new LED technology	7,500 sf		\$48,750		
E5.02	Provide a lighting control system for the interior and exterior lighting	7,500 sf		\$11,250		
E5.03	Maintain existing LED lighting fixtures			\$0		
E6.01	Contract a security consultant to survey property to evaluate potential security	40 hrs		\$4,000		
E6.02	Utilize cable management to provide a more organized installation	1 ls		\$1,000		

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Lorain Branch Library
Probable Cost Matrix

Total SF: 9400sf (includes basement and mezzanine)
Total Occupied SF: 7500 sf
Year Constructed: 1912

Assessment item number	Recommendations	Priority Levels		Compliance Issue ADA or Life Safety (LS)	Notes
		1 1 = Critical Conditions 2 = Observed Conditions	2		
		Probable Costs			
E6.03	Conceal book detection system wiring to protect from damage (6' cord cover)	2 ea.	\$200		
E7.01	Provide cable management in data racks for a more organized installation	1 ls	\$1,000		
E7.02	Replace existing floorboxes	5 ea.	\$5,000		

TOTALS PER PRIORITY LEVEL	\$4,005	\$295,395
SUM OF PROBABLE COSTS (RECOMMENDATIONS)	\$4,005	\$295,395
NON-CONSTRUCTION COSTS (12%)	\$481	\$35,447
DESIGN CONTINGENCY (10%)	\$401	\$29,539
SUBTOTAL	\$4,886	\$360,382
CONSTRUCTION CONTINGENCY (15%)	\$733	\$54,057
TOTAL PROBABLE COSTS (SORTED BY PRIORITY LEVELS)	\$5,619	\$414,439
TOTAL PROBABLE COSTS (COMBINED):	\$420,058	



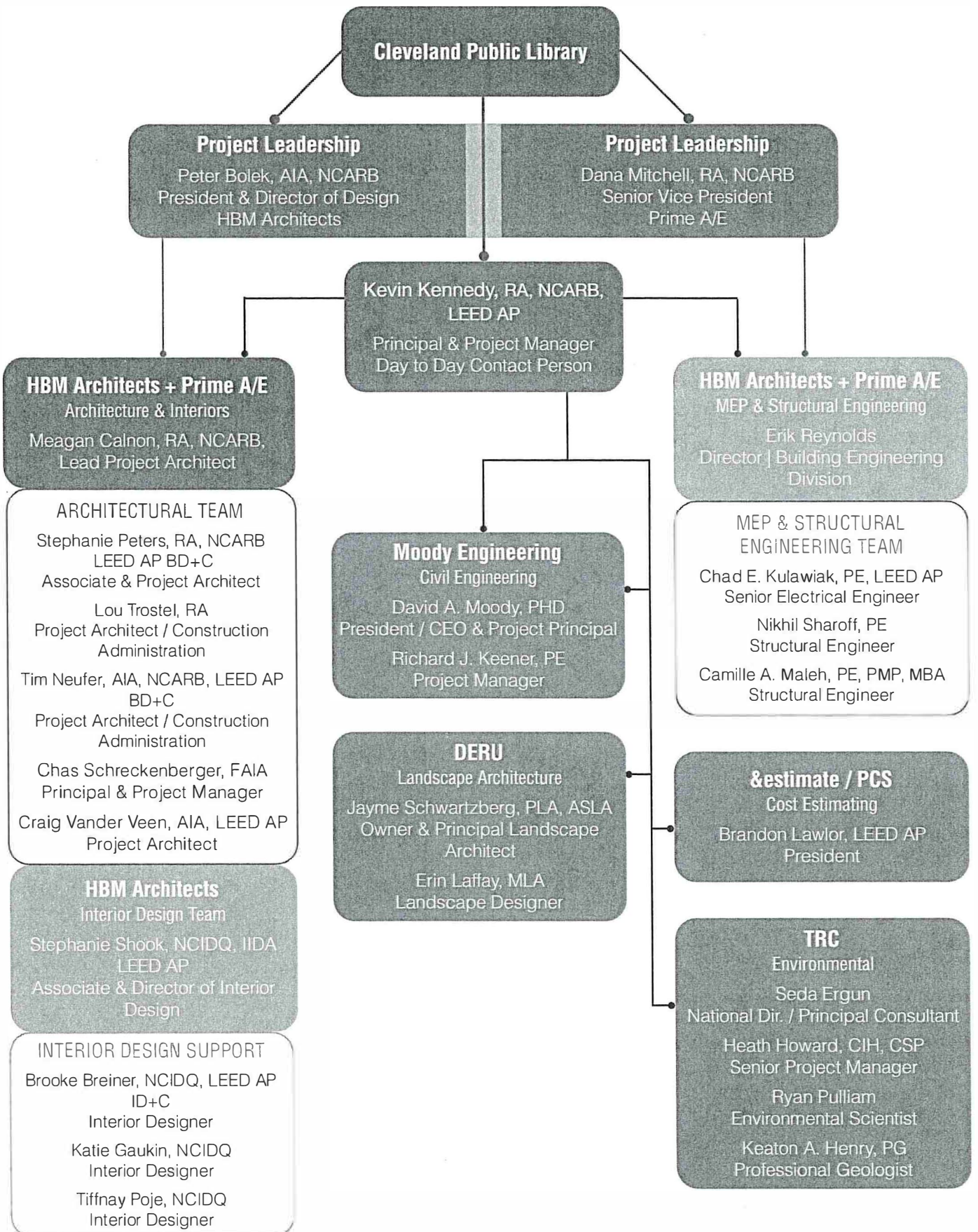
1382 West Ninth Street, Suite 300 | Cleveland, OH 44113 | www.HBMArchitects.com | T 216.241.1100

CPL Lorain Branch

Consultant Fee Breakdown and Diversity Goals

Consultant	MBE	FBE	Discipline	Fee
Prime AE	X		Mechanical, Electrical, Plumbing, Technology and Structural Engineering	\$64,600
Moody Engineering	X		Civil Engineering	\$16,000
Deru		X	Landscape Architecture	\$11,000
TRC			Hazardous Materials	\$6,200
&estimate			Cost Estimator	\$18,730
			Total	\$116,530

PROJECT SPECIFIC INFORMATION | PROJECT TEAM & ORGANIZATION



August 4, 2020

REVISED August 31, 2020

Ms. Kathleen Sonnhalter, Capital Projects Manager
Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

Re: Fee Proposal for the Cleveland Public Library Eastman Branch

Dear Kath,

Moody Nolan appreciates the honor to have been selected to provide Professional Design Services for the proposed Cleveland Public Library Eastman Branch.

As we continue to work with Cleveland Public Library stakeholders in the development of the Hough Branch, we look forward to aligning the renovation and addition of the Eastman Branch with CPL's vision and goals of the Facilities Master Plan.

Our team of engineers and consultants has had the chance to visit the Eastman branch and has reviewed the drawings provided to gain a better understanding of the projects scope and limitations. We have maintained the same team as Hough in order to gain efficiencies and enhance collaboration between the MN team and the CPL team, and to provide the Cleveland Public Library, the most experienced, creative and unified team.

The following is the presentation of our technical proposal for Architectural and Engineering Services for the Cleveland Public Library Eastman Branch. Please review and do not hesitate to call me with any questions or clarifications that you may have.

Thank you for this opportunity.

Sincerely,

Moody Nolan, Inc,



Anne M. Hartman, AIA
Director of Cleveland Operations



Curt Moody, FAIA, NCARB, LEED AP
CEO



**Technical Proposal for:
The Renovation of the Cleveland Public Library Eastman Branch**

Submitted to:
Ms. Kathleen Sonnhalter
Capital Projects Manager

Moody Nolan Project Number 20244.01

August 4, 2020
REVISED August 31, 2020

The following generally defines the work to be provided by the architectural-engineering team for the renovation of the Cleveland Public Library Eastman Branch, as proposed by Moody Nolan, Inc. This proposal is to demonstrate the architects' understanding of the project scope and the design process. This technical proposal is submitted by Anne M. Hartman, AIA, Project Executive for the Prime Consultant/Architect of Record firm, Moody Nolan, Inc. The Federal Tax ID number for our firm is 311256984.

1. Understanding of Project Scope:

The Eastman Branch library, built in 1980, is a two-story, 12,000 square foot masonry building located at the intersection of Lorain Avenue and West 116th Street in Cleveland's Cudell neighborhood. Underutilized spaces in the existing building will be better utilized to welcome the community into the Eastman Branch, with improvements to the gallery space, improved flexibility within the meeting room, and accommodating patrons with improved accessibility. The library's connection to the Lorain Avenue streetscape will be closely reviewed with the local Community Development Corporation to activate the sidewalk as an extension of the library with the potential of a 300 SF entry addition. The interior of the building needs to be repurposed to reflect the changing functions of the "modern" library.

This proposal also addresses deferred maintenance items identified by the Facilities Master Plan including updating the mechanical system and improving the exterior envelope (roof replacement).

Project phases with duration and deliverables have been proposed for consideration by Cleveland Public Library. The duration and deliverables per phase may be adjusted or revised if deemed necessary by Cleveland Public Library.

Standards developed by Cleveland Public Library shall be incorporated into the Project. CPL shall provide their standards for review and use by the design team including requirements of CPL's insurance underwriter.

Hazardous material assessment, removal, and remediation is the responsibility of Cleveland Public Library. CPL shall provide the design team with a hazardous material assessment report prior to the commencement of Schematic Design. The remediation or removal of any hazardous



materials shall be coordinated with design documents as defined by the Owner's hazardous materials report. MN is not responsible for any missing information or further discovery beyond the report provided.

LEED Certification and documentation is not included in the Project Scope.

Moody Nolan will perform services for Project Phases as described in the State of Ohio contract documents. This will also include, but not be limited to, the following:

a. Community Engagement:

Prior to the commencement of design services, Moody Nolan will host and partner with Cleveland Public Library (CPL) four (4) community and stakeholder meetings to solicit input on the design of the proposed Eastman branch. The meetings shall entail: one (1) kickoff meeting with CPL to plan community engagement meetings and establish measurable goals; one (1) kickoff meeting with CPL Eastman branch staff to discuss the project; and two (2) community concept meeting to solicit input on the design, program, and function of the proposed Eastman Branch.

In response to current social distancing requirements, Moody Nolan offers their demonstrated expertise with virtual community engagement to CPL and its patrons. Moody Nolan has successfully utilized Zoom web-based meeting platform to facilitate community engagement meetings with integrated polling, break-out sessions, and exercises.

Moody Nolan also can facilitate socially distanced community engagement sessions that are non-virtual which may include distribution of project information by mail or utilizing existing branch parking lots for either a drive-through or drive-in community engagement meetings. Moody Nolan's approach to community engagement will be developed in partnership with CPL to achieve results specific to the project.

We have allocated four weeks for this effort.

Deliverables: Documentation of information provided for community meetings including denoting preferences, meeting agenda and minutes for each meeting, and summary report of community engagement effort and outcome.

b. Schematic Design:

Upon completion of the community and stakeholder meetings, CPL will provide an initial program of the branch to Moody Nolan for the use in design and layout of the reimagined building. The renovated 12,300 square foot library shall include program areas unique to today's modern library (meeting and collaboration spaces, technology resources, and stacks supplemented with digital resources), as well as functions specific to the community's needs. A minimum of three (3) initial plans and massing studies with site analysis shall be provided for review and consideration by CPL prior to issuance of Schematic Design documents.

Moody Nolan shall review and verify Eastman building drawings and documents against existing conditions. Discrepancies between documents and physical conditions shall be noted and incorporated into the design documents.

After selection of a preferred building massing and site scheme, Moody Nolan shall develop a schematic design package with narratives provided by their consultants. A



cost estimate of the schematic design package shall be provided to CPL, and the estimate and schematic design package both be presented to CPL and their Board.

At the conclusion of the Schematic Design effort, one (1) month is allocated to review the Schematic Design documents with CPL and reconcile cost estimates developed by the CM and third-party cost estimator.

Upon acceptance of the schematic design by CPL, Moody Nolan will submit Eastman Branch to the City of Cleveland Far West Design Review for schematic design approval with subsequent review by the City of Cleveland Planning Commission.

We have allocated ten (10) weeks for this effort and anticipate periodic meetings to review progress of the project with bi-weekly meetings to review progress. Meeting minutes shall be maintained by Moody Nolan.

Deliverables: Schematic design drawings showing program adjacencies and preliminary exterior building massing/design; consultant narratives; estimate of probable construction cost; meeting minutes; and schematic design submission package to City of Cleveland Far West Design Review and Planning Commission.

c. Design Development Phase:

Upon completion and sign off the Schematic Design phase, the documents will be progressed to the design development phase. This will include further developed plans, elevations, schedules, details, and preliminary outline specifications.

Moody Nolan and their consultants will meet with the Authorities Having Jurisdiction and utility providers to review the project and incorporate preliminary review comments into the documents to assure successful permitting and approvals. An updated cost estimate of the design development package shall be provided to CPL, and the estimate and design development package shall be presented to CPL and their Board. Moody Nolan shall assist with any reconciliation needed of the cost estimates between the Construction Manager and third-party cost estimator.

Upon acceptance of the design development concept by CPL, Moody Nolan will submit Eastman Branch to the City of Cleveland Far West Design Review for design approval with subsequent review by the City of Cleveland Planning Commission.

We have allocated ten (10) weeks for this effort and anticipate bi-weekly meetings to review progress of the project. Meeting minutes shall be maintained by Moody Nolan.

At the conclusion of the Design Development effort, one (1) month is allocated to review the Design Development documents with CPL and reconcile cost estimates developed by the CM and third-party cost estimator.

Deliverables: Design development drawings with developed floor plans and exterior elevation, preliminary equipment layout and sizes, and site plan; updated estimate of probable construction cost; and design submission package to City of Cleveland Far West Design Review and Planning Commission. Perspective views shall be generated directly from BIM/Revit and not rendered or subject to post-production.



d. Construction Documents Phase:

Upon completion and sign off the Design Development phase, the documents shall be developed for permitting and bidding. Building components and systems shall be sufficiently detailed and specified, with clash detection performed in BIM. BIM model and drawings shall be coordinated prior to issuance.

Moody Nolan will work with CPL to select, design and specify a Fixtures Furniture and Equipment package. Moody Nolan and CPL will determine when to issue FF&E drawings for bidding and procurement during initial project scheduling. This is included in our basic service fee.

Signage shall be provided and specified for the project as required by the Ohio Building Code and the Owner's wayfinding signage standard. Signage beyond code requirements, experiential design, branding, and as not required by the Owner's standards are not included and subject to an additional service.

Moody Nolan and their consultants shall submit a 50% complete Construction Documents set for review and comment by CPL. CPL shall provide comments in a timely manner to Moody Nolan for inclusion into the documents. The 50% CD set will not be used for estimating or bidding purposes.

When drawings are 75% complete, the set and supplemental narratives shall be provided to the Project's Construction Manager for review and use in developing a Guaranteed Maximum Price (GMP). Moody Nolan shall review the Construction Manager's GMP with their design team and cost estimator to verify scope, accuracy, and completeness.

The Construction Manager's GMP and summary of construction documents shall be provided and presented to CPL and their board prior to submitting for plan review and permit.

Documents shall be submitted to local agencies for permitting and approval with clarifications or corrections provided to assure compliance with applicable codes and regulations. Documents shall be issued as one (1) bid package except for the FF&E package.

The FF&E package will be coordinated with the following items provided by the Owner: computers, IT equipment, AV equipment, and Telecom equipment. The Owner shall be responsible for procuring these items and providing equipment specifications to the Design Team for incorporation and coordination with the Contract Documents.

Additional or subsequent reviews with the Far West Design Review committee and Cleveland Planning Commission will be performed prior to submitting documents for permitting.

We have allocated eleven (11) weeks for this effort and anticipate bi-weekly meetings to review progress of the project. Meeting minutes shall be maintained by Moody Nolan.

Deliverables: Complete construction documents with project manual for bidding and permitting; 50% construction document set for comment; review comments of 75% GMP; meeting minutes; and final design submission package to City of Cleveland Far West Design Review and Planning Commission.

e. GMP Buyout and Permitting:

Moody Nolan shall provide clarifications to the Construction Manager during the buyout of the GMP and respond to comments from the AHJ to permit documents. Clarifications and comments shall be issued to the Project as Addendums and incorporated into the GMP.

Moody Nolan shall attend pre-bid meetings and scope review meetings during the GMP process.

We have allocated two (2) months for this effort and anticipate two (2) meetings.

Deliverables: Meeting minutes; Addendum(s) to Contract Documents.

f. Construction Administration & Close-Out Phases:

The construction schedule shall be the responsibility of the Construction Manager to provide. For the purposes of this proposal and its fee, eight (8) months are anticipated for construction with two (2) months for project close-out. During construction, Moody Nolan shall remain involved with the work to the extent necessary to maintain continuity in the execution of the design.

The duties to be performed during Construction Administration include: review of shop drawings for compliance with the design intent; responding to Requests for Information (RFI's); development and issuance of Bulletins; review and approval of Applications for Payment; review of Change Order Requests and documentation; and observation of construction for compliance with the Documents.

Moody Nolan will attend construction meetings. Consultants are limited to two (2) visits per discipline but will be available to attend additional construction meetings by phone or virtually if required. CMR will provide minutes.

Close-out of the project will include review of a punch list report provided by the Construction Manager, issuance of Certificate of Substantial Completion, and review of adequacy of Operations and Maintenance Manuals.

Incorporating comments and marks from the CM's field set into the Documents and issuing to CPL "As Constructed Drawings" is included as a part of the Basic Services.

g. Other Scope in Contract

- **Design Contingency Allowance: (Separate Fee)**
Per the direction of Cleveland Public Library, a Design Contingency allowance is provided. The design contingency allowance shall be used at the discretion of CPL to cover the potential increase of building footprint or inclusion of programs, systems, services, or processes not yet realized by CPL.
- **3D Studies/Renderings:**
3D Renderings, using secondary software, (3D Max, Enscape, Photoshop, etc.) will be provided (2-3 views) for community and design review meetings. Other 3D views (interior and exterior), for review during design or documentation will be exported directly from the BIM modeling program, Revit, for clarification of spaces, geometry and relationships as the process dictates. One (1) project high-quality rendering and presentation floor plan is included in Basic Service.
 - Additional high-quality renderings shall be provided as an additional service to the Project at a cost of \$3,000 per rendering. Owner shall



provide authorization in advance of development or release of any additional renderings that are determined to be an additional cost to the Project.

h. Not in Scope – Services Provided by Owner:

- Site/Land Topographic Survey
- Lot Consolidation
- Geotechnical Evaluations
- EPA Phase I Site Assessment
- Bat Survey
- Basic and Enhanced Commissioning
- Selection of Construction Manager

i. Not in Scope - Additional Services:

- Building Signage – Exterior
- LEED Certification
- Extensive environmentally responsible design
- 3D Renderings and Animated Renderings beyond basic service described above
- Traffic Study (if determined necessary during design process)
- Acoustic Design/Assessments of specialty spaces
- Meetings in excess of those defined above.

Please see attached sheets for MN and Consultants' current hourly rates that are applicable to this project should additional services be requested. MNI can provide not to exceed proposal based upon additional owner requested/defined scope.

2. Project Preliminary Schedule:

The preliminary project schedule includes key deliverable dates and durations as provided by Cleveland Public Library. The project team requires timely approvals and decisions made by CPL in order to meet an aggressive project design schedule.

- | | |
|---|---|
| • Community and Stakeholder Engagement Starts | September 2020 |
| • Schematic Design Starts | October 2020 |
| • Schematic Design Complete | December 15, 2020 |
| • SD Review, Reconciliation | December 15, 2020 through
January 15, 2021 |
| • Design Development Complete | March 2021 |
| • DD Review, Reconciliation | April 2021 |
| • Construction Document Complete | July 2021 |
| • GMP, Bid, and Award: | August - September 2021 |
| • Construction Notice to Proceed | October 2021 |
| • Construction Complete | TBD by Construction Manager |
| • Project Closeout Complete | TBD by Construction Manager |



3. Proposed Professional Fee:

Our Basic Service Fee is a fixed fee based on 9% of the estimated budget of approximately **\$2,317,974** for the Renovation of the Cleveland Public Library Eastman Branch – a construction cost of \$2,071,974 (including CM services) and FF&E cost of \$246,000.

3A. Basic Services Fee Breakdown:

Pre-Design/Community Engagement	10%	\$ 20,861.70
Schematic Design	20%	\$ 41,723.40
Design Development	20%	\$ 41,723.40
Construction Documents	25%	\$ 52,154.25
Bidding and Negotiation	2.5%	\$ 5,215.43
Construction Administration	20%	\$ 41,723.40
Close-Out	2.5%	\$ 5,215.43
BASIC SERVICES SUBTOTAL	100%	\$ 215,367.00

Sub-Consultant Fee Breakdown

Landscape Architect	\$ 3,200.00
Civil Engineering	\$ 6,000.00
Structural Engineering	\$ 7,500.00
HVAC/Plumbing/Electrical/Technology/	\$ 53,050.00
Security Engineering and Lighting Design	
Roofing Consultant	\$ 23,232.00
Cost Estimating Consultant	\$ 6,300.00

3B. Design Contingency Allowance

<u>CPL directed design contingency allowance</u>	\$ 20,000.00
ALLOWANCE SUBTOTAL	\$ 20,000.00

3C. Reimbursables:

Travel	\$ 1,000.00
Printing and Reproduction	\$ 2,000.00
Delivery Services	\$ 1,000.00
<u>Permit, Zoning, Approval Fees</u>	<u>\$ 2,750.00</u>
REIMBURSABLES SUBTOTAL	\$ 6,750.00

3D. Total Fee:

Basic Services (Item 3A)	\$ 215,367.00
Design Contingency Allowance (Item 3B)	\$ 20,000.00
<u>Reimbursables (Item 3C)</u>	<u>\$ 6,750.00</u>
TOTAL PROFESSIONAL SERVICES FEE	\$ 242,117.00

4. Owner Provided Information

Cleveland Public Library shall furnish, in electronic format at the Owner's expense, all information, publications, existing documents, requirements, reports, data, surveys and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof as permitted while exercising its professional standard of care. If



information provided is from another architecture/engineering firm, the Owner has secured approval for reuse as this design consultant is not liable for their reuse.

The Owner shall be responsible for providing the following Furniture, Fixtures and Equipment to the Project: computers, IT equipment, AV equipment, and Telecom equipment. Owner's FF&E shall be incorporate and coordinated with the design documents.

5. Hazardous Materials Indemnity

Owner shall conduct a hazardous materials site assessment prior to commencement of Schematic Design. Owner shall be responsible for providing hazardous materials site assessment report to the team and coordinating the removal or remediation of items cited in the report.

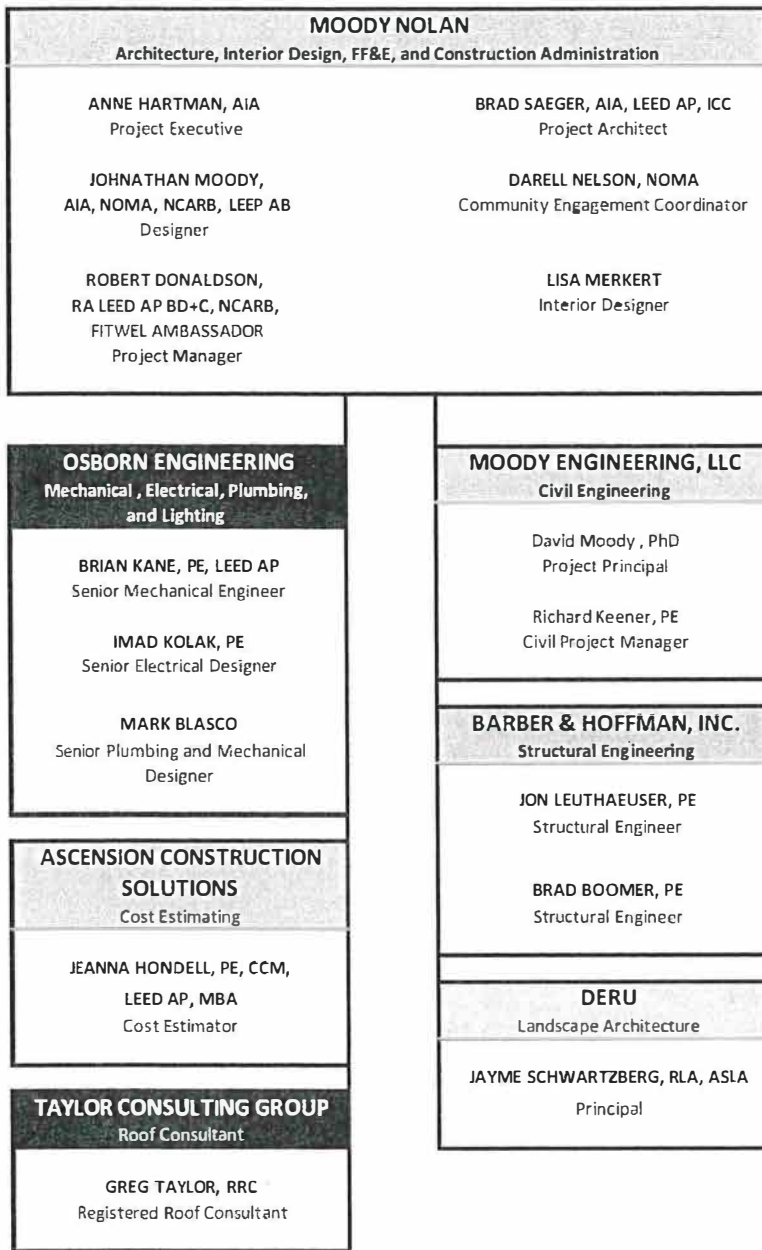
6. LEED Registration and Certification

This project will be designed utilizing sustainable best practices, but LEED Certification and documentation is not included in our Scope of Work and Fee.



7. Organizational Chart

ORGANIZATIONAL CHART



- = MBE Certified
- = SBE Certified
- = WBE Certified



8. Diversity Contracting and Personnel Goals

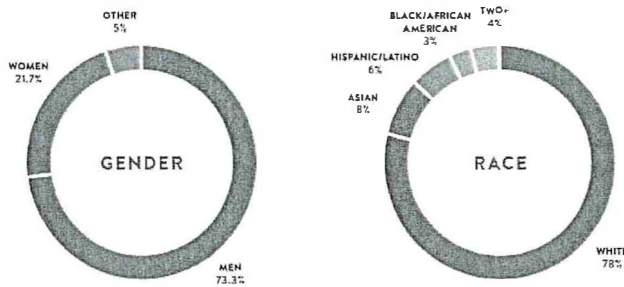
As the nation's largest African American owned and managed design firm, diversity isn't a program, an initiative, or a recruiting plan. Diversity is who we are. It is our core belief that great design is a product of innovative and creative ideas. Those ideas are generated when complex problems are viewed from many different points of view. Moody Nolan brings together diverse individuals and leverages their unique viewpoints to solve clients' design challenges. Our diversity provides a distinct advantage to our clients because we have a profound understanding of cultural sensitivities and the impact the spaces we design have on individual and group experience.

Moody Nolan is a certified Minority Business Enterprise (MBE) by numerous jurisdictions throughout the United States, the National Minority Supplier Development Council, and the National Organization for Minority Architects. However, our diversity goes well beyond our African American ownership. We have recruited design professionals from many different backgrounds; India, Nigeria, Puerto Rico, South Korea and Tunisia are just a few of the many countries and cultures represented by our staff . Additionally, with females constituting more than 40 percent of our staff, we are at the forefront of the architectural field. We understand the Cleveland Public Library is committed to working with firms that are M/WBE certified. Our team consists of the following firms.

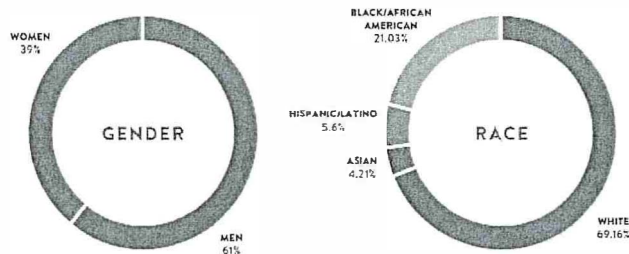
- Moody Engineering - City of Cleveland MBE and Cuyahoga County SBE
- Ascension Construction Solution - MBE and SBE Certified
- DERU Landscape Architecture - WBE Certified
- Barber & Hoffman, Inc. - SBE Certified

We have assembled a project team that meets – and exceeds – the expectations established by Cleveland Public Library for Diversity Contracting and Personnel Goals. If CPL believes that our team does not meet its goals for Diversity and Personnel during the project process, we will adjust to assure this goal is met.

DIVERSITY IN THE PROFESSION



DIVERSITY AT MOODY NOLAN



9. Design Team

A. Prime Consultant – Architect of Record
Interiors/FFE/Sustainability

Moody Nolan, Inc**
1621 Euclid Ave, Ste 1150
Cleveland, OH 44115
P: (216) 432-0696 D: (216) 356-4162
Anne Hartman, AIA - Project Executive
ahartman@moodynolan.com

B. Consultant – Landscape Architecture

DERU Landscape Architecture*
812 Huron Rd E. Suite 411
Cleveland, OH 44115
Jayme Schwartzberg, Owner
jayme@deru-la.com

C. Consultant - Civil Engineering

Moody Engineering* **
300 Spruce Street, Suite 200
Columbus, OH 43215
P. (614) 280-9355
David Moody, PhD, President and CEO
dmoody@moody-eng.com

D. Consultant – Structural Engineering

Barber and Hoffman
2217 East 9th Street, Suite 350
Cleveland, Ohio 44115
P. 216.875.0100
Jon T. Leuthaeuser, PE, LEED AP
jleuthaeuser@barberhoffman.com

E. Consultant – HVAC/Plumbing
Electrical/Technology/Security/
Lighting Design

Osborn Engineering
1100 Superior Avenue, Suite 300
Cleveland, Ohio 44114
P. 216.861.2020
Brian Kane, PE, LEED AP
bkane@osborn-eng.com

F. Roofing Consultant

Taylor Consulting Group
PO Box 1570
Mentor Ohio 44061
p. 440.840.9019
Greg Taylor
gtaylor@tcgroupdesign.com

G. Consultant – Cost Estimating

Ascension Construction Services*
419 East 13th Avenue
Columbus, Ohio 43201
P. 614.499.6924
Jeanna Hondel, PE
jhondel@ascension-cs.com



[] denotes State of Ohio EDGE Certified Service Provider*
*[**] denotes City of Cleveland Registered Minority Business Enterprise*

Additional Documentation can be provided upon request. We look forward to being of service to the Cleveland Public Library and will gladly discuss with you any questions regarding this proposal.



Current Hourly Rates

Consultant – Landscape Architecture

DERU Landscape Architecture

Principal	-	\$100.00
Associate Principal	-	\$80.00

Consultant – Civil Engineering

Moody Engineering, LLC Standard Hourly Rate Schedule

	2020	2021	2022
Project Principal	\$195.00	\$200.00	\$205.00
Project Manager	\$163.00	\$167.00	\$171.00
Senior Project Engineer	\$147.00	\$151.00	\$155.00
Junior Project Engineer	\$128.75	\$132.50	\$136.25
Project Engineer	\$87.50	\$90.00	\$92.50
Design Engineer	\$118.25	\$121.50	\$124.75
Senior Designer	\$112.00	\$114.00	\$116.00
Designer	\$93.00	\$95.00	\$97.00
CADD Technician	\$84.50	\$87.00	\$89.50
Project Coordinator	\$77.25	\$79.50	\$81.75
Registered Surveyor	\$161.00	\$165.50	\$170.00
GIS Specialist	\$78.75	\$81.00	\$83.25
Field Person	\$68.00	\$70.00	\$72.00
Administrator/ Clerical	\$64.00	\$66.00	\$68.00



Consultant – Structural Engineering

Barber & Hoffman, Inc. Hourly Rate Schedule

Principal	-	\$200.00
Associate Principal	-	\$175.00
Senior Associate	-	\$150.00
Associate	-	\$130.00
Senior Engineer	-	\$110.00
Engineer	-	\$100.00
Designer	-	\$90.00
Senior Drafter/Technician	-	\$85.00
Technician	-	\$70.00
Clerical	-	\$65.00
Intern Engineer	-	\$60.00

Consultant – Cost Estimating

Ascension Construction Services

Principal	-	\$90.00
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Consultant – HVAC/Plumbing/Electrical/Technology/Security/Lighting Design and Engineering

Osborn Engineering

See Attached

Prime Consultant – Architect of Record/Interiors/FFE/Sustainability

Moody Nolan, Inc.

See Attached



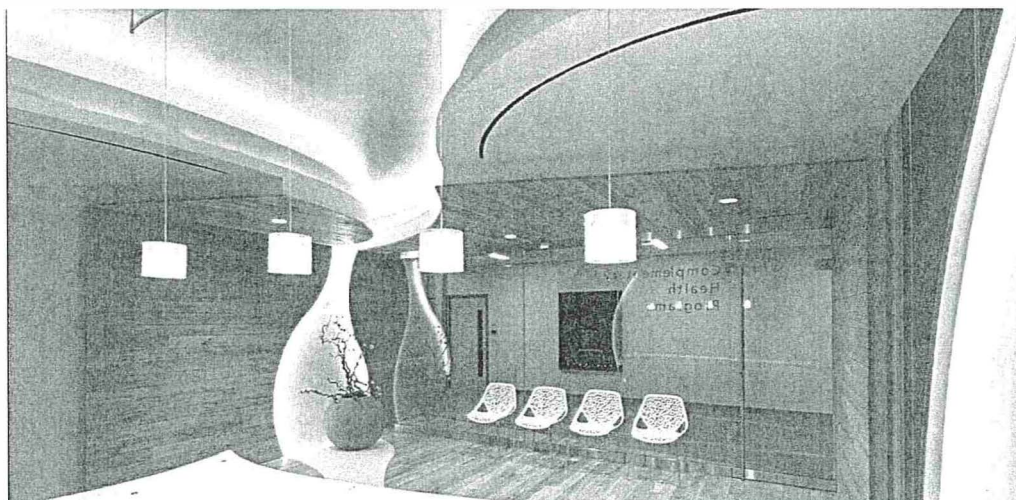


OSBORN BILLING RATE SCHEDULE

February 1, 2020 through January 31, 2021

<u>Classification</u>	<u>Rate</u>
Principal -----	\$220.00 per hour
Director -----	\$210.00 per hour
Senior Project Manager -----	\$197.00 per hour
Project Manager-----	\$179.00 per hour
Architect 1, Engineer 1 -----	\$156.00 per hour
Architect 2, Engineer 2 -----	\$148.00 per hour
Architect 3, Engineer 3, Technician 1 -----	\$127.00 per hour
Architect 4, Engineer 4, Technician 2 -----	\$109.00 per hour
Architect 5, Engineer 5, Technician 3 -----	\$99.00 per hour
Architect 6, Engineer 6 -----	\$94.00 per hour
Technician 4, Intern, Admin Support -----	\$81.00 per hour
Registered Fire Protection Engineer/Life Safety -----	\$238.00 per hour
Recognized Subject Matter Expert -----	\$245.00 per hour

Overtime authorized by the Client will be billed at 1.5 times the above rates for Non-Exempt Personnel and at 1.0 times for Exempt Personnel.



