

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

Present: Mr. Seifullah, Mr. Corrigan, Ms. Rodriguez,  
Mr. Hairston, Mr. Parker, Ms. Thomas (arrived,  
12:12 p.m.), Ms. Butts (arrived, 12:17 p.m.)

Absent: None

Ms. Rodriguez called the Regular Board Meeting to order  
at 12:09 p.m.

**Approval of the Minutes**

Mr. Hairston moved approval of the minutes for the  
Regular Board Meeting & 2021 Organizational Meeting of  
01/21/21; Joint Finance & Human Resources Committee  
Meeting of 01/19/21; and Regular Board Meeting of  
02/18/21. Mr. Seifullah seconded the motion, which  
passed unanimously by roll call vote.

**PUBLIC COMMENTS**

Ms. Rodriguez acknowledged the following public comments  
that were submitted online from: The Reverend Pamela M.  
Pinkney Butts expressing her displeasure about not being  
included in the Library's Writers & Readers Series; and  
Mr. Stephen Katanovic, who addressed his concerns about  
the loudness of the Xlerator hand dryers, the need for  
single occupant restrooms and permanent hand sanitizer  
pumps in the Library; and also expressed his support for  
CRT's, vinyl records, and books.

**COMMUNICATIONS**

Director Thomas acknowledged letters from:  
Reverend Gloria Chaney, Pastor and Patricia Cotton,  
Board President, Church of the Master; Anthony T. Lee,  
Sr., Pastor, The Overflow Church; Bishop Eugene W. Ward,  
Jr., Greater Love Missionary Baptist Church; Bob  
Willard, Pastor, The Meeting Place Church; Rev. Dr.  
David A. Cobb, Jr., Senior Pastor, Emmanuel Baptist

MINUTES OF  
REGULAR BOARD  
MEETING & 2021  
ORGANIZATIONAL  
MEETING OF  
01/21/21; JOINT  
FINANCE & HUMAN  
RESOURCES  
COMMITTEE  
MEETING OF  
01/19/21; REGULAR  
BOARD MEETING  
OF 02/18/21  
Approved

PUBLIC  
COMMENTS  
Acknowledged

LETTERS FROM:  
MINISTRIES;  
JAMAR DOYLE,  
EXECUTIVE  
DIRECTOR,  
GREATER  
COLLINWOOD  
DEVELOPMENT  
CORPORATION  
ROSITA ROJAS,  
PATRON, LORAIN  
BRANCH  
Acknowledged

Church; Ian Cox, Pastor, Holy Grove Missionary Baptist Church; Rufus Webb, Pastor, New Direction Church of God In Christ; John Woods, Trustee on behalf of Richard Gibson, Pastor, Elizabeth Baptist Church; Courtney Clayton Jenkins, Senior Pastor & Teacher, South Euclid United Church of Christ; Jamar Doyle, Executive Director, Greater Collinwood Development Corporation; email from Amina R. Goodlow on behalf of Carl A. Salters, Sr., Pastor, Solomon's Temple Church of God In Christ; expressing their appreciation for the Library's Supply Distribution Program; and a letter from Rosita Rojas, Patron, Lorain Branch; expressing her appreciation for quality customer services provided by Lorain Branch staff.

Director Thomas thanked Sadie Winlock, Chief Equity, Education, and Engagement Officer, and all staff who have worked hard on the Library's Distribution Program.

#### **FINANCE COMMITTEE REPORT**

Mr. Seifullah presented the following report.

#### **Resolution to Accept Gifts for the Month of February**

(See page 483)

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

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

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

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

**RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTH  
OF FEBRUARY  
2021**

Approved

Resolution Authorizing Transfer of Funds from the  
General Fund to the Building and Repair Fund

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

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

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

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

General Fund Unencumbered Balance, 12/31/2020	\$ 36,465,198.15
Repayment of Advance - MyCom Fund	75,008.56
Repayment of Advance - Tech Centers Fund	10,000.00
General Fund Unencumbered Balance, 01/01/2021	36,550,206.71
Transfer to the Debt Service Fund approved by the Board 12/17/2020	(2,588,329.59)
Certified Operating Revenue per Certificate of Estimated Resources, 03/10/2021	62,111,830.48
2021 Appropriation - 2nd Amendment	(58,062,862.33)
Transfer to the Building and Repair Fund	(18,000,000.00)
General Fund Unappropriated Balance	\$ 20,010,845.27

Now therefore be it

RESOLVED, That from the General Fund Unencumbered Balance, the set aside of \$18,000,000 be transferred to the Building and Repair Fund for capital and technology improvements and other capital projects that include the repair, renovation and construction of the Library's buildings and that the remaining General Fund Unencumbered Balance be carried forward for operating expenses.

Third Amendment to the Year 2021 Appropriation

(See pages 484-490)

**RESOLUTION  
AUTHORIZING  
TRANSFER OF  
FUNDS FROM  
THE GENERAL  
FUND TO THE  
BUILDING AND  
REPAIR FUND**  
Approved

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

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan 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 2021 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated March 10, 2021; and

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

RESOLVED, That the sums indicated on the attached Third Amendment to the Year 2021 Appropriation Schedule be approved.

Resolution to Enter Into Agreements and/or Establish Funding Request for E-Rate Category Two Services for the E-Rate Funding Year 2021: 07/01/2021 through 06/30/2022

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

WHEREAS, The Schools and Libraries Program of the federal Universal Service Fund makes discounts available to eligible schools and libraries for telecommunication services, Internet access, and internal connections; and

WHEREAS, The Program is intended to ensure that schools and libraries have access to affordable telecommunications and information services; and

WHEREAS The Schools and Libraries Program reimburses telecommunications, Internet access, and internal connections providers for discounts on eligible services provided to schools and libraries. While schools and libraries apply for these discounts, the Universal Service Administrative Company (USAC) works in conjunction with service providers to make sure these discounts are passed on to program participants; and

RESOLUTION TO ENTER INTO AGREEMENTS AND/OR ESTABLISH FUNDING REQUEST FOR E-RATE CATEGORY TWO SERVICES FOR E-RATE FUNDING YEAR 2021: 07/01/2021 THROUGH 06/30/2022  
Approved

WHEREAS, Cleveland Public Library is eligible to participate in the Schools and Libraries Universal Service Discount Program and currently requests needs for Category One Services, which provides connectivity to the buildings, through the program, and

WHEREAS, Cleveland Public Library desires to apply for Category Two Services, which provides connectivity *within* the buildings, in order to assist with our Facilities Master Plan construction projects; and

WHEREAS, To be eligible for any service under Category Two, the Library must certify compliance with the Children's Internet Protection Act (CIPA). CIPA provides that, in the first funding year in which the Library is applying for funds, the Library need not be fully compliant with CIPA's requirements but can certify that the Library is undertaking actions to be in compliance for the next funding year; and

WHEREAS, The Board of Library Trustees must certify that the Library is enforcing an internet safety policy that includes measures to block or filter internet access for both minors and adults to certain visual depictions that are obscene or harmful to minors; and

WHEREAS, On March 11, 2021, the Cleveland Public Library filed the FCC Form 470: Description of Services Requested and Certification Form as required for participation in the discount program. The posting of the FCC Form 470 begins the required 28-day competitive bidding process; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes Library management to pursue all possible discounts available through the School and Libraries Universal Service Discount Program and to establish funding requests by filing the FCC Form 471, including those in excess of \$25,000; and be it further

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee, to undertake actions in order to be in compliance with CIPA's requirements by June 30, 2022 and to execute agreements, subject to the approval of the Director of Legal Affairs, for Category Two Services, including those in excess of \$25,000, and the agreements executed will be presented for ratification by the Board of

Library Trustees at their next regularly scheduled meeting.

Mr. Corrigan stated that in the past, we would not take Category Two funding because of objections to the Congressional edict which required filters that we felt were both inconvenient and inhibited the free access to information which we are so proud at Cleveland Public Library. With the hard work of our staff and the improvement of technology, it is now possible to overcome our objections and filters that the Congressional statute requires can be implemented at the Cleveland Public Library and still preserve our values regarding free and open access to information.

Mr. Corrigan stated that this will mean additional discounts. We always received the main E-rate discount applications. However, this is a change that we are seeking in the Category Two discounts as well because the technology and the efforts of staff have brought us up to where we can live by our values and live in this E-rate category.

Finally, Mr. Corrigan thanked staff for their hard work on this item.

In response to Mr. Corrigan's inquiry at Finance Committee Meeting, Director Thomas stated that the percentage of the project's cost for the architect is 9.5%

Mr. Corrigan thanked Director Thomas for this update and expressed his appreciation for the oversight.

Resolution Authorizing Amendment to Agreement with Bostwick Design Partnership, Inc. and Ubiquitous Design LTD for Design Services for the Woodland Branch and Distribution Facility

(See pages 491-492)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan 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 Executive Director to enter into an agreement with Bostwick Design

**RESOLUTION  
AUTHORIZING  
AMENDMENT TO  
AGREEMENT  
WITH  
BOSTWICK  
DESIGN  
PARTNERSHIP,  
INC. AND  
UBIQUITOUS  
DESIGN LTD  
FOR DESIGN  
SERVICES FOR  
THE  
WOODLAND  
BRANCH AND  
DISTRIBUTION  
FACILITY**

Approved

Partnership, Inc. (in partnership with Ubiquitous Design LTD) ("Bostwick") in an amount not-to-exceed \$363,310.00 for the design of the renovation of the Woodland Branch and \$586,700.00 for the design of the Woodland distribution facility, and the agreement was executed on November 4, 2019; and

WHEREAS, Due to design changes requested by the Library, on February 20, 2020 and November 19, 2020, this Board authorized amendments resulting in architect fees of \$544,479 for the Woodland branch and \$716,360 for the Woodland distribution facility, resulting in an overall contract amount of \$1,260,839; and

WHEREAS, The Library Administration has determined that it is necessary to further amend the agreement to add the development of a separate technology bid package on an accelerated timeline to Bostwick's services, which is needed for the Library to meet federal deadlines necessary for the Library's application for E-Rate discounts for technology-related construction costs on the Woodland Branch and distribution facility. Additionally, Bostwick will provide expanded services to assist CPL staff in developing CPL system-wide standards for technology (E-Rate), mechanical, and electrical systems, which will be implemented across the Facilities Master Plan; and

WHEREAS, Due to the addition of the services described in this Resolution, the architect fees will be \$552,779 for the Woodland Branch and \$724,660 for the Woodland distribution facility which will increase the total contract amount by \$16,600, thus bringing Bostwick's total compensation to \$1,277,439; and

WHEREAS, This Board finds that the increase in the fees is fair and reasonable; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the agreement with Bostwick Design Partnership Inc. upon such terms and conditions as are approved by the Library's Director of Legal Affairs, increasing the architect fee by \$16,600 for a total contract amount not-to-exceed \$1,277,439, being charged to the Construction - Tax-Exempt fund account 40241105/40279905-55300 (Construction/Improvements); and further authorizes entering into such other documents or

instruments as are necessary or appropriate to effectuate the amendment in accordance with this Resolution.

**RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH  
ENTERPRISE  
FM TRUST FOR  
PURCHASE  
AND LEASE OF  
VEHICLES**  
Approved

Resolution Authorizing Agreement with Enterprise FM Trust for Purchase and Lease of Vehicles

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

WHEREAS, On December 18, 2014 the Board of Library Trustees authorized the Library to enter into a sixty (60) month agreement with Enterprise Fleet Management for the lease, maintenance, and management of 12 vehicles; and

WHEREAS, The five-year term of the lease agreement with Enterprise Fleet Management expired on March 31, 2020, and this Board authorized the Library to continue the lease on a month-to-month basis through March 31, 2021 at the Library's current rate of \$4,991.50 per month; and

WHEREAS, The Property Management Department has analyzed the Library's fleet of 33 vehicles and has determined that it is necessary for the Library to return some of the currently-leased vehicles, lease 15 new vehicles, and purchase one vehicle that is currently being leased so that the Library's fleet will consist of 27 vehicles, comprised of 17 leased vehicles and 10 Library-owned vehicles; and

WHEREAS, The Property Management Department is working with Enterprise to finalize the details of the vehicle leases, which will commence upon delivery of the new vehicles to the Library. Enterprise has also informed the Library that they are experiencing long lead times on the delivery of new vehicles and that delivery dates are uncertain at this time; and

WHEREAS, In order to continue to meet the needs of the Library's fleet, the Property Management Department recommends that this Board authorize the Library to continue to lease its current vehicles on a month-to-month basis at the rate of \$4,991.50 per month until the Library can take delivery on the new vehicles. The Property Management Department further recommends that



this Board authorize the Library to enter into an agreement or agreements with Enterprise FM Trust for the purchase of 1 vehicle that is currently leased and to lease 15 new vehicles and to present such agreements to this Board for ratification; 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 at the rate of \$4,991.50 per month until the new vehicles are delivered, with the expenditures being charge to the General Fund account 12xx0053-53510 (Rental/Lease), where xx = the vehicle number; be it further

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into a lease and maintenance agreement with Enterprise FM Trust (through its attorney-in-fact Enterprise Fleet Management, Inc.) for fifteen (15) new vehicles for a period of sixty (60) months, with the expenditures being charged to the General Fund account 12xx0053-53510 (Rent/Lease), where xx = the vehicle number, and to execute such other instruments or agreements as are necessary to purchase one vehicle that is currently leased from Enterprise. The executed agreements will be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting.

Resolution to Amend Agreement with Peter D. MacEwan, LLC for Consulting Services

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

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

WHEREAS, On June 18, August 6, and November 19, 2020, this Board authorized amendments to Mr. MacEwan's contract, increasing Mr. MacEwan's compensation to an

**RESOLUTION  
TO AMEND  
AGREEMENT  
WITH PETER D.  
MacEWAN, LLC  
FOR  
CONSULTING  
SERVICES**  
Approved

amount not-to-exceed \$136,000 and extending services through March 31, 2021; and

WHEREAS, The Library Administration desires to extend Mr. MacEwan's engagement through June 30, 2021 to provide further assistance on the Martin Luther King, Jr. branch project; and

WHEREAS, The increase to Mr. MacEwan's agreement for additional services at the rate of \$125 per hour for approximately 10-15 hours per week through June 30, 2021 would not exceed \$24,375 (including reimbursables) for a total contract amount of \$160,375; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO, or his designee, to enter into an amendment to the agreement with Peter D. MacEwan, LLC, to extend through June 30, 2021 to provide capital projects consulting services, in particular for the Martin Luther King, Jr. branch, at the rate of \$125 per hour for an additional amount of \$24,375 (including reimbursables) bringing the total contract to an amount not-to-exceed \$160,375 to be charged to General Fund Account 11400053-53710 (Professional Services), and which agreement shall be subject to the approval of the Director of Legal Affairs.

Mr. Hairston expressed his appreciation for the one page status update report on the MLK project as provided by John Lang, Chief Operations Officer, and requested that the Board receive a copy.

Mr. Seifullah stated that a meeting was held last night in Councilman Kevin Conwell's district with the Neighbor to Neighbor Organization. Jean McFarren, Director of Library Innovation, was in attendance and gave a presentation on the status of the MLK branch that was received very well.

Resolution Announcing Construction Manager At Risk for Phase 1B of the Facilities Master Plan Determined to be Best Value and Authorizing Agreements

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

**RESOLUTION  
ANNOUNCING  
CONSTRUCTION  
MANAGER AT  
RISK FOR  
PHASE 1B OF  
FACILITIES  
MASTER PLAN  
DETERMINED TO  
BE BEST VALUE  
AND  
AUTHORIZING  
AGREEMENTS**  
Approved

WHEREAS, On November 9, 2020 and November 23, 2020, the Library placed an ad in the Cleveland Plain Dealer requesting statements of qualifications for construction manager at risk services in connection with phase 1B of the Facilities Master Plan consisting of six branches estimated to cost approximately \$20.4 million dollars. On December 14, 2020 statements of qualification were submitted to the Library from the following construction manager firms: The Albert M. Higley Co., LLC; Turner Construction Company; Regency Construction Services, Inc.; Panzica Construction Co.; Cold Harbor Building Company; and Gilbane Building Company; and

WHEREAS, The Cleveland Public Library established an evaluation committee and authorized the evaluation committee to evaluate the statements of qualifications and to select no fewer than three firms which it considered most qualified. The evaluation committee met on January 4, 2021 and, utilizing evaluation criteria and a scoring method established prior to the announcement of the requests for qualifications, selected the following three construction manager firms as the most qualified for its short list: **Gilbane; Regency; and Turner;** and

WHEREAS, On January 6, 2021, the Library issued a Request for Pricing and Technical Proposal to the three short-listed firms, requiring that proposals be submitted to the Library by January 27, 2020; and

WHEREAS, Proposals were timely received, and on February 4<sup>th</sup>, the evaluation committee interviewed all three short-listed firms. The evaluation committee then met on February 9, 2021 and March 10, 2021 to evaluate and score the technical qualifications. Pricing proposals were evaluated separately and then combined with consideration given to the technical proposals to determine which firm presented the best value; and

WHEREAS, Based upon the ratings obtained from combining qualifications and pricing scores, the evaluation committee has ranked the short-listed firms in the following order, and included the total proposed price for each:

- 1) Regency Construction Services, Inc. \$2,494,729
- 2) Gilbane Building Company \$2,394,565

3) Turner \$2,831,422

and

WHEREAS, The above price proposals include the estimated cost of work to be performed at the Memorial-Nottingham branch, for which funding is not currently available. Given the likelihood that work on the Memorial-Nottingham branch will not proceed under phase 1B, the overall prices proposed by the three firms can be significantly reduced in the range of approximately \$575,000 - \$755,000 by removing this branch from the estimated project cost, and the result is that Regency's proposed cost is approximately 2% higher than that of Gilbane; now therefore be it

RESOLVED, That the Board of Library Trustees hereby accepts the recommendation of the evaluation committee, and announces the selection of the construction manager firm of Regency Construction Services, Inc. as the firm presenting the pricing and technical proposal which represents the best value; and be it further

RESOLVED, That Regency Construction Services, Inc., a Female Business Enterprise, has demonstrated a robust commitment to diversity and inclusion, especially at a local level, by assembling a diverse team including a partnership with AKA Construction Management Team, a Female Business Enterprise and Minority Business Enterprise with strong community ties; and be it further

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees to enter into negotiations with Regency Construction Services, Inc. for a construction management at risk master agreement and preconstruction phase work authorization agreements in accordance with the requirements of Ohio Revised Code Section 9.334. If the Library fails to negotiate a construction management contract with the Regency, then it shall proceed to negotiate a contract with the second highest ranked firm in accordance with Ohio Revised Code Section 9.334; be it further

RESOLVED, That upon completion of negotiations, the Executive Director is authorized to execute the master agreement and preconstruction phase work authorizations with Regency Construction Services for preconstruction

services for all branches except Memorial-Nottingham in an amount not to exceed \$116,461, which shall be paid from the Construction-Tax-Exempt fund account 402xxx05-55300 (Construction/Improvements), where xxx = branch/department, which agreements are subject to approval of the Director of Legal Affairs.

After expressing that he was very pleased with this resolution and what we are doing with project especially in the area of diversity and inclusion, Mr. Parker thanked staff for their hard work.

Resolution to Purchase Mobile Shelving Upgrades for Louis Stokes Wing

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

WHEREAS, Cleveland Public Library maintains a research collection consisting of more than 10 million items of local, regional, national, and international importance as one of the nation's top tier public research libraries; and

WHEREAS, Safe, secure, and orderly storage of the Library's collection is key to the integrity and the professional operation of the Library and the provision of excellent service to our community; and

WHEREAS, The Cleveland Public Library, as a part of the Main Library Renovation Project (1994-1999), invested significant tax dollars to reinforce floors 7, 8, and 9 in the Louis Stokes Wing for the purpose of using these floors for high density storage for the Library's collections; and

WHEREAS, Only the eighth floor of the Louis Stokes Wing was outfitted with high density storage units as a part of the Main Library Renovation Project; and

WHEREAS, The electronic control systems on the high density storage units, which were manufactured by Spacesaver in the 1990s, are currently at the end of their serviceable life, with Patterson-Pope, the Library's Spacesaver representative, reporting in 2019 that the nationwide inventory of replacement parts for the electronics system on the Library's shelving is nearly exhausted; and

**RESOLUTION  
TO PURCHASE  
MOBILE  
SHELVING  
UPGRADES FOR  
LOUIS STOKES  
WING**

Approved

WHEREAS, As a part of the Main Library reorganization, the Library is undertaking a comprehensive review and reorganization of how and where materials are stored; and

WHEREAS, The upgraded electronics systems, in addition to being necessary, will provide enhanced safety and security features, including the ability to restrict access to any shelving unit with passcode entry, thus enabling the Library to reapportion high density storage on the eighth floor of the Louis Stokes Wing to relieve critical overcrowding in the Special Collections storage vault; and

WHEREAS, The Library also wishes to reduce the current overcrowding of the rare folio volumes in the vault by adding sixteen sections of specialized folio shelving consisting of 192 (36" x 36") shelves in three ranges at a cost not to exceed \$23,338, and to have this work completed at the same time that the electronics are upgraded in order to achieve cost efficiency; and

WHEREAS, Patterson Pope, Inc. is the sole Spacesaver certified and authorized distributor for sales, installation, service and warranty of Spacesaver products and services in Ohio; and

WHEREAS, Cleveland Public Library is a participant in the OMNIA Partners cooperative purchasing organization, wherein a lead government agency prepares a competitive solicitation while incorporating language to make the agreement accessible nationally to agencies in states that allow intergovernmental contract usage; and

WHEREAS, Spacesaver has an existing competitively bid contract through OMNIA Partners and has agreed in writing to abide by the pricing and contract terms of the OMNIA Partners/National IPA County of DuPage, IL Contract No. P15-150-DT - Filing and Storage Systems, which covers the period April 1, 2016, to March 31, 2021; and

WHEREAS, The Library proposes to enter into a contract with Spacesaver based on a firm cost estimate prepared by Patterson-Pope with the scope of work including the replacement and controls of existing Spacesaver High Density shelving to Spacesaver Eclipse Controls, Aisle Entry Safety Sensors and Photo Sweep IV, and the

replacement of all decorative laminate face panels (required for compatibility with new controls) and adding 16 sections of specialized folio shelving to the vault for a total cost of \$478,035, which includes a \$13,077 discount due to the work being performed as a single, continuous project; and

WHEREAS, Pursuant to Ohio Revised Code Section 9.48, political subdivisions such as the Library are not required to engage in competitive bidding when purchasing materials and services through participation in joint purchasing programs in which contracts with the suppliers have been procured through competitive bidding; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute an agreement with Spacesaver Corporation, through OMNIA Partners cooperative purchasing organization, subject to the approval of the Director of Legal Affairs, for the shelving upgrades described in Patterson Pope's proposal and in this Resolution, without competitive bidding pursuant to O.R.C. Section 9.48, for a total contract price not-to-exceed \$478,035, to be charged to the Building and Repair fund 401.

Mr. Corrigan stated that this is an investment made more than 20 years ago and has returned to help us. The electronics for the space saving shelving needs to be redone. Since that period, electronics has greatly changed and now there is more speed and safety available. In those days, this Board decided to invest in making sure that the upper floors in the Louis Stokes Wing could hold the weight of compact shelving and storage. Considering the expense of this contract, the Library is saving \$4-5 million to do this compared to the cost of new construction.

Mr. Corrigan commended the past Board and staff for making sure that we took advantage of the investment made when we built this building.

Resolution Authorizing Amendment to Agreement with Kastner Westman & Wilkins, LLC for Legal Services Related to Labor Matters

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which

**RESOLUTION  
AUTHORIZING  
AMENDMENT TO  
AGREEMENT  
WITH KASTNER  
WESTMAN &  
WILKINS, LLC  
FOR LEGAL  
SERVICES  
RELATED TO  
LABOR  
MATTERS**  
Approved

passed unanimously by roll call vote.

WHEREAS, In 2019, this Board authorized the Library to enter into separate agreements with Kastner Westman & Wilkins, LLC (KWW), each in an amount not-to-exceed \$50,000, for legal services in connection with labor negotiations with the Laborers International Union of North America, Local 860 and the Service Employees International Union, District 1199; and

WHEREAS, On January 16, 2020, this Board authorized the Library to amend its agreements with KWW to increase their fee to an amount not-to-exceed \$175,000 for additional services in connection with labor negotiations; and

WHEREAS, The Library Administration is pleased with the services provided by KWW, and would like to continue to retain KWW to provide legal services related to labor matters beyond contract negotiations on an as-needed basis; and

WHEREAS KWW currently charges the Library hourly rates of at hourly rates of \$270 for partners, \$150 for associates, and \$130 for paralegals, which the Library Administration finds fair and reasonable; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designees, to enter into one or more amendments with Kastner Westman & Wilkins, LLC for legal services related to labor matters on an as-needed basis at the hourly rates set forth in this Resolution, and which expenditure shall be charged to General Fund Account 11510053-53710 (Professional Services), and which agreement shall be subject to the approval of the Director of Legal Affairs, and requires that the Fiscal Officer provide a report to the Board of Library Trustees of fees paid to Kastner Westman & Wilkins, LLC on a quarterly basis.

Resolution to Purchase Radio Systems for Cleveland Public Library Safety & Protective Services

(See pages 493-496)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which

**RESOLUTION  
TO  
PURCHASE  
RADIO  
SYSTEMS  
FOR  
CLEVELAND  
PUBLIC  
LIBRARY  
SAFETY &  
PROTECTIVE  
SERVICES**  
Approved



passed unanimously by roll call vote.

WHEREAS, On October 18, 2012, the Board of Library Trustees authorized the Library to purchase the necessary radios with accessories from Motorola Solutions needed to join Multi-Agency Radio Communications System Program Office (MARCS) in the amount of \$71,536.00, and on May 21, 2015, this Board authorized the Library to purchase an additional 11 radios and accessories at a total cost of \$35,252.25; and

WHEREAS, The process of implementing staffing changes to the Safety and Protective Services department has added additional staff to the department, and it is in need of fourteen (14) additional radios; and

WHEREAS, The Safety and Protective Services department requested quotes from (3) vendors and received the following:

Motorola Solutions	\$44,497.67
B&C Communications	\$50,951.52
CommServ	\$52,889.62

WHEREAS, The Safety and Protective Services department recommends the purchase of the radios directly from Motorola Solutions; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director or his designee to enter into a Purchase Agreement with Motorola Solutions, subject to approval of the Director of Legal Affairs, to purchase fourteen (14) radios with accessories in the amount of \$44,497.67 with the expenditure being charged to the General Fund Account 12930055-55520 (Equipment).

Resolution Authorizing License Agreements with City of Cleveland for Access to City Property for Facilities Master Plan

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

WHEREAS, On April 16, 2020, this Board ratified and authorized the Library to enter into license agreements with the City of Cleveland for the purpose of allowing

**RESOLUTION  
AUTHORIZING  
LICENSE  
AGREEMENTS  
WITH CITY OF  
CLEVELAND  
FOR ACCESS  
TO CITY  
PROPERTY  
FOR  
FACILITIES  
MASTER  
PLAN  
Approved**

the Library and its contractors to access City-owned property that the Library had identified for acquisition for the new Hough, Woodland, and Rockport branches for the purpose of accessing the property to conduct due diligence; and

WHEREAS, The Library entered into separate one-year license agreements with the City for the property at each site, and the agreements will expire on March 30, 2021, April 20, 2021, and April 21, 2021; and

WHEREAS, The Library and City have been in discussions regarding the transfer of the City-owned property to the Library, but the transfers will not be complete prior to the expiration of the license agreements; and

WHEREAS, In order to ensure that the Library will be able to continue to access the City-owned property for due diligence and pre-construction work until such time that it is transferred to the Library, the Library Administration recommends that this Board authorize the Library to enter into one-year license agreements with the City of Cleveland for the properties identified for the new Hough, Woodland, and Rockport branches; now therefore be it

RESOLVED, The Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into license agreements with the City of Cleveland for the purpose of allowing the Library and its contractors to access property identified to conduct due diligence and pre-construction work in preparation for acquisition for the first phase of the Library's Facilities Master Plan, which agreements shall be subject to the approval of the Director of Legal Affairs.

Resolution Authorizing Seventh Amendment to Agreement for Security Services, LLC

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

WHEREAS, On January 21, 2020, the Library entered into an agreement with Royce Security Services, LLC ("Royce") to provide contract security services at the Library's

**RESOLUTION  
AUTHORIZING  
SEVENTH  
AMENDMENT  
TO  
AGREEMENT  
FOR SECURITY  
SERVICES,  
LLC**

Approved

branches on a month-to-month basis for a total contract amount not-to-exceed \$25,000; and

WHEREAS, During 2020, this Board authorized the Library to enter into four separate amendments to the agreement with Royce to continue to provide security services to the Library's branches on an as-needed basis for additional fees totaling \$520,000, thus increasing Royce's total fee under the agreement to \$545,000 and extending the term of the agreement through December 31, 2020; and

WHEREAS, On January 21, 2021, this Board authorized the Library to enter into a sixth amendment to the agreement with Royce to continue to provide security services to the Library's branches on an as-needed basis for an additional fee of \$130,000, bringing the total contract amount to \$675,000, and to extend the term of the agreement through April 2, 2021; and

WHEREAS, These extensions afforded the Library's Human Resources recruiters and Safety and Protective Services Department ("SPS") an opportunity to interview candidates and complete the recruitment process. However, due to withdrawals, insufficient background checks, and a military active order extension, the recruitment complement is incomplete. The Library Administration has determined that until the new complement of SPS Officers have been hired, it will be necessary to contract with an outside security company to provide services at branches to continue to ensure protection and security on an as-need basis; and

WHEREAS, The Library Administration recommends that this Board authorize the Library to enter into a seventh amendment to the agreement with Royce to provide supplemental security services on an as-needed basis at the current hourly rate of \$17.70 for Officers, Supervisors, and Managers/Schedulers through December 31, 2021; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the contract with Royce Security Services, LLC to provide supplemental security services on an as-needed basis at the hourly rates set for in this Resolution and to extend the term of the agreement through December 31, 2021, with such amount to be

charged to the General Fund Account No. 12930053-53380 (Contracted Security), and which amendment shall be subject to approval of the Director of Legal Affairs, and requires that the Fiscal Officer provide a report to the Board of Library Trustees of fees paid to Royce Security Services, LLC on a monthly basis.

**FISCAL OFFICER'S REPORT**  
Submitted

Fiscal Officer's Report

(See pages 497-508)

**REPORT ON INVESTMENTS**  
Submitted

Report on Investments

(See pages 509-531)

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

Report on Conference and Travel Expenditures

(See page 532)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Hairston presented the following report.

**REGULAR EMPLOYMENT REPORT**  
Approved

Regular Employee Report

(See page 533)

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

In response to Mr. Hairston's inquiry regarding Library staffing, Director Thomas stated that Lynn Sargi, Chief Talent Officer, has been working on that. A Board Retreat may be held in the near future to discuss our strategic goals around staffing and a variety of other issues regarding the organization.

Ms. Sargi stated that as a part of preparing and looking at the budget we implemented a hiring slush. We have not filled many positions that have been vacated due to attrition. We have been working with Finance and Public Services regarding those vacancies slotted to be filled in spring, summer or fall. You will be seeing more recruitment activity in the coming months.

Resolution to Revise the Human Resources Manual

(See page 534)

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

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

WHEREAS, The Library's Human Resources Department is in the process of conducting a comprehensive review and revision to 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 270, titled "Drivers Policy", as set forth in Exhibit "A" to this Resolution; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revisions to the Human Resources Manual as set forth in Exhibit "A" of this Resolution to create a new Section 270, and to become effective March 19, 2021, and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and procedures.

Lynn Sargi, Chief Talent Officer, stated that this resolution updates the Library's Drivers Policy. In recent years, property and casualty insurance carriers, specifically those that insure our fleet, have moved away from identifying or specifying what is an acceptable driving record for employers and they have shifted that responsibility to employers.

Ms. Sargi stated that this policy codifies some of our definitions in terms of regular and occasional drivers and most importantly it identifies that Cleveland Public Library employee with more than 6 points on their license will not be permitted to drive a fleet vehicle.

Ms. Sargi explained that when a driver accumulates a total of 6 points, the State issues a warning to the driver. The license is not suspended until the driver

**RESOLUTION  
TO REVISE THE  
HUMAN  
RESOURCES  
MANUAL**

Approved

accumulates a total of 12 points. The suspension is typically for 6 months. Points are removed by either taking mandated courses or the lapse of time.

In response to Mr. Hairston's inquiry, Ms. Sargi stated that driving records are monitored for all employees who are considered regular drivers. If any employee progresses towards 6 points Property Management will alert staff that they have either lost their privileges to drive fleet vehicles or are on the cusp of losing those privileges. Although the employee is not fired, they are unable to drive a fleet vehicle without a license.

**REPORT ON  
PAID SICK TIME**  
Submitted

Report on Paid Sick Time Used by the Month

(See page 535)

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

Employee Demographics (EEO-4) Report

(See page 536)

**INSURANCE  
SUMMARY  
REPORT**  
Submitted

Insurance Summary Report

(See page 537)

**COMMUNITY SERVICES**

Mr. Corrigan submitted the following report.

**MONTHLY  
ACTIVITY  
REPORT**  
Submitted

Monthly Activity Report

(See pages 538-541)

Mr. Corrigan stated that this report reflects unusually large losses of activity that COVID did not interfere with. Total circulation for the month in 2020 was 475,000. However, in February 2021, it was 265,000 reflecting a 46% decline. We will now see low months that COVID affected us and return of normalcy through the year as our staff improved at curbside services. For the month of February, there were 25,000 units of service provided curbside. Year to date, there are already 35,000 units of service provided curbside. Mr. Corrigan noted that we already have a 19% gain in streaming media and electronic circulation continues to

increase and became more important as COVID made access difficult for people throughout the city.

Mr. Corrigan stated that this is an indication of how we reacted and how staff have made sure that the Library is a valuable resource and available to all members of our community.

#### Building Status Update

John Lang, Chief Operating Officer, reported that metal scappers accessed the roof of the Mt. Pleasant Branch. As a result, there was theft of the copper rendering the HVAC rooftop units out of commission. The building furnace and interior duct work were not impacted. The Property Management team has installed temporary air handlers, so the heating and ventilation is fully functional in the building. However, the damaged rooftop units means the branch is without air conditioning. We are exploring options for replacement and a resolution with the recommended course of action will come before the Board next month.

After some discussion about a past similar incident at another Library branch, Mr. Lang explained that after the last incident building face-mounted exterior ladders had been removed leaving the only safe roof access was via the inside of the building. Video footage has been reviewed and nothing actionable was discovered by SPS. Presumably, the scappers used a carpenter's ladder to get on the low roof and pulled that up and used it to get on the high roof.

Mr. Lang provided the updates on the Facilities Master Plan. Last night's community engagement on the MLK branch was successful. Mr. Lang and Jean McFarren joined Mr. Seifullah in attending. The PowerPoint presentation will be shared with the Board. Mr. Hairston recommended that we track the number of attendees at the meeting held last night.

Mr. Lang stated that on the Library side, we are within budget with the design development team and we are very pleased with the design we have. We are on schedule to have construction documents completed by this summer.

Mr. Lang stated that on the Developers side, we will continue to work with internal and external counsel on a

**BUILDING  
STATUS  
UPDATE**  
Presented

revised Developer Agreement. Just this week, we received additional financing information from Midwest Development Partners which is under review by counsel. The Board will be updated on the status of the revised Development Agreement.

Mr. Lang continued his update and stated that the South Brooklyn Branch is a Facilities Master Plan Group 2 project. Under the FMP, the branch is envisioned for renovation with a potential partial addition with an initial budget of \$3.3 million.

Mr. Lang stated that the Library was recently approached by the Old Brooklyn Community Development Corporation who has First Interstate Properties as a development partner for working on a mixed-use residential project on a site adjacent to the branch. They have reached out to the Library to join the project for a joint use facility similar to how we are proceeding on the Walz and MLK branches. Under this vision the existing branch would be demolished and replaced with a brand new building. The very preliminary estimated cost might be in the ballpark of \$6.5 million for the building. The team suggested some financing arrangements through the Developer. After discussion with Director Thomas and Mr. Parker, Capital Committee Chair, it was decided that the proposed financing arrangements would not provide good value for the Library. However, we maintain an interest in the project if library capital funding could be provided. We are stepping back to refine our cost estimates, develop anticipated cash flow, and evaluate budget options for the Library.