2020 HOURLY RATES

ARCHITECTURE

CEO	\$480
Partner	\$255 - \$290
Sr. Architect/Project Manager	\$145 - \$210
Project Architect	\$115 - \$165
Sr. Project Coordinator	\$140 - \$150
Project Coordinator	\$85 - \$130
Sr. Planner	\$160
Sr. Designer	\$210
Designer	\$130 - \$155
Sr. Interior Designer	\$200
Interior Designer	\$110 - \$155
Graphic Designer	\$105 - \$125
Environmental Graphic Designer	\$75 - \$190
3D/Virtual Environment Designer	\$100 - \$140
CADD Operator	\$70
Construction Administration	\$145 - \$175
Specifications	\$105 - \$185
Clerical	\$85 - \$95

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD JUNE 1 – JUNE 30, 2020

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending June 30, 2020

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	19,932,574.69	0.00	0.00	0.00	0.00	0.00	19,932,574.69
42 Intergovernmental	11,765,047.59	808,254.08	0.00	0.00	0.00	0.00	12,573,301.67
43 Fines & Fees	64,605.61	0.00	0.00	0.00	0.00	0.00	64,605.61
44 Investment Earnings	351,175.18	62,016.71	14,033.11	532,486.45	9,557.87	0.00	969,269.32
45 Charges for Services	0.00	3,563,876.05	0.00	0.00	0.00	0.00	3,563,876.05
46 Contributions & Donations	300.00	402,532.91	0.00	0.00	148,784.42	0.00	551,617.33
48 Miscellaneous Revenue	304,325.23	0.00	0.00	0.00	0.00	31,444.26	335,769.49
Total Revenues	\$ 32,418,028.30	\$ 4,836,679.75	\$ 14,033.11	\$ 532,486.45	\$ 158,342.29	\$ 31,444.26	\$ 37,991,014.16
51 Salaries/Benefits	18,491,031.43	1,589,235.59	0.00	0.00	0.00	0.00	20,080,267.02
52 Supplies	396,006.94	14,813.42	0.00	0.00	115.97	0.00	410,936.33
53 Purchased/Contracted Services	4,615,267.08	1,582,793.01	0.00	33,273.66	25,061.27	0.00	6,256,395.02
54 Library Materials	2,565,904.31	534,189.31	0.00	0.00	10,242.07	0.00	3,110,335.69
55 Capital Outlay	155,144.89	87,348.66	0.00	1,662,526.99	0.00	0.00	1,905,020.54
56 Debt Service	0.00	0.00	1,136,317.60	0.00	0.00	0.00	1,136,317.60
57 Miscellaneous Expenses	145,239.28	26,489.35	0.00	0.00	0.00	31,681.65	203,410.28
Total Expenditures	\$ 26,368,593.93	\$ 3,834,869.34	\$ 1,136,317.60	\$ 1,695,800.65	\$ 35,419.31	\$ 31,681.65	\$ 33,102,682.48
Revenue Over/(Under) Expenditures	\$ 6,049,434.37	\$ 1,001,810.41	\$(1,122,284.49)	\$(1,163,314.20)	\$ 122,922.98	\$(237.39)	\$ 4,888,331.68
95 Notes Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Advances	(10,008.56)	10,008.56	0.00	0.00	0.00	0.00	0.00
99 Transfers	(1,090,385.20)	0.00	1,090,385.20	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$(1,100,393.76)	\$ 10,008.56	\$ 1,090,385.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/ (Under) Expenditures & Other Uses	\$ 4,949,040.61	\$ 1,011,818.97	\$(31,899.29)	\$(1,163,314.20)	\$ 122,922.98	\$(237.39)	\$ 4,888,331.68
Beginning Year Cash Balance	\$ 30,578,825.98	\$ 20,239,744.42	\$ 0.00	\$ 63,791,378.91	\$ 4,518,733.85	\$ 13,202.92	\$ 122,035,062.03
Current Cash Balance	\$ 35,527,866.59	\$ 21,251,563.39	\$ 2,861,276.66	\$ 62,628,064.71	\$ 4,641,656.83	\$ 12,965.53	\$ 126,923,393.71

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending June 30, 2020

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	23,533,473	10,481,276	13,052,197	45%	51%
General Property Tax	32,778,839	19,932,575	12,846,264	61%	60%
Rollback, Homestead, CAT	2,400,000	1,283,772	1,116,228	53%	54%
Fines & Fees	279,580	64,606	214,974	23%	90%
Investment Earnings	646,348	351,175	295,173	54%	49%
Contributions	1,400	300	1,100	21%	96%
Miscellaneous	814,300	304,325	509,975	37%	16%
Return of Advances Out	0	75,000	(75,000)	0%	0%
Total	\$ 60,453,940	\$ 32,493,028	\$ 27,960,911	54%	56%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	40,618,542	18,536,645	22,081,896	46%	50%
Supplies	1,099,275	577,358	521,917	53%	70%
Purchased Services	11,081,825	7,925,576	3,156,249	72%	75%
Library Materials	10,552,588	4,392,092	6,160,495	42%	60%
Capital Outlay	1,584,033	433,356	1,150,678	27%	34%
Other	218,889	165,769	53,120	76%	51%
Subtotal	\$ 65,155,151	\$ 32,030,797	\$ 33,124,354	49%	56%
Advances Out	0	85,009	(85,009)		
Transfers Out	1,090,385	1,090,385	0		
Total	\$ 66,245,536	\$ 33,206,191	\$ 33,039,346	50%	56%

Note (1): Certificate from Cuyahoga County Budget Commission dated June 9, 2020.

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

Note (3): Subtotal includes 40% expended and 9% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending June 30, 2020

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	Professional Salaries	11,992,715.71	11,992,715.71	5,544,526.63	0.00	6,448,189.08
51120	Clerical Salaries	11,151,894.98	11,151,894.98	4,782,052.07	0.00	6,369,842.91
51130	Non-Clerical Salaries	1,322,588.05	1,322,588.05	471,398.81	0.00	851,189.24
51140	Buildings Salaries	5,040,100.86	5,040,100.86	2,122,890.62	0.00	2,917,210.24
51150	Other Salaries	585,727.69	585,727.69	220,934.66	0.00	364,793.03
51180	Severance Pay	0.00	160,016.42	198,961.24	0.00	(38,944.82)
51190	Non-Base Pay	423,000.00	423,000.00	663,739.16	0.00	(240,739.16)
51400	OPERS	4,312,417.07	4,312,417.07	1,879,505.27	0.00	2,432,911.80
51610	Health Insurance	4,764,735.97	4,764,735.97	2,290,517.06	0.00	2,474,218.91
51611	Dental Insurance	221,465.71	221,465.71	84,412.28	0.00	137,053.43
51612	Vision Insurance	16,977.78	16,977.78	7,702.39	0.00	9,275.39
51620	Life Insurance	13,786.20	13,786.20	7,103.24	0.00	6,682.96
51625	Short Term Disability Insuranc	29,623.34	29,623.34	23,843.15	0.00	5,780.19
51630	Workers Compensation	87,345.50	92,875.46	(4,647.17)	0.00	97,522.63
51640	Unemployment Compensation	25,000.00	30,961.94	1,834.42	29,127.52	0.00
51650	Medicare - ER	412,902.76	415,222.99	188,938.98	887.08	225,396.93
51900	Other Benefits	44,431.38	44,431.38	7,318.62	15,599.39	21,513.37
	Salaries/Benefits	\$40,444,713.00	\$ 40,618,541.55	\$ 18,491,031.43	\$ 45,613.99	\$ 22,081,896.13
52110	Office Supplies	44,260.00	44,513.66	10,532.51	2,922.70	31,058.45
52120	Stationery	31,812.00	32,391.96	5,232.92	1,871.97	25,287.07
52130	Duplication Supplies	20,935.00	21,083.73	1,051.53	3,720.00	16,312.20
52140	Hand Tools	500.00	540.68	368.28	0.00	172.40
52150	Book Repair Supplies	65,463.00	65,463.00	9,220.72	2,457.24	53,785.04
52210	Janitorial Supplies	98,421.00	229,304.89	160,317.15	25,730.07	43,257.67

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending June 30, 2020**

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	Electrical Supplies	51,034.00	52,514.88	14,781.16	13,770.82	23,962.90
52230	Maintenance Supplies	404,348.00	324,642.16	93,388.80	67,578.49	163,674.87
52240	Uniforms	21,675.00	38,089.00	14,993.38	13,059.98	10,035.64
52300	Motor Vehicle Supplies	56,585.00	67,640.31	12,258.73	41,709.37	13,672.21
52900	Other Supplies	164,434.00	223,090.40	73,861.76	8,530.34	140,698.30
	Supplies	\$959,467.00	\$ 1,099,274.67	\$ 396,006.94	\$ 181,350.98	\$ 521,916.75
53100	Travel/Meetings	100,000.00	103,520.55	12,819.60	1,321.07	89,379.88
53210	Telecommunications	276,904.00	320,023.32	139,405.56	172,142.29	8,475.47
53230	Postage/Freight	78,600.00	113,699.44	15,294.41	68,434.68	29,970.35
53240	PR/Other Communications	198,409.00	206,440.32	61,373.02	26,415.68	118,651.62
53310	Building Repairs	473,609.47	484,120.29	70,894.10	94,354.32	318,871.87
53320	Machine Repairs	17,897.00	24,896.89	11,166.34	3,992.69	9,737.86
53340	Building Maintenance	485,000.00	543,405.73	146,449.88	67,580.15	329,375.70
53350	Machine Maintenance	145,490.30	220,548.56	75,757.47	35,470.77	109,320.32
53360	Computer Maintenance	436,400.00	445,847.87	195,897.22	35,846.17	214,104.48
53370	Motor Vehicle Repairs/Maint	27,000.00	34,735.05	13,455.95	17,224.93	4,054.17
53380	Contract Security	15,000.00	251,179.74	149,499.61	26,680.13	75,000.00
53390	Landscaping	26,600.00	26,600.00	0.00	0.00	26,600.00
53400	Insurance	473,180.00	473,180.00	346.00	0.00	472,834.00
53510	Rent/Leases	172,222.14	184,094.58	77,746.16	70,694.32	35,654.10
53520	Equipment Rental	22,384.00	24,307.33	7,770.77	7,151.64	9,384.92
53610	Electricity	1,790,200.00	1,898,521.26	810,957.54	1,069,075.03	18,488.69
53620	Gas	147,300.00	165,042.01	104,348.94	54,585.95	6,107.12
53630	Chilled Water	841,333.00	862,197.04	131,322.28	726,161.40	4,713.36

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending June 30, 2020

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53640	Water/Sewer	161,700.00	178,698.73	57,226.35	113,312.43	8,159.95
53710	Professional Services	1,068,979.75	1,591,882.50	406,613.87	583,692.05	601,576.58
53720	Auditors Fees	820,000.00	850,728.80	431,480.45	27,403.80	391,844.55
53730	Bank Service Charges	11,000.00	11,000.00	4,126.49	0.00	6,873.51
53800	Library Material Control	266,500.00	441,096.77	70,435.48	105,646.29	265,015.00
53900	Other Purchased Services	1,624,866.34	1,626,057.84	1,620,879.59	3,123.25	2,055.00
	Purchased/Contracted Services	\$9,680,575.00	\$ 11,081,824.62	\$ 4,615,267.08	\$ 3,310,309.04	\$ 3,156,248.50
54110	Books	2,032,500.00	2,637,217.08	485,608.47	397,708.82	1,753,899.79
54120	Continuations	282,030.00	460,885.55	104,337.18	142,963.59	213,584.78
54210	Periodicals	750,500.00	922,891.68	42,564.51	146,502.68	733,824.49
54220	Microforms	29,070.00	78,618.00	44,635.05	6,025.00	27,957.95
54310	Video Media	1,315,000.00	1,664,950.59	371,286.31	148,204.22	1,145,460.06
54320	Audio Media - Spoken	105,150.00	118,016.82	13,952.78	6,067.73	97,996.31
54325	Audio Media - Music	120,150.00	152,940.78	39,779.32	19,498.42	93,663.04
54500	Database Services	645,000.00	1,343,311.95	645,239.07	100,694.04	597,378.84
54530	eMedia	1,807,600.00	2,917,927.54	781,898.88	709,368.41	1,426,660.25
54600	Interlibrary Loan	3,000.00	3,000.00	850.00	2,410.00	(260.00)
54710	Bookbinding	20,000.00	42,979.85	5,259.06	10,303.98	27,416.81
54720	Preservation Services	20,000.00	31,101.75	19,334.72	9,520.37	2,246.66
54730	Preservation Boxing	5,000.00	5,263.00	574.54	0.00	4,688.46
54790	Preservation Reformatting	25,000.00	25,000.00	300.00	722.28	23,977.72
54905	Other LM-Hotspots	120,000.00	148,483.02	10,284.42	126,198.60	12,000.00
	Library Materials	\$7,280,000.00	\$ 10,552,587.61	\$ 2,565,904.31	\$ 1,826,188.14	\$ 6,160,495.16
55300	Construction/Improvements	0.00	27,368.65	8,271.76	19,096.89	0.00

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending June 30, 2020

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
55510 Furniture	222,592.42	224,906.26	6,362.27	9,525.09	209,018.90
55520 Equipment	620,716.58	773,375.61	62,408.63	171,547.62	539,419.36
55530 Computer Hardware	385,500.00	373,629.05	69,714.23	54,139.80	249,775.02
55540 Software	75,500.00	97,792.50	8,388.00	23,901.22	65,503.28
55700 Motor Vehicles	86,961.00	86,961.00	0.00	0.00	86,961.00
Capital Outlay	\$1,391,270.00	\$ 1,584,033.07	\$ 155,144.89	\$ 278,210.62	\$ 1,150,677.56
57100 Memberships	94,164.26	94,164.26	51,783.22	8,936.22	33,444.82
57200 Taxes	15,000.00	16,714.96	3,569.65	10,807.45	2,337.86
57500 Refunds/Reimbursements	106,142.74	108,010.14	89,886.41	786.43	17,337.30
Miscellaneous Expenses	\$215,307.00	\$ 218,889.36	\$ 145,239.28	\$ 20,530.10	\$ 53,119.98
59810 Advances Out	0.00	0.00	85,008.56	0.00	(85,008.56)
Advances	\$0.00	\$ 0.00	\$ 85,008.56	\$ 0.00	\$(85,008.56)
59900 Transfers Out	1,090,385.20	1,090,385.20	1,090,385.20	0.00	0.00
Transfers	\$1,090,385.20	\$ 1,090,385.20	\$ 1,090,385.20	\$ 0.00	\$ 0.00
TOTAL	\$61,061,717.20	\$ 66,245,536.08	\$ 27,543,987.69	\$ 5,662,202.87	\$ 33,039,345.52

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending June 30, 2020

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	30,578,825.98	32,493,028.30	27,543,987.69	5,662,202.87	29,865,663.72
Total General Fund	\$ 30,578,825.98	\$ 32,493,028.30	\$ 27,543,987.69	\$ 5,662,202.87	\$ 29,865,663.72
201 Anderson	387,801.04	0.00	111.45	0.00	387,689.59
202 Endowment for the Blind	2,966,435.07	1,687.84	0.00	0.00	2,968,122.91
203 Founders	6,328,403.07	159,597.24	223,109.53	204,891.28	6,059,999.50
204 Kaiser	82,631.57	0.00	0.00	0.00	82,631.57
205 Kralej	225,208.14	131.35	0.00	29.95	225,309.54
206 Library	200,152.80	1,771.39	1,500.00	0.00	200,424.19
207 Pepke	176,596.14	0.00	0.00	0.00	176,596.14
208 Wickwire	1,832,259.49	(4,045.49)	6,245.22	6,558.09	1,815,410.69
209 Wittke	112,324.15	0.00	0.00	0.00	112,324.15
210 Young	5,653,196.59	5,747.88	0.00	0.00	5,658,944.47
226 Judd	127,525.23	126,034.50	73,678.97	35,240.73	144,640.03
228 Lockwood Thompson Memorial	213,724.58	98,136.00	21,868.80	148,348.28	141,643.50
229 Ohio Center for the Book	372.42	2,225.00	0.00	0.00	2,597.42
230 Schweinfurth	176,930.52	0.00	23,285.00	0.00	153,645.52
231 CLEVNET	1,471,491.29	3,563,876.05	2,768,476.24	1,087,900.80	1,178,990.30
251 OLBPD-Library for the Blind	113,077.26	754,098.00	700,259.54	136,100.15	30,815.57
254 MyCom	25,728.45	124,165.64	75,036.00	98.97	74,759.12
256 Learning Centers	21,361.67	0.00	5,961.11	15,400.56	0.00
257 Tech Centers	0.00	88,000.00	0.00	0.00	88,000.00
258 Early Literacy	10,337.48	0.00	10,337.48	0.00	0.00
259 Rice Solar Panel System	114,187.46	262.91	0.00	114,006.23	444.14
Total Special Revenue Funds	\$ 20,239,744.42	\$ 4,921,688.31	\$ 3,909,869.34	\$ 1,748,575.04	\$ 19,502,988.35

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending June 30, 2020

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
301 Debt Service	2,893,175.95	1,104,418.31	1,136,317.60	0.00	2,861,276.66
Total Debt Service Fund	\$ 2,893,175.95	\$ 1,104,418.31	\$ 1,136,317.60	\$ 0.00	\$ 2,861,276.66
401 Building & Repair	2,190,953.93	0.00	207,268.05	185,430.05	1,798,255.83
402 Construction - Tax-Exempt	52,590,171.10	448,825.32	1,486,309.01	2,757,588.44	48,795,098.97
403 Construction - Taxable	9,010,253.88	83,661.13	2,223.59	2,826.81	9,088,864.61
Total Capital Project Funds	\$ 63,791,378.91	\$ 532,486.45	\$ 1,695,800.65	\$ 2,945,845.30	\$ 59,682,219.41
501 Abel	304,642.27	0.00	0.00	0.00	304,642.27
502 Ambler	3,098.23	0.00	0.00	0.00	3,098.23
503 Beard	91,987.04	429.50	18,451.77	9,845.87	64,118.90
504 Klein	7,325.62	0.00	0.00	0.00	7,325.62
505 Malon/Schroeder	358,043.47	426.26	2,649.50	2,699.50	353,120.73
506 McDonald	250,338.21	328.74	4,030.00	1,860.00	244,776.95
507 Ratner	124,528.50	0.00	0.00	0.00	124,528.50
508 Root	53,700.74	0.00	0.00	0.00	53,700.74
509 Sugarman	242,255.89	1,292.67	45.97	0.00	243,502.59
510 Thompson	174,844.24	(1,442.79)	0.00	0.00	173,401.45
511 Weidenthal	9,071.67	0.00	0.00	0.00	9,071.67
512 White	2,792,445.72	8,523.49	10,242.07	12,428.68	2,778,298.46
513 Beard Anna Young	106,452.25	0.00	0.00	0.00	106,452.25
514 Paulson	0.00	148,784.42	0.00	0.00	148,784.42
Total Permanent Funds	\$ 4,518,733.85	\$ 158,342.29	\$ 35,419.31	\$ 26,834.05	\$ 4,614,822.78
901 Unclaimed Funds	7,585.80	1,529.20	0.00	0.00	9,115.00
905 CLEVNET Fines & Fees	5,617.12	29,915.06	31,681.65	0.00	3,850.53
Total Agency Funds	\$ 13,202.92	\$ 31,444.26	\$ 31,681.65	\$ 0.00	\$ 12,965.53
Total All Funds	\$ 122,035,062.03	\$ 39,241,407.92	\$ 34,353,076.24	\$ 10,383,457.26	\$ 116,539,936.45

Cleveland Public Library
Year-To-Date Budget Report
Construction - Tax-Exempt Fund 402
For the Period Ending June 30, 2020

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>YTD Actual</u>	<u>Encumbered and Unpaid</u>	<u>Available Balance</u>
44400 Investment Earnings (Capital)	0.00	0.00	-448,825.32	0.00	448,825.32
Investment Earnings	0.00	0.00	-448,825.32	0.00	448,825.32
53710 Professional Services	0.00	71,683.00	26,728.07	40,954.73	4,000.20
Purchased/Contracted Services	0.00	71,683.00	26,728.07	40,954.73	4,000.20
55300 Construction/Improvements	3,255,714.00	8,718,686.00	1,459,580.94	2,716,633.71	4,542,471.35
Capital Outlay	3,255,714.00	8,718,686.00	1,459,580.94	2,716,633.71	4,542,471.35
TOTAL Revenues	0.00	0.00	-448,825.32		448,825.32
TOTAL Expenditures	3,255,714.00	8,790,369.00	1,486,309.01	2,757,588.44	4,546,471.55
			Prior Fund Balance		52,590,171.10
			Change in Fund Balance		(1,037,483.69)
			Current Fund Balance		51,552,687.41

Cleveland Public Library
Year-To-Date Budget Report
Construction - Taxable Fund 403
For the Period Ending June 30, 2020

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>YTD Actual</u>	<u>Encumbered and Unpaid</u>	<u>Available Balance</u>
44400 Investment Earnings (Capital)	0.00	0.00	-83,661.13	0.00	83,661.13
Investment Earnings	0.00	0.00	-83,661.13	0.00	83,661.13
53710 Professional Services	0.00	5,550.00	2,223.59	2,826.81	499.60
Purchased/Contracted Services	0.00	5,550.00	2,223.59	2,826.81	499.60
TOTAL Revenues	0.00	0.00	-83,661.13		83,661.13
TOTAL Expenditures	0.00	5,550.00	2,223.59	2,826.81	499.60
			Prior Fund Balance		9,010,253.88
			Change in Fund Balance		81,437.54
			Current Fund Balance		9,091,691.42

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending June 30, 2020**

Balance of All Funds	\$ 126,923,393.71
Huntington - Checking	52,624.47
KeyBank - Checking (ZBA)	171,304.76
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	\$ 231,151.94
Huntington Escrow Account	114,450.37
U.S. Bank - 2019A-Money Market	377,199.07
U.S. Bank - 2019B-Money Market	106,167.98
U.S. Bank - Investments	33,943,029.67
U.S. Bank - Inv - Money Market	885,548.02
U.S. Bank - Series 2019A Notes	53,168,605.31
U.S. Bank - Series 2019B Notes	8,987,074.71
Huntington Trust -Money Market	2,368,313.12
STAR Ohio Investment	5,477,300.25
STAR Plus Program	0.00
Investments	\$ 105,427,688.50
PNC- Endowment Account	21,264,553.27
Endowment Account	\$ 21,264,553.27
Cash in Banks and On Hand	\$ 126,923,393.71

Total portfolio value

Total portfolio value on June 30	\$24,676,523.30
Total portfolio value on April 1	21,501,042.90
Total change in value	\$3,175,480.40

www.pnc.com

Your PNC Team

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Investment policy and market outlook

Investment objective: 60% Equity 25% Fixed 15% Alternative

Bulletin board

Your account(s) may receive a fee reduction or credit on balances invested in mutual funds and exchange traded funds advised by affiliates of PNC. Previously, a fee reduction or credit was applied to certain balances invested in mutual funds and iShares advised by BlackRock, Inc. because of PNC's interest in BlackRock. In May 2020, PNC exited its position in BlackRock, and as a result, BlackRock mutual funds are no longer affiliated with PNC. Therefore, balances invested in BlackRock mutual funds and iShares will no longer receive a fee reduction or credit.

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PNC BANK NA AS AGENT UNDER
AGREEMENT DATED 09/18/1997 FOR
THE CLEVELAND PUBLIC LIBRARY
ENDOWMENT FUND CONS

1160

About your account

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NOTICE OF LIMITATION OF LIABILITY - Trust Accounts

An action for breach of trust based on matters disclosed in a trust accounting or other written reports of the trustee - such as this statement - may be subject to a statute of limitations under the laws of the state governing the trust, which limits your right to sue, measured from the date the trust accounting, statement, or written report is sent, delivered, given, furnished or received, as listed in the following chart. For purposes of this notice, to the extent permitted by applicable law, you are deemed to act as representative of (a) all minor, unborn, unknown or unascertained members of each class of trust beneficiaries of which you are a member and all members of each class of trust beneficiaries for which you are permitted to act; (b) all potential appointees of any power of appointment you hold, and any other beneficiaries from the default of the exercise of the power; and (c) your minor and unborn descendants. In other words, to the extent allowable, you are representing all other persons who may someday have rights under the Trust. If Pennsylvania law governs the trust, you have 30 days in which to decline to act as a representative by giving written notice to PNC. If you have questions regarding your rights, please contact your attorney.

AL: 2 years from date sent	FL: 6 months from receipt	KY: 1 year from date sent	MO: 1 year from date sent	PA: 30 months from date sent	VA: 1 year from date sent
AZ: 1 year from date sent	GA: 2 years from receipt	MD: 1 year from date sent	NJ: 6 months from date sent	SC: 1 year from date sent	WA: 3 years from delivery
DC: 1 year from date sent	IL: 2 years from date furnished*	MI: 1 year from date sent	OH: 2 years from date sent	TN: 1 year from date given	WI: 1 year from date sent
DE: 2 years from date sent	or 3 years from date furnished**	MN: 3 years from date sent			

* For a trust made irrevocable after 1/1/2020 and an accepted trustee appointment after 1/1/2020.

** For a trust made irrevocable before 1/1/2020 or an accepted trustee appointment before 1/1/2020.

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This statement contains information obtained from sources believed to be reliable. These sources may include other service providers that may also be under contractual obligation to you. Please contact your PNC Institutional Asset Management investment professional; via phone or in writing if there have been any changes in your investment objectives, financial situation, risk tolerance, or specific investment restrictions on the management of your account.

Investments: Not FDIC Insured. No Bank or Federal Government Guarantee. Not a Deposit. May Lose Value.

Insurance: Not FDIC Insured. No Bank or Federal Government Guarantee. Not a Deposit. May Lose Value.

This statement includes an accounting of asset holdings and transactional activity as well as additional informational schedules. It is not intended to be used for tax reporting purposes or to replace or supplement any tax information provided to you for that purpose.

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Summary

Portfolio value

Income		Principal		Total	
Income on June 30	\$110,168.37	Principal on June 30	\$24,566,354.93	Total portfolio value on June 30	\$24,676,523.30
Income on April 1	72,920.76	Principal on April 1	21,428,122.14	Total portfolio value on April 1	21,501,042.90
Change in value	\$37,247.61	Change in value	\$3,138,232.79	Total change in value	\$3,175,480.40

Portfolio value by asset class

Income	Value Jun. 30	Value Apr. 1	Change in value	Tax cost*
Cash and cash equivalents	\$110,168.37	\$72,920.76	\$37,247.61	\$110,168.37
Principal	Value Jun. 30	Value Apr. 1	Change in value	Tax cost*
Cash and cash equivalents	\$995,369.74	\$1,010,204.65	-\$14,834.91	\$995,369.74
Fixed income	6,800,058.90	6,291,564.75	508,494.15	6,749,033.73
Equities	15,816,246.72	12,566,675.75	3,249,570.97	12,286,679.75
Alternative investments	954,679.57	1,559,676.99	-604,997.42	1,003,037.00
Total	\$24,676,523.30	\$21,501,042.90	\$3,175,480.40	\$21,144,288.59

* We use tax cost to calculate the cost of your portfolio. When this information is not available for all assets, your portfolio's tax cost may be understated. To determine if we have tax cost information for all your assets, call Ross Martin your Account Advisor.

Summary

Change in account value

	This period	From Jan. 1, 2020
Beginning account value	\$21,520,312.88	\$25,799,753.94
Additions		
Cash contributions	-	\$148,784.42
Investment income	103,662.23	238,335.63
Disbursements		
Fees and charges	- \$30,046.75	- \$61,306.16
Other disbursements	-	- 470,700.00
Change in value of investments	3,101,864.92	- 933,767.18
Net accrued income	2,925.78	- 22,381.59
Ending account value	\$24,698,719.06	\$24,698,719.06

Gain/loss summary

	Net realized gain/loss		Net unrealized gain/loss*
	This period	From Jan. 1, 2020	Since acquisition
Fixed income	\$25,258.47	\$59,285.06	\$51,025.17
Equities	11,642.63	31,275.92	3,529,566.97
Alternative inv	- 316,543.46	- 316,543.46	- 48,357.43
Total	- \$279,642.36	- \$225,982.48	\$3,532,234.71

* All unrealized gain/loss information is based on tax cost. When this information is not available for all assets, your portfolio's tax cost may be understated. To determine if we have tax cost information for all your assets, call Ross Martin your Account Advisor.

Accrued income summary

Accrued income on June 30	\$22,195.76
Accrued income on April 01	19,269.98
Net accrued income	\$2,925.78

Investment income summary

	This period	From Jan. 1, 2020	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$1,098.32	\$5,301.98	\$1,064.89	\$92.64
Interest-fixed income	46,255.08	109,571.13	215,446.74	18,308.91
Dividends-equities	56,308.83	110,344.79	280,633.35	3,794.21
Income-alternative investments	-	13,117.73	13,117.73	-
Total	\$103,662.23	\$238,335.63	\$510,262.71	\$22,195.76

Summary

Transaction summary - measured by cash balance

	Income		Principal	
	This period	From Jan. 1, 2020	This period	From Jan. 1, 2020
Beginning cash balance	\$2,682.40	- \$4,646.07	- \$2,682.40	\$4,646.07
Additions				
Contributions	-	-	-	\$148,784.42
Investment income	67,294.36	199,034.89	36,367.87	39,300.74
Sales and maturities	8,836.42	422,531.81	1,466,657.78	3,225,508.43
Transfers within account	-	-	-	434,315.23
Disbursements				
Purchases	- \$38,704.10	- \$111,236.91	- \$1,510,405.58	- \$3,391,917.22
Transfers within account	-	- 434,315.23	-	-
Fees and charges	- 30,046.75	- 61,306.16	-	-
Other disbursements	-	-	-	- 470,700.00
Ending cash balance	\$10,062.33	\$10,062.33	- \$10,062.33	- \$10,062.33
Change in cash	\$7,379.93	\$14,708.40	- \$7,379.93	- \$14,708.40

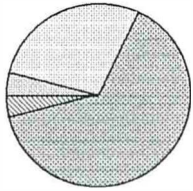
Transaction summary - measured by tax cost

	This period	From Jan. 1, 2020
Beginning tax cost	\$21,350,315.47	\$21,515,157.18
Additions		
Purchases	\$1,549,109.68	\$3,503,154.13
Securities received	11,609.92	11,609.92
Disbursements		
Sales	- \$1,755,136.56	- \$3,874,022.72
Securities delivered	- 11,609.92	- 11,609.92
Change in cash		
Ending tax cost	\$21,144,288.59	\$21,144,288.59

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Analysis

Asset allocation



	Jun. 30, 2020
Cash and cash equivalents	4.48 %
Mutual funds	4.48 %
Fixed income	27.56 %
Corporate	3.70 %
US treasury	4.85 %
Agency	1.81 %
Mutual funds	16.85 %
Mortgages	0.31 %
Other	0.04 %
Equities	64.09 %
Stock	20.14 %
Etf's	31.54 %
Mutual funds	12.42 %
Alternative investments	3.87 %
Mutual funds	3.87 %

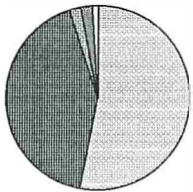
Equity sectors

	Market value	% of equities	% of total portfolio
Industrials	\$500,034.65	10.06 %	2.03 %
Consumer discretionary	423,852.42	8.53 %	1.72 %
Consumer staples	205,967.30	4.15 %	0.84 %
Energy	115,616.22	2.33 %	0.47 %
Financial	557,700.16	11.22 %	2.26 %
Materials	235,200.32	4.73 %	0.95 %
Information technology	1,353,498.10	27.24 %	5.49 %
Real estate	344,135.32	6.93 %	1.40 %
Utilities	20,003.04	0.40 %	0.08 %
Health care	784,195.47	15.78 %	3.18 %
Telecommunication services	428,886.14	8.63 %	1.74 %
Total	\$4,969,089.14	100.00 %	20.16 %

Analysis

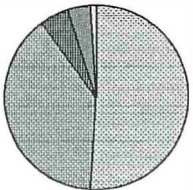
Bond analysis

Bond rating



	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$1,422,422.20	53.82 %	5.76 %
Moody's Aa1	15,496.25	0.59 %	0.06 %
Moody's Aa2	59,754.70	2.26 %	0.24 %
Moody's Aa3	47,075.05	1.78 %	0.19 %
Other	1,098,172.93	41.55 %	4.45 %

Maturity schedule



Market value [% of bonds maturing in]	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	1.15 %	\$30,273.90 (100.00 %)	- (-)	- (-)	- (-)
1 - 5 years	50.80 %	413,433.95 (30.79 %)	929,141.05 (69.21 %)	- (-)	- (-)
6 - 10 years	39.04 %	459,341.30 (44.52 %)	485,346.56 (47.04 %)	- (-)	87,076.70 (8.44 %)
11 - 15 years	4.49 %	10,561.10 (8.89 %)	108,224.39 (91.11 %)	- (-)	- (-)
16 or more years	4.52 %	- (-)	119,522.18 (100.00 %)	- (-)	- (-)

Detail

Portfolio - income

Cash and cash equivalents

Uninvested cash

Description	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
UNINVESTED CASH		10,062.330	\$10,062.33 \$1.0000	0.05 %	\$10,062.33 \$1.00				

Mutual funds - money market

Description	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
FEDERATED GOVERNMENT OBL-SEL FD # 07 21-75-073-4453885	\$55,340.94	83,535.650	\$83,535.65 \$1.0000	0.34 %	\$83,535.65 \$1.00		0.10 %	\$80.46	\$5.24
FEDERATED GOVERNMENT OBL-SEL FD # 07	14,897.42	16,570.390	16,570.39 1.0000	0.07 %	16,570.39 1.00		0.10 %	15.96	1.99
PNC CAPITAL ADVISORS FEDERATED GOVERNMENT OBL-SEL FD # 07			1.0000	0.01 %					0.08
Total mutual funds - money market			\$100,106.04	0.41 %	\$100,106.04		0.10 %	\$96.42	\$7.31
Total cash and cash equivalents			\$110,168.37	0.45 %	\$110,168.37		0.09 %	\$96.42	\$7.31

Detail

Portfolio - principal

Cash and cash equivalents

Uninvested cash

Description	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
UNINVESTED CASH	- 10,062.330		- \$10,062.33 \$1.0000	- 0.05 %	- \$10,062.33 \$1.00				

Mutual funds - money market

Description	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
FEDERATED GOVERNMENT OBL-SEL FD # 07 21-75-073-4453885	\$914,171.22 919,013.700		\$919,013.70 \$1.0000	3.73 %	\$919,013.70 \$1.00		0.10 %	\$885.23	\$77.77
FEDERATED GOVERNMENT OBL-SEL FD # 07 PNC CAPITAL ADVISORS			1.0000	0.01 %					0.03
FEDERATED GOVERNMENT OBL-SEL FD # 07	53,182.87 28,021.290		28,021.29 1.0000	0.12 %	28,021.29 1.00		0.10 %	26.99	2.66
ARISTOTLE CAPITAL MANAGEMENT FEDERATED GOVERNMENT OBL-SEL FD # 07	32,980.11 43,120.250		43,120.25 1.0000	0.18 %	43,120.25 1.00		0.10 %	41.53	3.64
EDGEWOOD MGMT FEDERATED GOVERNMENT OBL-SEL FD # 07	12,552.85 15,276.830		15,276.83 1.0000	0.07 %	15,276.83 1.00		0.10 %	14.72	1.23
GW&K INVESTMENT MANAGEMENT									
Total mutual funds - money market			\$1,005,432.07	4.07 %	\$1,005,432.07		0.10 %	\$968.47	\$85.33
Total cash and cash equivalents			\$995,369.74	4.03 %	\$995,369.74		0.10 %	\$968.47	\$85.33