Mr. Lang stated that at this point, he wanted to provide the Board with this initial notification that the dialogue proceeding but that no CPL commitments have been made. We will update the Board as things develop.

In response to Ms. Butts' inquiry, Mr. Lang stated that he received some very preliminary renderings on the projected site plan from the Developer which he would share with the Board.

Director Thomas stated that although the renderings looked great, there are significant financial issues to be considered. However, it would be an exciting project if we were able to find the money to do this. We will continue to evaluate this.



Mr. Parker stated that this collaboration would be great. Although they are anxious to get some type of commitment, there are too many unanswered questions regarding financing for us to go in blindly committing.

Director Thomas thanked Mr. Parker for taking time to help work through this.

Mr. Corrigan thanked Mr. Lang for his update.

#### Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that her department has been focusing on two areas: (1) Facilities Master Plan; and (2) Public Library Fund.

Ms. Johnson Thomas stated that her department and Mr. Lang's department have been working with City Council, County Council, and community development corporations for the following reasons: (1) We want to make sure that they are informed about the construction happening in their areas; and (2) leverage their relationships with their constituents so that the constituents are present for our community engagement meetings.

Ms. Johnson Thomas shared that last night's meeting was recommended by Councilman Kevin Conwell, Cleveland City Council and Councilwoman Yvonne Conwell, Cuyahoga County Council.

After thanking Mr. Seifullah for reporting that the meeting went well, Ms. Johnson Thomas stated that we continue to do the good work to keep them informed.

Ms. Johnson Thomas stated that all of the community development corporations have been very supportive by ensuring that coUrbanize is on their respective websites so that their communities can have real time information on how these projects are progressing.

Ms. Johnson Thomas continued her update on the Public Library Fund and stated that with Governor's first flush of the budget, we were at 1.66%. Our state lobbying body, the Ohio Library Council, is recommending that it be increased to 1.7%. That equates to about \$10 million per year for Ohio's public libraries fund. That is our stance as well. We have commenced meetings with State

**ADVOCACY  
TASKFORCE  
UPDATE**  
Presented

legislators who have been very supportive of that. We do know that there are a couple of representatives in the House who have submitted amendments for that recommendation for the PLF to be at 1.7%.

In conclusion, Ms. Johnson Thomas stated that she will continue to apprise the Board of our efforts.

In response to Mr. Hairston's inquiry, Ms. Johnson Thomas stated that she was recently on a call with United Way's Council of Agency Executives where Michele Pomerantz shared that the County may be getting upwards of \$200 million of from the recent Relief Bill and the City will be getting more than that. Ms. Johnson Thomas stated that she is scheduled for a call where she will be working with our organizational lobbyist to talk about the Library getting some of that money.

Ms. Johnson Thomas stated that she asked during the United Way call how that money will be disbursed. Ms. Pomerantz stated that a good gage would be to review how past funds were distributed with the Cares Act. Ms. Johnson Thomas will be working with Tim Cosgrove to help us work internally to put forth some projects so that we can receive some of that money.

**FOUNDATION  
UPDATE**  
Presented

Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that now that the Library has finalized its Strategic Plan, the Foundation Board is working on its Strategic Business Plan to decide from those priorities where we want to focus.

Ms. Johnson Thomas stated that there is a core team assembled to support this work that includes Mr. Corrigan.

Ms. Johnson Thomas reported that at the last Foundation Board Meeting, the following individuals were voted in as new members:

- Dorothy Baunach, DigitalC
- Jeff Patterson, Cuyahoga Metropolitan Housing Authority
- Michele Ungar, Progressive Insurance
- Erin Diamond, PNC
- Katie Collin, American Endowment Foundation

- Brian Broadus, Perspectus Architecture

Ms. Johnson Thomas stated that Eric Gordon, Cleveland Metropolitan School District, was also voted in by virtue of office and noted that that board seat does not have any voting privileges. Given the fact that we started as a school district library and Ms. Winlock and her team are doing great work to align our efforts with the School District, Director Thomas felt that it was appropriate to include Mr. Gordon.

Finally, Ms. Johnson Thomas stated that we are in preparation for Library Giving Day. On April 7, 2021, all libraries across the country raise money to support the work that public libraries do. Trustees are encouraged to support the Foundation which supports the Library.

Mr. Corrigan stated that after long efforts and multiple consultants, he has never felt as good about the Foundation or the old Friends organization as he does currently. The Foundation Board is a committed group that is growing in complexity, diversity, and skill to a degree at which they understand the challenges the Library faces.

In response to Ms. Rodriguez' inquiry, Ms. Johnson Thomas stated that she will share an online tool kit containing useful information that will help Trustees prepare for Library Giving Day. Ms. Johnson Thomas invited Trustees to make a pledge to the Foundation and share on their social media platforms about Library Giving Day.

After stating that websites for the Library and Foundation will have information about Library Giving Day, Mr. Corrigan thanked Ms. Johnson Thomas for her update.

In response to Mr. Hairston's inquiry about the status of the Tile Campaign, Ms. Johnson Thomas stated that her goal was to raise \$10,000 but the total amount raised was \$14,000. This amount does not include expenses. This work will be continued as Ms. Rodriguez suggested do this at the branches. As the public art campaign roles out starting at the Hough Branch, we will work with John Skrtic's team to incorporate the options

for patrons and individuals to purchase tiles at those branches.

**DIVERSITY,  
EQUITY &  
INCLUSION  
UPDATE**  
Presented

Diversity, Equity & Inclusion Update

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that last month, she discussed the role of the Supplier Diversity Council and the desire to build on the process of procurement. Ms. Winlock reported that our internal Supplier Diversity Council with the support of Mr. Parker has come up with a process to really engage minority businesses. Next month, we are hoping to present a resolution for the Board's consideration to solidify this process. We are trying our best to make sure that we are engaging our minority suppliers in this community to support the Library.

Mr. Corrigan thanks Ms. Winlock for her update.

**OLD BUSINESS**

There were no items of Old Business to be discussed.

**NEW BUSINESS**

There were no items of Old Business to be discussed.

**DIRECTOR'S  
REPORT**  
Presented

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas stated that the staff has done a wonderful job around COVID as we reopen on March 22, 2021. Because of the County Health Department, the Library will be providing bus passes at all of our branches. Each branch will have 25 all-day bus passes that can be distributed to community members who desire transportation to a vaccination site. The lack of transportation has been one of the major issues in the community which prevents people from receiving a vaccination.

In addition, Director Thomas stated that FEMA workers are at the South Brooklyn, South, Rockport, Martin Luther King, Jr., and Harvard Lee branches, canvassing out front to sign people up to get them appointments.

They are also at the Rice Branch stationed inside signing people up for vaccination appointments.

Director Thomas stated that we have also worked with the Ohio Department of Health and we are now distributing Abbott's rapid COVID test kits that can be picked up at Main Library's drive-up window. These are 15-minute tests that can be done at home. We are trying to do our part and be the connector for those who need assistance.

### **Strategic Plan**

#### **Our Mission:**

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

#### **Our Strategic Priorities:**

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

### **PUBLIC SERVICES**

#### **LIBRARY SERVICES DURING COVID-19**

Out of an abundance of caution and to help minimize the spread of COVID-19, the Library remained closed to patrons through February 21<sup>st</sup>, 2021. During this time, the Main Library Lending Department staff continued to provide drive-up and curbside service, assisted patrons in retrieving holds, utilize printing, copy, and fax services, and registered and renewed new library cards. Subject Department staff continued to provide telephone, e-mail, and virtual reference service.

#### **PROGRAMS, SERVICES, EVENTS AND ACTIVITIES**

Center for Local and Global History Department Librarian Terry Metter hosted an African American Genealogy presentation by Dr. Deborah Abbott on February 18th.

The Youth Service Department hosted a Winter Reading Challenge for children and teens and a Virtual Storytime.

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

Center for Local and Global History Library Assistant Danilo Milich prepared a book display for the reopening. March subjects include Ohio statehood, the Ides of March, and the President Reagan assassination attempt.

Government Documents Library Assistant Alea Lytle created financial information packets for all CPL branches. She also sent Spanish language children's materials to select branches with high Spanish speaking populations and other children's materials to Youth Services.

The Words on Wheels program is averaging 10 patrons a week in the first two weeks of February; 70 items have been sent during that time. Staff continue to monitor and promote the program.

TechCentral staff held seven one-on-one assistance sessions over the phone; topics ranged from OverDrive, Webcam and YouTube streaming, Hoopla, online courses, email, Zoom, Rosetta Stone, zillow.com, web browsers, and CPL Online Databases.

### **OUTREACH**

Literature Department Manager Don Boozer presented *Reference is Reference! Providing Quality Service via Chat, in Email, by Phone, and Beyond* for NEO-RLS.

Science and Technology Senior Librarian Jim Bettinger is assisting in the draft of the guide for *Best Practices for Patent and Trademark Resource Centers*. Mr. Bettinger serves as a public library representative officer of the Patent and Trademark Resource Center Association.

Photograph Collection Librarian Brian Meggitt hosted a Zoom presentation on the Cleveland City Hall Collection to the East Cuyahoga County Genealogical Society on February 1st.

Fine Arts & Special Collections Manager Pam Eyerdam met online with the Rowfant Club on the topic *Parrish, Rackham and More - David Levey's Science Fiction and Fantasy Illustrators, Plus Recent Acquisitions* and Carter Edman talking on the *Odd Word Out: A Lexicological Quiz Game*. Ms. Eyerdam also participated in the Case Western Reserve University webinar series on a presentation about Charles W. Chesnutt presented by Dr. Reginnia Williams.

Literature Department Manager Don Boozer and Digital Public Library Manager Chatham Ewing met with an Ursuline College professor and her two students to discuss available CPL resources on Constance Fenimore Woolson and Martha Wolfenstein for their ongoing research project for the Cleveland Arts Prize.

#### **COLLECTION DEVELOPMENT AND MANAGEMENT**

Business, Economics and Labor Senior Subject Librarian Sandy Witmer worked with the Catalog Department to untangle and reconcile various records for the *Tax Court* update service.

Social Science Department staff have taken advantage of the closure to address issues in the collection, including weeding and updating their portion of the collection.

Social Science Department Library Assistant Pete Elwell identified and added 106 titles to the catalog that were missing item ID barcodes.

Social Science Department Librarian Mark Moore cleared transfers and damaged items and purged withdrawals from the collection. He also updated the Sports Research Center inventory of rare items.

Photograph Collection Librarian Brian Meggitt completed the initial item-level inventory of the Cleveland City Hall Collection, 8" x 10" section. This part of the collection consisted of 14,957 photographs.

Center for Local and Global History Department Library Assistant Lisa Sanchez added 480 item level descriptions to the Cleveland City Hall Collection.

Center for Local and Global History Department Library Assistant Adam Jaenke photographed, processed, and added

metadata to 76 items for the Neighborhood Photographic Survey. He went to the South Broadway and Mill Creek neighborhoods as well as Jefferson, Woodland, and West Park branches to photograph the branches before the renovation projects begin.

Subject Department Managers along with Assistant Director of Public Services Robin Wood have been reviewing documents in preparation for meetings with Michael Ruffing. Mr. Ruffing is working on the Library's Collection Development Manual.

Embedded Cataloger Erin Valentine worked with Fine Arts and Special Collections staff to create and upgrade bibliographic records for the Cleveland Orchestra programs.

Cleveland Digital Public Library staff produced and delivered dozens of digital and analog copies for patrons and lending partners, preserved dozens of items in flat paper and codex formats, and responded to several hundred inquiries by CPL patrons and researchers at partner institutions. In addition, CDPL staff scanned, described, and loaded into CONTENTdm digitally preserved images and integrated insights from OCLC Cantaloupe project into digital practice with translation and transcription.

During the month of February, International Department staff selected, processed, and shipped three Long Loan requests (721 items) to CPL/CLEVNET agencies. In addition, staff withdrew 324 items from the collection. Fourteen items were sent to Preservation and 22 to Book Prep. A total of 170 items were moved to Stack Collections and 651 new items were received into the department from Technical Services. Staff also improved the appearance of the department by adding 110 new spine labels and adding new inventory labels to 21 items.

The Youth Services staff continues to shelve and maintain the collection by organizing and distributing advance reader copies located in the stack area. Staff also withdrew YRead? booklets that were damaged or have been replaced.

Popular Library Assistant Ricardo Jackson weeded the TV show section of the DVD collection.



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

**REASEARCH THAT'S ONLY POSSIBLE AT MAIN LIBRARY**

- Science and Technology Librarian Rose Mary Hoge assisted a patron to find technical information in the standard, ANSIB5.50: "V" *Flange Tool Shanks for Machining Centers with Automatic Tool Changers*. This title is located in a unique collection of standards that are only available from select institutions - only a handful of which are in the United States.
- Social Sciences Librarian Helena Travka found annual reports as well as a rare 1985 souvenir program from the Eliza Bryant Cleveland Home for Aged Colored People for Cuyahoga Community College History Professor Kimberly Lenahan.
- Social Science Senior Librarian Mark Moore provided the Society of American Baseball Researchers (SABR) with copies of two articles from the SABR Baseball Research Journal that had gone missing from their online collection.
- Center for Local and Global History Department Librarian Terry Metter found articles for a patron from the Hungarian language newspaper *Szabadság*. According to WorldCat, CPL is the only Public Library in the country to own this resource.
- Center for Local and Global History Department Library Assistant Lisa Sanchez found multiple images of malls for a Plain Dealer writer. In addition, Mx. Sanchez searched for Civil War news coverage for a researcher. The researcher was interested in a March 1862 article that detailed how the Confederate Irish Battalion refused to fire on the Iberian Guards of Cleveland.
- Center for Local and Global History Department Manager Olivia Hoge assisted the Curator and Archivist at the Hancock Historical Museum on a "Love Letters" exhibit.
- A patron requested scans of a Howell & Thomas home for Charles D. Scudder in Portsmouth, Ohio, to nominate to be on the National Register of Historic Places.

- A patron from Columbus, Ohio, requested scans of a Howell & Thomas home in Bexley, Ohio, for J.C. Whitridge.
- A gallery owner requested research to identify Picasso drawings from catalogues raisonnées (Deux Contes).
- A researcher from Milan, Italy, inquired about a 13<sup>th</sup> century manuscript entitled Ecerinis.
- A patron requested *Stray Leaves* (1906) by Herbert Paul. CPL was one of only two Ohio libraries to own.
- Literature Department Librarian Tim Phillips successfully researched the *Actors in Cleveland* card index to find a sample of Vaudeville actors being researched by Cleveland State University.

#### **STAFF DEVELOPMENT**

Social Science Library Assistant Peter Elwell attended the webinar *Reference is Reference! Providing Quality Service via Chat, in Email, by Phone, and Beyond* hosted by NEO-RLS.

Social Science Librarian Helena Travka attended the Baker and Taylor *CATS Coffee Break - February Edition*.

Social Science Senior Librarian Mark Moore listened to the Circulating Ideas podcast *195: Callan Bignoli and Lauren Stara* on user experience as a way of responding to rapid change in libraries.

Shelf Department Manager Demba Diawara attended a NEO-RLS webinar titled *How to Help Employees Manage Stress during Covid-19* on February 9<sup>th</sup> and attended a Mental Health First Aid Certification Class hosted by NEO-RLS on February 18<sup>th</sup>.

Assistant Shelf Department Manager Cynthia Coccaro attended an NEO-RLS webinar titled *Retaining Institutional Knowledge* on February 25<sup>th</sup>.

Business Economics Librarians Susan Witmer and Susan Mullee, along with General Research Collections Manager Sarah Dobransky, attended Mergent Online virtual learning about the current content and new Consumer Responsibility Reports and ESG (Environmental, Social, and Governance) Reports. Ms. Mullee also attended the

*Investor's Guide to Bitcoin* webinar presented by CFRA Research.

General Research Collections Manager Sarah Dobransky attended the online presentations *Three Contemporary Black Women Inventors - Aprille Ericsson, Ayanna Howard, and Arlyne Simon* and *A Focus on Business - The Collaboration Between Cartoonist and Illustrator Liz Montague and Google Art Director Angelica McKinley* from the United States Patent and Trademark Office.

TechCentral Library Assistant-Computer Emphasis Tawana Campbell attended the following webinars: *COVID Fatigue* and *Improving Student Engagement in Virtual Learning Environments*.

TechCentral Library Assistants-Computer Emphasis Michael Credico and Alison Guerin attended the NEO-RLS webinar *preparing for the Next Wave of Pandemic-Fatigued Customers* on February 3<sup>rd</sup>.

TechCentral Library Assistant-Computer Emphasis Allison Collins attended *ALA LIRT: AR Tools for Library Instruction* on February 5<sup>th</sup>.

Library Assistants-Computer Emphasis Kalie Boshara and Jaime Devore attended the NEO-RLS webinar *Coping in a New World: How to Continue to Thrive and Cope While Providing Public Service* on February 17<sup>th</sup>.

Main Library staff participated in Founder's Day programs on February 17<sup>th</sup>.

Main Library Public Service staff have received or have been scheduled to receive Active Shooter training hosted by SPS staff during the month of February.

#### **OTHER**

Fine Arts and Special Collections Manager Pam Eyerdam met with the Schweinfurth Committee by Zoom to select architectural rare books and trade catalogs on February 12<sup>th</sup>.

Staff across Main Library researched and contributed names and bibliographic information for the Black History and Women's History Month website articles.

Business, Economics, and Labor Library Assistant Joseph Parnell is currently working with the CPL Harvest for Hunger Committee in preparation with the Cleveland Food Bank 2021 Harvest for Hunger Kick-Off Campaign on Wednesday, February 17th.

Literature Department Senior Librarian Nicholas Durda participated in CPL's Dublin Literary Award Committee meeting.

Literature Department Manager Don Boozer met virtually with Library of Congress staff and the coordinators of ten other state Centers for the Book to discuss new initiatives for bringing the US Poet Laureate and other Library of Congress Ambassadors to the states via the Centers for the Book.

Literature Department Page Michael Deneen, a member of the Disabilities ERG, presented information on Homebound Services and Words on Wheels to the ERG members.

Popular Manager Sarah Flinn, Branch Manager Angela Guinther, and Assistant Director of Public Services Robin Wood have been working on a Mystery Picks patron program they hope to launch by March 1<sup>st</sup>.

TechCentral Library Assistant-Computer Emphasis Alison Guerin sits on the CPL Harvest for Hunger Committee and FIT Committee, which met on February 4<sup>th</sup> and 11<sup>th</sup> respectively.

Staff across Main Library participate on the Reopening and Covid-19 Taskforce Committees.

## **TECHCENTRAL**

### **Outreach**

#### Inside Programs-via Zoom

Name of Program	Date of Program	Total # of Attendees	# of Adults	# of YA	# of Juveniles
Resume Workshop	2/2	1			
Job Searching Online	2/3	1			
Microsoft Word I	2/4	1			

Microsoft Excel I	2/5	4			
Tinkercad Basics	2/8	4			
Microsoft Word II	2/11	4			
Microsoft Excel II	2/12	4			
Resume Workshop	2/16	Spec close			
Microsoft Word III	2/18	4			
Microsoft Excel III	2/19	3			
Tinkercad Basics	2/22	3			
Microsoft Word IV	2/25	4			
Microsoft Excel IV	2/26	5			
1-on-1s	Feb	13			

### Professional Development and Meetings

TechCentral staff meeting held on February 9.

TechCentral staff attended Active Shooter Training on February 10.

TechCentral staff attended Founder's Day Event on February 17.

TechCentral Assistant Manager, Melissa Canan

Date	Topic	Location	Notes
2/2/21	Hotspot Team Check-in	Online	
2/3/21	Public Services Managers Meeting	Online	
2/3/21	Workforce Committee-OMJ meeting	Online	
2/4/21	Copyright in Action: Introduction & Overview	Online	
2/5/21	DIF Monthly Group Call	Online	
2/8/21	DIF Mentor Group Monthly Meeting	Online	
2/10/21	Main Manager Meeting-follow-up with Robin	Virtual	

2/18/21	Per Your Last Email-Trauma-Informed Communication for Trying Times (and All the Time)	Online	
2/23/21	DIF Monthly Check-in with Leana	Virtual	
2/25/21	Workforce Development Committee Meeting	Online	
2/26/21	This is Your Brain on Stress	Online	

## Library Assistant-Computer Emphasis, Michael Credico

Date	Topic	Location	Notes
2/03/21	Preparing for the Next Wave of Pandemic - Fatigued Customers	NEO-RLS	
2/12/21	Covid Training Webinar and Videos	Main	
2/19/21	Reopening Town Hall	Main / Teams	
2/25/21	Tools For Tense Situations with Angry Customers	NEORLS	
2/25/21	Youth Services Meeting Recording	Main / Teams	

## Library Assistant-Computer Emphasis, Allison Collins

Date	Topic	Location	Notes
02/16/21	Reference is Reference! NEO-RLS webinar	Zoom	1 hr, Don Boozar presenting
02/17/21	Reopening Task Force meeting	Teams	45 min
02/17/21	Monthly SEIU Delegates Meeting	Jitsi	1.5 hr
02/19/21	Spark 360 Wellness coaching kickoff event	Teams	1 hr
02/24/21	Arresting the Time Robbers in Your Life webinar	Zoom	1 hr, NEO-RLS
02/24/21	Youth Services meeting about FB pages	Teams	2 hr, Mike Young Q&A
02/24/21	Reopening Task Force meeting	Teams	45 min

## Library Assistant-Computer Emphasis, Carlos Piepenburg

Date	Topic	Location	Notes
2/2/21	Tools for Building Digital Skills with Your Patrons and Staff	PLA Webinar	
2/3/21	Managing Traditional & Social Media for Libraries	PLA Webinar	
2/11/21	Virtual Platform Possibilities - Digital Skilling Resources for Patrons	PLA Webinar	

## Library Assistant-Computer Emphasis, Denise Williams-Riseng

Date	Topic	Location	Notes
2/12/21	Preparing for the Next Wave of Pandemic - Fatigued Customers	NEO-RLS	Archived Webinar
2/18/21	Reference is Reference! Providing Quality Service via Chat, in Email, by Phone, and Beyond	NEO-RLS	Archived Webinar
2/19/21	COVID Taskforce and MetroHealth videos	Vimeo	
2/19/21	Reopening Town Hall	Teams	
2/19/21	Wellness Coach/Spark 360 Introduction	CPL Stream	

## TechCentral Manager, Suzi Perez

Date	Topic	Location	Notes
2/1/21	Main Strategic Plan Meeting with Dr. Winlock		
2/2/21	CPL Woodland AV & Technology meeting-FMP Digital Ambassador Meeting AV/Tech follow up Hotspot team meeting Transition Planning/Move Management meeting		
2/3/21	Public Services Managers Meeting Reopening Committee Meeting Workforce Committee Meeting		

2/9/2 1	TechCentral staff meeting LibCal Room Reservations meeting Transition Planning/Move Management meeting		
2/10/ 21	Active Shooter Training CPL Woodland AV and Tech meeting Reopening Committee meeting Main Managers meeting follow up		
2/12/ 21	Meeting with CLEVNET to discuss PC labeling		
2/17/ 21	Founder's Day Reopening Committee?		
2/19/ 21	Reopening Town Hall		
2/24/ 21	Youth Services Monthly Meeting Reopening committee		
2/25/ 21	Workforce Development Committee		

**Computer Usage**

Computer usage resumed on 2/22. There were 213 computer sessions at Main for the week of 2/22-2/26.

**Special Projects**

Hotspot Circulation: 235 hotspots

**PST - Jan 29th - Feb 23<sup>rd</sup> - Report****Service Calls and Tickets Summary**

Service Calls and Tickets Received: 48

- CPL Help Desk Tickets: 34

- CPL TechCentral Tickets: 14

Service Calls and Tickets Resolved: 37

Tickets currently in Progress: 11

**Service Ticket and Project Detail**

Workstation: 22

Printer: 6

Computer Software: 10

iPad Management: 3

Hotspot Resets: 5

Maker Equipment: 1

Form 001's: 3



## **Ohio Library for the Blind and Physically Disabled**

### **Activities**

For February 2021, OLBDP circulated 24,767 books and magazines directly to patrons. OLBDP also circulated an additional 8,195 Dimensions newsletters to readers. OLBDP registered 95 new readers to the service. Approximately 709 BARD patrons among 1,461 active users downloaded 17,251 items.