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Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
AIR PRODUCTS & CHEMICALS CALL 03/15/2027 UNSC 01.850% DUE 05/15/2027 RATING: A2 (009158AY2) PNC CAPITAL ADVISORS		10,000	\$10,478.00 \$104.7800	0.05 %	\$9,990.10 \$99.90	\$487.90	1.77 %	\$185.00	\$31.35
AMAZON.COM INC CALL 03/03/2030 UNSC 01.500% DUE 06/03/2030 RATING: A2 (023135BS4) PNC CAPITAL ADVISORS		10,000	10,121.00 101.2100	0.05 %	9,988.90 99.89	132.10	1.49 %	150.00	11.67
AMERICAN EXPRESS CREDIT SER MTN CALL 04/03/2027 03.300% DUE 05/03/2027 RATING: A2 (0258M0EL9) PNC CAPITAL ADVISORS	20,355.00	20,000	22,685.20 113.4260	0.10 %	19,754.80 98.77	2,930.40	2.91 %	660.00	106.33
AMERIPRISE FINANCIAL INC UNSC 03.000% DUE 03/22/2022 RATING: A3 (03076CAJ5) PNC CAPITAL ADVISORS	10,125.10	10,000	10,406.00 104.0600	0.05 %	10,031.70 100.32	374.30	2.89 %	300.00	82.50
APPLE INC UNSC 02.400% DUE 05/03/2023 RATING: AA1 (037833AK6) PNC CAPITAL ADVISORS	5,212.75	5,000	5,285.35 105.7070	0.03 %	4,933.20 98.66	352.15	2.28 %	120.00	19.33

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Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
APPLE INC CALL 04/11/2025 UNSC 01.125% DUE 05/11/2025 RATING: AA1 (037833DT4) PNC CAPITAL ADVISORS		10,000	10,210.90 102.1090	0.05 %	9,982.10 99.82	228.80	1.11 %	112.50	15.63
APPLIED MATERIALS INC CALL 03/01/2030 UNSC 01.750% DUE 06/01/2030 RATING: A3 (038222AN5) PNC CAPITAL ADVISORS		10,000	10,220.30 102.2030	0.05 %	9,961.70 99.62	258.60	1.72 %	175.00	15.56
ARCHER-DANIELS-MIDLAND C CALL 12/27/2029 UNSC 03.250% DUE 03/27/2030 RATING: A2 (039482AB0) PNC CAPITAL ADVISORS	5,305.65	10,000	11,377.50 113.7750	0.05 %	10,276.30 102.76	1,101.20	2.86 %	325.00	84.86
ATMOS ENERGY CORP CALL 03/15/2027 UNSC 03.000% DUE 06/15/2027 RATING: A1 (049560AN5) PNC CAPITAL ADVISORS	15,346.50 15,000		16,546.65 110.3110	0.07 %	15,614.55 104.10	932.10	2.72 %	450.00	20.00
BB&T CORPORATION SER MTN CALL 11/06/2023 03.750% DUE 12/06/2023 RATING: A3 (05531FBF9) PNC CAPITAL ADVISORS	10,574.90 10,000		10,952.10 109.5210	0.05 %	9,984.60 99.85	967.50	3.43 %	375.00	26.04

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Detail

**Fixed income
Corporate bonds**

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
BANK OF AMERICA CORP SR UNSEC CALL 01/23/25 @ 100 VAR% DUE 01/23/2026 RATING: A2 (06051GGZ6) PNC CAPITAL ADVISORS	15,713.55	15,000	16,382.85 109.2190	0.07 %	15,000.00 100.00	1,382.85	3.06 %	500.78	219.78
BANK OF MONTREAL SEDOL 2GSR702 ISIN US06367WJM64 02.900% DUE 03/26/2022 RATING: A2 (06367WJM6) PNC CAPITAL ADVISORS	10,128.10	10,000	10,422.50 104.2250	0.05 %	10,230.50 102.31	192.00	2.79 %	290.00	76.53
BANK OF NEW YORK MELLON CALL 04/15/2024 @ 100.000 UNSC 03.400% DUE 05/15/2024 RATING: A1 (06406HCV9) PNC CAPITAL ADVISORS	15,682.35	15,000	16,505.10 110.0340	0.07 %	14,929.75 99.53	1,575.35	3.09 %	510.00	65.17
BANK OF NOVA SCOTIA SEDOL 2GZR8F7 ISIN US064159QD10 02.375% DUE 01/18/2023 RATING: A2 (064159QD1) PNC CAPITAL ADVISORS	10,078.90	10,000	10,407.40 104.0740	0.05 %	9,995.30 99.95	412.10	2.29 %	237.50	107.53
BERKSHIRE HATHAWAY INC CALL 12/15/2025 @ 100.000 UNSC 03.125% DUE 03/15/2026 RATING: AA2 (084670BS6) PNC CAPITAL ADVISORS	16,035.90	5,000	5,592.75 111.8550	0.03 %	5,165.10 103.30	427.65	2.80 %	156.25	46.01

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
B P CAP MARKETS AMERICA SER * CALL 02/14/2024 03.224% DUE 04/14/2024 RATING: A1 (10373QAY6) PNC CAPITAL ADVISORS	15,282.00	15,000	16,147.50 107.6500	0.07 %	15,635.70 104.24	511.80	3.00 %	483.60	103.44
B P CAP MARKETS AMERICA CALL 01/06/2030 COGT 03.633% DUE 04/06/2030 RATING: A1 (10373QBL3) PNC CAPITAL ADVISORS	10,000		11,347.20 113.4720	0.05 %	10,000.00 100.00	1,347.20	3.21 %	363.30	85.78
CATERPILLAR INC CALL 06/19/2029 UNSC 02.600% DUE 09/19/2029 RATING: A3 (149123CG4) PNC CAPITAL ADVISORS	14,818.50	15,000	16,282.35 108.5490	0.07 %	15,044.45 100.30	1,237.90	2.40 %	390.00	110.50
CHEVRON CORP CALL 01/03/2024 UNSC 02.895% DUE 03/03/2024 RATING: AA2 (166764BT6) PNC CAPITAL ADVISORS	15,458.40	15,000	16,116.00 107.4400	0.07 %	14,460.90 96.41	1,655.10	2.70 %	434.25	142.34
CHEVRON CORP CALL 03/11/2027 UNSC 01.995% DUE 05/11/2027 RATING: AA2 (166764BX7) PNC CAPITAL ADVISORS	10,000	10,000	10,471.10 104.7110	0.05 %	10,000.00 100.00	471.10	1.91 %	199.50	27.71

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Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
COCA-COLA CO/THE UNSC 03.450% DUE 03/25/2030 RATING: A1 (191216CT5) PNC CAPITAL ADVISORS	11,322.50	11,000	11,766.40	0.05 %	9,966.50 99.67	1,799.90	2.94 %	345.00	92.00
COMCAST CORP CALL 08/15/2025 COGT 03.950% DUE 10/15/2025 RATING: A3 (20030NCS8) PNC CAPITAL ADVISORS	16,310.10	15,000	17,189.25	0.07 %	14,965.20 99.77	2,224.05	3.45 %	592.50	125.08
CONNECTICUT LIGHT & PWR SER A CALL 12/15/2026 03.200% DUE 03/15/2027 RATING: A1 (207597EJ0) PNC CAPITAL ADVISORS	10,477.30	10,000	11,016.20	0.05 %	10,514.30 105.14	501.90	2.91 %	320.00	94.22
CONSOLIDATED EDISON CO O SER C UNSC VAR% DUE 06/25/2021 RATING: BAA1 (209111FR9) PNC CAPITAL ADVISORS	14,565.90	15,000	15,030.60	0.07 %	15,053.85 100.36	- 23.25	1.64 %	245.70	4.10
CONSOLIDATED EDISON CO O SER D CALL 09/01/2028 04.000% DUE 12/01/2028 RATING: BAA1 (209111FS7) PNC CAPITAL ADVISORS	16,056.15	15,000	17,758.05	0.08 %	14,988.90 99.93	2,769.15	3.38 %	600.00	50.00

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
JOHN DEERE CAPITAL CORP SER MTN UNSC 03.200% DUE 01/10/2022 RATING: A2 (24422EUQ0) PNC CAPITAL ADVISORS	5,120.45	5,213.65	104.2730	0.03 %	4,995.20 99.90	218.45	3.07 %	160.00	76.00
JOHN DEERE CAPITAL CORP SER MTN UNSC 02.250% DUE 09/14/2026 RATING: A2 (24422EVB2) PNC CAPITAL ADVISORS	9,766.40	10,816.00	108.1600	0.05 %	9,975.50 99.76	840.50	2.09 %	225.00	66.88
DUKE ENERGY FLORIDA LLC CALL 04/15/2028 MORT 03.800% DUE 07/15/2028 RATING: A1 (26444HAE1) PNC CAPITAL ADVISORS	16,133.55	17,512.50	116.7500	0.08 %	15,031.80 100.21	2,480.70	3.26 %	570.00	262.83
EMERSON ELECTRIC CO CALL 08/15/2027 UNSC 01.800% DUE 10/15/2027 RATING: A2 (291011BL7) PNC CAPITAL ADVISORS	15,000	15,516.60	103.4440	0.07 %	14,986.50 99.91	530.10	1.75 %	270.00	46.50
FLORIDA POWER & LIGHT CO CALL 03/01/2025 MORT 02.850% DUE 04/01/2025 RATING: AA2 (341081FZ5) PNC CAPITAL ADVISORS	10,426.00	10,957.70	109.5770	0.05 %	9,989.80 99.90	967.90	2.61 %	285.00	74.42

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Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
HERSHEY COMPANY CALL 03/01/2030 UNSC 01.700% DUE 06/01/2030 RATING: A1 (427866BE7) PNC CAPITAL ADVISORS		10,000	10,214.10 102.1410	0.05 %	10,004.60 100.05	209.50	1.67 %	170.00	14.17
HOME DEPOT INC CALL 01/15/2030 UNSC 02.700% DUE 04/15/2030 RATING: A2 (437076CB6) PNC CAPITAL ADVISORS	10,168.10	10,000	10,981.00 109.8100	0.05 %	9,944.10 99.44	1,036.90	2.46 %	270.00	68.25
HONEYWELL INTERNATIONAL CALL 03/01/2030 UNSC 01.950% DUE 06/01/2030 RATING: A2 (438516BZ8) PNC CAPITAL ADVISORS		5,000	5,225.45 104.5090	0.03 %	4,994.55 99.89	230.90	1.87 %	97.50	11.65
HORMEL FOODS CORP CALL 03/11/2030 UNSC 01.800% DUE 06/11/2030 RATING: A1 (440452AF7) PNC CAPITAL ADVISORS		10,000	10,180.20 101.8020	0.05 %	9,972.70 99.73	207.50	1.77 %	180.00	10.00
INTEL CORP CALL 03/11/2024 UNSC 02.875% DUE 05/11/2024 RATING: A1 (458140BD1) PNC CAPITAL ADVISORS	15,735.90	15,000	16,249.65 108.3310	0.07 %	14,996.25 99.98	1,253.40	2.66 %	431.25	59.90

Detail

Fixed income

Corporate bonds

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
JPMORGAN CHASE & CO SR UNSEC VAR% DUE 12/05/2024 RATING: A2 {46647PAY2} PNC CAPITAL ADVISORS	37,085.30	38,566.15	0.16 %	35,020.30	3,545.85	3.65 %	1,404.20	101.41
JP MORGAN CHASE & CO SR UNSEC CALL 04/22/30 @ 100 VAR% DUE 04/22/2031 RATING: A2 {46647PBL9} PNC CAPITAL ADVISORS	10,000	10,561.10	0.05 %	10,000.00	561.10	2.39 %	252.20	48.34
JOHNSON & JOHNSON CALL 12/01/2025 @ 100.000 UNSC 02.450% DUE 03/01/2026 RATING: AAA {478160BY9} PNC CAPITAL ADVISORS	10,679.30	10,928.10	0.05 %	9,985.90	942.20	2.25 %	245.00	81.67
LAM RESEARCH CORP CALL 03/15/2030 UNSC 01.900% DUE 06/15/2030 RATING: A3 {512807AV0} PNC CAPITAL ADVISORS	10,000	10,221.50	0.05 %	9,917.80	303.70	1.86 %	190.00	29.56
MUFG AMERICAS HLDGS CORP CALL 01/20/2025 @ 100.000 UNSC 03.000% DUE 02/10/2025 RATING: A2 {553794AC2} PNC CAPITAL ADVISORS	13,736.70	15,953.70	0.07 %	15,304.80	648.90	2.83 %	450.00	176.25

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Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
MASTERCARD INC CALL 03/01/2029 UNSC 02.950% DUE 06/01/2029 RATING: A1 (57636QAM6) PNC CAPITAL ADVISORS	15,965.40	15,000	16,864.05 112.4270	0.07 %	14,979.30 99.86	1,884.75	2.63 %	442.50	36.87
MERCK & CO INC CALL 12/07/2028 UNSC 03.400% DUE 03/07/2029 RATING: A1 (58933YAX3) PNC CAPITAL ADVISORS	10,893.60	10,000	11,538.40 115.3840	0.05 %	9,943.80 99.44	1,594.60	2.95 %	340.00	107.67
METLIFE INC SER D UNSC 04.368% DUE 09/15/2023 RATING: A3 (59156RBB3) PNC CAPITAL ADVISORS	15,818.70	15,000	16,752.60 111.6840	0.07 %	16,198.95 107.99	553.65	3.92 %	655.20	29.12
MICROSOFT CORP CALL 06/08/2023 @ 100.000 UNSC 02.000% DUE 08/08/2023 RATING: AAA (594918BQ6) PNC CAPITAL ADVISORS	10,340.60	5,000	5,233.30 104.6660	0.03 %	4,940.45 98.81	292.85	1.92 %	100.00	39.72
ORACLE CORP CALL 04/15/2026 @ 100.000 UNSC 02.650% DUE 07/15/2026 RATING: A3 (68389XBM6) PNC CAPITAL ADVISORS	20,411.80	20,000	21,633.60 108.1680	0.09 %	19,924.80 99.62	1,708.80	2.45 %	530.00	244.39

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
PROCTER & GAMBLE CO/THE UNSC 03.000% DUE 03/25/2030 RATING: AA3 (742718FH7) PNC CAPITAL ADVISORS	11,107.20	10,000	11,448.80	0.05 %	10,248.00	1,200.80	2.63 %	300.00	80.00
PROLOGIS LP CALL 02/15/2027 UNSC 02.125% DUE 04/15/2027 RATING: A3 (74340XBN0) PNC CAPITAL ADVISORS	9,508.40	15,000	15,778.20	0.07 %	14,833.05	945.15	2.03 %	318.75	117.76
PUBLIC STORAGE CALL 06/15/2027 UNSC 03.094% DUE 09/15/2027 RATING: A2 (74460DAC3) PNC CAPITAL ADVISORS	9,332.30	10,000	11,153.40	0.05 %	10,084.80	1,068.60	2.78 %	309.40	91.10
ROYAL BANK OF CANADA SEDOL ISIN US78013XW204 03.700% DUE 10/05/2023 RATING: A2 (78013XW20) PNC CAPITAL ADVISORS	15,679.80	15,000	16,388.70	0.07 %	14,839.95	1,548.75	3.39 %	555.00	132.58
SHELL INTERNATIONAL FIN SEDOL ISIN US822582BD31 03.250% DUE 05/11/2025 RATING: AA2 (822582BD3) PNC CAPITAL ADVISORS	15,716.70	15,000	16,617.15	0.07 %	15,868.05	749.10	2.94 %	487.50	67.71

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Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
SIERRA PACIFIC POWER CO CALL 02/01/2026 MORT 02.600% DUE 05/01/2026 RATING: A2 {826418BM6} PNC CAPITAL ADVISORS	9,996.20	10,861.50	108.6150	0.05 %	9,330.70 93.31	1,530.80	2.40 %	260.00	43.33
SUMITOMO MITSUI FINL GRP SEDOL BZ1H048 ISIN US86562MAU45 02.778% DUE 10/18/2022 RATING: A1 {86562MAU4} PNC CAPITAL ADVISORS	10,137.50	10,451.80	104.5180	0.05 %	9,926.70 99.27	525.10	2.66 %	277.80	56.33
TORONTO-DOMINION BANK SER MTN UNSC VAR% DUE 12/01/2022 RATING: AA3 {89114QCE6} PNC CAPITAL ADVISORS	9,462.50	10,028.50	100.2850	0.05 %	10,000.00 100.00	28.50	1.07 %	106.39	35.76
TORONTO-DOMINION BANK SER MTN SEDOL 2HBR8L4 ISIN US89114QCF37 VAR% DUE 01/27/2023 RATING: AA3 {89114QCF3} PNC CAPITAL ADVISORS	9,367.10	9,935.60	99.3560	0.05 %	10,000.00 100.00	- 64.40	2.04 %	202.00	35.91
TOYOTA MOTOR CREDIT CORP SER GMTN UNSC 03.450% DUE 09/20/2023 RATING: A1 {89236TFN0} PNC CAPITAL ADVISORS	20,756.20	21,739.00	108.6950	0.09 %	19,960.80 99.80	1,778.20	3.18 %	690.00	193.58

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
TOYOTA MOTOR CREDIT CORP SER MTN UNSC VAR% DUE 08/13/2021 RATING: A1 (89236TGS8) PNC CAPITAL ADVISORS	14,345.70	14,978.10	99.8540	0.07 %	15,000.00 100.00	- 21.90	1.86 %	278.38	37.89
US BANCORP CALL 05/30/2029 SUB 03.000% DUE 07/30/2029 RATING: A1 (91159HHW3) PNC CAPITAL ADVISORS	14,906.10	16,306.20	108.7080	0.07 %	14,998.65 99.99	1,307.55	2.76 %	450.00	188.75
UNITEDHEALTH GROUP INC UNSC 03.750% DUE 07/15/2025 RATING: A3 (91324PCP5) PNC CAPITAL ADVISORS	5,403.30	11,393.30	113.9330	0.05 %	10,479.95 104.80	913.35	3.30 %	375.00	172.92
UNITEDHEALTH GROUP INC CALL 02/15/2030 UNSC 02.000% DUE 05/15/2030 RATING: A3 (91324PDX7) PNC CAPITAL ADVISORS	10,000	10,469.30	104.6930	0.05 %	9,985.35 99.85	483.95	1.92 %	200.00	23.89
VF CORP CALL 02/23/2027 UNSC 02.800% DUE 04/23/2027 RATING: A3 (918204BB3) PNC CAPITAL ADVISORS	10,000	10,585.80	105.8580	0.05 %	10,026.80 100.27	559.00	2.65 %	280.00	52.89

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Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
VISA INC CALL 01/15/2030 UNSC 02.050% DUE 04/15/2030 RATING: AA3 {92826CAM4} PNC CAPITAL ADVISORS		10,000	10,478.50 104.7850	0.05 %	10,020.65 100.21	457.85	1.96 %	205.00	50.68
WELLS FARGO & COMPANY SER MTN CALL 06/02/2023 @ 100 VAR% DUE 06/02/2024 RATING: A2 {95000U2R3} PNC CAPITAL ADVISORS		10,000	10,158.10 101.5810	0.05 %	10,006.85 100.07	151.25	1.63 %	165.40	13.32
WESTPAC BANKING CORP SEDOL ISIN US961214DG53 02.800% DUE 01/11/2022 RATING: AA3 {961214DG5} PNC CAPITAL ADVISORS		5,048.05 5,000	5,183.65 103.6730	0.03 %	4,798.10 95.96	385.55	2.71 %	140.00	66.11
XILINX INC UNSC 03.000% DUE 03/15/2021 RATING: A3 {983919AH4} PNC CAPITAL ADVISORS		14,994.90 15,000	15,243.30 101.6220	0.07 %	15,016.05 100.11	227.25	2.96 %	450.00	132.50
XILINX INC CALL 04/01/2024 UNSC 02.950% DUE 06/01/2024 RATING: A3 {983919AJ0} PNC CAPITAL ADVISORS		10,000	10,725.10 107.2510	0.05 %	10,730.50 107.31	- 5.40	2.76 %	295.00	24.58
Total corporate bonds			\$841,761.60	3.41 %	\$783,730.45	\$58,031.15	2.63 %	\$22,134.35	\$4,966.65

Detail

Treasury bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
USA TREASURY NOTES 02.375% DUE 08/15/2024 RATING: AAA (912828D56) PNC CAPITAL ADVISORS	\$222,912.90 255,000		\$277,432.35 \$108.7970	1.13 %	\$259,743.90 \$101.86	\$17,688.45	2.19 %	\$6,056.25	\$2,287.92
USA TREASURY NOTES 02.125% DUE 09/30/2021 RATING: AAA (912828F21) PNC CAPITAL ADVISORS	174,914.70 165,000		168,996.30 102.4220	0.69 %	161,336.53 97.78	7,659.77	2.08 %	3,506.25	886.30
USA TREASURY NOTES 02.250% DUE 11/15/2025 RATING: AAA (912828M56) PNC CAPITAL ADVISORS	38,461.85 110,000		121,184.80 110.1680	0.50 %	118,132.61 107.39	3,052.19	2.05 %	2,475.00	316.25
USA TREASURY NOTES 01.625% DUE 05/15/2026 RATING: AAA (912828R36) PNC CAPITAL ADVISORS	37,353.05 65,000		69,659.20 107.1680	0.29 %	69,478.90 106.89	180.30	1.52 %	1,056.25	134.97
USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9) PNC CAPITAL ADVISORS	149,712.50 155,000		159,783.30 103.0860	0.65 %	150,822.06 97.31	8,961.24	1.58 %	2,518.75	951.53
USA TREASURY NOTES 02.500% DUE 08/15/2023 RATING: AAA (912828VS6) PNC CAPITAL ADVISORS	42,967.20 45,000		48,246.75 107.2150	0.20 %	44,585.54 99.08	3,661.21	2.34 %	1,125.00	425.00
USA TREASURY NOTE 01.875% DUE 01/31/2022 RATING: AAA (912828V72) PNC CAPITAL ADVISORS	97,883.25 135,000		138,612.60 102.6760	0.57 %	133,327.33 98.76	5,285.27	1.83 %	2,531.25	1,061.72

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Detail

Treasury bonds

Description [Cusip]	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
USA TREASURY NOTES 02.500% DUE 05/15/2024 RATING: AAA (912828WJ5) PNC CAPITAL ADVISORS	103,364.75 115,000	125,121.15 108.8010	0.51 %	118,192.76 102.78	6,928.39	2.30 %	2,875.00	367.19
USA TREASURY NOTES 02.375% DUE 05/15/2027 RATING: AAA (912828X88) PNC CAPITAL ADVISORS	33,841.50 10,000	11,286.70 112.8670	0.05 %	9,470.31 94.70	1,816.39	2.11 %	237.50	30.35
USA TREASURY NOTES TREASURY INFLATION PROTECT SECS 00.375% DUE 07/15/2027 RATING: N/A (9128282L3) PNC CAPITAL ADVISORS	27,262.27 10,000	11,408.18 114.0818	0.05 %	9,891.79 98.92	1,516.39	0.34 %	38.48	17.76
USA TREASURY NOTES 02.875% DUE 05/15/2028 RATING: AAA (9128284N7) PNC CAPITAL ADVISORS	106,115.40 55,000	64,908.80 118.0160	0.27 %	57,174.60 103.95	7,734.20	2.44 %	1,581.25	203.06
Total treasury bonds		\$1,196,640.13	4.85 %	\$1,132,156.33	\$64,483.80	2.01 %	\$24,000.98	\$6,682.05

Agency bonds

Description [Cusip]	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
FEDERAL HOME LOAN BANK BNDS 03.250% DUE 11/16/2028 RATING: AAA (3130AFFX0) PNC CAPITAL ADVISORS	\$11,819.50 10,000	\$11,917.30 \$119.1730	0.05 %	\$11,470.80 \$114.71	\$446.50	2.73 %	\$325.00	\$40.62

Detail

Agency bonds

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
FEDERAL NATL MTG ASSN UNSC 01.875% DUE 09/24/2026 RATING: AAA (3135G0Q22) PNC CAPITAL ADVISORS	79,787.25 75,000	80,724.00 107.6320	0.33 %	70,862.85 94.48	9,861.15	1.75 %	1,406.25	378.91
FEDERAL NATL MTG ASSN BNDS 02.625% DUE 09/06/2024 RATING: AAA (3135G0ZR7) PNC CAPITAL ADVISORS	10,906.50 10,000	10,948.60 109.4860	0.05 %	10,804.30 108.04	144.30	2.40 %	262.50	83.85
FEDERAL NATL MTG ASSN POOL #AH3765 04.000% DUE 01/01/2041 RATING: N/A (3138A5FF4) PNC CAPITAL ADVISORS	16,822.82 13,902.300	15,195.49 109.3020	0.07 %	14,890.63 107.11	304.86	3.66 %	556.09	47.89
FEDERAL NATL MTG ASSN POOL #AL0578 03.500% DUE 08/01/2026 RATING: N/A (3138EGUC6) PNC CAPITAL ADVISORS	7,680.66 6,704.141	7,050.88 105.1720	0.03 %	7,140.90 106.52	- 90.02	3.33 %	234.64	20.21
FEDERAL NATL MTG ASSN POOL AS5327 03.000% DUE 07/01/2030 RATING: N/A (3138WE4M8) PNC CAPITAL ADVISORS	38,577.77 34,355.635	36,515.92 106.2880	0.15 %	35,495.01 103.32	1,020.91	2.83 %	1,030.67	88.75
FEDERAL NATL MTG ASSN POOL AS8018 03.000% DUE 09/01/2031 RATING: N/A (3138WH4C3) PNC CAPITAL ADVISORS	29,231.14 26,230.710	27,961.15 106.5970	0.12 %	27,099.60 103.31	861.55	2.82 %	786.92	67.76

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Detail

Agency bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
FEDERAL NATL MTG ASSN POOL BC4777 02.500% DUE 10/01/2031 RATING: N/A (3140F0JX3) PNC CAPITAL ADVISORS	35,317.51 32,266.168	33,834.95 104.8620	0.14 %	33,012.33 102.31	822.62	2.39 %	806.65	69.46	
FEDERAL NATL MTG ASSN POOL BM3954 02.500% DUE 12/01/2028 RATING: N/A (3140J8MC4) PNC CAPITAL ADVISORS	44,978.79 40,526.688	42,527.49 104.9370	0.18 %	39,690.83 97.94	2,836.66	2.39 %	1,013.17	87.24	
FEDERAL NATL MTG ASSN POOL BM4202 03.500% DUE 12/01/2029 RATING: N/A (3140J8U43) PNC CAPITAL ADVISORS	29,950.94 26,644.049	28,163.29 105.7020	0.12 %	27,768.11 104.22	395.18	3.32 %	932.54	80.30	
FEDERAL NATL MTG ASSN POOL FM0008 03.500% DUE 08/01/2049 RATING: N/A (3140X3AJ7) PNC CAPITAL ADVISORS	15,355.12 13,449.378	14,325.34 106.5130	0.06 %	13,953.73 103.75	371.61	3.29 %	470.73	40.53	
FEDERAL NATL MTG ASSN POOL FM1221 03.500% DUE 07/01/2049 RATING: N/A (3140X4LB0) PNC CAPITAL ADVISORS	15,154.36 13,116.556	14,093.87 107.4510	0.06 %	13,581.78 103.55	512.09	3.26 %	459.08	39.53	
FEDERAL NATL MTG ASSN POOL #AB2077 04.000% DUE 01/01/2041 RATING: N/A (31416XJX9) PNC CAPITAL ADVISORS	51,165.51 44,700.774	49,696.09 111.1750	0.21 %	44,131.55 98.73	5,564.54	3.60 %	1,788.03	153.97	

Detail

Agency bonds

Description [Cusip]	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
FEDERAL NATL MTG ASSN POOL MA2803 02.500% DUE 11/01/2031 RATING: N/A (31418CDH4) PNC CAPITAL ADVISORS	48,399.55	46,428.29	0.19 %	44,480.44	1,947.85	2.39 %	1,105.92	95.23
	44,236.800	104.9540		100.55				
GOVT NATL MTG ASSN II POOL MA6474 03.000% DUE 02/20/2050 RATING: N/A (36179VFP0) PNC CAPITAL ADVISORS	26,413.28	26,211.39	0.11 %	25,436.65	774.74	2.83 %	741.10	63.82
	24,703.260	106.1050		102.97				
Total agency bonds		\$445,594.05	1.81 %	\$419,819.51	\$25,774.54	2.68 %	\$11,919.29	\$1,358.07

Mutual funds - fixed income

Description [Symbol]	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
DODGE & COX INCOME FUND (DODIX) FD #147 21-75-073-4453885	\$1,499,012.62	\$1,828,954.28	7.42 %	\$1,756,822.23	\$72,132.05	2.77 %	\$50,601.49	
	125,874.348	\$14.5300		\$13.96				
METROPOLITAN WEST UNCONSTRAINED (MWCIX) BOND FUND CLASS I FUND #0518 21-75-073-4453885	1,198,126.50	1,270,610.14	5.15 %	1,292,024.92	- 21,414.78	3.61 %	45,819.96	3,342.83
	108,321.410	11.7300		11.93				
T ROWE PRICE INSTITUTIONAL (PFFRX) FLOATING RATE FUND FD #430 21-75-073-4453885	502,403.91	540,134.18	2.19 %	583,242.58	- 43,108.40	4.78 %	25,784.42	1,745.94
	58,204.114	9.2800		10.02				
TEMPLETON GLOBAL BOND FUND R6 (FBNRX) 21-75-073-4453885	518,427.65	517,439.17	2.10 %	633,009.27	- 115,570.10	6.11 %	31,586.65	
	51,951.724	9.9600		12.19				
Total mutual funds - fixed income		\$4,157,137.77	16.85 %	\$4,265,099.00	- \$107,961.23	3.70 %	\$153,792.52	\$5,088.77

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Detail

Mortgages

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
CAPITAL ONE MULTI-ASSET EXECUT SERIES 2017 A6 CLASS A6 02.290% DUE 07/15/2025 RATING: N/A (14041NFQ9) PNC CAPITAL ADVISORS	\$29,598.30 30,000	\$31,248.90 \$104.1630	0.13 %	\$28,425.00 \$94.75	\$2,823.90	2.20 %	\$687.00	\$30.53
FHLMC MULTIFAMILY STRUCTURED P SERIES K067 CLASS A2 03.194% DUE 07/25/2027 RATING: AAA (3137FAWS3) PNC CAPITAL ADVISORS	44,980.40 40,000	45,739.60 114.3490	0.19 %	40,205.07 100.51	5,534.53	2.80 %	1,277.60	106.47
Total mortgages		\$76,988.50	0.31 %	\$68,630.07	\$8,358.43	2.55 %	\$1,964.60	\$137.00

Asset backed

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
BMW VEHICLE OWNER TRUST SERIES 2019 A CLASS A3 01.920% DUE 01/25/2024 RATING: N/A (05588CAC6) PNC CAPITAL ADVISORS	\$10,096.00 10,000	\$10,237.50 \$102.3750	0.05 %	\$9,625.00 \$96.25	\$612.50	1.88 %	\$192.00	\$3.20
CNH EQUIPMENT TRUST SERIES 2019 C CLASS A3 02.010% DUE 12/16/2024 RATING: AAA (12597CAC1) PNC CAPITAL ADVISORS	33,891.20 35,000	35,818.65 102.3390	0.15 %	34,995.93 99.99	822.72	1.97 %	703.50	31.27

Detail

Asset backed

Description (Cusip)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
DISCOVER CARD EXECUTION NOTE T SERIES 2019 A1 CLASS A1 03.040% DUE 07/15/2024 RATING: AAA (254683CK9) PNC CAPITAL ADVISORS	Quantity 36,064.35	15,611.10 104.0740	0.07 %	15,014.06 100.09	597.04	2.93 %	456.00	20.27
JOHN DEERE OWNER TRUST SERIES 2019 B CLASS A3 02.210% DUE 12/15/2023 RATING: AAA (477870AC3) PNC CAPITAL ADVISORS	10,081.70 10,000	10,181.40 101.8140	0.05 %	9,997.88 99.98	183.52	2.18 %	221.00	9.82
Total asset backed		\$71,848.65	0.29 %	\$69,632.87	\$2,215.78	2.19 %	\$1,572.50	\$64.56

Other fixed income assets

Description (Cusip)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
EUROPEAN INVESTMENT BANK SEDOL 2HHZN17 ISIN US298785JD98 00.625% DUE 07/25/2025 RATING: AAA (298785JD9) PNC CAPITAL ADVISORS	Quantity 10,000	\$10,088.20 \$100.8820	0.05 %	\$9,965.50 \$99.66	\$122.70	0.62 %	\$62.50	\$11.81
Total fixed income		\$6,800,058.90	27.56 %	\$6,749,033.73	\$51,025.17	3.17 %	\$215,446.74	\$18,308.91

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Detail

Equities

Stocks

Consumer discretionary

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current		Avg. tax cost per unit	Unrealized gain/loss			
HELEN OF TROY LIMITED (HELE)	57	\$8,209.71	\$10,747.92	0.05 %	\$8,955.73	\$1,792.19			
SEDOL 2419530			\$188.5600		\$157.12				
ISIN BMG4388N1065									
GW&K INVESTMENT MANAGEMENT									
AMAZON COM INC (AMZN)	79,938.52		113,111.62	0.46 %	64,173.00	48,938.62			
EDGEWOOD MGMT	41		2,758.8200		1,565.20				
CHURCHILL DOWNS INC (CHDN)	9,162.55		7,190.10	0.03 %	6,664.67	525.43	0.44 %	31.37	
GW&K INVESTMENT MANAGEMENT	54		133.1500		123.42				
CHUY'S HOLDINGS INC (CHUY)	1,651.48		2,767.68	0.02 %	4,388.73	-1,621.05			
GW&K INVESTMENT MANAGEMENT	186		14.8800		23.60				
FIVE BELOW (FIVE)	8,586.36		10,263.36	0.05 %	12,145.21	-1,881.85			
GW&K INVESTMENT MANAGEMENT	96		106.9100		126.51				
GRAND CANYON EDUCATION INC (LOPE)	14,341.58		17,019.64	0.07 %	21,095.48	-4,075.84			
GW&K INVESTMENT MANAGEMENT	188		90.5300		112.21				
LENNAR CORP (LEN)	27,389.40		44,181.54	0.18 %	39,712.74	4,468.80	0.82 %	358.50	
CLASS A	717		61.6200		55.39				
ARISTOTLE CAPITAL MANAGEMENT									
LITHIA MTRS INC (LAD)	8,751.53		16,192.31	0.07 %	14,100.45	2,091.86	0.80 %	128.40	
CL A	107		151.3300		131.78				
GW&K INVESTMENT MANAGEMENT									
NIKE INC (NKE)	86,215.08		102,168.10	0.42 %	96,366.97	5,801.13	1.00 %	1,021.16	255.29
CLASS B	1,042		98.0500		92.48				
EDGEWOOD MGMT									
OLLIE'S BARGAIN OUTLET HOLDI (OLLI)	6,116.88		11,620.35	0.05 %	7,575.79	4,044.56			
GW&K INVESTMENT MANAGEMENT	119		97.6500		63.66				
OXFORD INDUSTRIES INC (OXM)	3,480.96		4,224.96	0.02 %	6,749.75	-2,524.79	2.28 %	96.00	
GW&K INVESTMENT MANAGEMENT	96		44.0100		70.31				
SKYLINE CHAMPION CORP (SKY)	5,644.80		8,762.40	0.04 %	10,930.46	-2,168.06	1.48 %	129.60	
GW&K INVESTMENT MANAGEMENT	360		24.3400		30.36				
SONY CORP AMERICAN SHARE NEW (SNE)	48,054.16		56,133.56	0.23 %	48,301.53	7,832.03	0.44 %	246.85	137.55
SPONSORED ADR	812		69.1300		59.49				
ARISTOTLE CAPITAL MANAGEMENT									

Detail

Equities

Stocks

Consumer discretionary

Description (Symbol)	Market value last period		Current market value	%	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
TEXAS ROADHOUSE INC (TXRH)	10,861.90		13,825.91	0.06 %	13,782.57	43.34	2.74 %	378.72	
GW&K INVESTMENT MANAGEMENT	263		52.5700		52.41				
WOLVERINE WORLD WIDE INC (WWW)	3,602.40		5,642.97	0.03 %	6,762.04	- 1,119.07	1.68 %	94.80	23.70
GW&K INVESTMENT MANAGEMENT	237		23.8100		28.53				
Total consumer discretionary			\$423,852.42	1.72 %	\$361,705.12	\$62,147.30	0.59 %	\$2,485.40	\$416.54

Consumer staples

Description (Symbol)	Market value last period		Current market value	%	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
CENTRAL GARDEN & PET CO (CENT)	\$4,070.00		\$2,591.28	0.02 %	\$2,009.33	\$581.95			
GW&K INVESTMENT MANAGEMENT	72		\$35.9900		\$27.91				
CENTRAL GARDEN AND PET CO (CENTA)	8,923.93		11,792.71	0.05 %	9,207.60	2,585.11			
CL A	349		33.7900		26.38				
GW&K INVESTMENT MANAGEMENT									
COCA COLA CO (KO)	44,250.00		44,680.00	0.19 %	54,236.44	- 9,556.44	3.68 %	1,640.00	410.00
ARISTOTLE CAPITAL MANAGEMENT	1,000		44.6800		54.24				
LAUDER ESTÉE COS INC (EL)	59,911.84		70,943.68	0.29 %	63,968.58	6,975.10	1.02 %	721.92	
CL A	376		188.6800		170.13				
EDGEWOOD MGMT									
PERFORMANCE FOOD GROUP CO (PFGC)	9,986.88		11,772.56	0.05 %	18,814.28	- 7,041.72			
GW&K INVESTMENT MANAGEMENT	404		29.1400		46.57				
TYSON FOODS INC (TSN)	35,242.83		36,363.39	0.15 %	52,348.04	- 15,984.65	2.82 %	1,023.12	
CLASS A	609		59.7100		85.96				
ARISTOTLE CAPITAL MANAGEMENT									
WD 40 CO (WDFC)	6,628.05		6,543.90	0.03 %	6,067.27	476.63	1.36 %	88.44	
GW&K INVESTMENT MANAGEMENT	33		198.3000		183.86				
WALGREENS BOOTS ALLIANCE INC (WBA)	22,966.50		21,279.78	0.09 %	27,169.03	- 5,889.25	4.32 %	918.66	
ARISTOTLE CAPITAL MANAGEMENT	502		42.3900		54.12				
Total consumer staples			\$205,967.30	0.84 %	\$233,820.57	- \$27,853.27	2.13 %	\$4,392.14	\$410.00

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Detail

Energy

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
CABOT OIL & GAS CORP COM (COG)	\$50,779.26	\$50,749.72	0.21 %	\$52,220.63	- \$1,470.91	2.33 %	\$1,181.60	
ARISTOTLE CAPITAL MANAGEMENT	2,954	\$17.1800		\$17.68				
DRILL-QUIP INC (DRQ)	2,379.00	2,323.62	0.01 %	4,359.73	- 2,036.11			
GW&K INVESTMENT MANAGEMENT	78	29.7900		55.89				
PHILLIPS 66 (PSX)	27,039.60	36,237.60	0.15 %	51,911.41	- 15,673.81	5.01 %	1,814.40	
ARISTOTLE CAPITAL MANAGEMENT	504	71.9000		103.00				
PIONEER NAT RES CO (PXD)	15,012.10	20,907.80	0.09 %	27,733.08	- 6,825.28	2.26 %	470.80	117.70
ARISTOTLE CAPITAL MANAGEMENT	214	97.7000		129.59				
WPX ENERGY INC (WPX)	1,131.55	5,397.48	0.03 %	6,272.26	- 874.78			
GW&K INVESTMENT MANAGEMENT	846	6.3800		7.41				
Total energy		\$115,616.22	0.47 %	\$142,497.11	- \$26,880.89	3.00 %	\$3,466.80	\$117.70

Financial

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
CHUBB LTD (CB)	\$31,496.58	\$35,706.84	0.15 %	\$44,714.96	- \$9,008.12	2.47 %	\$879.84	\$219.96
SEDOL B3BQMF6 ISIN CH0044328745	282	\$126.6200		\$158.56				
ARISTOTLE CAPITAL MANAGEMENT								
AMERISAFE INC (AMSF)	10,830.96	10,274.88	0.05 %	11,264.30	- 989.42	1.77 %	181.44	
GW&K INVESTMENT MANAGEMENT	168	61.1600		67.05				
AMERIPRISE FINANCIAL INC (AMP)	33,306.00	48,763.00	0.20 %	47,484.40	1,278.60	2.78 %	1,352.00	
ARISTOTLE CAPITAL MANAGEMENT	325	150.0400		146.11				
AMERIS BANCORP (ABCB)	7,032.96	6,982.64	0.03 %	11,692.00	- 4,709.36	2.55 %	177.60	44.40
GW&K INVESTMENT MANAGEMENT	296	23.5900		39.50				
BOK FINL CORP (BOKF) NEW	13,874.56	18,399.44	0.08 %	26,078.14	- 7,678.70	3.62 %	665.04	
ARISTOTLE CAPITAL MANAGEMENT	326	56.4400		79.99				
BANK OF AMERICA CORP (BAC)	42,481.23	23,132.50	0.10 %	27,672.37	- 4,539.87	3.04 %	701.28	
ARISTOTLE CAPITAL MANAGEMENT	974	23.7500		28.41				
CME GROUP INC (CME)	82,305.16	77,369.00	0.32 %	102,328.44	- 24,959.40	2.10 %	1,618.40	
A DERIVATIVES EXCHANGE EDGEWOOD MGMT	476	162.5400		214.98				

Detail

Description (Symbol)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
CAPITAL ONE FINANCIAL CORP (COF)	21,378.08	26,538.16	0.11 %	38,786.20	- 12,248.04	2.56 %	678.40	
ARISTOTLE CAPITAL MANAGEMENT	424	62.5900		91.48				
CATHAY GENERAL BANCORP (CATY)	8,537.40	9,783.60	0.04 %	13,171.48	- 3,387.88	4.72 %	461.28	
GW&K INVESTMENT MANAGEMENT	372	26.3000		35.41				
COHEN & STEERS INC (CNS)	7,044.75	10,547.75	0.05 %	8,402.55	2,145.20	2.30 %	241.80	
GW&K INVESTMENT MANAGEMENT	155	68.0500		54.21				
COMMERCE BANCSHARES INC (CBSH)	24,470.10	28,902.42	0.12 %	29,040.83	- 138.41	1.82 %	524.88	
ARISTOTLE CAPITAL MANAGEMENT	486	59.4700		59.76				
CULLEN FROST BANKERS INC (CFR)	15,732.78	21,068.22	0.09 %	24,749.68	- 3,681.46	3.81 %	800.88	
ARISTOTLE CAPITAL MANAGEMENT	282	74.7100		87.77				
EAST WEST BANCORP INC (EWBC)	15,160.86	21,345.36	0.09 %	26,326.86	- 4,981.50	3.04 %	647.90	
ARISTOTLE CAPITAL MANAGEMENT	589	36.2400		44.70				
GLACIER BANCORP INC (GBCI)	11,255.66	11,680.99	0.05 %	13,283.71	- 1,602.72	3.29 %	383.96	
GW&K INVESTMENT MANAGEMENT	331	35.2900		40.13				
HORACE MANN EDUCATORS CORP NEW (HMN)	8,781.60	9,696.72	0.04 %	11,517.49	- 1,820.77	3.27 %	316.80	
GW&K INVESTMENT MANAGEMENT	264	36.7300		43.63				
HOULIHAN LOKEY INC (HLI)	9,485.84	10,126.48	0.05 %	8,364.27	1,762.21	2.23 %	225.68	
GW&K INVESTMENT MANAGEMENT	182	55.6400		45.96				
JPMORGAN CHASE & CO (JPM)	37,812.60	39,505.20	0.17 %	22,996.63	16,508.57	3.83 %	1,512.00	
ARISTOTLE CAPITAL MANAGEMENT	420	94.0600		54.75				
MERIDIAN BANCORP INC (EBSB)	3,242.58	3,352.40	0.02 %	5,431.23	- 2,078.83	2.76 %	92.48	23.12
GW&K INVESTMENT MANAGEMENT	289	11.6000		18.79				
MITSUBISHI UFJ FINL GRP ADR (MUFJ)	17,890.08	19,209.84	0.08 %	25,471.96	- 6,262.12	4.81 %	923.83	464.36
ARISTOTLE CAPITAL MANAGEMENT	4,888	3.9300		5.21				
PRA GROUP INC (PRAA)	5,294.52	5,451.06	0.03 %	5,001.24	449.82			
GW&K INVESTMENT MANAGEMENT	141	38.6600		35.47				
PACIFIC PREMIER BANCORP INC (PPBI)	6,801.24	7,826.48	0.04 %	11,501.41	- 3,674.93	4.62 %	361.00	
GW&K INVESTMENT MANAGEMENT	361	21.6800		31.86				
S&P GLOBAL INC (SPGI)	69,104.10	92,913.36	0.38 %	30,804.67	62,108.69	0.82 %	755.76	
EDGEWOOD MGMT	282	329.4800		109.24				
SEACOAST BANKING CORP OF FLA (SBCF)	5,547.93	6,181.20	0.03 %	8,778.76	- 2,597.56			
GW&K INVESTMENT MANAGEMENT	303	20.4000		28.97				

Detail

Description (Symbol)	Market value last period		Current market value	%	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit						
STIFEL FINL CORP (SF)	7,554.24	8,679.69	0.04 %	10,545.47	- 1,865.78	1.44 %	124.44		
GW&K INVESTMENT MANAGEMENT	183	47.4300		57.63					
WEBSTER FINANCIAL CORP (WBS)	3,412.10	4,262.89	0.02 %	7,210.87	- 2,947.98	5.60 %	238.40		
GW&K INVESTMENT MANAGEMENT	149	28.6100		48.40					
Total financial		\$557,700.16	2.26 %	\$572,619.92	- \$14,919.76	2.49 %	\$13,865.09	\$751.84	

Description (Symbol)	Market value last period		Current market value	%	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit						
MEDTRONIC PLC (MDT)	\$46,352.52	\$47,133.80	0.20 %	\$56,747.83	- \$9,614.03	2.53 %	\$1,192.48	\$298.12	
SEDOL BTN1Y11	514	\$91.7000		\$110.40					
ISIN IE00BTN1Y115									
ARISTOTLE CAPITAL MANAGEMENT									
ALCON INC (ALC)	41,062.56	46,314.56	0.19 %	45,156.48	1,158.08				
SEDOL BJXBP41	808	57.3200		55.89					
ISIN CH0432492467									
ARISTOTLE CAPITAL MANAGEMENT									
ALIGN TECHNOLOGY INC (ALGN)	49,749.70	78,489.84	0.32 %	51,499.59	26,990.25				
EDGEWOOD MGMT	286	274.4400		180.07					
AMGEN INC (AMGN)	57,372.59	66,748.38	0.28 %	41,800.60	24,947.78	2.72 %	1,811.20		
ARISTOTLE CAPITAL MANAGEMENT	283	235.8600		147.71					
ATRICURE INC (ATRC)	8,666.22	11,597.10	0.05 %	6,594.98	5,002.12				
GW&K INVESTMENT MANAGEMENT	258	44.9500		25.56					
CATALENT INC (CTLT)	14,805.75	9,822.20	0.04 %	6,931.38	2,890.82				
GW&K INVESTMENT MANAGEMENT	134	73.3000		51.73					
CRYOLIFE INC (CRY)	2,690.28	5,214.24	0.03 %	6,898.70	- 1,684.46	0.63 %	32.64		
GW&K INVESTMENT MANAGEMENT	272	19.1700		25.36					
CRYOPORT INC (CYRX)	4,318.71	7,653.25	0.04 %	4,829.35	2,823.90				
GW&K INVESTMENT MANAGEMENT	253	30.2500		19.09					
DANAHER CORP (DHR)	68,374.54	87,354.02	0.36 %	63,390.92	23,963.10	0.41 %	355.68	88.92	
ARISTOTLE CAPITAL MANAGEMENT	494	176.8300		128.32					
ELANCO ANIMAL HEALTH INC (ELAN)		41,462.85	0.17 %	39,574.89	1,887.96				
ARISTOTLE CAPITAL MANAGEMENT	1,933	21.4500		20.47					

Detail

<i>Health care</i>		Current market value	%	Total tax cost	Current yield	Estimated annual income	Accrued income
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss		
	Quantity						
EMERGENT BIOSOLUTIONS INC (EBS)		8,303.40	0.04 %	7,691.45	611.95		
GW&K INVESTMENT MANAGEMENT	105	79.0800		73.25			
GLOBUS MEDICAL INC A (GMED)	14,502.73	12,738.57	0.06 %	13,981.54	- 1,242.97		
GW&K INVESTMENT MANAGEMENT	267	47.7100		52.37			
HAEMONETICS CORP (HAE)		7,612.60	0.04 %	9,111.58	- 1,498.98		
GW&K INVESTMENT MANAGEMENT	85	89.5600		107.20			
HEALTH EQUITY INC (HQY)	3,743.66	7,861.78	0.04 %	6,543.05	1,318.73		
GW&K INVESTMENT MANAGEMENT	134	58.6700		48.83			
ICU MED INC (ICUI)	10,693.81	9,768.43	0.04 %	8,456.15	1,312.28		
GW&K INVESTMENT MANAGEMENT	53	184.3100		159.55			
ILLUMINA INC (ILMN)	79,204.80	113,327.10	0.46 %	92,469.09	20,858.01		
EDGEWOOD MGMT	306	370.3500		302.19			
INTEGRA LIFESCIENCES HLDG CORP (IART)	7,102.53	7,471.41	0.04 %	9,302.77	- 1,831.36		
GW&K INVESTMENT MANAGEMENT	159	46.9900		58.51			
INTUITIVE SURGICAL INC (ISRG)	91,118.64	104,848.72	0.43 %	99,151.36	5,697.36		
EDGEWOOD MGMT	184	569.8300		538.87			
LHC GROUP INC (LHCG)	9,533.60	11,853.76	0.05 %	8,039.54	3,814.22		
GW&K INVESTMENT MANAGEMENT	68	174.3200		118.23			
NOVARTIS AG (NVS)	39,081.30	41,399.16	0.17 %	40,993.29	405.87	2.30 %	951.32
SPONSORED ADR	474	87.3400		86.48			
ARISTOTLE CAPITAL MANAGEMENT							
PHREESIA INC (PHR)	2,944.20	6,165.04	0.03 %	6,519.61	- 354.57		
GW&K INVESTMENT MANAGEMENT	218	28.2800		29.91			
PROGNY INC (PGNY)		5,626.58	0.03 %	5,691.54	- 64.96		
GW&K INVESTMENT MANAGEMENT	218	25.8100		26.11			
QUIDEL CORP (QDEL)	7,140.13	12,753.18	0.06 %	4,601.94	8,151.24		
GW&K INVESTMENT MANAGEMENT	57	223.7400		80.74			
SUPERNUS PHARMACEUTICALS INC (SUPN)		5,106.25	0.03 %	5,473.71	- 367.46		
GW&K INVESTMENT MANAGEMENT	215	23.7500		25.46			

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Detail

Health care		Current market value	%	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit				
	Quantity							
SYNEOS HEALTH INC (SYNH)	12,259.62	18,115.75	0.08 %	17,123.60	992.15			
GW&K INVESTMENT MANAGEMENT	311	58.2500		55.06				
VERACYTE INC (VCYT)	8,873.15	9,453.50	0.04 %	10,661.91	- 1,208.41			
GW&K INVESTMENT MANAGEMENT	365	25.9000		29.21				
Total health care		\$784,195.47	3.18 %	\$669,236.85	\$114,958.62	0.55 %	\$4,343.32	\$387.04

Industrials		Current market value	%	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit				
	Quantity							
ALLEGION PLC (ALLE)	\$39,476.58	\$43,852.38	0.18 %	\$43,726.64	\$125.74	1.26 %	\$549.12	
SEDOL BFRT3W7	429	\$102.2200		\$101.93				
ISIN IE00BFRT3W74								
ARISTOTLE CAPITAL MANAGEMENT								
IHS MARKIT LTD (INFO)	66,600.00	83,805.00	0.34 %	73,525.17	10,279.83	0.91 %	754.80	
SEDOL BDOQ558	1,110	75.5000		66.24				
ISIN BMG475671050								
EDGEWOOD MGMT								
JOHNSON CTLS INTL PLC (JCI)	30,437.84	38,544.06	0.16 %	49,182.49	- 10,638.43	3.05 %	1,174.16	293.54
SEDOL BY7QL61	1,129	34.1400		43.56				
ISIN IE00BY7QL619								
ARISTOTLE CAPITAL MANAGEMENT								
ALAMO GROUP INC (ALG)	8,167.76	9,442.88	0.04 %	10,968.38	- 1,525.50	0.51 %	47.84	
GW&K INVESTMENT MANAGEMENT	92	102.6400		119.22				
ALLEGIAN T TRAVEL CO (ALGT)	5,071.60	6,771.02	0.03 %	9,336.66	- 2,565.64	2.57 %	173.60	
GW&K INVESTMENT MANAGEMENT	62	109.2100		150.59				
GENERAL DYNAMICS CORP (GD)	32,283.64	36,468.24	0.15 %	45,209.16	- 8,740.92	2.95 %	1,073.60	
ARISTOTLE CAPITAL MANAGEMENT	244	149.4600		185.28				
HEARTLAND EXPRESS INC (HTLD)	7,298.01	8,182.26	0.04 %	8,363.08	- 180.82	0.39 %	31.44	7.86
GW&K INVESTMENT MANAGEMENT	393	20.8200		21.28				
HELIOS TECHNOLOGIES INC (HLIO)	5,763.84	8,083.25	0.04 %	8,883.60	- 800.35	0.97 %	78.12	
GW&K INVESTMENT MANAGEMENT	217	37.2500		40.94				
HONEYWELL INTL INC (HON)		40,918.97	0.17 %	44,040.35	- 3,121.38	2.49 %	1,018.80	
ARISTOTLE CAPITAL MANAGEMENT	283	144.5900		155.62				

Detail

Description (Symbol)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
Industrials								
ICF INTERNATIONAL INC (ICFI)	12,159.90	9,335.52	0.04 %	10,834.93	- 1,499.41	0.87 %	80.64	20.16
GW&K INVESTMENT MANAGEMENT	144	64.8300		75.24				
MOBILE MINI INC (I)	6,531.27	7,345.50	0.03 %	8,391.52	- 1,046.02	4.11 %	301.79	
MERGED 7/02/2020	249	29.5000		33.70				
SEE 971375126								
GW&K INVESTMENT MANAGEMENT								
OSHKOSH CORPORATION (OSK)	41,492.85	46,194.90	0.19 %	48,585.47	- 2,390.57	1.68 %	774.00	
CLASS B	645	71.6200		75.33				
ARISTOTLE CAPITAL MANAGEMENT								
PARKER HANNIFIN CORP (PH)	34,378.45	48,566.55	0.20 %	47,706.85	859.70	1.93 %	932.80	
ARISTOTLE CAPITAL MANAGEMENT	265	183.2700		180.03				
PATRICK INDUSTRIES INC (PATK)	4,956.16	10,780.00	0.05 %	7,459.92	3,320.08	1.64 %	176.00	
GW&K INVESTMENT MANAGEMENT	176	61.2500		42.39				
PRIMORIS SERVICES CORP (PRIM)	7,107.30	7,938.72	0.04 %	8,844.30	- 905.58	1.36 %	107.28	26.82
GW&K INVESTMENT MANAGEMENT	447	17.7600		19.79				
RBC BEARINGS INC (ROLL)	9,699.94	11,527.44	0.05 %	14,451.64	- 2,924.20			
GW&K INVESTMENT MANAGEMENT	86	134.0400		168.04				
RITCHIE BROS AUCTIONEERS INC (RBA)	12,031.36	14,379.20	0.06 %	13,523.70	855.50	1.96 %	281.60	
SEDOL 2202729	352	40.8500		38.42				
ISIN CA7677441056								
GW&K INVESTMENT MANAGEMENT								
SITEONE LANDSCAPE SUPPLY INC (SITE)	8,687.16	11,852.88	0.05 %	7,440.81	4,412.07			
GW&K INVESTMENT MANAGEMENT	104	113.9700		71.55				
UFP INDUSTRIES INC (UFPI)		14,456.92	0.06 %	11,609.92	2,847.00	0.51 %	73.00	
GW&K INVESTMENT MANAGEMENT	292	49.5100		39.76				
US ECOLOGY INC (ECOL)	5,958.40	6,640.48	0.03 %	12,208.38	- 5,567.90	2.13 %	141.12	
GW&K INVESTMENT MANAGEMENT	196	33.8800		62.29				
XYLEM INC (XYL)	35,039.94	34,948.48	0.15 %	44,565.07	- 9,616.59	1.61 %	559.52	
ARISTOTLE CAPITAL MANAGEMENT	538	64.9600		82.84				
Total industrials		\$500,034.65	2.03 %	\$528,858.04	- \$28,823.39	1.67 %	\$8,329.23	\$348.38

1198

Detail

Description [Symbol]	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
Information technology									
ADOBE INC (ADBE)	\$76,059.36		\$104,039.09	0.43 %	\$65,328.26	\$38,710.83	0.02 %	\$11.95	
ARISTOTLE CAPITAL MANAGEMENT	239		\$435.3100		\$273.34				
ADOBE INC (ADBE)	91,653.12		125,369.28	0.51 %	80,486.86	44,882.42	0.02 %	14.40	
EDGEWOOD MGMT	288		435.3100		279.47				
ANSYS INC (ANSS)	59,279.85		74,391.15	0.31 %	54,967.91	19,423.24			
ARISTOTLE CAPITAL MANAGEMENT	255		291.7300		215.56				
CACI INTL INC (CACI)	6,123.35		7,807.68	0.04 %	7,567.15	240.53			
CL A	36		216.8800		210.20				
GW&K INVESTMENT MANAGEMENT									
DESCARTES SYS GROUP INC (DSGX)	4,092.41		6,295.10	0.03 %	3,814.76	2,480.34			
ISIN CA2499061083 SEDOL 2528834	119		52.9000		32.06				
GW&K INVESTMENT MANAGEMENT									
ENTEGRIS, INC (ENTG)	12,446.06		9,152.75	0.04 %	7,493.29	1,659.46	0.55 %	49.60	
GW&K INVESTMENT MANAGEMENT	155		59.0500		48.34				
HUBSPOT INC (HUBS)	13,052.62		14,807.10	0.07 %	10,607.78	4,199.32			
GW&K INVESTMENT MANAGEMENT	66		224.3500		160.72				
INTUIT SOFTWARE (INTU)	82,110.00		105,739.83	0.43 %	93,083.59	12,656.24	0.72 %	756.84	
EDGEWOOD MGMT	357		296.1900		260.74				
MACOM TECHNOLOGY SOLUTIONS (MTSI)	4,978.59		9,034.05	0.04 %	5,831.81	3,202.24			
HOLDINGS INC	263		34.3500		22.17				
GW&K INVESTMENT MANAGEMENT									
MICROSOFT CORP (MSFT)	81,220.65		104,807.65	0.43 %	70,820.09	33,987.56	1.01 %	1,050.60	
ARISTOTLE CAPITAL MANAGEMENT	515		203.5100		137.52				
MICROSOFT CORP (MSFT)	65,607.36		84,660.16	0.35 %	33,366.92	51,293.24	1.01 %	848.64	
EDGEWOOD MGMT	416		203.5100		80.21				
MICROCHIP TECHNOLOGY INC (MCHP)	39,527.40		61,395.73	0.25 %	52,919.70	8,476.03	1.40 %	857.01	
ARISTOTLE CAPITAL MANAGEMENT	583		105.3100		90.77				
NOVANTA INC (NOVT)	8,627.04		11,531.16	0.05 %	9,344.50	2,186.66			
SEDOL BD8S5H8	108		106.7700		86.52				
ISIN CA67000B1040									
GW&K INVESTMENT MANAGEMENT									
NVIDIA CORP (NVDA)	90,678.40		130,689.04	0.53 %	60,601.66	70,087.38	0.17 %	220.16	
EDGEWOOD MGMT	344		379.9100		176.17				

Detail

Description (Symbol)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
Information technology								
PAYLOCITY HOLDING CORP (PCTY)	9,361.92	15,464.34	0.07 %	10,625.44	4,838.90			
GW&K INVESTMENT MANAGEMENT	106	145.8900		100.24				
PAYPAL HOLDINGS INC-W/I (PYPL)	51,316.64	78,229.27	0.32 %	46,217.11	32,012.16			
ARISTOTLE CAPITAL MANAGEMENT	449	174.2300		102.93				
PAYPAL HOLDINGS INC-W/I (PYPL)	97,367.58	154,193.55	0.63 %	91,949.14	62,244.41			
EDGEWOOD MGMT	885	174.2300		103.90				
POWER INTEGRATIONS INC (POWI)	5,829.78	7,796.58	0.04 %	6,121.46	1,675.12	0.72 %	55.44	
GW&K INVESTMENT MANAGEMENT	66	118.1300		92.75				
PROOFPOINT INC (PFPT)	8,412.38	9,111.84	0.04 %	10,517.54	-1,405.70			
GW&K INVESTMENT MANAGEMENT	82	111.1200		128.26				
QUALCOMM (QCOM)		45,787.42	0.19 %	38,475.84	7,311.58	2.86 %	1,305.20	
ARISTOTLE CAPITAL MANAGEMENT	502	91.2100		76.65				
RAPID7 INC (RPD)	6,629.49	7,806.06	0.04 %	7,935.62	-129.56			
GW&K INVESTMENT MANAGEMENT	153	51.0200		51.87				
ROGERS CORP (ROG)	5,948.46	7,849.80	0.04 %	8,830.07	-980.27	0.03 %	1.89	
GW&K INVESTMENT MANAGEMENT	63	124.6000		140.16				
SILICON LABORATORIES INC (SLAB)	9,224.28	10,829.16	0.05 %	12,425.56	-1,596.40			
GW&K INVESTMENT MANAGEMENT	108	100.2700		115.05				
VIAVI SOLUTIONS INC -W/I (VIAV)		7,720.44	0.04 %	7,117.69	602.75			
GW&K INVESTMENT MANAGEMENT	606	12.7400		11.75				
VISA INC (V)	125,190.24	150,093.09	0.61 %	90,060.95	60,032.14	0.63 %	932.40	
CLASS A SHARES	777	193.1700		115.91				
EDGEWOOD MGMT								
VIRTUSA CORP (VRTU)	7,781.60	8,896.78	0.04 %	10,449.48	-1,552.70			
GW&K INVESTMENT MANAGEMENT	274	32.4700		38.14				
Total information technology		\$1,353,498.10	5.49 %	\$896,960.18	\$456,537.92	0.45 %	\$6,104.13	

Detail

Description [Symbol]	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
Materials								
BALCHEM CORP CL B (BCPC)	\$9,477.12	\$9,865.44	0.04 %	\$10,119.03	-\$253.59	0.55 %	\$54.08	
GW&K INVESTMENT MANAGEMENT	104	\$94.8600		\$97.30				
COMPASS MINERALS INTL INC (CMP)	4,385.58	5,557.50	0.03 %	6,595.99	- 1,038.49	5.91 %	328.32	
GW&K INVESTMENT MANAGEMENT	114	48.7500		57.86				
CORTEVA INC-W/I (CTVA)	40,702.00	46,400.28	0.19 %	48,778.77	- 2,378.49	1.95 %	900.64	
ARISTOTLE CAPITAL MANAGEMENT	1,732	26.7900		28.16				
ECOLAB INC (ECL)	53,917.18	68,836.70	0.28 %	68,259.38	577.32	0.95 %	650.48	162.62
EDGEWOOD MGMT	346	198.9500		197.28				
MARTIN MARIETTA MATLS INC (MLM)	39,359.84	42,966.56	0.18 %	55,882.69	- 12,916.13	1.07 %	457.60	
ARISTOTLE CAPITAL MANAGEMENT	208	206.5700		268.67				
POLYONE CORPORATION (POL)	6,943.02	9,600.18	0.04 %	11,847.42	- 2,247.24	3.09 %	296.46	74.12
GW&K INVESTMENT MANAGEMENT	366	26.2300		32.37				
RPM INTERNATIONAL INC (RPM)		44,135.28	0.18 %	45,118.30	- 983.02	1.92 %	846.72	
ARISTOTLE CAPITAL MANAGEMENT	588	75.0600		76.73				
SILGAN HLDGS INC (SLGN)	11,288.78	7,838.38	0.04 %	7,215.28	623.10	1.49 %	116.16	
GW&K INVESTMENT MANAGEMENT	242	32.3900		29.82				
Total materials		\$235,200.32	0.95 %	\$253,816.86	-\$18,616.54	1.55 %	\$3,650.46	\$236.74
Real estate								
AMERICAN TOWER CORP (AMT)	\$110,399.25	\$131,079.78	0.54 %	\$112,598.41	\$18,481.37	1.61 %	\$2,098.98	\$557.70
EDGEWOOD MGMT	507	\$258.5400		\$222.09				
EQUINIX INC (EQIX)	107,426.04	120,795.60	0.49 %	99,870.08	20,925.52	1.52 %	1,830.08	
EDGEWOOD MGMT	172	702.3000		580.64				
EQUITY LIFESTYLE PROPERTIES (ELS) REIT	26,555.76	25,429.36	0.11 %	27,492.75	- 2,063.39	2.20 %	557.59	139.40
ARISTOTLE CAPITAL MANAGEMENT	407	62.4800		67.55				
NATIONAL HEALTH INVS INC (NHI)	7,576.56	9,290.16	0.04 %	11,667.29	- 2,377.13	7.27 %	674.73	168.68
GW&K INVESTMENT MANAGEMENT	153	60.7200		76.26				
QTS REALTY TRUST INC-CL A (QTS)	14,270.46	15,766.14	0.07 %	12,481.06	3,285.08	2.94 %	462.48	115.62
GW&K INVESTMENT MANAGEMENT	246	64.0900		50.74				

Detail

Real estate

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
RYMAN HOSPITALITY PPTYS INC (RHP)	3,369.90	3,252.40	0.02 %	8,080.54	- 4,828.14	10.99 %	357.20	
GW&K INVESTMENT MANAGEMENT	94	34.6000		85.96				
STAG INDUSTRIES INC (STAG)	10,516.84	13,692.44	0.06 %	13,612.15	80.29	4.92 %	672.48	
GW&K INVESTMENT MANAGEMENT	467	29.3200		29.15				
SUN CMNTYS INC (SUI)	26,343.35	24,829.44	0.11 %	27,512.39	- 2,682.95	2.33 %	578.28	144.57
ARISTOTLE CAPITAL MANAGEMENT	183	135.6800		150.34				
Total real estate		\$344,135.32	1.40 %	\$313,314.67	\$30,820.65	2.10 %	\$7,231.82	\$1,125.97

Telecommunication services

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
ALPHABET INC/CA-CL A (GOOGL)	\$99,927.70	\$121,952.30	0.50 %	\$31,421.98	\$90,530.32			
EDGEWOOD MGMT	86	\$1,418.0500		\$365.37				
FACEBOOK INC (FB)	89,571.60	121,936.59	0.50 %	76,329.20	45,607.39			
EDGEWOOD MGMT	537	227.0700		142.14				
NETFLIX INC (NFLX)	54,823.00	66,435.84	0.27 %	38,825.17	27,610.67			
EDGEWOOD MGMT	146	455.0400		265.93				
SNAP INC - A (SNAP)	43,802.76	86,537.16	0.36 %	68,008.53	18,528.63			
EDGEWOOD MGMT	3,684	23.4900		18.46				
TWITTER INC (TWTR)	26,402.00	32,024.25	0.13 %	44,595.44	- 12,571.19			
ARISTOTLE CAPITAL MANAGEMENT	1,075	29.7900		41.48				
Total telecommunication services		\$428,886.14	1.74 %	\$259,180.32	\$169,705.82			

Utilities

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
IDACORP INC (IDA)	\$10,183.64	\$10,134.92	0.05 %	\$12,473.10	- \$2,338.18	3.07 %	\$310.88	
GW&K INVESTMENT MANAGEMENT	116	\$87.3700		\$107.53				
NORTHWESTERN CORPORATION (NWE)	10,829.23	9,868.12	0.04 %	13,517.46	- 3,649.34	4.41 %	434.40	
GW&K INVESTMENT MANAGEMENT	181	54.5200		74.68				

Detail

Utilities

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit						
Total utilities		\$20,003.04	0.08 %	\$25,990.56	- \$5,987.52	3.73 %	\$745.28	
Total stocks		\$4,969,089.14	20.14 %	\$4,258,000.20	\$711,088.94	1.10 %	\$54,613.67	\$3,794.21

Etf - equity

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit						
ISHARES CORE S&P 500 (IVV) ETF 21-75-073-4453885	\$3,307,261.60 12,799	\$3,963,722.31 \$309.6900	16.07 %	\$2,831,777.48 \$221.25	\$1,131,944.83	1.90 %	\$75,219.72	
ISHARES RUSSELL MID-CAP (IWR) ETF 21-75-073-4453885	1,488,674.28 34,484	1,848,342.40 53.6000	7.50 %	1,021,668.24 29.63	826,674.16	1.69 %	31,139.05	
VANGUARD FTSE ALL WORLD EX-US (VEU) INDEX FUND ETF 21-75-073-4453885	597,948.54 14,577	694,010.97 47.6100	2.82 %	729,207.38 50.03	- 35,196.41	2.69 %	18,658.56	
VANGUARD REAL ESTATE (VNQ) ETF 21-75-073-4453885	188,315.60 6,596	517,983.88 78.5300	2.10 %	538,023.41 81.57	- 20,039.53	3.96 %	20,493.77	
VANGUARD SMALL CAP (VB) ETF 21-75-073-4453885	600,172.56 5,199	757,598.28 145.7200	3.08 %	700,407.71 134.72	57,190.57	1.47 %	11,073.87	
Total etf - equity		\$7,781,657.84	31.54 %	\$5,821,084.22	\$1,960,573.62	2.01 %	\$156,584.97	