The Ohio Braille and Talking Book Program Consumer Advisory Committee (CAC) meeting was held via teleconference on February 18th. Consumers were provided updates about the service, including an update on COVID-19 operations and reopening the library to the public; an update on the braille e-reader pilot project with NLS; and preliminary details on OLBDP circulating cartridges with more than one book to patrons.

OLBDP is making plans to upgrade public and staff PCs running Windows 7 to Windows 10. Adaptive computers located outside OLBDP in branches and Main Library needing upgrades will also be included in these plans.

OLBDP is postponing its Family Fun and Learning Day event in 2021 due to the current health and safety conditions brought on by COVID-19.

Performance evaluations for non-union staff were prepared this month.

OLBDP staff participated in remote programming, and provided information and talks about the service during the Cleveland Sight Center Book Discussion teleconference on February 9th; National Federation of the Blind (NFB) Miami-Valley virtual meeting on February 15th; American Council of the Blind (ACB) Cincinnati virtual meeting on February 16th; ACB Medina virtual meeting on February 17th; Lorain NFB virtual meeting on February 22nd; and NFB Cuyahoga County virtual meeting on February 27th.

The OLBDP adult book club met remotely on February 11th to discuss "The Book of Lost Friends" by Lisa Wingate and Sullivan Jones.

**BRANCHES****District One**

**Eastman** - Eastman Branch continues to use the branch windows to communicate important information to our community, trying to keep it fresh and relevant. Our new external book drop was delivered and installed at our back entrance. Patrons appreciate not having to walk to the front of the building to return their materials. All branch discretionary orders were submitted. Manager Jamie Lauver attended the Westown Community Development Corporation monthly board meeting. Staff continue to take advantage of professional development course offerings through NEO-RLS and The Homeless Librarian. The branch hosted our first Community Engagement Town Hall meeting with our FMP architect Moody-Nolan and the Capital Projects Team; ten community members actively participated in the conversation. Our branch Facebook Page continues to attract followers. The Westown CDC once again offered a \$25 Home Depot gift card to the 25th new person to "Like" our page. To date, the largest engagement from one of our posts was with the viral Bernie Sanders meme. We used the picture of mitten-clad Bernie to promote our Curbside Services; it reached 288 people. Grab 'n Go Lunches continue to be distributed consistently each week. Food Bank Backpacks have proven to be quite successful. We receive 18 kits each week and they are growing in popularity with the neighborhood children. We received our first Food Bank Disaster Boxes this month.

**Lorain** - During the month of February, the Lorain Branch continued providing walk-up services to patrons and reopened to the public on February 22nd. Through a partnership with the Greater Cleveland Food Bank, branch staff offered free meals to youth on weekdays and participated in the Backpack and Disaster Box Programs, providing additional meals to youth and families. Take-and-make crafts were distributed to patrons throughout the month. Library Assistant Computer Emphasis Larisse Mondok attended Employee Resource Group meetings and Library Assistant Computer Emphasis Marlie Hooper attended the *Addressing the Challenges of Retaining Institutional Knowledge* Webinar. Children's Librarian Adela Santana offered Virtual Storytime to a preschool class at Almira Elementary School each week. Branch Manager Crystal Tancak attended the West Side

Collaborative and MyCom Meetings. Tancak also provided virtual reference via LibChat and hosted the three-week Cleveland Sews Virtual with Cosmic Bobbins Series. A Community Engagement meeting was also held for the Lorain Branch on February 22<sup>nd</sup>.

**Rockport** - Rockport Branch is excited to be entering the next phase of the Facilities Master Plan, and we had our first Community Town Hall about our new branch this month. We reopened our doors to the public with prominent displays for Black History Month. Our Facebook page continues to increase engagement in creative ways. Kendra Proctor has been compiling a resource guide to share with our community partners and MyCom. Bill Petrucz lead a project involving a major shift in our collection that provides us with more space for DVDs. James Talley III participated in the CPL Play Online twitch stream. Our grab 'n go craft program continues to be a hit, with 50 crafts going out this month. We had 7 participants in our monthly online trivia program. The Best Buy Teen Tech Center held Origami Club, Sewing Club, D&D Club, and a paper engineering program online for our members. We have also been participating on the Youth Development Committee for Bellaire-Puritas Development Corporation. We were also excited to be restarting our Safe Center for Online Learning to help Cleveland students stay on track.

**Walz** - Walz kicked off February 2021 with Black History displays, materials recommendations, and Facebook posts. A Black History Take and Make collage for all ages was offered. Ms. Gielty held the Senior Book/Movie Club on Zoom this month -- a total of 12 attendees gathered to discuss "The Guernsey Literary and Potato Peel Pie Society." Future book clubs will be listed on Facebook in hopes of attracting new members. Ms. Gielty attended many meetings with community partners (West 80s Stakeholders, Detroit Shoreway Organizations, and new Ward 15 Councilwoman Jenny Spencer) as well as the weekly Transition meeting for buildings in the 1A group. This month Walz has also begun to hand out Disaster Boxes to families through the Cleveland Food Bank.

**West Park** - This month we saw the dates for our imminent closure come into focus and we have spent a great deal of time getting last system copies to Main and other items to branches who have expressed interest. We have

also moved out various fixtures to other branches that could use them. On February 22nd, when most branches reopened to the public, we continued to provide curbside and walk-up services until April 2nd. We continue to offer take away crafts and Children's Librarian Libby McCuan has done multiple Virtual Storytimes for our Facebook page as well as for local schools. Manager Dalby continued his obligations with the Reopening Committee and the Editorial Team as well as attending various Public Services meetings. He continues to work with Facilities, Accounting, and the FMP group to prepare the branch for closing. A few ideas were posed to both administration and the local West Park Kamms Development Corporation focusing on how we can remain relevant to the community during our renovation.

### **District Two**

**Brooklyn** - This month was highlighted by CPL's reopening to the public in its continued efforts to remain connected to patrons and the Brooklyn Centre community. LAYE Catherine Hankins continued to provide take home arts and crafts for families. Children's Librarian Laura McShane continued connecting and information sharing with area schools and educators. Ms. McShane and Branch Manager Ron Roberts virtually met with the Connecting For Kids Director; this northeast Ohio organization provides resources and support for parents, with emphasis on families with special needs children. The Branch will collaborate to be a site for resource sharing pickup in the spring. Mr. Roberts continued participating in online forums, such as a lunch break/meetup sponsored by the Cleveland Leadership Center featuring Guhan Venkatu of Federal Reserve Bank of Cleveland.

**Carnegie West** - The Branch has partnered with Malachi Center and St. Ignatius's Welsh Academy to distribute Backpacks of nutritious food, courtesy of the Cleveland Food Bank, which supplements the dietary needs of students over the weekend. Both organizations stop by weekly to pick up the packages for the students they serve whose families have been impacted financially due to Covid-19. In a conversation organized by External Relations and Development, Branch Manager Angela Guinther was interviewed by students from John Carroll University's Poverty and Social Entrepreneurship program regarding library services and programs, and the

manager's specific career path. The staff participated in Founder's Day.

**Fulton** - The month was spent cleaning, weeding and rearranging in preparation for reopening to the community, and the start of construction of the Innovation Lab. Although the branch is open to the public, many are still utilizing the walk-up service. Regency, the contractor whom is constructing the Innovation Lab visited the branch numerous times. Staff continued to provide Grab 'n Go meals to the children in the community. Staff also attended the Founder's Day event. Branch Clerk Rachel Irizarry worked on a job board display. Children's Librarian Beverly Austin conducted 10 Storytimes via Zoom, Microsoft teams and the branch's webcam, and attended the Youth Services monthly meeting. Mrs. Austin prepared grab 'n go Black History month craft kits. Branch Manager Leslie Barrett attended the PS managers, CPL-FIT committee, and Jumpstart meetings, and the HR Forum. Ms. Beverly Austin and Mrs. Leslie Barrett hosted a virtual library tour.

**Jefferson** - Staff continued to offer curbside and walk-up service, and took steps to ready the branch for the upcoming construction closure. Capital Projects and Finance Department staff walked through the branch and identified items to be saved, discarded, or sold. LACE Grace French attended Dublin Committee and Harvest for Hunger meetings. LACE Bernadette Lemak created window displays for Valentine's Day and for Black History Month. LAYE Alexander Story attended meetings with staff from Northeast Ohio College Preparatory School. Children's Librarian Karen Kelly Grasso worked to transfer last system copy and award-winning books to Collection Services in anticipation of the construction closure. Branch Manager Steve Capuzzo attended the following meetings: Transition Planning/Move Management, Public Services Managers, D2/D3, and HR Forum. He served as a moderator during a breakout session for the Founder's Day program, and held a meeting for the LGBTQIA+ ERG, for which he serves as Chair. The branch and staff were photographed by Adam Jaenke from the Center for Local and Global History to be included in the Neighborhood Photographic Survey. Branch staff also attended Town Hall meetings, the Founder's Day, Reopening, Facilities Master Plan, and Wellness Coach Meet and Greet.

**South** - The Staff have been busy reorganizing to ready the branch to welcome back patrons. Displays have been created around the branch to increase material visibility. Signage has been hung that will let patrons know what steps we are taking to keep the branch safe and a Covid free space. Staff attended Founder's Day on February 17th. The Youth Team was busy with recording and uploading Storytimes to the Facebook page, as well as have been conducting Virtual Storytimes and fieldtrips.

**South Brooklyn** - Staff offered curbside, walk-up, and in-house services, as well as GCFB's Grab 'n Go Lunches, Disaster Boxes, and Backpack foods. The branch continues to be a PCs For the People pick up location. Staff attended monthly branch meeting and Founder's Day. LACE Abigail Larion completed *Violence Prevention in the Public Library* webinar. LAYE Raymond Cruz conducted Virtual Storytimes with Charles Mooney and Horizon Education Center, attended Youth Services meeting and a NEO-RLS webinar (*Reference is Reference*), and created and delivered over 40 grab 'n go crafts. Children's Librarian Ronald Palka-Roman attended Youth Services meeting, Multi-Cultural ERG meeting, and various webinars (NEO-RLS, Early Childhood Investigations, and Booklists), and conducted Virtual Storytimes with Charles Mooney and William C. Bryant. Assistant Manager Tammy Houghton attended the following: PS Managers, D2/D3 Managers, Words on Wheels, United Way/Community Shares, Wellness Coach Meet & Greet, and various webinars/workshops (ALA, NEO-RLS, and HarperCollins). District Manager Luigi Russo participated in the following meetings: Old Brooklyn CDC MyCom, Old Brooklyn CDC Community, Public Services Team, Public Services Managers, Reopening Task Force, Transition Planning/Moving Management, Community Conversations, Words on Wheels, D2/D3 Managers, FUL Jumpstart, Policy Development, and HOU Community Engagements.

### **District Three**

**Garden Valley** - Branch staff continued to follow work protocols, attended virtual training, worked on special projects, and assisted patrons through the walk-up services. Children's Librarian Ms. Csia attended two professional development webinars: NEO-RLS *How to be an Effective Anti-Racist*, and *Library Journals Get Ready to Read with Simone & Schuster*. LAYE Mr. Burks began

weeding and interfiling the Manga Graphic Novels received from Woodland branch. Dyad Public Services Manager Maria Estrella provided the Garden Valley team with guidance throughout library changes and new initiatives and submitted various HIPPO requisitions to have furniture, data lines, and electricity added to various areas of the building. Assistant Branch Manager Donald Smith assisted the Woodland branch to provide a helping hand weeding, discharging, and routing items to new locations.