Detail

Mutual funds - equity

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
FEDERATED INTERNATIONAL EQUITY (PEIRX) FUND CL R6 FD #718 21-75-073-4453885	\$1,495,066.31	80,293.572	\$1,854,781.51	7.52 %	\$948,138.46 \$11.81	\$906,643.05	1.40 %	\$25,854.53	
SEAFARER OVERSEAS GROWTH & (SIGIX) INCOME INSTL CLASS FD # 11602 21-75-073-4453885	609,488.46		727,906.06	2.95 %	746,370.24 11.54	- 18,464.18	1.83 %	13,264.07	
LAZARD GLOBAL LISTED (GLIFX) INFRASTRUCTURE PORTFOLIO FUND# 1243 21-75-073-4453885	349,410.98		482,812.17	1.96 %	513,086.63 15.08	- 30,274.46	6.28 %	30,316.11	
Total mutual funds - equity			\$3,065,499.74	12.42 %	\$2,207,595.33	\$857,904.41	2.27 %	\$69,434.71	
Total equities			\$15,816,246.72	64.09 %	\$12,286,679.75	\$3,529,566.97	1.77 %	\$280,633.35	\$3,794.21

Alternative investments

Mutual funds - alternative invest

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
GOLDMAN SACHS ABSOLUTE (GJRTX) RETURN TRACKER FUND CL I FD # 3279 21-75-073-4453885	\$915,118.15	104,109.004	\$954,679.57	3.87 %	\$1,003,037.00 \$9.63	- \$48,357.43	1.38 %	\$13,117.73	
Total portfolio			\$24,676,523.30	100.00 %	\$21,144,288.59	\$3,532,234.71	2.07 %	\$510,262.71	\$22,195.76

Pending Trades

1204

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

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending July 31, 2020

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	21,510,574.69	0.00	0.00	0.00	0.00	0.00	21,510,574.69
42 Intergovernmental	13,954,760.09	908,254.08	0.00	0.00	0.00	0.00	14,863,014.17
43 Fines & Fees	75,051.72	0.00	0.00	0.00	0.00	0.00	75,051.72
44 Investment Earnings	393,566.49	62,026.40	14,186.23	582,063.53	9,557.87	0.00	1,061,400.52
45 Charges for Services	0.00	3,899,684.31	0.00	0.00	0.00	0.00	3,899,684.31
46 Contributions & Donations	350.00	430,408.52	0.00	0.00	148,784.42	0.00	579,542.94
48 Miscellaneous Revenue	316,788.95	0.00	0.00	0.00	0.00	35,821.69	352,610.64
Total Revenues	\$ 36,251,091.94	\$ 5,300,373.31	\$ 14,186.23	\$ 582,063.53	\$ 158,342.29	\$ 35,821.69	\$ 42,341,878.99
51 Salaries/Benefits	20,409,998.47	1,792,355.05	0.00	0.00	0.00	0.00	22,202,353.52
52 Supplies	456,988.99	21,865.41	0.00	0.00	115.97	0.00	478,970.37
53 Purchased/Contracted Services	4,984,353.96	1,820,378.70	0.00	38,555.54	30,497.70	0.00	6,873,785.90
54 Library Materials	2,946,605.47	634,051.81	0.00	0.00	10,242.07	0.00	3,590,899.35
55 Capital Outlay	270,946.31	134,378.87	0.00	1,697,706.50	0.00	0.00	2,103,031.68
56 Debt Service	0.00	0.00	1,136,317.60	0.00	0.00	0.00	1,136,317.60
57 Miscellaneous Expenses	157,436.22	29,455.39	0.00	0.00	0.00	35,916.49	222,808.10
Total Expenditures	\$ 29,226,329.42	\$ 4,432,485.23	\$ 1,136,317.60	\$ 1,736,262.04	\$ 40,855.74	\$ 35,916.49	\$ 36,608,166.52
Revenue Over/(Under) Expenditures	\$ 7,024,762.52	\$ 867,888.08	\$(1,122,131.37)	\$(1,154,198.51)	\$ 117,486.55	\$(94.80)	\$ 5,733,712.47
95 Notes Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Advances	(10,008.56)	10,008.56	0.00	0.00	0.00	0.00	0.00
99 Transfers	(1,090,385.20)	0.00	1,090,385.20	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$(1,100,393.76)	\$ 10,008.56	\$ 1,090,385.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/ (Under) Expenditures & Other Uses	\$ 5,924,368.76	\$ 877,896.64	\$(31,746.17)	\$(1,154,198.51)	\$ 117,486.55	\$(94.80)	\$ 5,733,712.47
Beginning Year Cash Balance	\$ 30,578,825.98	\$ 20,239,744.42	\$ 0.00	\$ 63,791,378.91	\$ 4,518,733.85	\$ 13,202.92	\$ 122,035,062.03
Current Cash Balance	\$ 36,503,194.74	\$ 21,117,641.06	\$ 2,861,429.78	\$ 62,637,180.40	\$ 4,636,220.40	\$ 13,108.12	\$ 127,768,774.50

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending July 31, 2020

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	23,533,473	12,670,988	10,862,484	54%	61%
General Property Tax	32,778,839	21,510,575	11,268,264	66%	80%
Rollback, Homestead, CAT	2,400,000	1,283,772	1,116,228	53%	54%
Fines & Fees	279,580	75,052	204,528	27%	110%
Investment Earnings	646,348	393,566	252,782	61%	55%
Contributions	1,400	350	1,050	25%	96%
Miscellaneous	814,300	316,789	497,511	39%	16%
Return of Advances Out	0	75,000	(75,000)	0%	0%
Total	\$ 60,453,940	\$ 36,326,092	\$ 24,127,848	60%	71%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	40,618,542	20,468,087	20,150,455	50%	57%
Supplies	1,099,275	607,062	492,212	55%	73%
Purchased Services	11,081,825	8,072,491	3,009,333	73%	79%
Library Materials	10,552,588	4,607,608	5,944,979	44%	64%
Capital Outlay	1,584,033	437,697	1,146,336	28%	59%
Other	218,889	177,944	40,945	81%	56%
Subtotal	\$ 65,155,151	\$ 34,370,891	\$ 30,784,260	53%	63%
Advances Out	0	85,009	(85,009)		
Transfers Out	1,090,385	1,090,385	0		
Total	\$ 66,245,536	\$ 35,546,284	\$ 30,699,252	54%	63%

Note (1): Certificate from Cuyahoga County Budget Commission dated June 9, 2020.

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

Note (3): Subtotal includes 45% expended and 8% encumbered.

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

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110	Professional Salaries	11,992,715.71	11,992,715.71	6,121,929.57	0.00	5,870,786.14
51120	Clerical Salaries	11,151,894.98	11,151,894.98	5,184,941.56	0.00	5,966,953.42
51130	Non-Clerical Salaries	1,322,588.05	1,322,588.05	514,674.72	0.00	807,913.33
51140	Buildings Salaries	5,040,100.86	5,040,100.86	2,345,992.67	0.00	2,694,108.19
51150	Other Salaries	585,727.69	585,727.69	238,665.04	0.00	347,062.65
51180	Severance Pay	0.00	160,016.42	223,112.09	0.00	(63,095.67)
51190	Non-Base Pay	423,000.00	423,000.00	666,683.01	0.00	(243,683.01)
51400	OPERS	4,312,417.07	4,312,417.07	2,058,534.29	0.00	2,253,882.78
51610	Health Insurance	4,764,735.97	4,764,735.97	2,672,661.54	0.00	2,092,074.43
51611	Dental Insurance	221,465.71	221,465.71	101,274.94	0.00	120,190.77
51612	Vision Insurance	16,977.78	16,977.78	8,985.02	0.00	7,992.76
51620	Life Insurance	13,786.20	13,786.20	8,283.59	0.00	5,502.61
51625	Short Term Disability Insuranc	29,623.34	29,623.34	28,193.12	0.00	1,430.22
51630	Workers Compensation	87,345.50	92,875.46	(4,647.17)	0.00	97,522.63
51640	Unemployment Compensation	25,000.00	30,961.94	26,552.63	42,545.14	(38,135.83)
51650	Medicare - ER	412,902.76	415,222.99	205,900.18	887.08	208,435.73
51900	Other Benefits	44,431.38	44,431.38	8,261.67	14,656.34	21,513.37
	Salaries/Benefits	\$40,444,713.00	\$ 40,618,541.55	\$ 20,409,998.47	\$ 58,088.56	\$ 20,150,454.52
52110	Office Supplies	44,260.00	44,513.66	13,070.29	361.26	31,082.11
52120	Stationery	31,812.00	32,391.96	5,518.29	4,722.09	22,151.58
52130	Duplication Supplies	20,935.00	21,083.73	4,725.03	0.00	16,358.70
52140	Hand Tools	500.00	540.68	368.28	0.00	172.40
52150	Book Repair Supplies	65,463.00	65,463.00	9,603.54	6,912.92	48,946.54
52210	Janitorial Supplies	98,421.00	229,304.89	180,838.44	11,868.26	36,598.19

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

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	Electrical Supplies	51,034.00	52,514.88	28,393.16	8,067.33	16,054.39
52230	Maintenance Supplies	404,348.00	320,379.23	108,182.71	55,505.22	156,691.30
52240	Uniforms	21,675.00	38,089.00	14,993.38	13,059.98	10,035.64
52300	Motor Vehicle Supplies	56,585.00	67,640.31	13,580.70	40,387.40	13,672.21
52900	Other Supplies	164,434.00	227,353.33	77,715.17	9,188.97	140,449.19
	Supplies	\$959,467.00	\$ 1,099,274.67	\$ 456,988.99	\$ 150,073.43	\$ 492,212.25
53100	Travel/Meetings	100,000.00	103,520.55	13,283.67	1,097.00	89,139.88
53210	Telecommunications	276,904.00	331,747.85	161,951.70	169,796.15	0.00
53230	Postage/Freight	78,600.00	113,699.44	15,410.57	68,318.52	29,970.35
53240	PR/Other Communications	198,409.00	206,440.32	67,646.62	26,135.24	112,658.46
53310	Building Repairs	473,609.47	474,170.29	84,277.11	88,439.92	301,453.26
53320	Machine Repairs	17,897.00	24,896.89	11,950.64	3,383.53	9,562.72
53340	Building Maintenance	485,000.00	537,816.39	158,450.14	57,088.14	322,278.11
53350	Machine Maintenance	145,490.30	222,137.90	79,678.18	61,022.19	81,437.53
53360	Computer Maintenance	436,400.00	434,123.34	209,954.22	24,007.17	200,161.95
53370	Motor Vehicle Repairs/Maint	27,000.00	34,735.05	14,059.17	16,621.71	4,054.17
53380	Contract Security	15,000.00	251,179.74	170,600.54	80,579.20	0.00
53390	Landscaping	26,600.00	26,600.00	0.00	0.00	26,600.00
53400	Insurance	473,180.00	473,180.00	346.00	0.00	472,834.00
53510	Rent/Leases	172,222.14	184,094.58	89,036.84	59,403.64	35,654.10
53520	Equipment Rental	22,384.00	24,307.33	10,372.96	7,058.39	6,875.98
53610	Electricity	1,790,200.00	1,898,521.26	890,319.08	989,713.49	18,488.69
53620	Gas	147,300.00	165,042.01	106,166.80	52,768.09	6,107.12
53630	Chilled Water	841,333.00	862,197.04	246,920.98	610,562.70	4,713.36

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

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53640	Water/Sewer	161,700.00	178,698.73	66,937.02	103,601.76	8,159.95
53710	Professional Services	1,068,979.75	1,605,832.50	456,629.59	535,151.34	614,051.57
53720	Auditors Fees	820,000.00	850,728.80	432,080.45	26,803.80	391,844.55
53730	Bank Service Charges	11,000.00	11,000.00	4,782.61	0.00	6,217.39
53800	Library Material Control	266,500.00	441,096.77	70,435.48	105,646.29	265,015.00
53900	Other Purchased Services	1,624,866.34	1,626,057.84	1,623,063.59	939.25	2,055.00
	Purchased/Contracted Services	\$9,680,575.00	\$ 11,081,824.62	\$ 4,984,353.96	\$ 3,088,137.52	\$ 3,009,333.14
54110	Books	2,032,500.00	3,094,717.08	574,749.16	485,759.10	2,034,208.82
54120	Continuations	282,030.00	460,885.55	134,509.26	127,755.05	198,621.24
54210	Periodicals	750,500.00	922,891.68	52,155.34	137,881.26	732,855.08
54220	Microforms	29,070.00	78,618.00	44,635.05	6,025.00	27,957.95
54310	Video Media	1,315,000.00	1,274,950.59	436,778.56	135,105.02	703,067.01
54320	Audio Media - Spoken	105,150.00	86,516.82	14,453.66	5,065.97	66,997.19
54325	Audio Media - Music	120,150.00	116,940.78	42,619.85	26,074.90	48,246.03
54500	Database Services	645,000.00	1,343,311.95	681,116.85	62,540.99	599,654.11
54530	eMedia	1,807,600.00	2,917,927.54	893,843.00	560,782.30	1,463,302.24
54600	Interlibrary Loan	3,000.00	3,000.00	850.00	2,410.00	(260.00)
54710	Bookbinding	20,000.00	42,979.85	5,259.06	10,303.98	27,416.81
54720	Preservation Services	20,000.00	31,101.75	19,436.72	9,418.37	2,246.66
54730	Preservation Boxing	5,000.00	5,263.00	574.54	0.00	4,688.46
54790	Preservation Reformatting	25,000.00	25,000.00	300.00	722.28	23,977.72
54905	Other LM-Hotspots	120,000.00	148,483.02	45,324.42	91,158.60	12,000.00
	Library Materials	\$7,280,000.00	\$ 10,552,587.61	\$ 2,946,605.47	\$ 1,661,002.82	\$ 5,944,979.32
55300	Construction/Improvements	0.00	27,368.65	8,271.76	19,096.89	0.00

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

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
55510 Furniture	222,592.42	224,906.26	6,362.27	9,525.09	209,018.90
55520 Equipment	620,716.58	773,375.61	160,455.63	73,500.62	539,419.36
55530 Computer Hardware	385,500.00	373,629.05	85,859.93	40,194.00	247,575.12
55540 Software	75,500.00	97,792.50	9,996.72	24,434.50	63,361.28
55700 Motor Vehicles	86,961.00	86,961.00	0.00	0.00	86,961.00
Capital Outlay	\$1,391,270.00	\$ 1,584,033.07	\$ 270,946.31	\$ 166,751.10	\$ 1,146,335.66
57100 Memberships	94,164.26	94,164.26	63,622.22	8,936.22	21,605.82
57200 Taxes	15,000.00	16,714.96	3,586.16	10,790.94	2,337.86
57500 Refunds/Reimbursements	106,142.74	108,010.14	90,227.84	780.73	17,001.57
Miscellaneous Expenses	\$215,307.00	\$ 218,889.36	\$ 157,436.22	\$ 20,507.89	\$ 40,945.25
59810 Advances Out	0.00	0.00	85,008.56	0.00	(85,008.56)
Advances	\$0.00	\$ 0.00	\$ 85,008.56	\$ 0.00	\$(85,008.56)
59900 Transfers Out	1,090,385.20	1,090,385.20	1,090,385.20	0.00	0.00
Transfers	\$1,090,385.20	\$ 1,090,385.20	\$ 1,090,385.20	\$ 0.00	\$ 0.00
TOTAL	\$61,061,717.20	\$ 66,245,536.08	\$ 30,401,723.18	\$ 5,144,561.32	\$ 30,699,251.58

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2020

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	30,578,825.98	36,326,091.94	30,401,723.18	5,144,561.32	31,358,633.42
Total General Fund	\$ 30,578,825.98	\$ 36,326,091.94	\$ 30,401,723.18	\$ 5,144,561.32	\$ 31,358,633.42
201 Anderson	387,801.04	0.00	111.45	0.00	387,689.59
202 Endowment for the Blind	2,966,435.07	1,687.84	0.00	0.00	2,968,122.91
203 Founders	6,328,403.07	174,597.24	236,734.64	209,738.51	6,056,527.16
204 Kaiser	82,631.57	0.00	0.00	0.00	82,631.57
205 Kralej	225,208.14	131.35	0.00	0.00	225,339.49
206 Library	200,152.80	1,846.39	1,500.00	0.00	200,499.19
207 Pepke	176,596.14	0.00	0.00	0.00	176,596.14
208 Wickwire	1,832,259.49	(4,045.49)	8,832.22	3,971.09	1,815,410.69
209 Wittke	112,324.15	0.00	0.00	0.00	112,324.15
210 Young	5,653,196.59	18,548.49	0.00	0.00	5,671,745.08
226 Judd	127,525.23	126,034.50	80,437.59	34,373.38	138,748.76
228 Lockwood Thompson Memorial	213,724.58	98,136.00	20,468.80	147,215.76	144,176.02
229 Ohio Center for the Book	372.42	2,225.00	2,225.00	0.00	372.42
230 Schweinfurth	176,930.52	0.00	23,285.00	0.00	153,645.52
231 CLEVNET	1,471,491.29	3,899,684.31	3,284,484.46	733,540.23	1,353,150.91
251 OLBPD-Library for the Blind	113,077.26	854,098.00	753,144.41	101,058.57	112,972.28
254 MyCom	25,728.45	124,165.64	78,491.37	28,002.00	43,400.72
256 Learning Centers	21,361.67	0.00	7,432.81	13,928.86	0.00
257 Tech Centers	0.00	88,000.00	0.00	0.00	88,000.00
258 Early Literacy	10,337.48	0.00	10,337.48	0.00	0.00
259 Rice Solar Panel System	114,187.46	272.60	0.00	114,006.23	453.83
Total Special Revenue Funds	\$ 20,239,744.42	\$ 5,385,381.87	\$ 4,507,485.23	\$ 1,385,834.63	\$ 19,731,806.43

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2020

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
301 Debt Service	2,893,175.95	1,104,571.43	1,136,317.60	0.00	2,861,429.78
Total Debt Service Fund	\$ 2,893,175.95	\$ 1,104,571.43	\$ 1,136,317.60	\$ 0.00	\$ 2,861,429.78
401 Building & Repair	2,190,953.93	0.00	224,451.61	168,041.49	1,798,460.83
402 Construction - Tax-Exempt	52,590,171.10	494,225.68	1,508,810.31	2,820,087.14	48,755,499.33
403 Construction - Taxable	9,010,253.88	87,837.85	3,000.12	2,050.28	9,093,041.33
Total Capital Project Funds	\$ 63,791,378.91	\$ 582,063.53	\$ 1,736,262.04	\$ 2,990,178.91	\$ 59,647,001.49
501 Abel	304,642.27	0.00	0.00	0.00	304,642.27
502 Ambler	3,098.23	0.00	0.00	0.00	3,098.23
503 Beard	91,987.04	429.50	23,578.20	4,719.44	64,118.90
504 Klein	7,325.62	0.00	0.00	0.00	7,325.62
505 Malon/Schroeder	358,043.47	426.26	2,649.50	2,699.50	353,120.73
506 McDonald	250,338.21	328.74	4,340.00	1,550.00	244,776.95
507 Ratner	124,528.50	0.00	0.00	0.00	124,528.50
508 Root	53,700.74	0.00	0.00	0.00	53,700.74
509 Sugarman	242,255.89	1,292.67	45.97	0.00	243,502.59
510 Thompson	174,844.24	(1,442.79)	0.00	0.00	173,401.45
511 Weidenthal	9,071.67	0.00	0.00	0.00	9,071.67
512 White	2,792,445.72	8,523.49	10,242.07	13,354.32	2,777,372.82
513 Beard Anna Young	106,452.25	0.00	0.00	0.00	106,452.25
514 Paulson	0.00	148,784.42	0.00	0.00	148,784.42
Total Permanent Funds	\$ 4,518,733.85	\$ 158,342.29	\$ 40,855.74	\$ 22,323.26	\$ 4,613,897.14
901 Unclaimed Funds	7,585.80	1,929.20	384.31	0.00	9,130.69
905 CLEVNET Fines & Fees	5,617.12	33,892.49	35,532.18	0.00	3,977.43
Total Agency Funds	\$ 13,202.92	\$ 35,821.69	\$ 35,916.49	\$ 0.00	\$ 13,108.12
Total All Funds	\$ 122,035,062.03	\$ 43,592,272.75	\$ 37,858,560.28	\$ 9,542,898.12	\$ 118,225,876.38

Cleveland Public Library
Year-To-Date Budget Report
Construction - Tax-Exempt Fund 402
For the Period Ending July 31, 2020

	Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400 Investment Earnings (Capital)	0.00	0.00	-494,225.68	0.00	494,225.68
Investment Earnings	0.00	0.00	-494,225.68	0.00	494,225.68
53710 Professional Services	0.00	71,683.00	31,233.42	36,449.38	4,000.20
Purchased/Contracted Services	0.00	71,683.00	31,233.42	36,449.38	4,000.20
55300 Construction/Improvements	3,255,714.00	10,017,436.00	1,477,576.89	2,783,637.76	5,756,221.35
Capital Outlay	3,255,714.00	10,017,436.00	1,477,576.89	2,783,637.76	5,756,221.35
TOTAL Revenues	0.00	0.00	-494,225.68		494,225.68
TOTAL Expenditures	3,255,714.00	10,089,119.00	1,508,810.31	2,820,087.14	5,760,221.55
		Prior Fund Balance	52,590,171.10		
		Change in Fund Balance	(1,014,584.63)		
		Current Fund Balance	51,575,586.47		

Cleveland Public Library
Year-To-Date Budget Report
Construction - Taxable Fund 403
For the Period Ending July 31, 2020

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>YTD Actual</u>	<u>Encumbered and Unpaid</u>	<u>Available Balance</u>
44400 Investment Earnings (Capital)	0.00	0.00	-87,837.85	0.00	87,837.85
Investment Earnings	0.00	0.00	-87,837.85	0.00	87,837.85
53710 Professional Services	0.00	5,550.00	3,000.12	2,050.28	499.60
Purchased/Contracted Services	0.00	5,550.00	3,000.12	2,050.28	499.60
TOTAL Revenues	0.00	0.00	-87,837.85		87,837.85
TOTAL Expenditures	0.00	5,550.00	3,000.12	2,050.28	499.60
			Prior Fund Balance		9,010,253.88
			Change in Fund Balance		84,837.73
			Current Fund Balance		9,095,091.61

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

Balance of All Funds	<u><u>\$ 127,768,774.50</u></u>
Huntington - Checking	42,596.08
KeyBank - Checking (ZBA)	1,586,814.59
KeyBank - FSA Account	5,207.19
Petty Cash	270.00
Change Fund	1,490.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u><u>\$ 1,636,633.38</u></u>
Huntington Escrow Account	114,460.06
U.S. Bank - 2019A-Money Market	4,415,174.24
U.S. Bank - 2019B-Money Market	110,600.33
U.S. Bank - Investments	34,280,420.43
U.S. Bank - Inv - Money Market	588,326.08
U.S. Bank - Series 2019A Notes	49,175,579.72
U.S. Bank - Series 2019B Notes	8,986,741.38
Huntington Trust -Money Market	2,467,058.95
STAR Ohio Investment	4,729,226.66
STAR Plus Program	0.00
Investments	<u><u>\$ 104,867,587.85</u></u>
PNC- Endowment Account	21,264,553.27
Endowment Account	<u><u>\$ 21,264,553.27</u></u>
Cash in Banks and On Hand	<u><u>\$ 127,768,774.50</u></u>

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

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending August 31, 2020

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	27,597,574.69	0.00	0.00	0.00	0.00	0.00	27,597,574.69
42 Intergovernmental	16,351,699.13	1,759,618.08	0.00	0.00	0.00	0.00	18,111,317.21
43 Fines & Fees	82,949.50	0.00	0.00	0.00	0.00	0.00	82,949.50
44 Investment Earnings	410,498.51	62,035.00	14,323.92	619,131.23	9,557.87	0.00	1,115,546.53
45 Charges for Services	0.00	4,217,296.30	0.00	0.00	0.00	0.00	4,217,296.30
46 Contributions & Donations	400.00	430,608.52	0.00	0.00	148,784.42	0.00	579,792.94
48 Miscellaneous Revenue	698,964.84	0.00	0.00	0.00	0.00	43,976.14	742,940.98
Total Revenues	\$ 45,142,086.67	\$ 6,469,557.90	\$ 14,323.92	\$ 619,131.23	\$ 158,342.29	\$ 43,976.14	\$ 52,447,418.15
51 Salaries/Benefits	22,988,635.86	2,022,181.78	0.00	0.00	0.00	0.00	25,010,817.64
52 Supplies	528,508.94	49,144.72	0.00	0.00	115.97	0.00	577,769.63
53 Purchased/Contracted Services	5,974,268.37	1,888,189.93	0.00	45,366.72	31,265.70	0.00	7,939,090.72
54 Library Materials	3,315,215.21	681,626.76	0.00	0.00	11,203.07	0.00	4,008,045.04
55 Capital Outlay	285,744.26	135,067.83	0.00	1,720,302.09	0.00	0.00	2,141,114.18
56 Debt Service	0.00	0.00	1,136,317.60	0.00	0.00	0.00	1,136,317.60
57 Miscellaneous Expenses	160,702.35	399,153.68	0.00	0.00	0.00	39,893.92	599,749.95
Total Expenditures	\$ 33,253,074.99	\$ 5,175,364.70	\$ 1,136,317.60	\$ 1,765,668.81	\$ 42,584.74	\$ 39,893.92	\$ 41,412,904.76
Revenue Over/(Under) Expenditures	\$ 11,889,011.68	\$ 1,294,193.20	\$(1,121,993.68)	\$(1,146,537.58)	\$ 115,757.55	\$ 4,082.22	\$ 11,034,513.39
95 Notes Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Advances	(10,008.56)	10,008.56	0.00	0.00	0.00	0.00	0.00
99 Transfers	(1,090,385.20)	0.00	1,090,385.20	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$(1,100,393.76)	\$ 10,008.56	\$ 1,090,385.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/ (Under) Expenditures & Other Uses	\$ 10,788,617.92	\$ 1,304,201.76	\$(31,608.48)	\$(1,146,537.58)	\$ 115,757.55	\$ 4,082.22	\$ 11,034,513.39
Beginning Year Cash Balance	\$ 30,578,825.98	\$ 20,239,744.42	\$ 0.00	\$ 63,791,378.91	\$ 4,518,733.85	\$ 13,202.92	\$ 122,035,062.03
Current Cash Balance	\$ 41,367,443.90	\$ 21,543,946.18	\$ 2,861,567.47	\$ 62,644,841.33	\$ 4,634,491.40	\$ 17,285.14	\$ 133,069,575.42

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending August 31, 2020

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	23,533,473	15,067,927	8,465,545	64%	68%
General Property Tax	32,778,839	27,597,575	5,181,264	84%	106%
Rollback, Homestead, CAT	2,400,000	1,283,772	1,116,228	53%	108%
Fines & Fees	279,580	82,950	196,631	30%	125%
Investment Earnings	646,348	410,499	235,849	64%	63%
Contributions	1,400	400	1,000	29%	99%
Miscellaneous	814,300	698,965	115,335	86%	50%
Return of Advances Out	0	75,000	(75,000)	0%	0%
Total	<u>\$ 60,453,940</u>	<u>\$ 45,217,087</u>	<u>\$ 15,236,853</u>	<u>75%</u>	<u>91%</u>

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	40,618,542	23,045,762	17,572,779	57%	65%
Supplies	1,099,275	723,981	375,293	66%	79%
Purchased Services	11,081,825	8,580,432	2,501,392	77%	87%
Library Materials	10,552,588	5,190,711	5,361,876	49%	67%
Capital Outlay	1,584,033	451,137	1,132,896	28%	60%
Other	218,889	178,179	40,711	81%	57%
Subtotal	<u>\$ 65,155,151</u>	<u>\$ 38,170,203</u>	<u>\$ 26,984,948</u>	<u>59%</u>	<u>70%</u>
Advances Out	0	85,009	(85,009)		
Transfers Out	1,090,385	1,090,385	0		
Total	<u>\$ 66,245,536</u>	<u>\$ 39,345,596</u>	<u>\$ 26,899,940</u>	<u>59%</u>	<u>70%</u>

Note (1): Certificate from Cuyahoga County Budget Commission dated June 9, 2020.

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

Note (3): Subtotal includes 51% expended and 8% encumbered.

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

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	Professional Salaries	11,992,715.71	11,992,715.71	6,923,829.96	0.00	5,068,885.75
51120	Clerical Salaries	11,151,894.98	11,151,894.98	5,850,970.44	0.00	5,300,924.54
51130	Non-Clerical Salaries	1,322,588.05	1,322,588.05	576,397.14	0.00	746,190.91
51140	Buildings Salaries	5,040,100.86	5,040,100.86	2,657,739.36	0.00	2,382,361.50
51150	Other Salaries	585,727.69	585,727.69	269,186.72	0.00	316,540.97
51180	Severance Pay	0.00	160,016.42	227,241.23	0.00	(67,224.81)
51190	Non-Base Pay	423,000.00	423,000.00	672,426.08	0.00	(249,426.08)
51400	OPERS	4,312,417.07	4,312,417.07	2,323,093.93	0.00	1,989,323.14
51610	Health Insurance	4,764,735.97	4,764,735.97	3,055,112.12	0.00	1,709,623.85
51611	Dental Insurance	221,465.71	221,465.71	118,158.22	0.00	103,307.49
51612	Vision Insurance	16,977.78	16,977.78	10,250.71	0.00	6,727.07
51620	Life Insurance	13,786.20	13,786.20	9,480.44	0.00	4,305.76
51625	Short Term Disability Insuranc	29,623.34	29,623.34	32,538.46	0.00	(2,915.12)
51630	Workers Compensation	87,345.50	92,875.46	(4,647.17)	0.00	97,522.63
51640	Unemployment Compensation	25,000.00	30,961.94	26,552.63	42,545.14	(38,135.83)
51650	Medicare - ER	412,902.76	415,222.99	231,107.04	862.03	183,253.92
51900	Other Benefits	44,431.38	44,431.38	9,198.55	13,719.46	21,513.37
	Salaries/Benefits	\$40,444,713.00	\$ 40,618,541.55	\$ 22,988,635.86	\$ 57,126.63	\$ 17,572,779.06
52110	Office Supplies	44,260.00	44,513.66	13,208.88	1,976.61	29,328.17
52120	Stationery	31,812.00	32,391.96	5,518.29	4,722.09	22,151.58
52130	Duplication Supplies	20,935.00	22,083.73	4,725.03	600.94	16,757.76
52140	Hand Tools	500.00	540.68	368.28	0.00	172.40
52150	Book Repair Supplies	65,463.00	55,463.00	9,603.54	6,912.92	38,946.54
52210	Janitorial Supplies	98,421.00	249,304.89	194,238.93	23,437.40	31,628.56

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

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	Electrical Supplies	51,034.00	52,514.88	29,994.28	9,781.44	12,739.16
52230	Maintenance Supplies	404,348.00	316,702.11	151,141.71	81,361.75	84,198.65
52240	Uniforms	21,675.00	38,089.00	14,993.38	13,059.98	10,035.64
52300	Motor Vehicle Supplies	56,585.00	67,640.31	15,380.71	38,587.39	13,672.21
52900	Other Supplies	164,434.00	220,030.45	89,335.91	15,031.94	115,662.60
	Supplies	\$959,467.00	\$ 1,099,274.67	\$ 528,508.94	\$ 195,472.46	\$ 375,293.27
53100	Travel/Meetings	100,000.00	103,520.55	13,383.67	1,097.00	89,039.88
53210	Telecommunications	276,904.00	331,747.85	187,523.92	143,623.93	600.00
53230	Postage/Freight	78,600.00	113,699.44	16,439.86	67,289.23	29,970.35
53240	PR/Other Communications	198,409.00	206,440.32	75,881.58	20,725.90	109,832.84
53310	Building Repairs	473,609.47	474,170.29	102,035.81	112,950.16	259,184.32
53320	Machine Repairs	17,897.00	26,979.91	14,769.04	550.46	11,660.41
53340	Building Maintenance	485,000.00	535,733.37	190,289.98	51,648.30	293,795.09
53350	Machine Maintenance	145,490.30	222,137.90	77,602.97	66,746.69	77,788.24
53360	Computer Maintenance	436,400.00	414,123.34	212,172.22	21,789.17	180,161.95
53370	Motor Vehicle Repairs/Maint	27,000.00	34,735.05	16,566.36	14,114.52	4,054.17
53380	Contract Security	15,000.00	476,179.74	203,943.49	47,236.25	225,000.00
53390	Landscaping	26,600.00	26,600.00	0.00	5,285.00	21,315.00
53400	Insurance	473,180.00	473,180.00	470,887.25	0.00	2,292.75
53510	Rent/Leases	172,222.14	184,094.58	105,906.85	42,533.63	35,654.10
53520	Equipment Rental	22,384.00	24,307.33	12,650.62	7,850.02	3,806.69
53610	Electricity	1,790,200.00	1,830,922.24	1,097,726.77	733,195.47	0.00
53620	Gas	147,300.00	154,517.02	107,878.62	46,638.40	0.00
53630	Chilled Water	841,333.00	807,700.68	378,383.30	429,317.38	0.00

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

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53640	Water/Sewer	161,700.00	170,557.78	76,762.50	93,795.28	0.00
53710	Professional Services	1,068,979.75	1,541,593.82	481,425.19	568,537.98	491,630.65
53720	Auditors Fees	820,000.00	850,728.80	432,080.45	24,803.80	393,844.55
53730	Bank Service Charges	11,000.00	11,000.00	5,398.85	0.00	5,601.15
53800	Library Material Control	266,500.00	441,096.77	70,435.48	105,646.29	265,015.00
53900	Other Purchased Services	1,624,866.34	1,626,057.84	1,624,123.59	789.25	1,145.00
	Purchased/Contracted Services	\$9,680,575.00	\$ 11,081,824.62	\$ 5,974,268.37	\$ 2,606,164.11	\$ 2,501,392.14
54110	Books	2,032,500.00	3,094,717.08	738,845.90	532,035.53	1,823,835.65
54120	Continuations	282,030.00	460,885.55	150,189.27	193,111.06	117,585.22
54210	Periodicals	750,500.00	922,891.68	60,655.64	130,859.04	731,377.00
54220	Microforms	29,070.00	78,618.00	44,635.05	5,900.00	28,082.95
54310	Video Media	1,315,000.00	1,274,950.59	458,963.38	174,883.26	641,103.95
54320	Audio Media - Spoken	105,150.00	86,516.82	17,876.76	1,642.87	66,997.19
54325	Audio Media - Music	120,150.00	116,940.78	51,831.79	29,705.97	35,403.02
54500	Database Services	645,000.00	1,343,311.95	681,116.85	62,889.99	599,305.11
54530	eMedia	1,807,600.00	2,917,927.54	1,036,575.32	668,003.53	1,213,348.69
54600	Interlibrary Loan	3,000.00	3,000.00	850.00	2,410.00	(260.00)
54710	Bookbinding	20,000.00	42,979.85	6,179.57	9,383.47	27,416.81
54720	Preservation Services	20,000.00	31,101.75	21,296.72	8,762.37	1,042.66
54730	Preservation Boxing	5,000.00	5,263.00	574.54	28.02	4,660.44
54790	Preservation Reformatting	25,000.00	25,000.00	300.00	722.28	23,977.72
54905	Other LM-Hotspots	120,000.00	148,483.02	45,324.42	55,158.60	48,000.00
	Library Materials	\$7,280,000.00	\$ 10,552,587.61	\$ 3,315,215.21	\$ 1,875,495.99	\$ 5,361,876.41
55300	Construction/Improvements	0.00	27,368.65	8,271.76	19,096.89	0.00