**Hough** - Hough Branch reopened to patrons, as well as continued walk-up and curbside services. GCFB Kid's Café, Backpack operation, and Disaster Boxes continued to be given out consistently, with youth staff doing their best to get the word out on these programs. Staff attended the Founder's Day celebration. LAYE Romael Young attended the United Way/ Community Shares meeting. Mr. Young and LACE Hannah Kohr attended the monthly Union Delegate meeting. Ms. Kohr also attended the Women's ERG Meeting. Children's Librarian Manisha Spivey, and Branch Manager Lexy Kmiecik participated in an interview with a student from John Carol University. Mrs. Kmiecik attended the People with Disabilities ERG meeting. Mrs. Kmiecik also attended the monthly manager's meeting, various Reopening Committee meetings, multiple MidTown E.66 meetings, Ward 7 monthly meeting, the CPL Design & Construction Informational meeting and multiple Transition Planning/Move Management meetings. Mrs. Kmiecik also was a moderator for Founder's Day and presented at the Reopening Town Hall.

**Martin Luther King** - Branch Manager Dr. Tonya Briggs had a meeting with Innovative Solutions Collective's Dr. Bill McKinney and Morgan Taggart to plan for a community needs assessment. During the meeting, Dr. McKinney and Ms. Taggart demonstrated an interest in moving forward with Dr. Briggs' idea to create Civic Engagement and Labs at the MLK Branch. The Civic Engagement series would help library users learn how community and city government works. The Civic Labs would focus on providing information and discussion about community issues and organizations participants can work with. Dr. Briggs participated in Ministries 25 packing; met with Urban League Council Analytics Leaders Meeting about Tableau, and the LAND Studio meeting, and attended various professional developments (RIPL: *Can You Hear Me*

*Now? Using Data to Communicate with Stakeholders, and TechSoup: Why Measuring the Impact of Doing Good).*

**Sterling** - The Branch continued to provide walk-up service to the residents of the Central Neighborhood while preparing for the February 22nd reopening. Fax, email, copy, and print were the most requested services. GCFB Kids Café program attendance exceeded 300 for the month. The branch distributed 96 bags of kid-friendly weekend meals through the GCFB Backpack program, and 20 Disaster Boxes with shelf stable food. Youth Services staff, Sonja McCord and Charles Bailey presented a Virtual Storytime via Zoom, and distributed craft kits for the weekly grab 'n go craft program. Staff attended the Founder's Day program and the Reopening Town Hall. Branch manager Monica Rudzinski promoted the first "Our Future is Building: Sterling Branch" community engagement meeting with Central neighbors and partners. The Cleveland Children's Museum donated 500 STEM kits, and the Youth Services Department will serve as the centralized location to distribute the packets throughout CPL.

**Woodland** - Staff began completing various tasks of weeding, packing, mailing items to new locations, sending HIPPOs, etc. to prepare for the building's closure of Spring 2021. LAYE Kelli Newson provided a Virtual Storytime to families attending the Alfred Benesch Family Literacy Night. Dyad Public Services Manager Maria Estrella provided the Garden Valley and Woodland branch teams with guidance throughout library changes and new initiatives. The Management and Youth Services Teams also attended the Garden Valley Branch Strategic Plan Meeting with Dr. Winlock.

#### **District Four**

**East 131** - The East 131 Branch kicked off the month in celebration of Black History Month highlighting Black Authors who deserve to be celebrated for their contributions to civil rights, politics, the arts, and beyond. Library Assistant Computer Emphasis Carla Carraway presented her thought-provoking staff picks highlighting trailblazers Stacy Abrams, Zora Neale Hurston, Cecily Tyson, and Octavia Butler. Additional programs included Children's Librarian Kelli Minter's Black Pioneers and Ms. Carraway and Branch Clerk Karie Felder's program Guess Who? Baby Edition.



In partnership with WVIZ/PBS Ideastream, Ms. Minter and Library Assistant Rosa Simone facilitated the literacy portion of the virtual Family and Community Play & Learn Science program for twelve families of preschoolers and kindergarteners. Families received educational resources and a PBS Play Pad from WVIZ along with an Addidas bag filled with Greater Cleveland Food Bank meals and a CPL 150 backpack filled with school supplies and a free book. Youth Services staff along with Manager Marquez met with Dr. Sadie Winlock to discuss the strategic plan for youth programming. Branch Clerks Karie Felder and Pat McCoy presented the fun filled DIY Hot Cocoa Heart Bombs program and Ms. Marquez demonstrated how to make DIY Seed Hearts on the branch's Facebook page. Manager Marina Marquez facilitated a staff meeting and potluck to prepare the branch for reopening to the public. On behalf of the East 131 Branch, Ms. Marquez and Ms. Carraway participated in John Carroll University's case study for their Poverty and Social Entrepreneurship course. As the District 4 representative, Manager Marquez attended the monthly Buckeye Road Refresh Community meeting. As a Moderator for Founders' Day Ms. Marquez lead a breakout session to gather feedback about our refreshed strategic direction.

**Fleet** - In February, Black History Month was acknowledged with a special Facebook TikTok highlighting books authored by African Americans narrated by Branch Manager Magnolia Peters. Additionally, Ms. Peters, shared with Slavic Village community partners updates of the pending reopening of branches for entrance by the public with details about virtual Black History Month programing and other in person and virtual library services. Internally, heavy weeding of the collection was performed to refresh and reorganize the shelves. Also, all discretionary orders were submitted for the month. Lastly, SPS Officer Matthew Cowling has been very helpful with assisting walk-up patrons and maintaining the safety of our exterior by shoveling and salting the walkways.

**Harvard Lee** - This month, our branch started the Food Bank's Backpack program and Disaster Box program, in addition to continuing the Kids' Café program. On February 4, Youth Librarian Olivia Morales presented on library resources at Whitney Young School's Early Literacy Night, to 29 families and staff. Our team

divided and completed the adult weeding list. Branch Clerk Bianca Jackson joined the Reopening committee and continued to be active in her Delegate duties for SEIU 1199. Branch librarians started engagement via our branch Facebook page. Ms. Schmidt and Ms. Olivia attended the MTP MyCom partner meeting. Ms. Schmidt attended the Harvard Community Services Center Collab meeting, as well as many webinars, including: *How to Develop Your Leadership Style* by Harvard Business Review; *From Inclusive Leadership to Advancing Equity* by ACRL; *Big-Buzzing Prepub Titles for Spring* by Library Journal; and *Trauma-Informed Approaches* training by the Ohio State University Extension via MTP MyCom. Ms. Schmidt assisted in moving supply donations at Lakeshore. Several staff attended meetings of the new Employee Resource Groups. The team participated in Founder's Day activities on February 17th and prepared for reopening on February 22nd.

**Mt. Pleasant** - In February, Youth Librarian Mark Tidrick and Library Assistant Youth Emphasis Renita Carter provided Storytime to two new daycares in the Mt. Pleasant community. Staff also delivered 3-D printed puzzles as take and make crafts (created with the help of Larrise Mondok of the Lorain branch and TechCentral) to Greater Achievement one and two. Our Community Partners eagerly took part in the library's Winter Reading Challenge; 54 preschool and grade school students participated. Collection management was a big focus for the branch this month. In order to create a more comprehensive collection, LACE Kyra Berzonsky, and Mrs. Carter created a spreadsheet that helped identify the incomplete and lost Urban Fiction series.

**Rice** - During Black History Month the staff at Rice made displays inclusive of Black Lives Matter and Black Excellence. The branch book sale truck was revamped to consist of all books written by, illustrated by or picturing people of color. In addition to BHM displays Rice provided make and takes celebrating all holidays this month - valentines and presidents. Ms. Johnson, Youth Services librarian, conducted Virtual Storytimes each Tuesday themed around love, black history, and community for Sunbeam Elementary School. She continues to promote the library's Winter Reading Challenge to all community youth. The branch added the Food Bank's Backpack program and Disaster Box programs to its regular Kids' Café programming. Ms. Hutson

assisted with the coordination of getting management volunteers to move Matthew 25 Ministries supply donations onto pallets for community churches to pick up from the Lakeshore Facility. Eight Branch Managers worked as a team to put together 15 towering 8-10 foot high skids of items. Ms. Hutson attended the following meetings and trainings: From Inclusive Leadership to Advancing Equity, *Mental Health First Aid*, *Project Management Tips and Tools with Zakia Ringgold* and the North American Virtual Reference Online Conference. The month ended with a weeklong reopening celebration for Rice patrons that consisted of giveaways pertaining to the Facilities Master Plan, community donations and free books.

**Union** - For the month of February, staff continues to provide walk-up service to our community. We continue to provide weekly Storytimes to our neighborhood schools and daycares. Storytimes presented to Pre-K class of Warner Girls Leadership Academy, Miles Park School and Katai Daycare. Storytime themes included famous African Americans for Black History Month, Ground Hog Day, and Valentine's Day. Youth patrons enjoyed Valentine's Day and African American crafts to go. Ms. Johnson participated in True2U training and a virtual session with her students. Ms. Johnson attended virtual Women's ERG meeting. Ms. Steward attended a virtual African American ERG meeting. Ms. Williams attended the following meetings and trainings, True2U virtual session, WOW committee and Founder's Day Moderator training. All staff will view virtual trainings in preparation to reopen to the public.

### **District Five**

**Addison** - All staff participated in the "CPL Community Conversations: A Town Hall with the Greater Cleveland Food Bank." Both branch clerks completed one hour of professional development inclusive of the Ohio Reference Excellence module six part one. Branch Clerk Ms. Carter also participated in NEORLS' webinar called *Preparing for the Next Wave of Pandemic - Fatigued Customers*. Branch Clerk Mr. Guerin attended the People with Disabilities ERG meeting. Ms. Means, Branch Manager attended the African American ERG meeting, 3rd District Safety meeting, MidTown Neighborhood Vision Plan Focus Group: Community Members, Ward 7 meeting, Family Cafe at Cleveland Transformation Alliance and participated in

NEORLS' webinar called *How to Help Employees Manage Stress During COVID-19*. Mrs. Malinoski attended ED Web webinar called, *The Brain and Reading: Why Learning to Read Is Hard and What to Do about It*.

**Collinwood** - During the beginning of February Youth staff reached out to our academic pods, daycares and schools to find out what the needs are and number of students they have. We currently have two schools (no numbers for them), 2 academic pods and 1 daycare that we are collaborating with for a total of 51 scholars in grades K-8 that we can tailor programs for. Reading comprehension and tutoring services are at the top of the list of needs expressed. We will address those needs in future visits and refer to the MLK Tutor Me program. Adam Tully participated in three sessions of CMSD True2U program with East Clark School. As a result of our session with Dr. Winlock, we submitted two activities for the months of March and April in LibCal. Manager Peak made contact with Memorial School to be a part of a program on March 5th via Zoom. She continues to reach out to support current partnerships and seek new collaborations.

**Glenville** - Youth staff, Peter Roth and Difrancio Barnes continues to present "Good morning, Glenville" Storytime virtually to individuals and the daycare. Both watched the webinar *How to Deal with Problem Behaviors Related to Covid-19*. They also weeded magazines and comic books from the youth area. Mr. Roth continues to present Storytime to second and third graders at Citizen's Academy East. He attended another session with the class for True2U mentorship program at CMSD's Willson school. Difrancio Barnes created curbside crafts for the month that included educational materials about historical black figures for Black History Month. Mr. Barnes updated the Facebook page with the Storytime video "I am Perfectly Designed" for the branch. He also attended the Youth Services meeting, and webinar *Technology for Youth*. Manager Sharon Jefferson attended Words on Wheels, Community Conversations, Reopening Task Force meetings and the Writers and Readers Presents "Jelani Cobb and Heather McGhee". She also started the Medical Terminology class through the Gale Learning courses.

**Langston Hughes** - In February the branch participated in the Backpack program, sponsored by the Food Bank of

Greater Cleveland, which provides meals for our neighborhood children. Inside of each backpack are various nutritious items such as pasta, vegetables, fruit and snack items. Ron English will be the representative for the branch's Facebook page that will allow us to share what programs and new events are happening at the branch. Children's Librarian Christopher Busta-Peck is designing a program geared toward programmable wooden robots: "Mechanical STEM Learning Toolkits" that will enable participants to draw a flower, horse, skull and the profile of a woman using wooden robots. With these kits one will also be able to create a clock or a miniature obstacle course. Mr. Bradford took part in the following webinars: *Building virtual Team Cohesion - Tips for Managers*, LibChat training for distance learning, *From Inclusive Leadership to Advancing Equity*, *Protecting Patron Privacy in Public Libraries*, *Refresh Your Reference Interview Skills (In Person and Virtually)*, *Lessons in Diversity, Equity and Inclusion: Managing Change from Where You Are*, and *The Black Family through the Lenses of Black Artists*. Mr. Bradford, hosted the virtual meeting of the Executive Council of the Friends of the Oberlin College Libraries, attended the D4/D5 virtual meeting, attended the HR Forum: Conducting Investigations and participated in the "Know Your Neighborhood" monthly Zoom meeting sponsored by CWRU. Adult fiction books with low circulation or that have not circulated since arriving at the branch were weeded. The staff has started the "Langston Hughes Staff Jump Rope Challenge" to help us stay active.