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55510 Furniture	222,592.42	224,906.26	7,701.59	14,408.63	202,796.04
55520 Equipment	620,716.58	773,375.61	173,914.26	61,603.79	537,857.56
55530 Computer Hardware	385,500.00	373,629.05	85,859.93	45,442.52	242,326.60
55540 Software	75,500.00	97,792.50	9,996.72	24,840.51	62,955.27
55700 Motor Vehicles	86,961.00	86,961.00	0.00	0.00	86,961.00
Capital Outlay	\$1,391,270.00	\$ 1,584,033.07	\$ 285,744.26	\$ 165,392.34	\$ 1,132,896.47
57100 Memberships	94,164.26	94,164.26	66,600.96	5,957.48	21,605.82
57200 Taxes	15,000.00	16,714.96	3,605.08	10,772.02	2,337.86
57500 Refunds/Reimbursements	106,142.74	108,010.14	90,496.31	746.71	16,767.12
Miscellaneous Expenses	\$215,307.00	\$ 218,889.36	\$ 160,702.35	\$ 17,476.21	\$ 40,710.80
59810 Advances Out	0.00	0.00	85,008.56	0.00	(85,008.56)
Advances	\$0.00	\$ 0.00	\$ 85,008.56	\$ 0.00	\$(85,008.56)
59900 Transfers Out	1,090,385.20	1,090,385.20	1,090,385.20	0.00	0.00
Transfers	\$1,090,385.20	\$ 1,090,385.20	\$ 1,090,385.20	\$ 0.00	\$ 0.00
TOTAL	\$61,061,717.20	\$ 66,245,536.08	\$ 34,428,468.75	\$ 4,917,127.74	\$ 26,899,939.59

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2020

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	30,578,825.98	45,217,086.67	34,428,468.75	4,917,127.74	36,450,316.16
Total General Fund	\$ 30,578,825.98	\$ 45,217,086.67	\$ 34,428,468.75	\$ 4,917,127.74	\$ 36,450,316.16
201 Anderson	387,801.04	0.00	111.45	0.00	387,689.59
202 Endowment for the Blind	2,966,435.07	1,687.84	0.00	0.00	2,968,122.91
203 Founders	6,328,403.07	174,597.24	278,149.01	303,590.79	5,921,260.51
204 Kaiser	82,631.57	0.00	0.00	0.00	82,631.57
205 Kralley	225,208.14	131.35	0.00	0.00	225,339.49
206 Library	200,152.80	2,046.39	1,500.00	0.00	200,699.19
207 Pepke	176,596.14	0.00	0.00	0.00	176,596.14
208 Wickwire	1,832,259.49	(4,045.49)	9,503.22	3,300.09	1,815,410.69
209 Wittke	112,324.15	0.00	0.00	0.00	112,324.15
210 Young	5,653,196.59	18,548.49	0.00	0.00	5,671,745.08
226 Judd	127,525.23	126,034.50	92,363.37	31,907.88	129,288.48
228 Lockwood Thompson Memorial	213,724.58	98,136.00	19,318.80	154,890.76	137,651.02
229 Ohio Center for the Book	372.42	2,225.00	2,225.00	0.00	372.42
230 Schweinfurth	176,930.52	0.00	23,285.00	12,535.00	141,110.52
231 CLEVNET	1,471,491.29	4,217,296.30	3,862,823.00	684,164.39	1,141,800.20
251 OLBPD-Library for the Blind	113,077.26	1,005,462.00	835,527.09	21,942.98	261,069.19
254 MyCom	25,728.45	124,165.64	106,493.37	17,293.50	26,107.22
256 Learning Centers	21,361.67	0.00	8,727.91	12,633.76	0.00
257 Tech Centers	0.00	88,000.00	0.00	0.00	88,000.00
258 Early Literacy	10,337.48	0.00	10,337.48	0.00	0.00
259 Rice Solar Panel System	114,187.46	281.20	0.00	114,006.23	462.43
260 Coronavirus Relief Fund	0.00	700,000.00	0.00	0.00	700,000.00
Total Special Revenue Funds	\$ 20,239,744.42	\$ 6,554,566.46	\$ 5,250,364.70	\$ 1,356,265.38	\$ 20,187,680.80

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2020

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
301 Debt Service	2,893,175.95	1,104,709.12	1,136,317.60	0.00	2,861,567.47
Total Debt Service Fund	\$ 2,893,175.95	\$ 1,104,709.12	\$ 1,136,317.60	\$ 0.00	\$ 2,861,567.47
401 Building & Repair	2,190,953.93	0.00	224,451.61	168,041.49	1,798,460.83
402 Construction - Tax-Exempt	52,590,171.10	524,200.57	1,537,929.30	3,994,348.15	47,582,094.22
403 Construction - Taxable	9,010,253.88	94,930.66	3,287.90	1,972.50	9,099,924.14
Total Capital Project Funds	\$ 63,791,378.91	\$ 619,131.23	\$ 1,765,668.81	\$ 4,164,362.14	\$ 58,480,479.19
501 Abel	304,642.27	0.00	0.00	0.00	304,642.27
502 Ambler	3,098.23	0.00	0.00	0.00	3,098.23
503 Beard	91,987.04	429.50	24,036.20	4,261.44	64,118.90
504 Klein	7,325.62	0.00	0.00	0.00	7,325.62
505 Malon/Schroeder	358,043.47	426.26	2,649.50	2,699.50	353,120.73
506 McDonald	250,338.21	328.74	4,650.00	1,240.00	244,776.95
507 Ratner	124,528.50	0.00	0.00	0.00	124,528.50
508 Root	53,700.74	0.00	0.00	0.00	53,700.74
509 Sugarman	242,255.89	1,292.67	45.97	0.00	243,502.59
510 Thompson	174,844.24	(1,442.79)	0.00	0.00	173,401.45
511 Weidenthal	9,071.67	0.00	0.00	0.00	9,071.67
512 White	2,792,445.72	8,523.49	11,203.07	16,443.32	2,773,322.82
513 Beard Anna Young	106,452.25	0.00	0.00	0.00	106,452.25
514 Paulson	0.00	148,784.42	0.00	0.00	148,784.42
Total Permanent Funds	\$ 4,518,733.85	\$ 158,342.29	\$ 42,584.74	\$ 24,644.26	\$ 4,609,847.14
901 Unclaimed Funds	7,585.80	1,929.20	384.31	0.00	9,130.69
905 CLEVNET Fines & Fees	5,617.12	42,046.94	39,509.61	0.00	8,154.45
Total Agency Funds	\$ 13,202.92	\$ 43,976.14	\$ 39,893.92	\$ 0.00	\$ 17,285.14
Total All Funds	\$ 122,035,062.03	\$ 53,697,811.91	\$ 42,663,298.52	\$ 10,462,399.52	\$ 122,607,175.90

Cleveland Public Library
Year-To-Date Budget Report
Construction - Tax-Exempt Fund 402
For the Period Ending August 31, 2020

	Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400 Investment Earnings (Capital)	0.00	0.00	-524,200.57	0.00	524,200.57
Investment Earnings	0.00	0.00	-524,200.57	0.00	524,200.57
53710 Professional Services	0.00	71,872.80	37,756.82	31,115.98	3,000.00
Purchased/Contracted Services	0.00	71,872.80	37,756.82	31,115.98	3,000.00
55300 Construction/Improvements	3,255,714.00	10,017,246.20	1,500,172.48	3,963,232.17	4,553,841.55
Capital Outlay	3,255,714.00	10,017,246.20	1,500,172.48	3,963,232.17	4,553,841.55
TOTAL Revenues	0.00	0.00	-524,200.57		524,200.57
TOTAL Expenditures	3,255,714.00	10,089,119.00	1,537,929.30	3,994,348.15	4,556,841.55
		Prior Fund Balance	52,590,171.10		
		Change in Fund Balance	(1,013,728.73)		
		Current Fund Balance	51,576,442.37		

Cleveland Public Library
Year-To-Date Budget Report
Construction - Taxable Fund 403
For the Period Ending August 31, 2020

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>YTD Actual</u>	<u>Encumbered and Unpaid</u>	<u>Available Balance</u>
44400 Investment Earnings (Capital)	0.00	0.00	-94,930.66	0.00	94,930.66
Investment Earnings	0.00	0.00	-94,930.66	0.00	94,930.66
53710 Professional Services	0.00	5,550.00	3,287.90	1,972.50	289.60
Purchased/Contracted Services	0.00	5,550.00	3,287.90	1,972.50	289.60
TOTAL Revenues	0.00	0.00	-94,930.66		94,930.66
TOTAL Expenditures	0.00	5,550.00	3,287.90	1,972.50	289.60
			Prior Fund Balance		9,010,253.88
			Change in Fund Balance		91,642.76
			Current Fund Balance		9,101,896.64

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

Balance of All Funds	\$ 133,069,575.42
Huntington - Checking	42,342.44
KeyBank - Checking (ZBA)	1,735,955.52
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	\$ 1,785,520.67
Huntington Escrow Account	114,468.66
U.S. Bank - 2019A-Money Market	3,937,282.41
U.S. Bank - 2019B-Money Market	1,117,718.14
U.S. Bank - Investments	34,527,070.95
U.S. Bank - Inv - Money Market	356,605.68
U.S. Bank - Series 2019A Notes	49,682,995.54
U.S. Bank - Series 2019B Notes	7,986,638.60
Huntington Trust -Money Market	2,565,789.35
STAR Ohio Investment	9,730,932.15
STAR Plus Program	0.00
Investments	\$ 110,019,501.48
PNC- Endowment Account	21,264,553.27
Endowment Account	\$ 21,264,553.27
Cash in Banks and On Hand	\$ 133,069,575.42

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – June 2020

1. INTERIM DEPOSITS

In accordance with *Ohio Revised Code* Section 135.14, funds that become available periodically throughout the fiscal year are invested in short term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury issues, agency issues, commercial paper, and negotiable certificates of deposit as managed by UACC (a Meeder Investment Management Company), STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period June 1, 2020 through June 30, 2020.

OPERATING FUND:

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
06/01/20 - 06/30/20	30	Various	STAR Ohio	Various	2,720.11	Investment Pool
06/01/20 - 06/30/20	30	Various	STAR Plus	Various	0.00	Bank Deposit Program
06/01/20 - 06/30/20	30	Various	U.S. Bank	Various	34.19	Sweep Money Market
09/06/19 - 06/01/20	270	500,000	Natixis NY Branch	1.910%	7,135.97	Commercial Paper
03/03/20 - 06/03/20	93	500,000	Federal Farm Credit Bank	1.750%	2,187.50	Federal Agency
12/10/19 - 06/10/20	184	500,000	Federal Home Loan Mortgage Corp.	2.000%	5,000.00	Federal Agency
03/19/20 - 06/19/20	93	500,000	Federal Farm Credit Bank	0.930%	1,537.50	Federal Agency
12/30/19 - 06/30/20	184	1,000,000	Federal Home Loan Mortgage Corp.	2.100%	10,500.00	Federal Agency
04/30/20 - 05/30/20	31	249,000	Celtic Bank	1.850%	378.62	Negotiable CD
04/30/20 - 05/30/20	31	249,000	Nicolet National Bank	1.150%	243.20	Negotiable CD
05/01/20 - 06/01/20	32	100,000	Live Oak Banking Co.	1.800%	152.88	Negotiable CD
12/05/19 - 06/05/20	184	246,000	Goldman Sachs Bank USA	2.700%	3,330.10	Negotiable CD
12/06/19 - 06/06/20	184	246,000	Ally Bank	2.500%	3,083.42	Negotiable CD
12/06/19 - 06/06/20	184	246,000	Morgan Stanley Bank NA	2.550%	3,145.09	Negotiable CD
12/06/19 - 06/06/20	184	246,000	Morgan Stanley PVT Bank	2.700%	3,330.10	Negotiable CD
05/11/20 - 06/11/20	32	249,000	UBS Bank USA	1.000%	211.48	Negotiable CD
05/11/20 - 06/11/20	32	249,000	First Internet Bank of Indiana	0.850%	179.76	Negotiable CD
05/13/20 - 06/13/20	32	249,000	Enerbank USA	1.800%	380.66	Negotiable CD
05/17/20 - 06/17/20	32	249,000	Wells Fargo National Bank West	1.900%	401.81	Negotiable CD
05/18/20 - 06/18/20	32	225,000	Wells Fargo Bank NA	1.950%	372.64	Negotiable CD
03/20/20 - 06/20/20	93	249,000	First Capital Bank SC	1.100%	232.63	Negotiable CD
05/20/20 - 06/20/20	32	210,000	Merrick Bank	2.350%	419.14	Negotiable CD
05/20/20 - 06/20/20	32	249,000	Texas Exchange Bank SSB	0.850%	179.76	Negotiable CD
05/21/20 - 06/21/20	32	249,000	SeviFirst Bank	1.600%	338.37	Negotiable CD
05/26/20 - 06/26/20	32	249,000	Axos Bank	1.650%	348.94	Negotiable CD
05/27/20 - 06/27/20	32	249,000	Comenity Capital Bank	2.500%	528.70	Negotiable CD
05/27/20 - 06/27/20	32	249,000	Bank of Old Monroe	1.250%	264.35	Negotiable CD
12/28/19 - 06/28/20	184	246,000	Flagstar Bank FSB	2.400%	2,960.09	Negotiable CD
05/30/20 - 06/30/20	32	249,000	Celtic Bank	1.850%	391.24	Negotiable CD
05/30/20 - 06/30/20	32	249,000	Nicolet National Bank	1.150%	235.36	Negotiable CD
12/15/19 - 06/15/20	184	275,000	United States Treasury Note	1.875%	2,578.13	Treasury Security
Earned Interest June 2020					\$	52,801.74
Earned Interest Year To Date					\$	351,175.18

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>
06/01/20 - 06/30/20	30	Various	U.S. Bank	Various	12.67	Sweep Money Market
09/09/19 - 06/01/20	267	3,000,000	Natixis NY Branch	1.940%	43,003.33	Commercial Paper
12/01/19 - 06/01/20	184	1,500,000	Federal Farm Credit Bank	1.550%	11,625.00	Federal Agency
04/30/20 - 05/31/20	32	249,000	First State Financial	1.350%	285.50	Negotiable CD
05/31/20 - 06/30/20	31	249,000	First State Financial	1.350%	276.29	Negotiable CD
11/30/19 - 05/31/20	184	2,375,000	United States Treasury Note	1.625%	19,296.88	Treasury Security
11/30/19 - 05/31/20	184	3,000,000	United States Treasury Note	1.625%	24,375.00	Treasury Security
12/31/19 - 06/30/20	183	3,175,000	United States Treasury Note	1.125%	17,859.38	Treasury Security
Earned Interest June 2020					\$	116,734.05
Earned Interest Year To Date					\$	448,825.32

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>
06/01/20 - 06/30/20	30	Various	U.S. Bank	Various	9.01	Sweep Money Market
Earned Interest June 2020					\$	9.01
Earned Interest Year To Date					\$	83,661.13

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>
06/01/20 - 06/30/20	30	Various	Huntington National Bank	Various	338.21	Sweep Money Market
Earned Interest June 2020					\$	338.21
Earned Interest Year To Date					\$	14,033.11

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>
06/01/20 - 06/30/20	30	Various	Huntington National Bank	Various	9.39	Money Market
Earned Interest June 2020					\$	9.39
Earned Interest Year To Date					\$	262.91
Earned Interest June 2020--All Funds					\$	169,892.40
Earned Interest Year To Date--All Funds					\$	897,957.65

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – July 2020

1. INTERIM DEPOSITS

In accordance with *Ohio Revised Code* Section 135.14, funds that become available periodically throughout the fiscal year are invested in short term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury issues, agency issues, commercial paper, and negotiable certificates of deposit as managed by UACC (a Meeder Investment Management Company), STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period July 1, 2020 through July 31, 2020.

OPERATING FUND:

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
07/01/20 - 07/31/20	31	Various	STAR Ohio	Various	1,926.41	Investment Pool
07/01/20 - 07/31/20	31	Various	STAR Plus	Various	0.00	Bank Deposit Program
07/01/20 - 07/31/20	31	Various	U.S. Bank	Various	14.69	Sweep Money Market
10/30/19 - 07/24/20	269	1,000,000	Credit Suisse New York	1.880%	13,995.56	Commercial Paper
01/27/20 - 07/21/20	177	275,000	Federal Home Loan Mortgage Corp.	2.000%	2,658.33	Federal Agency
01/29/20 - 07/21/20	175	500,000	Federal Home Loan Bank	1.940%	4,684.44	Federal Agency
01/30/20 - 07/30/20	183	500,000	Federal Home Loan Mortgage Corp.	1.750%	4,675.00	Federal Agency
02/12/20 - 07/30/20	170	500,000	Federal National Mortgage Assn.	1.700%	3,966.67	Federal Agency
06/01/20 - 07/01/20	31	100,000	Live Oak Banking Co.	1.800%	147.95	Negotiable CD
06/11/20 - 07/11/20	31	249,000	UBS Bank USA	1.000%	204.66	Negotiable CD
06/11/20 - 07/11/20	31	249,000	First Internet Bank of Indiana	0.850%	173.96	Negotiable CD
06/13/20 - 07/13/20	31	249,000	Enerbank USA	1.800%	368.38	Negotiable CD
06/17/20 - 07/17/20	31	249,000	Wells Fargo National Bank West	1.900%	388.85	Negotiable CD
06/18/20 - 07/18/20	31	225,000	Wells Fargo Bank NA	1.950%	360.62	Negotiable CD
06/20/20 - 07/20/20	31	210,000	Merrick Bank	2.350%	405.62	Negotiable CD
06/20/20 - 07/20/20	31	249,000	Texas Exchange Bank SSB	0.850%	173.96	Negotiable CD
06/21/20 - 07/21/20	31	249,000	SeviFirst Bank	1.600%	327.45	Negotiable CD
01/22/20 - 07/22/20	183	247,000	State Bank of India	1.900%	2,340.07	Negotiable CD
06/26/20 - 07/26/20	31	249,000	Axos Bank	1.650%	337.68	Negotiable CD
06/27/20 - 07/27/20	31	249,000	Comenity Capital Bank	2.500%	511.64	Negotiable CD
06/27/20 - 07/27/20	31	249,000	Bank of Old Monroe	1.250%	255.82	Negotiable CD
06/30/20 - 07/30/20	31	245,000	Partners Bank	0.350%	70.48	Negotiable CD
06/30/20 - 07/30/20	31	249,000	Celtic Bank	1.850%	378.62	Negotiable CD
06/30/20 - 07/30/20	31	249,000	Nicolet National Bank	1.150%	243.20	Negotiable CD
01/31/20 - 07/31/20	183	550,000	United States Treasury Note	1.375%	3,781.25	Treasury Security
Earned Interest July 2020					\$	42,391.31
Earned Interest Year To Date					\$	393,566.49

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>
07/01/20 - 07/31/20	31	Various	U.S. Bank	Various	61.98	Sweep Money Market
04/20/20 - 07/16/20	88	2,500,000	JP Morgan Securities LLC	0.890%	5,377.10	Commercial Paper
04/13/20 - 07/13/20	92	2,500,000	Federal Home Loan Mortgage Corp.	1.050%	6,562.50	Federal Agency
01/27/20 - 07/27/20	183	600,000	Federal Home Loan Bank	1.750%	5,250.00	Federal Agency
01/27/20 - 07/27/20	183	1,955,000	Federal National Mortgage Assn.	1.250%	12,218.75	Federal Agency
06/30/20 - 07/31/20	32	249,000	First State Financial	1.350%	285.50	Negotiable CD
01/31/20 - 07/31/20	183	1,500,000	United States Treasury Note	1.625%	15,644.53	Treasury Security
Earned Interest July 2020					\$	45,400.36
Earned Interest Year To Date					\$	494,225.68

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>
07/01/20 - 07/31/20	31	Various	U.S. Bank	Various	4.84	Sweep Money Market
04/08/20 - 07/07/20	91	1,500,000	Federal Home Loan Mortgage Corp.	1.125%	4,171.88	Federal Agency
Earned Interest July 2020					\$	4,176.72
Earned Interest Year To Date					\$	87,837.85

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>
07/01/20 - 07/31/20	31	Various	Huntington National Bank	Various	153.12	Sweep Money Market
Earned Interest July 2020					\$	153.12
Earned Interest Year To Date					\$	14,186.23

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>
07/01/20 - 07/31/20	31	Various	Huntington National Bank	Various	9.69	Money Market
Earned Interest July 2020					\$	9.69
Earned Interest Year To Date					\$	272.60
Earned Interest July 2020--All Funds					\$	92,131.20
Earned Interest Year To Date--All Funds					\$	990,088.85

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – August 2020

1. INTERIM DEPOSITS

In accordance with *Ohio Revised Code* Section 135.14, funds that become available periodically throughout the fiscal year are invested in short term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury issues, agency issues, commercial paper, and negotiable certificates of deposit as managed by UACC (a Meeder Investment Management Company), STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period August 1, 2020 through August 31, 2020.

OPERATING FUND:

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
08/01/20 - 08/31/20	31	Various	STAR Ohio	Various	1,705.49	Investment Pool
08/01/20 - 08/31/20	31	Various	STAR Plus	Various	0.00	Bank Deposit Program
08/01/20 - 08/31/20	31	Various	U.S. Bank	Various	10.79	Sweep Money Market
05/28/20 - 08/19/20	84	1,000,000	Federal Home Loan Mortgage Corp.	0.920%	2,070.00	Federal Agency
05/29/20 - 08/19/20	83	1,000,000	Federal Home Loan Mortgage Corp.	0.550%	1,272.22	Federal Agency
02/19/20 - 08/19/20	183	350,000	Federal Home Loan Bank	1.800%	3,150.00	Federal Agency
05/29/20 - 08/28/20	92	1,000,000	Federal Home Loan Mortgage Corp.	0.500%	1,836.11	Federal Agency
07/01/20 - 08/01/20	32	100,000	Live Oak Banking Co.	1.800%	152.88	Negotiable CD
07/11/20 - 08/11/20	32	249,000	UBS Bank USA	1.000%	211.48	Negotiable CD
07/11/20 - 08/11/20	32	249,000	First Internet Bank of Indiana	0.850%	179.76	Negotiable CD
07/13/20 - 08/13/20	32	249,000	Enerbank USA	1.800%	380.66	Negotiable CD
07/17/20 - 08/17/20	32	249,000	Wells Fargo National Bank West	1.900%	401.81	Negotiable CD
07/18/20 - 08/18/20	32	225,000	Wells Fargo Bank NA	1.950%	372.64	Negotiable CD
07/20/20 - 08/20/20	32	210,000	Merrick Bank	2.350%	419.14	Negotiable CD
07/20/20 - 08/20/20	32	249,000	Texas Exchange Bank SSB	0.850%	179.76	Negotiable CD
07/21/20 - 08/21/20	32	249,000	SeviFirst Bank	1.600%	338.37	Negotiable CD
02/23/20 - 08/23/20	183	247,000	Raymond James Financial, Inc.	1.950%	2,401.65	Negotiable CD
07/26/20 - 08/26/20	32	249,000	Axos Bank	1.650%	348.94	Negotiable CD
07/27/20 - 08/27/20	32	249,000	Comenity Capital Bank	2.500%	528.70	Negotiable CD
07/27/20 - 08/27/20	32	249,000	Bank of Old Monroe	1.250%	264.35	Negotiable CD
07/30/20 - 08/30/20	32	245,000	Partners Bank	0.350%	72.83	Negotiable CD
07/30/20 - 08/30/20	32	249,000	Celtic Bank	1.850%	391.24	Negotiable CD
07/30/20 - 08/30/20	32	249,000	Nicolet National Bank	1.150%	243.20	Negotiable CD

Earned Interest August 2020 \$ 16,932.02
 Earned Interest Year To Date \$ 410,498.51

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>
08/01/20 - 08/31/20	31	Various	U.S. Bank	Various	124.39	Sweep Money Market
02/24/20 - 08/05/20	164	1,500,000	Credit Suisse New York	1.620%	11,002.50	Commercial Paper
07/31/20 - 08/31/20	32	249,000	First State Financial	1.350%	285.50	Negotiable CD
02/29/20 - 08/31/20	185	3,300,000	United States Treasury Note	1.125%	18,562.50	Treasury Security
					Earned Interest August 2020	\$ 29,974.89
					Earned Interest Year To Date	\$ 524,200.57

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>
08/01/20 - 08/31/20	31	Various	U.S. Bank	Various	8.09	Sweep Money Market
02/15/20 - 08/15/20	183	775,000	Federal Home Loan Bank	1.500%	5,812.50	Federal Agency
05/29/20 - 08/19/20	83	1,000,000	Federal Home Loan Mortgage Corp.	0.550%	1,272.22	Federal Agency
					Earned Interest August 2020	\$ 7,092.81
					Earned Interest Year To Date	\$ 94,930.66

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>
08/01/20 - 08/31/20	31	Various	Huntington National Bank	Various	137.69	Sweep Money Market
					Earned Interest August 2020	\$ 137.69
					Earned Interest Year To Date	\$ 14,323.92

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>
08/01/20 - 08/31/20	31	Various	Huntington National Bank	Various	8.60	Money Market
					Earned Interest August 2020	\$ 8.60
					Earned Interest Year To Date	\$ 281.20
					Earned Interest August 2020--All Funds	\$ 54,146.01
					Earned Interest Year To Date--All Funds	\$ 1,044,234.86

CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

September 17, 2020

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JUNE 2020

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Public Library Association Biennial Conference Nashville, Tennessee	2/25/2020 - 2/29/2020	Amiya Hutson	1,231.72
Music Library Association Annual Meeting Norfolk, Virginia	2/26/2020 - 2/29/2020	Andrew Kaplan	879.22
American Payroll Association Virtual Chapter Meeting Canton, Ohio	5/21/2020	Ronelle Miller-Hood	15.00
TOTAL			\$2,125.94

SUMMARY

FUND	JUNE	YEAR TO DATE
General	\$1,246.72	\$12,819.60
Lockwood Thompson	879.22	4,074.70
CLEVNET	0.00	165.00
TOTAL	\$2,125.94	\$17,059.30

CLEVELAND PUBLIC LIBRARY

REPORT C1

Board Meeting

September 17, 2020

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JULY 2020

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Employers Resource Council Mid-Level Leadership Training Highland Heights, Ohio (employee attended first of five classes prior to COVID-19 shutdown)	3/5/2020	Gary Harris	265.00
American Library Association Annual Conference Chicago, Illinois (conference cancelled; employee was reimbursed for non-refundable expenses)	6/27/2020 - 6/29/2020	Olivia Hoge	179.07
American Payroll Association Virtual Chapter Meeting Cleveland, Ohio	6/12/2020	Ronelle Miller-Hood	20.00
Slack/Brain Traffic An Event Apart Minneapolis, Minnesota (conference cancelled; registration fee refunded back to Library)	8/17/2020 - 8/19/2020	William Skora	(1,400.00)
TOTAL			(\$935.93)

SUMMARY

FUND	JULY	YEAR TO DATE
General	\$464.07	\$13,283.67
Lockwood Thompson	(1,400.00)	2,674.70
CLEVNET	0.00	165.00
TOTAL	(\$935.93)	\$16,123.37

CLEVELAND PUBLIC LIBRARY

REPORT C2

Board Meeting
September 17, 2020

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR AUGUST 2020

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
State Treasurer of Ohio Center for Public Investment Management Cleveland, Ohio	1/1/2020 - 12/31/2020	Carrie Krenicky	100.00
Research Institute for Public Libraries National Conference Chicago, Illinois (Conference rescheduled for December. Library refunded \$1,150.00; remaining \$150.00 paid toward virtual conference)	7/12/2020 - 7/15/2020	Nancy Mocsiran	(1,150.00)
TOTAL			(\$1,050.00)

SUMMARY

FUND	AUGUST	YEAR TO DATE
General	\$100.00	\$13,383.67
Lockwood Thompson	(1,150.00)	1,524.70
CLEVNET	0.00	165.00
TOTAL	(\$1,050.00)	\$15,073.37

CLEVELAND PUBLIC LIBRARY

Board Meeting
September 17, 2020

PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
APRIL 1 THROUGH JUNE 30, 2020

In accordance with Board Policy amended by resolution on April 18, 1996, a description of expenditures exceeding \$5,000.00 to \$25,000.00 for library supplies and equipment is therefore submitted.

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
04/17/20	Hand Sanitizer	Prop Mgmt	Western Reserve Distillers	22,500.00
04/17/20	COVID-19 Plexiglass	Prop Mgmt	Sutton Industrial Hardware	7,882.37
05/01/20	Computer Hardware	IT/CLEVNET	Business Smarts	9,625.32
05/01/20	COVID-19 Plexiglass	Prop Mgmt	Sutton Industrial Hardware	7,914.70
06/12/20	COVID-19 Janitorial Supplies	Prop Mgmt	Buckeye International, Inc.	13,910.06
06/19/20	COVID-19 PPE	Prop Mgmt	Grainger	6,867.45
06/26/20	COVID-19 Bathroom Cleaners	Prop Mgmt	Grainger	16,462.70
06/26/20	Telescope Containers	Shipping	Grainger	6,696.00
06/30/20	Gas for Vehicles	Prop Mgmt.	BP Oil Co.	5,275.78

Above vendors are in compliance with Cleveland Public Library's Equal Opportunity Guidelines as adopted on May 19, 1977.

CLEVELAND PUBLIC LIBRARY

Board Meeting

September 17, 2020

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
APRIL 1 THROUGH JUNE 30, 2020

In accordance with Board Policy adopted by resolution on May 16, 2002, a description of expenditures exceeding \$25,000.00 for library service materials and for CLEVNET - related goods and services is submitted.

LIBRARY SERVICE MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
04/03/20	Database Subscriptions	Main Library	OCLC	32,724.83
04/17/20	Database Subscriptions	Main Library	S & P Capital IQ, LLC	27,950.00
06/30/20	Periodicals	IT/CLEVNET	OverDrive	184,325.16
06/30/20	Database Subscriptions	IT/CLEVNET	OhioNet	216,244.10

CLEVNET-RELATED GOODS AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
05/15/20	Computer Maintenance	IT/CLEVNET	Network Dynamics	48,407.50
05/29/20	Computer Maintenance	IT/CLEVNET	Springshare, LLC	29,380.00

Above vendors are in compliance with Cleveland Public Library's Equal Opportunity Guidelines as adopted on May 19, 1977.

REPORT FCLEVELAND PUBLIC LIBRARY

Board Meeting
September 17, 2020

FEEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,
NASH, SMOAK & STEWART, P.C. ("Ogletree")
APRIL 1 THROUGH JUNE 30, 2020

In accordance with the Board resolution adopted on October 18, 2012, quarterly fees paid for legal advice and services from Ogletree for labor and employment matters are submitted.

General Labor & Miscellaneous Matters	\$	1,900.00
EEOC/OCRC		82.50
2nd Quarter Total	\$	<u>1,982.50</u>
Year to Date Total	\$	<u><u>2,147.50</u></u>

CLEVELAND PUBLIC LIBRARY

Board Meeting
September 17, 2020

South Branch Renovation Project

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

For the Period Ending June 30, 2020

Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ -	\$ 11,050.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
12/31/2018	GEO-SCI Laboratory, Inc.	182054	Concrete and Soil Testing	-	8,365.95	
9/3/2019	Scherba Industries Inc.	191317	46" X 158" Banner W/TS23 Frame System	1,425.00		
12/6/2019	Action Door	191717	ADA Compliant Door Installation	-	9,095.00	
6/30/2018	The Albert M. Higley Co., LLC	161895	Change Order # 001			3,768.22
8/6/2018	The Albert M. Higley Co., LLC	161895	Change Order # 002			40,350.26
8/27/2018	The Albert M. Higley Co., LLC	161895	Change Order # 003			31,758.84
9/10/2018	The Albert M. Higley Co., LLC	161895	Change Order # 004			31,049.96
5/3/2019	The Albert M. Higley Co., LLC	161895	Change Order # 005			(14,476.37)
12/23/2019	The Albert M. Higley Co., LLC	161895	Change Order # 006			17,745.27
12/23/2019	The Albert M. Higley Co., LLC	161895	Change Order # 007			(38,246.10)
				\$ 1,425.00	\$ 66,283.87	\$ 71,950.08
Owner's Contingency and Permit Fund Available Balance						\$115,431.16

South Branch Renovation Project Budget		\$ 4,500,000.00
Encumbered	Expended	
\$ 0.00	\$ 317,500.00	
-	3,876,950.71	
-	115,654.26	
1,425.00	66,283.87	
\$ 1,425.00	\$ 4,376,388.84	
Available Budget as of 06/30/2020		\$ 122,186.16

Change Order Details

Change Order # 001

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

Change Order # 002

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

Change Order # 003

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

Change Order # 004

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

Change Order # 005

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

Change Order # 006

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

Change Order # 007

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

CLEVELAND PUBLIC LIBRARY

Board Meeting
September 17, 2020

South Branch Renovation Project

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

For the Period Ending July 31, 2020

Date	Vendor	PO	Description	Owner's Contingency and Permit Fund		\$255,090.11 GMP Increase
				Encumbered	Expended	
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ -	\$ 11,050.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
12/31/2018	GEO-SCI Laboratory, Inc.	182054	Concrete and Soil Testing	-	8,365.95	
9/3/2019	Scherba Industries Inc.	191317	46" X 158" Banner W/TS23 Frame System w/o artwork installation			
				1,220.00		
12/6/2019	Action Door	191717	ADA Compliant Door Installation	*	9,095.00	
6/30/2018	The Albert M. Higley Co., LLC	161895	Change Order # 001			3,768.22
8/6/2018	The Albert M. Higley Co., LLC	161895	Change Order # 002			40,350.26
8/27/2018	The Albert M. Higley Co., LLC	161895	Change Order # 003			31,758.84
9/10/2018	The Albert M. Higley Co., LLC	161895	Change Order # 004			31,049.96
5/3/2019	The Albert M. Higley Co., LLC	161895	Change Order # 005			(14,476.37)
12/23/2019	The Albert M. Higley Co., LLC	161895	Change Order # 006			17,745.27
12/23/2019	The Albert M. Higley Co., LLC	161895	Change Order # 007			(38,246.10)
				\$ 1,220.00	\$ 66,283.87	\$ 71,950.08
				Owner's Contingency and Permit Fund Available Balance		\$115,636.16
				South Branch Renovation Project Budget		\$ 4,500,000.00
				Encumbered	Expended	
	HBM Architects, LLC - Architectural Design Services			\$ 0.00	\$ 317,500.00	
	The Albert M. Higley Co., LLC - Construction Manager at Risk Furniture, Fixtures, Equipment and Technology			-	3,876,950.71	
	Direct Expenditures paid from Contingency Fund			1,220.00	66,283.87	
				\$ 1,220.00	\$ 4,376,388.84	
				Available Budget as of 07/31/2020		\$ 122,391.16

Change Order Details

Change Order # 001

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

Change Order # 002

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

Change Order # 003

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

Change Order # 004

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

Change Order # 005

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

Change Order # 006

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

Change Order # 007

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

CLEVELAND PUBLIC LIBRARY

Board Meeting
September 17, 2020

South Branch Renovation Project

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

For the Period Ending August 31, 2020						
Date	Vendor	PO	Description	Owner's Contingency and Permit Fund		\$255,090.11 GMP Increase
				Encumbered	Expended	
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ -	\$ 11,050.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
12/31/2018	GEO-SCI Laboratory, Inc.	182054	Concrete and Soil Testing	-	8,365.95	
9/3/2019	Scherba Industries Inc.	191317	46" X 158" Banner W/TS23 Frame System w/o artwork installation			
				1,220.00		
12/6/2019	Action Door	191717	ADA Compliant Door Installation	-	9,095.00	
6/30/2018	The Albert M. Higley Co., LLC	161895	Change Order # 001			3,768.22
8/6/2018	The Albert M. Higley Co., LLC	161895	Change Order # 002			40,350.26
8/27/2018	The Albert M. Higley Co., LLC	161895	Change Order # 003			31,758.84
9/10/2018	The Albert M. Higley Co., LLC	161895	Change Order # 004			31,049.96
5/3/2019	The Albert M. Higley Co., LLC	161895	Change Order # 005			(14,476.37)
12/23/2019	The Albert M. Higley Co., LLC	161895	Change Order # 006			17,745.27
12/23/2019	The Albert M. Higley Co., LLC	161895	Change Order # 007			(38,246.10)
				\$ 1,220.00	\$ 66,283.87	\$ 71,950.08
				Owner's Contingency and Permit Fund Available Balance		\$115,636.16

South Branch Renovation Project Budget			\$ 4,500,000.00
	Encumbered	Expended	
HBM Architects, LLC - Architectural Design Services	\$ 0.00	\$ 317,500.00	
The Albert M. Higley Co., LLC - Construction Manager at Risk	-	3,876,950.71	
Furniture, Fixtures, Equipment and Technology	-	115,654.26	
Direct Expenditures paid from Contingency Fund	1,220.00	66,283.87	
	\$ 1,220.00	\$ 4,376,388.84	
	Available Budget as of 08/31/2020		\$ 122,391.16

Change Order Details

Change Order # 001		
PCO #00001	Added abatement	\$ 4,469.22
PCO #00002	Deducted wall protection	(1,342.46)
PCO #00003	Deduct fountain drain pipe	(1,536.00)
PCO #00004	Added drain to water heater	2,177.46
		\$ 3,768.22
Change Order # 002		
PCO #00005	Office steel support	\$ 7,976.96
PCO #00006	Add walk and stairs	10,639.80
PCO #00007	Lintel exploration	21,733.50
		\$ 40,350.26
Change Order # 003		
PCO #00008	Computer desk inset panel	\$ 1,720.32
PCO #00009	Split cost of items	1,221.59
PCO #00010	Book cart credit	(1,396.69)
PCO #00012	Remove pipes at skylight	1,045.30
PCO #00013	Landscaping contract	3,928.84
PCO #00014	Lintel replacement	25,239.48
		\$ 31,758.84
Change Order # 004		
PCO #00015	Schedule extension	\$ 18,004.00
PCO #00016	Added wall panel millwork only	6,463.52
PCO #00017	Ceiling patch	741.65
PCO #00018	Backflow testing	288.60
PCO #00019	Ceiling repairs	4,850.79
PCO #00020	Clerestory blocking and lintel	701.40
		\$ 31,049.96
Change Order # 005		
PCO #00026	Ceiling plaster repair Teen, Adult	\$ 2,401.26
PCO #00027	Deduct Clark Street scope	(10,582.02)
PCO #00028	Electrical field ticket work	11,181.98
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PCO #00030	Window film cost add change	3,221.30
PCO #00031	Temporary handrail install	8,672.26
PCO #00032	GMP contract deduct	(36,538.63)
		\$ (14,476.37)
Change Order # 006		
PCO #00033	GMP Increased Fee	\$ 21,984.00
PCO #00034	AMH Temp Handrail Cost	(4,234.50)
PCO #00037	Additional Millwork Deduct	(4.23)
		\$ 17,745.27
Change Order # 007		
	Final Owner Savings	\$ (38,246.10)
		\$ (38,246.10)

CLEVELAND PUBLIC LIBRARY

Final Report

Board Meeting

September 17, 2020

Safe, Warm and Dry Construction Project

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

For the Period Ending June 30, 2020

		Safe, Warm and Dry Construction Initiative Budget	\$5,000,000.00
		Budget reduced - all work is completed	(\$180,061.30)
		<u>Encumbered</u>	<u>Expended</u>
URS Corporation - Asbestos Survey and Testing		\$ -	\$ 33,728.21
Osborn Engineering Company - Professional Architectural and Engineering Services		(0.00)	433,579.53
Regency Construction Services, Inc. - Construction Manager at Risk		(0.00)	4,254,062.46
Direct Expenditures paid from Contingency Fund		-	98,568.50
		\$ (0.00)	\$ 4,819,938.70
Available Budget from Owner's Contingency and Permit Fund			\$0.00

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

Direct Expenditures

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>
11/3/2017	City of Cleveland	171701	Building Plan Processing Fee	\$ -	\$ 3,280.00
1/22/2018	City of Cleveland	180314	Permits for Glenville, Harvard Lee, Lorain and Jefferson	-	19,256.25
7/15/2018	City of Cleveland	181262	Permits for Collinwood, Fulton, and Langston Hughes	-	18,752.25
10/22/2018	Grainger	181752	Upgrade/Replace existing indoor wall mount fixtures for Addison Branch that should have been part of Safe, Warm and Dry project	-	9,990.00
8/16/2019	Siemens Industry, Inc.	191021	Install new fire alarm panel, field devices and 28 zone intrusion panel at Collinwood	-	39,860.00
11/30/2019	Warren Roofing & Insulating Co.	191699	Jefferson - Install New Gutters Along Building Perimeter	-	7,430.00
				\$ -	\$ 98,568.50

Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18:

\$ 4,425,831.31

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

Change Orders	Description	Amount
PCO #12 02/28/18	Credit for attaching to basement lights to existing circuit at Lorain	(356.53)
PCO #13 02/28/18	Complete installation of emergency exit lighting at Lorain	4,672.07
PCO #14 03/21/18	Replace 1" water valve at Lorain that failed and needed to be replaced	716.09
PCO #15 03/21/18	Additional painting at Lorain behind existing removed light fixtures where walls were not painted	1,187.76
PCO #16 03/21/18	Furnish and install materials to repair the Lorain ramp	6,077.71
PCO #17 03/21/18	Added occupancy indicators at Lor, Jeff, and Rock	169.42
PCO #18 03/21/18	Credit for Jefferson thermostats as requested by CPL	(1,864.46)
PCO #19 03/21/18	Replace additional GFCI receptacle on the Glenville roof that was in need of replacement	445.32
PCO #20 03/21/18	Revisions for Harvard Lee dorrs/hardware per the returned HL doors, frames, hardware submittal	2,578.89
PCO #21 03/21/18	Plumbing camera and investigation work for the sanitary lines completed on 3/6/18 and vent pipe completed on 3/16/18 as requested by CPL	1,483.69
PCO #25 04/10/18	Repair/infill abandoned window opening that was discovered under the exterior ramp during ramp rework	805.84
PCO #26 04/10/18	Added flashing in the Lorain basement to help water infiltration issues	1,181.70
PCO #1 03/21/18 rec'd 5/14	Alternate #2 Carnegie West restroom configuration option budget pricing	17,546.21
PCO #22 03/28/18 rec'd 5/14	Added check valves at Lorain	755.48
PCO #23 03/28/18 rec'd 5/14	Relocation of two exhaust drops at Glenville that conflicted with the toilet partition layout	855.19
PCO #24 03/28/18 rec'd 5/14	Lorain concrete repairs at exterior storage closet door	3,415.28
PCO #3 02/21/18 rec'd 5/18	Credit for signage manufacturer	(858.50)
Amendment No 2 05/23/18-PCO #33	Eliminate the Rockport Branch from the project (added to Owner's Contingency and Permit fund)	(305,582.46)
PCO #38 05/23/18	Steel costs for infilling the unforeseen restroom hole	7,184.13
PCO #39 05/30/18	Jefferson Boiler #1 and #2 cleaning/preventative maintenance and inspection as required by the city inspector	680.74
PCO #40 05/30/18	Jefferson unit heater demo to accommodate updated restroom layout	680.74
PCO #42 05/30/18	Reimbursement for building permits needed for the Addison Branch and Carnegie West Branch	16,649.55
PCO #43 06/06/18	Modify and reinstall shelving in the Harvard Lee closet that contains ductwork per direction of Eric Herman	398.92
PCO #44 06/20/18	The removal of loose brick and patching of the chimney on the roof of the Jefferson Branch	757.50
PCO #27aR 04/25/18 rec'd 7/13	Plumbing, drywall, and tile work associated with RFIs 20/22 to repair the broken Lorain sanitary pipe. Remaining work will be submitted under PCO 27b.	14,714.10
PCO #27b 04/25/18	Additional abatement/demo associated with additional LR sanitary work. Remove and replace 2nd floor countertop and install a new mirror. Install two cleanouts as requested by CPL	4,922.71
PCO #28 04/25/18	Revised hardware at Lorain	742.35
PCO #29 04/25/18	Harvard Lee exit signs and emergency lights per RFI 42	1,324.69
PCO #30 05/01/18	Harvard Lee additional lighting zones per RFI 31 and approved zoning suggestion	3,439.45
PCO #31 05/01/18	Jefferson emergency lights	2,878.50
PCO #32 05/01/18	Glenville lintel repair as directed in the RFI response	339.94

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>	<u>REPORT H</u>
PCO #41a 07/11/18	Credit for the elimination of the HL handrails	(1,050.40)	
PCO #41b 07/11/18	Reconciliation for the Rockport handrail credit due to an originally incorrect schedule of values	7,857.80	
PCO #45 8/8/18	Fabrication and installation of aluminum jacketing to insulate two duct enclosures and make these ducts weathertight per RFI 69	8,733.47	
PCO #46 8/7/18	Furnish and install a new flue though the roof for the existing hot water tank at the Addison Branch per RFI 81	678.69	
PCO #47 8/7/18	Light fixtures called out in RFI 79. Lighting not originally called out for the ceiling area in the toilet rooms.	2,011.73	
PCO #48 8/7/18	Remove and replace caulk and backer rod at the northeast walkway at the Jefferson Branch	235.40	
PCO #49 8/7/18	Exploration, excavation and subsequent corrective work at and adjacent to the frost slab at the Jefferson Branch due to an unforeseen pipe. Leech beds were added to the ends of the pipe that was uncovered per CPL direction	2,140.40	
PCO #50 8/7/18	Credit for not completing the step crack repair at the Jefferson Branch	(2,020.00)	
PCO #51 8/7/18	Credit for not installing the book drop at the Jefferson Branch	(151.50)	
PCO #52 8/14/18	Cost to add emergency signs and exit lights back into the Carnegie West branch per RFI 90	6,155.99	
PCO #55 8/14/18	Cost to install Carnegie West restroom subfloor as directed in RFI 93	4,272.30	
PCO #56 8/15/18	Concrete floor infill work and tile patching at the Jefferson Branch due to RFI 65	1,143.32	
PCO #57 8/22/18	Addition of 6 vibration isolators for the rooftop AHU at Carnegie West per RFI 99. Purchase of vibration isolators was previously approved to avoid schedule delays.	3,753.16	
PCO #60 8/22/18	Additional terracotta repair at the Carnegie West Branch per RFI 95	3,787.50	
PCO #61 8/22/18	Increasing tuckpointing from 50% to 100% at north and west turret structure at the Langston Hughes Branch per RFI 88. Added sealant removal and replacement at the same location	6,344.82	
PCO #64 8/29/18	Core drilling and filling/grouting the sunken slabs to level the sidewalks at the Langston Hughes Branch per RFI 109. This price does not include modification to the existing curb.	4,421.78	
PCO #66 8/29/18	Lowering pull stations per the city inspector at the Jefferson Branch.	664.58	
PCO #67 8/29/18	Lowering one fire alarm pull station per RFI 92 at the Carnegie West Branch.	124.23	
PCO #68 8/29/18	Lighting controls for lighting zones per RFI 31 for the Carnegie West Branch	778.44	
PCO #69 8/29/18	Modify and re-route the return air duct through the bathroom at the Addison Branch per RFI 97	992.12	
PCO #72 08/31/18	Furnish and install new soffit in front of existing window to allow for installation of ceiling at 8'6" at the Carnegie West Branch per RFI 106	388.85	
PCO #73 08/31/18	Shift new toilet 3" east to accommodate location of floor joists at the Carnegie West Branch per RFI 111. Patching of floor at original location of the toilet and adjusting wall type "C" to maintain 5'0" turning radius	515.10	
PCO #74 08/31/18	Lowering of fire alarm pull stations at the Addison Branch per RFI 92	1,440.60	
PCO #58 09/04/18	Cost to seal roof seams at the Carnegie West Branch	17,574.00	
PCO #71 09/12/18	Remove and replace (9) existing smoke detectors, (1) pull station, and (1) horn strobe that were not shown in the drawings at Carnegie West per RFI 104	7,113.13	

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>	<u>REPORT H</u>
PCO #75 09/19/18	Installation of window film to the window in the new restroom at Carnegie West per RFI 100. Window film to be installed as "3M Fasara Glass Finish" and the pattern is to be "Frost and Mat Milky White"	570.65	
PCO #76 09/19/18	Credit for 2 roof strainers at the Lorain Branch	(101.00)	
PCO #77 09/19/18	Resupporting existing to remain ceiling lights that were attached to the roof and not properly installed at the Fulton Branch per RFI 122	3,429.70	
PCO #78 09/19/18	Installation of one wall hydrant in the men's room per RFI 121	353.50	
PCO #79 09/19/18	Final Rockport mechanical credit including mechanical items that were able to be returned.	(81,100.98)	
PCO #80 09/19/18	Salvaging and rehanging the women's restroom door at the Addison Branch per RFI 116	161.79	
PCO #81 09/19/18	Addition of (1) 2" wye strainer before the heating water pumps at the Jefferson Branch per punchlist request.	1,551.36	
PCO #82 09/19/18	Installation of new ceiling tile and grid in the Men's Restroom an Women's Restroom at the Fulton Branch Cleaning quote for Carnegie West requested by Eric Herman. This includes washing the interior and exterior windows and frames of the skylight, vacuuming all carpet, sweeping and mopping floors and cleaning the restroom area	1,919.00	
PCO #83 09/26/18	Replacement of damaged storm clean out pipe and fittings at the Fulton Branch per RFI 117	2,020.00	
PCO #84 09/25/18	Roof maintenance reconciliation allowance completed at the Glenville Branch. Roofing work includes the following: strip in all seams and roof curb flashings, clean roof drains, strip in all vent pipes and conduit penetrations, infill all pitch pockets with pourable sealer and install walk pads for a total of \$14,480 of the the \$15,000	895.87	
PCO #85 09/25/18	Fabrication and installation of 4 pipe reducers at Carnegie West per RFI 80.	(525.20)	
PCO #62 08/28/18	Credit for door 17CW at Carnegie West per RFI 86. RFI 86 called for the installation of a new frame, door and hardware for opening 17CW to be removed from the scope of work. Door, frame and hardware material was turned over the library.	526.21	
PCO #65 08/28/18	Removal and reconstruction of an existing pier at the Addison Branch per RFI 98. This price includes the removal and reinstallation of 3 light fixtures in the pier.	(383.77)	
PCO #70 10/03/18	Additional striping requested by Eric Herman at the handicap ramp at the Jefferson Branch	5,476.65	
PCO #86 10/03/18	Additional work and material needed for updated asphalt amount needed per RFI 119. Price includes additional 246 square feet of full depth pavement replacement	505.00	
PCO #87 10/03/18	Addition of single circuit and 3 wires for a direct tie in for a future door opener at ADA entrance at Carnegie West per RFI 105. Price includes painting of conduit to match existing wall color.	3,076.46	
PCO #88 10/03/18	Fabrication and installation of 3 LED wall packs to the exterior back wall of the Addison Branch per RFI 114 and Eric Herman's request.	850.37	
PCO #89 10/03/18	Providing power to the circulating pumps at Carnegie West per RFI 129	2,542.14	
PCO #90 10/03/18	Exit and Emergency lights needed for the restrooms at the Fulton Branch.	7,387.54	
PCO #93 10/10/18	Additional concrete work requested at the Collinwood Branch including removal and replacement of concrete and steel reinforcements.	4,552.03	
PCO #95 10/22/18	Provide and install light fixtures for the restroom at Fulton requested in the RFI 125	12,870.43	
PCO #96 10/24/18		1,782.69	

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>	<u>REPORT H</u>
PCO #98 10/24/18	Removal of TruSpun pip and fittings with cast iron pipe and fittings for the chase vent at the restrooms. Patch and repair walls and ceilings will come out of the interiors patching allowance. A 10 day time extension to the substantial completion date is requested due to discovery, pricing, approval and work completion of this piping. This extension is based on a 10/23/18 approval	3,620.85	
PCO #94 10/29/18	Additional terracotta repair at Carnegie West. Repairs are recommended due to cracks, failed/missing mortar and displacement of terracotta. Not to exceed price.	9,288.97	
PCO #63 10/31/18	Cost for a 3.5'x7'x4" section of concrete pavement at the Glenville branch	488.35	
PCO #92R 10/31/18	Additional contractors and switching per the lighting zones provided in RFI 31 for the Collinwood branch. This pricing has been revised to exclude tax that was accidentally included in PCO 92.	3,585.40	
PCO #99 10/31/18	Additional asphalt work requested by the Cleveland Public Library for the alleyway next to the Collinwood Branch.	13,020.13	
PCO #100 10/31/18	Credit for the deleted light pole work at the Addison branch per RFI 114	(390.73)	
PCO #101 10/31/18	Removal and replacement of the air separator, air vent and expansion tank at Collinwood per RFI 144	2,232.00	
PCO #102 10/31/18	Demolition of old conduit and wire and replacement with new feeder to AHU-1 at Collinwood per RFI 135	1,363.01	
PCO #103 10/31/18	Price to demolish tile and drywall and replace tile in the restroom at FL due to mold and RFI 117. This price also includes the removal of ACT ceiling in the restrooms at Fulton.	697.81	
PCO #104 10/31/18	Price to replace 200 amp disconnect for CU-1 at Collinwood per RFI 136	858.91	
PCO #105 10/31/18	Labor and scaffolding costs to change 38 light bulbs at Carnegie West per CPL request	924.27	
PCO #106 11/09/18	Touch up painting of the door at Fulton per RFI 131 and Eric Herman request. Pricing also includes labor credit for installation of door that was deleted.	(39.13)	
PCO #107 11/09/18	Replacing the N20s for motor power disconnect at Carnegie West per RFI 130	136.04	
PCO #109 11/09/18	Mold removal needed in the mechanical room at Fulton.	675.92	
PCO #110 11/09/18	Scraping and painting the exterior railings on the west side of Collinwood per RFI 137 and 139.	1,262.50	
PCO #112 11/09/18	Installation of a backflow for the new boiler feed at Carnegie West per RFI 134.	1,085.75	
PCO #108 11/14/18	Additional heater and wiring and replacement of the motor starter for the air handling unit at Fulton per RFI 143.	710.02	
PCO #111 11/14/18	Labor credit for installing (2) exterior railings on the west side of Collinwood per RFI 137 and 139. Railings were ordered previously and will be turned over to the library.	(1,756.36)	
PCO #113 11/14/18	Labor credit for the installation of the heater that was not needed at Langston Hughes per RFI 120.	(707.00)	
PCO #114 11/14/18	Installation of backflow preventer on the water main at Carnegie West per RFI 134.	1,633.17	
PCO #115 11/14/18	Removal and reinstallation of new fuses at Langston Hughes needed per city inspector.	293.95	
PCO #116 11/14/18	Rework of the restrooms at Collinwood due to the discovery of tru spun piping and RFI 149. Price includes demolition of existing restroom features.	6,453.10	
PCO #117 11/14/18	Replacement of 5 horn strobe devices to sync with fire alarm system and painting patching required at Fulton per RFI 142.	1,506.47	
PCO #118 11/14/18	Budget reconciliation for electrical wire protection at Collinwood that was not needed.	(5,050.00)	

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>	<u>REPORT H</u>
PCO #120 11/26/18	Replace TruSpun Pipe and Fittings with cast iron in the staff bathroom, to the drinking fountain air admittance valve and the front sink pipe in the basement.	3,847.09	
PCO #122 11/26/18	Replacement of the fiberglass reinforced panel behind the drinking fountain at Collinwood.	368.64	
PCO #97 11/28/18	Demolition required as described in RFI 93 for the unforeseen floor grout infill that was discovered after tile demolition in the restroom at Carnegie West that took place on 8/1 and 8/3.	3,765.28	
PCO #119 11/28/18	Additional conduit and motor starters needed for pumps 3 and 4 at Collinwood per RFI 153.	3,398.72	
PCO #123 11/28/18	Budget reconciliation for ground penetrating radar allowance that was not needed.	(3,030.00)	
PCO #124 11/28/18	Replacement of the water heater at Collinwood due to poor condition of the existing water heater.	557.52	
PCO #125 11/28/18	Additional abatement that took place on 8/28 in the basement at Carnegie West due to the shift of toilet per RFI 111	1,761.65	
PCO #127 12/20/18	Inspection of VAVs and reconnection of VAVs 3 and 7 at Collinwood. Inspection of VAVs took place per Eric Herman's approval.	629.31	
PCO #128 12/20/18	Demolition of (2) exhaust drops, installation of (2) new exhaust ducts and (3) exhaust grills in the restroom at Collinwood	1,510.54	
PCO #138 12/21/18	Repair of an additional lintel on the east elevation that was approved to be done on time and material basis at Collinwood	2,265.28	
PCO #139 12/26/18	Credit for not installing the door operator at Lorain that was unable to be installed due to existing condition space limitations. Door operator was turned over to CPL	(204.50)	
PCO #130 12/27/18	Fixing the hanging light that was damaged at Fulton due to the previous improper connection of the light fixture	144.23	
PCO #131 12/27/18	Credit for the tuckpointing of the west elevation of Collinwood that was deleted from the scope per RFI 138	(4,490.46)	
PCO #132 12/27/18	Credit for the deletion of the replacement of the west entrance stair/platform at Collinwood per RFI 137	(2,038.18)	
PCO #133 12/27/18	Credit for the elimination of clear coat application to (21) Terra Cotta Columns at Carnegie West per owner and architect direction	(1,939.20)	
PCO #134 12/27/18	Fixing and maintaining the existing frost slab at Fulton in lieu of replacing it per RFI 124	(1,010.00)	
PCO #137 12/27/18	Caulking to fill voids in the concrete steps and landing at the west entry and the joint between the asphalt and concrete at the west basement stair at Collinwood per RFIs 137 and 139	901.93	
PCO #129 01/08/19	Budget reconciliation for the door closer allowance that was not needed.	(1,313.00)	
PCO #136 01/03/19	Caulking at the exterior of the restroom at Fulton to stop and prevent further water leakage into the building.	556.50	
PCO #140 01/03/19	Additional electrical work required by the electrical inspector at Collinwood	558.61	
PCO #141 01/08/19	Reconciliation of drywall patching allowances that was included in the Interiors package. Allowance will be reconciled as follows: Carnegie West (\$1,896.00), Fulton (\$1,468.65) and Jefferson (\$1,896.00).	(5,313.26)	
PCO #135 01/28/19	Addition of a guardrail to the ramp at Collinwood and painting the guardrail per Andy Cygan's bulletin. A temporary guardrail has been installed while the permanent guardrail is being fabricated.	3,880.82	
PCO #144 01/25/19	Reconciliation of the temporary HVAC allowance	(4,385.68)	
PCO #142 01/25/19	Reconciliation of the art protection allowance	(1,443.83)	

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>	<u>REPORT H</u>
PCO #142 01/25/19	Reconciliation of the door rework allowance	(11,417.01)	
PCO #145R 02/11/19	Collinwood tile work and reconciliation of window patching allowance. The remainder of tile reconciliation for Fulton is included.	(623.17)	
PCO #146R 02/26/19	(2) additional automatic air vents requested by the owner during the trainig session at Carnegie West	953.44	
Change Order Number: 010 05/29/19	Reconciliation of the contingency	(18,911.58)	
		Total Change Orders to date \$	(171,768.84)
Updated Guaranteed Maximum Price (GMP):			\$ 4,254,062.47

CLEVELAND PUBLIC LIBRARY

Board Meeting
September 17, 2020

Eastman Reading Garden Improvements

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

For the Period Ending June 30, 2020

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Owner's Contingency and Permit Fund</u>		<u>\$22,000.00</u> <u>PO Increase</u>
				<u>Encumbered</u>	<u>Expended</u>	
7/31/2019	Stuart Dean Co. Inc.	191188	Clean Ornate Bronze Entrance Gates and Bronze Figurines	\$ -	\$ 14,793.15	
8/5/2019	GOCHARGE, LLC.	191200	Solar Charging Locker (returned-PO closed)	-		
12/18/2019	Brookside Construction Services	191140	Relocation of tree that was already planted per the drawings			\$ 589.00
12/18/2019	Brookside Construction Services	191140	Owner requested Brookside to remove planted shrubs from beds where inflatables were to go in, and for Brookside to store plants off site and maintain and replant once inflatables were removed.			\$ 3,687.07
				\$ -	\$ 14,793.15	\$ 4,276.07
			Owner's Contingency and Permit Fund Available Balance			\$2,930.78

	<u>Eastman Reading Garden Improvements Budget</u>		<u>\$ 526,106.00</u>
	<u>Encumbered</u>	<u>Expended</u>	
CT Consultants, Inc. - Landscape Architecture Services for the design of improvements	\$ -	\$ 49,000.00	
Brookside Construction Services, Inc. - Contractor	21,851.99	202,123.08	
Furniture, plantings and other items	-	21,103.32	
Direct Expenditures paid from Contingency Fund	-	14,793.15	
	\$ 21,851.99	\$ 287,019.55	
Available Budget as of 06/30/2020			\$ 217,234.46

CLEVELAND PUBLIC LIBRARY

Final Report

Board Meeting
September 17, 2020

Eastman Reading Garden Improvements

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

For the Period Ending July 31, 2020				Owner's Contingency and Permit Fund		\$22,000.00
Date	Vendor	PO	Description	Encumbered	Expended	PO Increase
						Budget reduced - all work is completed (\$2,930.78)
7/31/2019	Stuart Dean Co. Inc.	191188	Clean Ornate Bronze Entrance Gates and Bronze Figurines	\$ -	\$ 14,793.15	
8/5/2019	GOCHARGE, LLC.	191200	Solar Charging Locker (returned-PO closed)	-		
12/18/2019	Brookside Construction Services	191140	Relocation of tree that was already planted per the drawings			\$ 589.00
12/18/2019	Brookside Construction Services	191140	Owner requested Brookside to remove planted shrubs from beds where inflatables were to go in, and for Brookside to store plants off site and maintain and replant once inflatables were removed.			\$ 3,687.07
				\$ -	\$ 14,793.15	\$ 4,276.07
						Owner's Contingency and Permit Fund Available Balance \$0.00
						Eastman Reading Garden Improvements Budget \$ 526,106.00
						Budget reduced - all work is completed (\$217,234.46)
				Encumbered	Expended	
	CT Consultants, Inc. - Landscape Architecture Services for the design of improvements			\$ -	\$ 49,000.00	
	Brookside Construction Services, Inc. - Contractor			-	223,975.07	
	Furniture, plantings and other items			-	21,103.32	
	Direct Expenditures paid from Contingency Fund			-	14,793.15	
				\$ -	\$ 308,871.54	
						Available Budget as of 07/31/2020 \$ -

CLEVELAND PUBLIC LIBRARY				
EMPLOYMENT REPORT				
Period: Jun 1-Aug 31, 2020				
Name	Title	Department/Branch	Effective Date	Compensation Rate
New Hires				
Carter, Gary	Custodian	Custodial - Carn West	8/30/2020	\$ 32,565.00
Held, Lisa	Library Assistant - Comp	Harvard Lee	8/30/2020	\$ 30,721.60
Kachevas, Zachary	Legal Officer	Legal	8/24/2020	\$ 64,370.04
Masters, Brandon	Custodian	Custodial	8/30/2020	\$ 32,565.00
Resignations				
Blade, Kanna	Page	Public Services	7/24/2020	
Clark, Brigid K	Library Assistant - Youth	Public Services	7/30/2020	
Embrose, Kevin R	Custodian	Custodial	8/5/2020	
Gambrell, Ciera J	Page	Public Services	8/15/2020	
Jackson, Keith	Page	Public Services	6/17/2020	
King, Tai-Renee D	Page	Public Services	8/7/2020	
Lever, William M	Shipping Clerk	Shipping - Main	7/5/2020	
Manry, Robin K	Page	Public Services	6/26/2020	
Meskunas, Brenda L	Substitute	Public Services	6/1/2020	
Mezi, Ivan B	Page	Public Services	7/7/2020	
Musser, Monica	Library Assistant - Comp	Public Services	8/18/2020	
Pagan, Jacob L	Page	Public Services	7/16/2020	
Reynolds, David L	Web Applications Asst	Marketing	8/10/2020	
Walker, Merel L	Page	Public Services	7/7/2020	
Terminations				
Thomas, Georgetta	Administrative Asst	Outreach & Prog Svc	7/10/2020	
Zion, Zechariah G	Page	Shelf	7/24/2020	
Retirements				
Dodrill, Joyce	Chief Legal Officer	Legal	8/30/2020	
Grattino, Dawn M	Senior Catalog Librarian	Catalog	6/30/2020	
Jennings, Cathy L	Branch Clerk	E. 131st St	8/21/2020	
Knape, Kenneth D	Branch Manager	Eastman	6/30/2020	
Marino, Sherrill N	Org Development Spec	Human Resources	6/30/2020	
Wieland, Ann M	Archivist	Knowledge Ofc	8/27/2020	

CLEVELAND PUBLIC LIBRARY
COMPENSATION CHANGES REPORT
Period: Jun 1-Aug 31, 2020

Compensation Changes

Name	Title	Department Branch	Previous	New	Reason
Budziak, Blasé	SPS Officer	SPS	\$ 53,418.30	\$ 56,267.90	Per CBA Language
Corbin-McKenzie, Linda	SPS Officer	SPS	\$ 41,373.28	\$ 42,725.28	Per CBA Language Reverse 5% Pay Reduction (SWO)
Diamond, Timothy	Special Asst. to Director	Administration	\$ 123,704.00	\$ 130,215.00	Promotion
Diawara, Demba	Shelf Division Mgr	Shelf Div	\$ 56,584.11	\$ 64,370.04	Promotion
Dobransky, Sarah M	Gen Research Coll Mgr	Government	\$ 74,985.91	\$ 76,485.63	Promotion
Foster, Keith	SPS Officer	SPS	\$ 41,373.28	\$ 45,366.88	Per CBA Language
Jarrett, James	SPS Officer	SPS	\$ 53,418.30	\$ 56,663.10	Per CBA Language Reverse 5% Pay Reduction (SWO)
Jelar Elwell, Sandra	Dir of Technical Svc	Tech Svc	\$ 104,530.46	\$ 110,032.06	Reverse 5% Pay Reduction (SWO)
Johns, Cedric K	Dir of EE & Labor Relation:	HR	\$ 102,084.59	\$ 107,457.46	Reverse 5% Pay Reduction (SWO)
Johnson, Althea	Dir of Human Resources	HR	\$ 102,084.59	\$ 107,457.46	Reverse 5% Pay Reduction (SWO)
Johnson, Andrea	Catalog Manager	Catalog	\$ 102,084.59	\$ 107,457.46	Reverse 5% Pay Reduction (SWO)
Johnson-Thomas, Shenise	Chief of Ext Rel & Dev	External Relati	\$ 123,704.65	\$ 130,215.42	Reverse 5% Pay Reduction (SWO)
Krenicky, Carolyn J	Chief Financial Officer	Finance	\$ 139,151.19	\$ 146,474.94	Reverse 5% Pay Reduction (SWO)
Lauver, Jamie W	Branch Mgr	Public Services	\$ 64,370.04	\$ 76,485.63	Promotion Reverse 5% Pay Reduction (SWO)
McFarren, Jean D	Dir of Technical Services	Tech Svc	\$ 115,520.86	\$ 121,600.91	Reverse 5% Pay Reduction (SWO)
Parks, Harriette D	Dir of Public Services	Public Services	\$ 115,520.86	\$ 121,600.91	Reverse 5% Pay Reduction (SWO)
Peckham, Tana K	Chief Communication Ofc	Marketing	\$ 133,798.81	\$ 140,840.85	Reverse 5% Pay Reduction (SWO)
Pierson, April D	SPS Officer	SPS	\$ 41,373.28	\$ 45,366.88	Per CBA Language MLIS Step Per Union
Power, Katie	Library Asst - Comp	Public Services	\$ 36,516.48	\$ 37,431.16	Contract
Reed, Teddy	SPS Officer	SPS	\$ 41,373.28	\$ 42,974.88	Per CBA Language Reverse 5% Pay Reduction (SWO)
Reyes, Oliver T	Dir of Prop Mgmt	Facilities	\$ 100,510.27	\$ 105,800.28	MLIS Step Per Union
Sanchez, Lisa D	Library Asst - Subj Dept	Public Services	\$ 48,908.60	\$ 50,131.12	Contract Reverse 5% Pay Reduction (SWO)
Sargi, Lynn	Chief Talent Officer	HR	\$ 123,704.65	\$ 130,215.42	Reverse 5% Pay Reduction (SWO)
Skrtic, John	Dir of Public Services	Public Services	\$ 124,946.45	\$ 131,522.58	Reverse 5% Pay Reduction (SWO)
Szalewski, Bryan	Chief Legal Officer	Legal	\$ 82,726.81	\$ 97,402.15	Promotion Reverse 10% Pay Reduction (SWO)
Thomas, Felton	Director, CEO	Administration	\$ 207,900.00	\$ 231,000.00	

Thompson, Trevor M	SPS Officer	SPS	\$	41,373.28	\$ 43,016.48	Per CBA Language
Tidorescu, Marcel D	SPS Officer	SPS	\$	50,337.30	\$ 54,726.10	Per CBA Language
Tobin, Michael G	SPS Officer	SPS	\$	43,028.18	\$ 44,941.78	Per CBA Language
*Winlock, Sadie M	Chief, Equity, Edu & Engag	OPS	\$	123,704.65	\$ 130,215.42	Reverse 5% Pay Reduction (SWO)
Wondowsky, Hope D	Administrative Asst	OPS	\$	34,988.46	\$ 47,796.58	Promotion Reverse 5% Pay Reduction (SWO)
Wood, Robin S	Asst Dir of Public Svc	Public Services	\$	106,208.17	\$ 111,798.07	(SWO)
Yates, Wayne C	SPS Officer	SPS	\$	41,373.28	\$ 42,621.28	Per CBA Language
Amendment May 2020 Board Report						
*Winlock, Sadie M	Chief, Equity, Edu & Engag	OPS	\$	130,215.42	\$ 123,704.65	5% Pay Reduction (SWO)

EXHIBIT 13**EXHIBIT "A"**

COMPENSATION PRACTICES – 300

STAFF POLITICAL ACTIVITIES– 383

Cleveland Public Library encourages employee involvement and interest in civic and political activity. Employees who volunteer to serve as Precinct Election Officials (PEO) or Voting Location Managers (VLM) during election days (for general, primary and special elections) when they are also scheduled to work, will receive their regular pay for that day (for their scheduled hours – not overtime), with advance approval and proof provided to their supervisor of the poll duty served. Training sessions for individuals on other scheduled workdays prior to the election should be covered by employees' vacation time.

Employees may engage in civic and/or political activity if their involvement is not on Library time and is not conducted on Library premises (except as approved for election poll workers.)

No Cleveland Public Library appointment, promotion, disciplinary action, or other term or condition of employment will be affected by political activity or opinion.

Cleveland Public Library employees are prohibited from endorsing or advertising a political candidate or issue on Library premises. Exceptions include providing approved Cleveland Public Library levy information.

Rescind 383 – Credit Union Meetings
Adopted September 17, 2020

EXHIBIT 13**EXHIBIT "B"***COMPENSATION PRACTICES – 300**MEDICAL LEAVE OF ABSENCE – 395 (NEW)*

Bargaining unit employees shall be eligible for a Medical Leave of Absence pursuant to their collective bargaining agreement. Non-bargaining unit employees may be eligible for a Medical Leave of Absence, a continuous leave of absence for the serious health condition of an employee, child, spouse or parent. A Medical Leave of Absence cannot exceed one year for full time and regular part time employees and six months for pages and substitutes. Employees shall be provided employment in an equivalent position with equivalent conditions of employment upon the return from Medical Leave. Eligible employees are required to use sick and vacation time; an unpaid Medical Leave will not commence until all earned time has been exhausted.

Due to the COVID-19 pandemic, employees who might have been eligible for an intermittent Family and Medical Leave (FMLA) may not be eligible for FMLA due to not meeting the 1,250 hours worked requirement. This is because the hours for which non-essential staff were paid during the Special Closing and Administrative Close are not considered hours worked for FMLA. Additionally, the Library's participation in SharedWork Ohio results in fewer hours worked. Therefore, all employees eligible and approved for a Medical Leave of Absence may use the leave on an intermittent basis, similar to the option provided under FMLA. This intermittent allowance is for MLA's approved between September 17, 2020 and July 31, 2021 (approximately one year from the conclusion of CPL's participation in the SharedWork Ohio program.) Employees are required to use all their accrued paid time (sick days, vacation days, etc.) during an approved Medical Leave of Absence.

September 26, 2019

Revised September 17, 2020

EXHIBIT 13**EXHIBIT "C"**

STAFF WELFARE AND ECONOMIC BENEFITS – 400

RETIREMENT AND TAX DEFERRED COMPENSTION PLANS – 421

Employees of the Library are required by law to participate in the Ohio Public Employees Retirement System. The Library pays a percentage of the cost for each employee, and the employee contributes the remainder through pre-tax payroll deductions.

In addition to retirement benefits, OPERS provides other benefits such as disability retirement, survivor benefits, health insurance for retirees, etc.

Employees should direct questions about retirement benefits to:

Public Employees Retirement System
277 East Town Street
Columbus, Ohio 43215
1-800-222-7377
www.opers.org

Employees of the Library may also participate in tax deferred compensation plans (457 retirement plans). Contact Payroll for additional information.

March 21, 1996

Revised September 17, 2020

Rescind 427

EXHIBIT 13**EXHIBIT "D"***STAFF WELFARE AND ECONOMIC BENEFITS – 400**HEALTH AND WELFARE BENEFITS – 422*

The Library will offer medical, dental, vision, group life insurance, short-term disability and flexible spending accounts to eligible employees. The Library may offer other ancillary benefits.

Benefit eligibility is determined by your job classification, how many hours you are scheduled to work, and may be influenced by a collective bargaining agreement. In general, full-time employees and part-time regular bargaining-unit employees are eligible to participate in the benefits program. Part-time regular bargaining unit employees are only eligible to participate in the single option of the medical insurance program

Benefit enrollment begins the first of the month after eligibility. Benefit elections must be made within 30 days of hire. Benefit coverage terminates effective at the end of the month of an employee's termination or ineligibility date.

Open enrollment will occur once annually. You may revoke a waiver of insurance or change coverage during open enrollment.

After you enroll in a group health plan, you must immediately inform the Payroll Department if you marry, have a child, have a child who becomes independent or turns age 26, divorce, or any other family change that will impact your insurance coverage. If you fail to report additions to your coverage within 31 days, you must wait for an open enrollment period. Under certain circumstances, family members may be dropped from coverage.

Benefit programs are designed to comply with all government regulations and will be integrated with related statutory plans such as the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Public Law 99-272.

COBRA provides continuation of applicable health benefits to eligible employees and their family members. COBRA qualifying events include:

- Voluntary or involuntary termination of the covered employee's employment for reasons other than gross misconduct.
- Reduced hours of work for the covered employee.
- Covered employee becoming entitled to Medicare and voluntarily choosing to cancel group coverage.
- Divorce or legal separation of a covered employee.
- Death of a covered employee.

EXHIBIT 13

- Loss of status as a dependent child under plan rules.

An employee on an approved paid leave is not subject to COBRA.

An FMLA leave is not subject to COBRA. An employee on an FMLA leave may remain a participant in the Library's employee benefit plan throughout the duration of the leave, as if actively employed. The employee is required to continue to pay his or her portion of any insurance premiums normally deducted from the employee's paycheck either through payroll deduction during the leave or, if all or a portion of the FMLA leave is unpaid, promptly upon return.

September 17, 2009

Revised September 17, 2020

EXHIBIT 13**EXHIBIT "E"***STAFF WELFARE AND ECONOMIC BENEFITS – 400**LIFE INSURANCE – 423*

The Library provides and pays for a minimum of \$20,000 term life/accidental death and dismemberment insurance policy for full time employees after they have been in their full-time position for one year. Bargaining unit life insurance benefits are outlined in the collective bargaining agreements.

Additional voluntary life insurance is available to full time employees at the employee's expense if enrolled within 30 days of hire. There is no open enrollment period for voluntary life insurance. Employees should contact the Payroll Department to process beneficiary changes. This insurance can be converted to an individual policy upon termination; employees should contact the Payroll Department for information.

February 15, 2007

Revised September 17, 2020

EXHIBIT 13**EXHIBIT "F"***STAFF WELFARE AND ECONOMIC BENEFITS – 400**SECTION 125 CAFETERIA PLAN – 426*

In order to continue providing high-quality medical coverage, Cleveland Public Library's (CPL) plan is partially financed through employee contributions. Employee contributions are pre-tax under section 125 of the IRS tax code. Therefore, changes to medical, dental and vision coverage may not be made without qualifying events.

The pre-tax election of employee contributions will become effective the first pay of each year, except in the case of a new employee whose election will become effective for the period beginning on the first full pay payroll period beginning after the date of which the benefit election is properly made. An election will terminate with a separating employee's last pay period reflecting pay for hours worked, however benefit coverage terminates at the end of the month of an employee's termination date or the last pay in the calendar year. The amount of your election will be deducted from your compensation on a pretax basis, meaning you pay no federal, state or Medicare taxes on your contribution to the CPL's medical plans.

An employee's contribution is directly linked to the medical insurance premium for the individual plan(s). Employees are responsible for paying their contribution toward medical insurance if on a Family and Medical Leave or other approved or designated leave. If an employee fails to return to work at the conclusion of a leave of absence, the Library may require the employee to reimburse it for the full cost of health coverage during any period of unpaid leave.

If an employee elects a benefit change during a plan year, such as a change in family status, with a corresponding change in employee contribution, the new amount will become effective the first pay period following the pay period that the benefit change date falls within.

BASIC NEO Administrators

CPL offers through BASIC NEO Administrators a Section 125 flexible employee benefit plan (Flexible Spending Account – FSA).

COMPONENT**ENABLES EMPLOYEE TO:**

FSA - Health Care Account	Set aside dollars for reimbursement of certain medical expenses (qualified expenses include amounts not paid by insurance coverage such as deductibles and co-payments, vision care expenses, dental care and prescriptions.)
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EXHIBIT 13

Dependent Care Account	Set aside dollars for dependent care expenses.
Parking and Transportation	Set aside dollars for parking and/or transit expenses.

FSA - Health Care Account

A Health Care Account allows an employee to use pre-tax dollars to pay for certain unpaid medical, dental and vision expenses (i.e., deductibles, coinsurance payments, eyeglasses, contact lenses, etc.). At the beginning of the year, employees determine the annual amount to be deducted from their paycheck on a pre-tax basis, through regular payroll deductions. These funds are placed in an employee's FSA Health Care Account and are paid to them (or as directed by them) as eligible expenses are incurred. More information regarding this benefit can be found at www.flexneo.com.

FSA - Dependent Care Account

A Dependent Care Account allows employees to use pre-tax dollars to pay for dependent care expenses incurred. Expenses such as day care services and after-school care for children through age 12 are eligible. Expenses for other dependents that are physically or mentally unable to care for themselves also qualify. NOTE: Eligible dependents are those who qualify as dependents for Federal income tax purposes.

There is an annual minimum and maximum allocation for the health care and dependent care accounts:

	Minimum Annual Allocation	Maximum Annual Allocation
FSA Account	\$120	\$2,750 (or current IRS limit)
Dependent Care Account	\$120	\$5,000 (or current IRS limit)

Parking and Transportation Accounts

A Parking and Transportation Account allows employees to use pre-tax dollars to pay for parking and/or commuter/transit expenses. An employee may make changes to their election throughout the year.

Before the beginning of a calendar year, an employee will determine the annual amount to be deducted from their paycheck on a pre-tax basis for each component they select through regular payroll deductions for the plan year. An employee must incur a qualified "change in family status" in order to make a change to the Flexible Spending Account amounts during the plan year. A change in family status includes, but is not limited to, the birth of a child, spouses and other dependents added due to marriage, loss of insurance coverage due to termination of the spouse's employment or reduction of hours, divorce or legal separation or death of a spouse. Transportation accounts may be changed the first of each month.

EXHIBIT 13**How to File a Claim**

NEO Administrators acts as the administrator. Participants in the FSA - Health Care Account may access their account via a debit VISA card ("Benny Card"). Claim forms can also be sent to BASIC NEO Administrators; forms can be obtained at www.flexneo.com or in Payroll Department. An employee will receive reimbursement up to the annual amount an employee determines at the beginning of the plan year (calendar year).

An employee has 90 days after the end of the plan year to submit receipts for eligible expenses incurred during the plan year.

Termination of Employment

An employee's Spending Account contributions will end with an employee's last pay period reflecting pay for hours worked. However, an employee will be given 90 days after their termination date to submit claims for services incurred prior to their termination date.

Carryover

Health Care FSA account balances may be carried over from one year to the next. Balances must be used by March 15 of the following year. Employees have up to March 31 of the following year to turn in eligible receipts for reimbursements as long as the expense was incurred by March 15.

The carryover provision does not apply to an FSA – Dependent Care Account.

March 21, 1991
September 17, 2020

EXHIBIT 13**EXHIBIT "G"***STAFF WELFARE AND ECONOMIC BENEFITS – 400**EQUAL EMPLOYMENT, DISCRIMINATION AND HARASSMENT– 460*EQUAL EMPLOYMENT AND DISCRIMINATION

The Library actively supports and encourages non-discriminatory employment policies and practices and is committed to fostering the growth and development of its employees. No employee or applicant will be discriminated against on the basis of race, color, ancestry, religion, national origin, citizenship, sex, pregnancy, gender identity, sexual orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law.

This policy governs all aspects of employment, including recruitment, selection, hiring, job assignment, training, promotion, compensation, discipline, termination, and access to benefits and training.

The Library's practice is to recruit, select, hire, train, and promote the most qualified individual based on merit, qualifications, and abilities, which includes a combination of both education and work experience.

The Library has pledged to pursue this policy and employees are expected to comply with this policy in every respect.

Genetic Information

The federal Genetic Information Nondiscrimination Act of 2008 (GINA) restricts employers from requesting or requiring genetic information, except in limited circumstances. Accordingly, employees should not provide any genetic information when responding to requests for medical information. Genetic information includes, without limitation, an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproduction services.

HARASSMENT

The Library is committed to maintaining a work environment that is free of harassment based on race, color, ancestry, religion, national origin, citizenship, sex, pregnancy, gender identity, sexual orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law. This policy applies to all employees,

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including nonsupervisory personnel, supervisors, managers, and executives. It also applies to nonemployees such as visitors, customers, volunteers, patrons, and vendors who have business contact with employees. Harassment consists of unwelcome conduct, whether verbal, nonverbal, written, pictorial, physical, or visual, that is based on any characteristic protected by law, when that conduct affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and verbal, nonverbal, written, pictorial, visual, or physical conduct of a sexual nature where:

1. submission to that conduct is made an express or implied term or condition of employment;
2. submission to or rejection of that conduct is used as the basis for employment decisions; or
3. that conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment also includes harassment of a person by another person of the same gender.

Examples of prohibited conduct include, but are not limited to:

1. Offering employment benefits, such as favorable assignments, reviews, promotion, or the like, in exchange for sexual favors;
2. Denying or threatening to deny employment benefits for rejecting sexual advances;
3. Unwanted sexual advances, propositions, flirtations, or repeated unwanted requests for or efforts to make social contact;
4. Verbal conduct of a sexual or gender-based nature, such as using sexually degrading, vulgar, or discriminatory words to describe an individual; making sexually suggestive comments about an individual's body; discussing sexual activity; or making derogatory, sexual, gender-related or discriminatory comments, slurs, taunts, jokes, or epithets;
5. Non-verbal conduct of a sexual or gender-based nature, such as whistling, unwelcome staring, or leering; displaying sexually suggestive, gender-based, or discriminatorily-based objects, pictures, videos, posters, or cartoons; making sexual, derogatory, obscene, or discriminatory gestures; or giving, sending, or circulating sexual, derogatory, obscene, or discriminatory letters, e-mail messages, social media messages or postings, voicemail messages, gifts, notes, or invitations;
6. Unwelcome physical conduct of a sexual or gender-based nature, such as touching, patting, pinching, brushing the body, or impeding, by blocking, an individual's movements.

The Library also strictly prohibits any verbal, visual or physical conduct that insults, degrades, stigmatizes or victimizes an employee on the basis of his or her race, ethnic background or national origin. This includes conduct that has the purpose or effect of substantially interfering

EXHIBIT 13

with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of prohibited conduct include, but are not limited to:

- Ethnic or racial slurs or epithets;
- Ethnic or racial innuendoes or slang;
- Negative stereotyping
- Suggestive comments, objects or pictures; or
- Jokes or derogatory names or words of an ethnic or racial nature.

Reporting and Investigations

If an employee is the subject of, or becomes aware of, harassment or discrimination, the employee must immediately communicate this information in writing to one or more of the following individuals: the employee's supervisor, the manager of the employee's department, a representative of Human Resources, or the Library Director. If, for any reason, an employee prefers not to discuss the issue with any of these individuals, the employee is encouraged to report the issue to the Chairperson of the Board of Trustees or Chairperson of the Human Resources Committee of the Board of Trustees.

The Library strongly encourages employees to come forward promptly. Timely reporting is vital to the Library's ability to investigate complaints of harassment or discrimination. Prompt reporting also discourages the spread of harmful rumors.

Complaints and investigations will be kept as confidential as possible. The Library takes prompt and necessary steps to investigate and, where appropriate, correct any form of harassment or discrimination. All employees are expected to cooperate in any investigations of wrongdoing. Failure of any employee to cooperate in an investigation is grounds for disciplinary action against that employee, up to and including termination. No reprisal, retaliation, or other adverse action will be taken against any employee who in good faith reports harassment or discrimination or assists in the investigation of any such matter.

The Library will not tolerate any retaliatory conduct or false accusations of harassment or discrimination, and any such acts will result in disciplinary action, up to and including termination.

Knowingly or recklessly making a false report is a violation of this policy; this is not meant to discourage individuals from making good faith reports. If the Library determines that an employee knowingly or recklessly made a false report, the employee may be subject to discipline, up to and including termination.

EXHIBIT 13Third Party Harassment

A public work environment is dynamic, non-enclosed, and by mission and nature designed to be welcoming to the public it supports. As such, serving the public can result in unpredictable, and occasionally unwelcome, interactions with our patrons. CPL is committed to trying to ensure employees are safe in our workplace.

If an employee experiences behavior from a patron or other third party that they deem offensive or harassment, an employee (1) should report the patron or other third party and the behavior to their supervisor and (2) can explicitly ask the patron or other third party to stop that behavior. The supervisor should report that behavior to their Director or Chief. CPL may consider the following to minimize potential third-party harassment:

- Advise the patron of the complained-or-alleged misconduct and that any such conduct must cease immediately;
- Prevent the patron from entering CPL property;
- Where CPL has a business relationship with the harasser's employer, consider whether to report the alleged conduct to the harasser's employer to ensure it does not continue;
- If necessary or possible, offer the complainant the option of working in an area where no contact with the offending patron is needed.
- Consider whether a protective order or the involvement of law enforcement is necessary and appropriate.

Personal Relationships

Personal relationships between employees generally are not prohibited. However, if any facet of the relationship affects the work environment in any way, the Library may take any and all corrective actions necessary in compliance with this policy. Family relationships (i.e. parent/child, marriage, fiancé, etc.) between a supervisor and a direct report should be disclosed to Human Resources by the supervisor, which reserves the right to ensure that there is no perceived or actual conflict of interest in the supervisor performing their management duties and responsibilities.

Revised September 17, 2020
October 16, 2008

EXHIBIT 13**EXHIBIT "H"***STAFF WELFARE AND ECONOMIC BENEFITS – 400**CIVILITY, BULLYING AND WORKPLACE VIOLENCE – 480*

This policy and Cleveland Public Library's Equal Employment, Discrimination and Harassment policy (#460) are designed to work in concert to convey that all CPL employees have a responsibility to treat all colleagues, patrons and stakeholders with civility, courtesy, dignity and respect. All employees are expected to exhibit conduct that reflects this behavior during work, at work functions on or off the work site, and at all other library sponsored and participative events.

Respectful behaviors cause someone to feel valued and contribute to effective communication and collaboration. Employee morale, productivity and customer service levels are at their highest when employees exhibit conduct that shows regard for others by being courteous and respectful, and takes into consideration others' feelings, rights or traditions.

CPL civility expectations include, but are not limited to:

- Treat each other equally and with respect.
- Acknowledge the impact of your behavior on others.
- Welcome feedback.
- Be approachable and helpful.
- Work to resolve conflicts.
- Respect each other's time commitments.
- Acknowledge the contributions of others.
- Maintain professionalism even if facing a difficult situation.
- Avoid derogatory words, phrases, condescending language or voice intonation.
- Avoid raising your voice, inappropriate tone (harsh, surly, sarcastic), or belligerent or defiant speech/conduct.

Bullying is strictly prohibited. Bullying can be described as, but is not limited to:

- Verbal harassment or bullying –offensive jokes, insults, degrades, ridicule, epithets, slurs, slander, vulgarity, whistling, slang, negative stereotyping, or innuendo. It also includes maligning, derogatory or persistent names or words that are hurtful, insulting, or humiliating, abusive, offensive or suggestive.
- Physical harassment, bullying or violence –aggressive physical behavior (such as but not exclusive to bumping, pushing, shoving, kicking, poking, tripping, etc.), physical threats; non-verbal threatening gestures; unwelcome touching, physical contact, intimidating acts; or damage to, defacing or insulting alteration of a person's work area or property.

EXHIBIT 13

- Visual harassment or bullying – gestures or showing, posting or circulating written or graphic materials that denigrates or shows hostility or aversion toward individuals.
- Exclusion bullying—socially or physically excluding or disregarding a person in work-related activities.

Failure to meet the above expectations for bullying may result in discipline, up to and including termination.

Bullying - Resolving, Reporting and Investigations

Managers are responsible for modeling appropriate behaviors and ensuring that employees comply with CPL standards. Managers should maintain an “open door” policy encouraging employees to raise concerns so that the manager can assist with resolving issues if appropriate.

Employees who feel that they have been a victim of bullying behavior by an employee or vendor are encouraged to follow the steps below, but an employee may make a report directly to their supervisor or member of management in their respective area, or to Human Resources:

1. Whenever possible, the Library encourages the employee to convey directly to the offending employee that the bullying behavior is unwelcome or unacceptable.
2. If the employee feels uncomfortable approaching the offending employee directly or if the matter has not been resolved to the employee’s satisfaction, then the employee should promptly report the incident to their supervisor(s) or the manager of their department, and/or follow the procedure below.
3. If the employee or their supervisor feels that the behavior has been addressed previously and continues, or is of an extreme or pervasive nature, Human Resources should be consulted.

Employees who feel that they have been a victim of bullying behavior by a patron should make a report directly to their supervisor and complete a Security Irregularity Report.

Workplace Violence – Reporting and Investigations

If an employee is the subject of, or becomes aware of, threatened or actual violence against others, the employee should immediately communicate this information to one or more of the following individuals: the Library Director, the employee’s supervisor, the manager of the employee’s department, or a representative of Human Resources. If, for any reason, an employee prefers not to discuss the issue with any of these individuals, the employee is encouraged to report the issue to the Chair of the Human Resources Committee of the Board of Trustees.

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The Library strongly encourages employees to come forward promptly. Timely reporting is vital to the Library's ability to investigate complaints of potential workplace violence. Prompt reporting also discourages the spread of harmful rumors.

Complaints and investigations will be kept as confidential as possible. The Library will take prompt and necessary steps to investigate and, where appropriate, correct any form of workplace violence. All employees are expected to cooperate in any investigations of wrongdoing. Failure of any employee to cooperate in an investigation is grounds for disciplinary action against that employee, up to and including termination. No reprisal, retaliation, or other adverse action will be taken against any employee who in good faith reports workplace violence or assists in the investigation of any such matter.

The Library will not tolerate any retaliatory conduct or false accusations of workplace violence and any such acts will result in disciplinary action, up to and including termination.

Knowingly or recklessly making a false report is a violation of this policy; this is not meant to discourage individuals from making good faith reports. If the Library determines that an employee knowingly or recklessly made a false report, the employee may be subject to discipline, up to and including termination.

Revised September 17, 2020
November 20, 2008

EXHIBIT 13**EXHIBIT "I"***STAFF WELFARE AND ECONOMIC BENEFITS – 400**EMPLOYEE ASSISTANCE PROGRAM – 495*

The Cleveland Public Library offers employees and their immediate family members the benefit of an Employee Assistance Program (EAP). Available to employees and their dependents are the services of qualified professionals who can assist in dealing with a wide variety of issues and concerns. EAP services are provided on a strictly private and confidential basis.

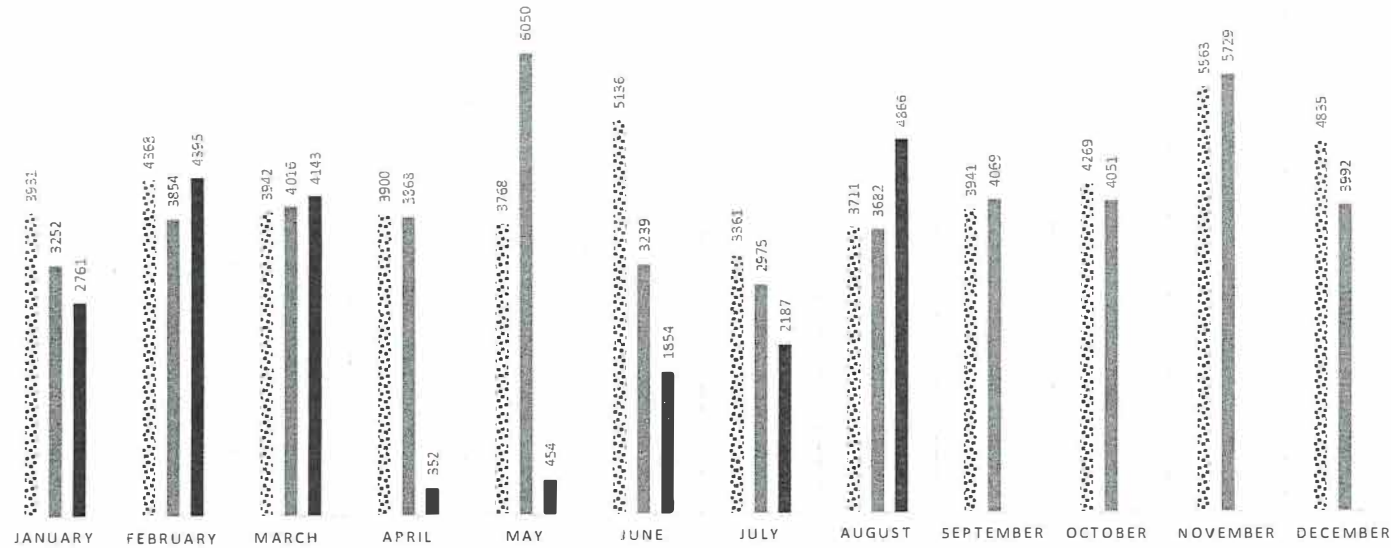
January 18, 1990

Revised September 17, 2020

CLEVELAND PUBLIC LIBRARY SICK LEAVE UTILIZATION

REPORT J

2018 2019 2020



	<u>2018</u>	<u>2019</u>	<u>2020</u>
January	3931	3252	2761
February	4368	3854	4395
March	3942	4016	4143
April	3900	3868	352
May	3768	6050	454
June	5136	3239	1854
July	3361	2975	2187
August	3711	3682	4866
September	3941	4069	
October	4269	4051	
November	5563	5729	
December	4835	3992	

*3 pay periods

CLEVELAND PUBLIC LIBRARY
STATE AND LOCAL GOVERNMENT INFORMATION
2020 EEO-4 REPORT

CLEVELAND PUBLIC LIBRARY
LYNN SARGI
325 Superior Avenue
Cleveland, OH 44114

CONTROL NUMBER 12345

FUNCTION JURISDICTION TOTALS: FULL/PART-TIME EMPLOYEES

JOB CATEGORY	HISPANIC / LATINO		*****MALE*****						*****FEMALE*****						TOTAL
	M	F	WHITE	BLACK	ASIAN	HAWAII	NATIVE	TWO+	WHITE	BLACK	ASIAN	HAWAII	NATIVE	TWO+	
OFFICIALS/ADM	2	3	21	14			1		26	17				3	87
PROFESSIONALS		7	19	1					28	11	4			1	72
TECHNICIANS	1	1	12	2					2	2					20
PROTECT/SERV	3	1	6	15					1	5					31
PARA-PROFESS	3	6	22	26	1			1	37	24	2			2	124
ADMIN SUPPORT	3	11	27	34	3			1	34	76	4			2	195
SKILLED CRAFT	1		5	3					1	1					11
SERV/MAINT	1	2	7	30					2	4					46
GRAND TOTAL	14	31	119	125	5		1	2	131	140	10			8	586



1274

Insurance Report for the Month of June 2020

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
MMO - National Network	256	135	391
MMO - CleCare Network	46	22	68
Cobra	2		2
Total MMO			461
Dental Insurance	303	172	475
Vision Employee			275
Vision Children			44
Vision Spouse			51
Vision Family			71
Total Vision			441
Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

Insurance Report for the Month of July 2020

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
MMO - National Network	250	135	385
MMO - CleCare Network	48	22	70
Cobra			2
Total MMO			457
Dental Insurance	301	173	474
Vision Employee			270
Vision Children			44
Vision Spouse			51
Vision Family			71
Total Vision			436
Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

Insurance Report for the Month of Aug 2020

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
MMO - National Network	247	136	383
MMO - CleCare Network	46	22	68
Cobra	2		2
Total MMO			453
Dental Insurance	295	175	470
Vision Employee			267
Vision Children			43
Vision Spouse			52
Vision Family			71
Total Vision			433
Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

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

ELECTRONIC MEDIA CIRCULATION	Month	YTD
eBook	33,403	187,741
eAudiobook	19,455	119,004
eMusic	5,076	28,621
eVideo	4,231	24,956
eMagazines	1,561	9,068
TOTAL eCIRCULATION	63,726	369,390

STREAMING SERVICES	Month	YTD
Music	18,204	109,389
Movies	4,231	24,956
TOTAL STREAMING	22,435	134,345

VIRTUAL REFERENCE	Month	YTD
Email/LibAnswers	304	818
ASK CPL Live Chat	1,213	2,867
FAQ Views	607	1,766
TOTAL VIRTUAL REFERENCE	2,124	5,451

VIRTUAL PROGRAMMING	Month	YTD
Live Program Interactions	138	206
Recorded Program Views	1,000	6,468
TOTAL VIRTUAL PROGRAMMING	1,138	6,674

PATRONS AND SERVICES	Month	YTD
eCards issued	412	2,397
eMedia New Users	3,498	22,871
Curbside Services Provided	887	887

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.

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

WIFI CONNECTIONS	Month	YTD
Main Library	2,446	32,991
Public Administration Library	95	1,728
Addison	159	2,311
Brooklyn	155	4,000
Carnegie West	683	5,432
Collinwood	510	4,346
East 131st St	229	4,118
Eastman	338	3,834
Fleet	463	5,755
Fulton	735	6,258
Garden Valley	357	4,239
Glenville	714	7,756
Harvard Lee	588	7,480
Hough	291	4,028
Jefferson	161	2,299
Langston Hughes	227	3,516
Lorain	1,061	9,831
Martin Luther King, Jr.	228	4,363
Memorial-Nottingham	1,388	9,300
Mt. Pleasant	1,214	10,037
Rice	147	4,122
Rockport	364	5,539
South	521	5,590
South Brooklyn	203	3,566
Sterling	784	6,094
Union	492	5,239
Walz	550	4,625
West Park	235	3,051
Woodland	1,314	11,416
Total Wifi Usage	16,652	182,864

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

ELECTRONIC MEDIA CIRCULATION	Month	YTD
eBook	34,024	221,765
eAudiobook	19,972	138,976
eMusic	4,901	33,522
eVideo	4,317	29,273
eMagazines	1,526	10,594
TOTAL eCIRCULATION	64,740	434,130

STREAMING SERVICES	Month	YTD
Music	18,441	127,830
Movies	4,317	29,273
TOTAL STREAMING	22,758	157,103

VIRTUAL REFERENCE	Month	YTD
Email/LibAnswers	260	1,078
ASK CPL Live Chat	915	3,782
FAQ Views	803	2,554
TOTAL VIRTUAL REFERENCE	1,978	7,414

VIRTUAL PROGRAMMING	Month	YTD
Live Program Interactions	592	798
Recorded Program Views	1,900	8,368
TOTAL VIRTUAL PROGRAMMING	2,492	9,166

PATRONS AND SERVICES	Month	YTD
eCards issued	412	2,397
eMedia New Users	3,498	22,871
Curbside Services Provided	10,062	10,949

WIFI CONNECTIONS	Month	YTD
Main Library	4,071	37,062
Public Administration Library	130	1,858
Addison	210	2,521
Brooklyn	242	4,242
Carnegie West	637	6,069
Collinwood	320	4,666
East 131st St	283	4,401
Eastman	273	4,107
Fleet	469	6,224
Fulton	669	6,927
Garden Valley	374	4,613
Glenville	851	8,607
Harvard Lee	20	7,500
Hough	691	4,719
Jefferson	172	2,471
Langston Hughes	275	3,791
Lorain	988	10,819
Martin Luther King, Jr.	221	4,584
Memorial-Nottingham	1,389	10,689
Mt. Pleasant	1,186	11,223
Rice	194	4,316
Rockport	512	6,051
South	464	6,054
South Brooklyn	154	3,720
Sterling	942	7,036
Union	503	5,742
Walz	497	5,122
West Park	240	3,291
Woodland	1,126	12,542
Total Wifi Usage	18,103	200,967

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.

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

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR AUGUST 2020**

CIRCULATION ACTIVITY*	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2020	2019	2020	2019	2020	2019	
Main Library	86,753	143,544	1,549	690	502,704	699,758	-28.2%
Branches	103,232	257,021	1,843	1,169	810,083	1,204,064	-32.7%
Mobile Units	154	2,549			1,273	15,259	-91.7%
Library for the Blind	34,557	40,478			185,795	195,998	-5.2%
OLBPD BARD	13,453	11,330			86,896	61,070	42.3%
eMedia	65,181	51,390			499,311	244,537	104.2%
TOTAL CIRCULATION	303,330	506,312			2,086,062	2,420,686	-14%

ELECTRONIC MEDIA CIRCULATION*	Monthly Total		Year-to-Date		YTD Gain/Loss
	2020	2019	2020	2019	
eBook	34,303	25,649	256,068	122,540	109.0%
eAudiobook	19,959	17,908	158,935	85,600	85.7%
eMusic	5,129	4,555	38,651	23,474	64.7%
eVideo	4,431	1,642	33,704	4,344	675.9%
eMagazines	1,359	1,636	11,953	8,579	39.3%
TOTAL eCIRCULATION	65,181	51,390	499,311	244,537	104.2%

Included in circulation activity

	Month	YTD
eCARDS ISSUED	412	2397
eMEDIA NEW USERS	3498	22871
CURBSIDE SERVICES	9994	20943

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2020	2019	2020	2019	
TOTAL SESSIONS	20,532	67,052	220,677	306,332	-28%

VIRTUAL REFERENCE	Month	YTD
Email/LibAnswers	211	1,289
ASK CPL Live Chat	817	4,599
FAQ Views	1,130	3,684
TOTAL VIRTUAL REFERENCE	2,158	9,572

*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

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

*Computer usage and attendance were not available at the time of reporting

REPORT M2

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR AUGUST 2020**

	a	b	c	d	e	f	g
BRANCH	Branch Circulation	Sent from Other Branches	Sent from Main	Sent from Other CLEVNET Systems	Total Direct Circulation (a+b+c+d)	Sent to Other CLEVNET Systems	Total Circulation (e+f)
Addison	758	488	464	637	2,347	312	2,659
Brooklyn	656	400	198	273	1,527	302	1,829
Carnegie West	1,286	902	1,051	1,315	4,554	836	5,390
Collinwood	829	470	293	623	2,215	296	2,511
East 131st	329	216	123	155	823	252	1,075
Eastman	2,751	1,100	986	1,553	6,390	1,726	8,116
Fleet	1,612	510	359	715	3,196	449	3,645
Fulton	1,364	608	297	535	2,804	459	3,263
Garden Valley	333	177	74	90	674	190	864
Glenville	757	473	264	461	1,955	248	2,203
Harvard-Lee	730	320	379	491	1,920	438	2,358
Hough	585	311	210	192	1,298	331	1,629
Jefferson	1,300	466	650	790	3,206	764	3,970
Langston Hughes	728	525	292	516	2,061	416	2,477
Lorain	784	404	280	493	1,961	428	2,389
Martin Luther King, Jr.	627	302	376	494	1,799	528	2,327
Memorial-Nottingham	1,392	641	801	1,729	4,563	725	5,288
Mt. Pleasant	446	260	246	390	1,342	212	1,554
Rice	985	454	460	681	2,580	549	3,129
Rockport	2,834	1,547	1,325	2,643	8,349	1,139	9,488
South	2,314	494	402	625	3,835	2,671	6,506
South Brooklyn	2,532	1,076	1,473	2,827	7,908	1,626	9,534
Sterling	498	238	180	278	1,194	323	1,517
Union	630	371	234	424	1,659	298	1,957
Walz	1,389	820	759	1,205	4,173	677	4,850
West Park	2,060	1,175	2,183	3,772	9,190	1,528	10,718
Woodland	653	435	226	304	1,618	368	1,986
TOTAL	31,162	15,183	14,585	24,211	85,141	18,091	103,232

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR AUGUST 2020**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
CLEVNET	55,009	73,325	269,188	364,160	-26%
Other Libraries	0	317	401	2,334	-83%
	55,009	73,642	269,589	366,494	-26%

*Totals included in Main Library and Branch circulation counts

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
New Titles Added	3,845	6,176	49,282	27,636	78%
Total Items Added	10,495	24,901	67,806	108,212	-37%

HOURS OPEN	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
Main Library	56	208	564	1,008	-44%
Branches	1,512	5,937	15,252	28,810	-47%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
Downloads	13,453	11,330	86,896	61,070	42%
Users	740	640	5,267	3,266	61%