**Memorial Nottingham** - The Memorial-Nottingham branch celebrated Black History Month, Valentine's Day and Founder's Day during the month of February. Adult take and make bags, puzzle bags, and trivia bags continued to be successful among striver and senior patrons. The Gamma Delta Zeta Chapter of Zeta Phi Beta Sorority, Inc. made a monetary donation to the Memorial-Nottingham branch collection. Manager, Mrs. Moncrief Robinson and Library Assistant Computer Emphasis Ms. Childress met with University Hospitals Community Outreach Coordinators to partner for future programming opportunities for patrons. Mrs. Moncrief Robinson attended three professional development workshops hosted by Cleveland State University, Cleveland Leadership Center, and Harvard Business Review. The Youth Service staff both attended the virtual Youth Service meeting.

Children's Librarian Ms. Rivera hosted eight virtual Storytimes with Oliver H. Perry Elementary School classes. The Youth Service staff contacted community partners to inform them of the updated YRead? list and February's take and make activities for youth.

### **OUTREACH & PROGRAMMING SERVICES**

In February, the 3E/OPS gradually rolled out programming to library patrons in anticipation of the library reopening on February 21st. The department's primary emphasis was on the celebration of Black History Month. Youth engagement programming, author visits, panel discussions, and curated digital resources all highlighted the social issues facing and achievements of members of the African diaspora in the United States.

The 3E/OPS department encumbered \$93,099.01 in support of 2021 programming in February. This month's two largest expenditures funded art therapy services and the Writers & Readers author series.

### **PARTNERS AND PROGRAMS**

On February 17th, the 3E/OPS department hosted the Library's annual Founders Day celebration using the HopIn video conferencing system. Approximately 500 staff members attended the half-day workshop that included the Library's strategic plan's unveiling. Following the Director's presentation was a panel discussion with Jeffery K. Patterson, Chief Executive Officer and Safety Director of Cuyahoga Metropolitan Housing Authority, and Danielle Sydnor, president of the Cleveland Branch of the NAACP. The three leaders discussed Cleveland's historical and racial inequities and how their respective institutions are working to usher in a new era of justice.

On February 18th, the Library in partnership with Dance Cleveland, provided free access to a live performance by Ronald K. Brown's Evidence. Evidence's mission is to promote understanding of the African Diaspora's human experience through dance, music, history, and tradition.

The Library hosted a first-of-its-kind workshop as a part of its Writers & Readers author series. In addition

to fireside chats with nationally known authors and intellectuals, the Library is hosting a series of companion programs that dive deeper into the main event's topics. On February 24th, civil rights and criminal defense lawyers Terry Gilbert and Gordon Friedman discussed policing at the national and local levels. They gave insights on how to achieve justice in the 21st century.

On February 27th, the Library hosted its first Writers & Readers event of the 2021 season. Authors Jelani Cobb and Heather McGhee participated in a conversation moderated by the City of Cleveland Director of Public Safety, Karrie Howard Esq.

Jelani Cobb has been contributing to The New Yorker since 2012 and became a staff writer in 2015. He frequently writes about race, politics, history, and culture and won the 2015 Sidney Hillman Prize for Opinion and Analysis Journalism for his columns on race, the police, and injustice. He is the author of several books: **The Substance of Hope: Barack Obama and the Paradox of Progress** (2015), **To the Break of Dawn: a Freestyle on the Hip Hop Aesthetic** (2007), and **The Devil and Dave Chapelle** (2007).

Heather McGhee designs and promotes solutions to inequality in America. Her recently released book, **The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together** was given away, courtesy of the Founders Fund, to program participants. Her 2020 TED talk, "**Racism Has a Cost for Everyone**" reached 1 million views in just two months online. In the coming year, she will launch two original podcasts on the economy and create cross-racial solidarity in challenging times.

On February 23rd, The Legal Aid Society of Cleveland and Cleveland Public Library launched the first program of its Facebook LIVE series. The Series features legal information and "know your rights" details through interviews with our Legal Aid attorneys, Cleveland librarians, and occasional special guests. The first online event focused on immigration and featured Legal Aid attorneys, Cleveland Library staff, and representatives from Lorain El Centro, Refugee Response, and Catholic Charities.

In addition to its core curriculum of youth engagement and educational programming, the 3E/OPS launched a new program for 9-12th grade students attending the John Hay Early College. On February 8th, ten students began an intensive 6-week photography course called My Lens. The course uses photography to explore the various interpretations of self-identity and teach young people how to identify with peers of differing backgrounds.

### **EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION**

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

#### **EXTERNAL RELATIONS & ADVOCACY UPDATES:**

- ***Goal:** Increase Elected Officials and Key External Stakeholders' Awareness and Understanding of CPL's Community Impact*
- **Elected Official Engagement**
  - Facilities Master Plan (FMP)
    - Design and Construction Informational Sessions--- Continued to apprise local legislators on FMP Phase 1A efforts of the branch(es) in their locale/jurisdiction
    - Phase 1B branch virtual update meetings--- Met with local legislators to provide high-level updates of the branch(es) in their locale/jurisdiction
      - o City Council
        - Councilwoman Jenny Spencer
        - Councilman Kevin Conwell
        - Councilwoman Phyllis Cleveland
      - o County Council
        - Councilwoman Yvonne Conwell
        - Councilman Dale Miller
        - Councilman Martin Sweeney
    - Branch Community Town Hall Meetings-- Local legislators participated and engaged in the community meetings of the branch in their locale/jurisdiction
      - o Councilman Brain Kazy



o Councilwoman Jenny Spencer

- **Additional Efforts**
  - Facilities Master Plan (FMP)--- Design and Construction Informational Sessions
    - Continued to apprise CDCs on FMP efforts
  - Virtual Story Time & Dial-A-Story program engagement
    - Engaged stakeholders in CPL's story time program including:
      - o Chief Calvin Williams, City of Cleveland's Chief of Police

#### **CPL DEVELOPMENT UPDATES:**

- **Goal:** *Align fundraising to support CPL's new strategic plan and Facilities Master Plan (FMP)*
  - Fundraising
    - Advanced efforts for 2021 corporate giving solicitations
    - Preparation and planning for Library Giving Day (April 7)
  - **Additional Efforts**
    - Worked with PNC and the Maltz Museum to create bookmarks to promote the Notorious RBG: The Life and Times of Ruth Bader Ginsburg exhibit at the museum.

#### **CPL FOUNDATION UPDATES:**

- **Goal:** *Reach Financial Targets*
  - *Environment:* Submitted a proposal to Cuyahoga County's Urban Tree Canopy grant program to purchase and plant new trees at the Hough and Woodland Branches to promote Cleveland's urban tree canopy.
  - *Capacity Building---*Submitted a proposal to The Cleveland Foundation's Black Futures Fund to support the CPL Foundation's new strategic business plan and other organizational initiatives.
- Additional CPL Foundation Efforts:
  - CPL Foundation Executive Committee held its yearly retreat
  - CPL Foundation Governance Committee held its quarterly meeting

- CPL Foundation Finance Committee held its quarterly meeting
- CPL Foundation Development Committee held its quarterly meeting

**ADDITIONAL DEPARTMENT EFFORTS**

- Continued to aid John Carroll University undergraduate students with their Poverty and Social Entrepreneurship class case study for the semester with their focus on public libraries.

**COLLECTION & TECHNICAL SERVICES**

Director of Collection and Technical Services Sandy Jelar Elwell met with Digital Initiatives Strategist Chatham Ewing at the Lake Shore facility to discuss locations at Lake Shore for storing art from the branches in Group 1A of the Facilities Master Plan (FMP) and for branches in future phases of the FMP. Ms. Jelar Elwell attended a meeting along with Mr. Ewing and other members of the Capital Improvement Plan Core Team to discuss and review the plans that had been identified for moving and storing the art.

Ms. Jelar Elwell met with Chief of Special Projects and Collections John Skrtic and Assistant Director of Public Services Robin Wood to discuss and identify a process for handling the last CPL copy of items belonging to branches where the collections are being discarded as part of the FMP. Ms. Jelar Elwell, Mr. Skrtic, and Ms. Wood also met with Project Manager Michael Ruffing to discuss the handling of the Cleveland Corporate Annual Reports which had been unpacked, sorted alphabetically, and repacked by Collection Management Librarian Laura Mommers.

Ms. Jelar Elwell and Materials Handling Supervisor James Clardy attended presentations on automated materials handling (AMH) systems from the vendors Bibliotheca, Lyngsoe, and Tech-Logic along with other members of the Capital Improvement Plan Core Team and representatives from Bostwick Design Partnership. Ms. Jelar Elwell attended meetings to discuss the shelving counts and placement for Group 1A branches along with the other members of the Collections Team and the designated architects. Ms. Jelar Elwell attended a virtual meeting

of the Urban Libraries Council (ULC) Collection Leaders and continued to participate in meetings of the Capital Improvement Plan Core Team and Transition Planning/Move Management Team.

Collection and Technical Services staff attended Cleveland Public Library Founder's Day 2021, the Reopening Town Hall, the Wellness Coach Meet and Greet, and Our Future Is Building Town Hall.

**Acquisitions:** The Acquisitions Department ordered 6,868 titles and 7,763 items (including periodical subscriptions and serial standing orders); received 13,352 items, 1,781 periodicals, and 132 serials; added 539 periodical items, 62 serial items, 275 paperbacks, and 218 comics; and processed 721 invoices and 126 gift items.

Acquisitions Coordinator Alicia Naab continued to work on reinstating ordering and receiving workflows for 2021. Ms. Naab provided additional training for Senior Subject Librarian Mark Moore on the changes that resulted from CPL transitioning to OverDrive Advantage accounts. Ms. Naab also provided clarification to Subject Department Manager Olivia Hoge on the notations that are needed when placing orders with Electronic Data Interchange (EDI) vendors.

Ms. Naab and Collection Manager Pam Matthews worked with OverDrive Account Manager Todd Warhola to try to resolve a display issue that occurred when an upgrade was made to OverDrive Marketplace and worked with the OverDrive Accounting team to explore a problem with missing invoices. Ms. Naab worked with Ms. Matthews on rebuy efforts for eMedia publishers with expiring collections and on eMedia collections related to the Writers & Readers events.

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

**Catalog:** Librarians cataloged 2,288 titles and added 2,916 items for Cleveland Public Library. Librarians also added 655 titles, completed 39 merges and edited 89 records for CLEVNET member libraries. Clerical staff cataloged 281 new titles and added 1,644 items for the

Cleveland Public Library, and added 825 records for the CLEVNET libraries.

Technical Services Librarian Amei Hu worked with Business, Economics and Labor Department Senior Subject Librarian Sandra Witmer for a serial clean-up project including merging, reclassifying and relabeling about 300 items. Technical Services Librarian Michael Gabe created three original records for German language chess material, including an issue of a periodical that contained an article crediting the Cleveland Public Library.

Technical Services Librarian Erin Valentine met with Fine Arts & Special Collections Manager Pam Eyerdam and Special Collections Librarian Stacie Brisker to discuss the Langston Hughes archive. Ms. Valentine worked with Special Collections Librarian Raymond Rozman to add a table of contents note and more detailed description to the catalog record for a rare set of manuscripts bound in one volume. Ms. Valentine met with Fine Arts Librarian Andrew Kaplan to discuss online catalog display options for the Cleveland Orchestra's programs and improved multiple serial records for the programs so that patrons could more easily find and identify them.

Ms. Valentine attended the online Music OCLC Users Group 2021 Annual Meeting, which was held in the afternoon on February 22-24, 2021. Mr. Gabe assumed the role of Secretary for the Cultural Diversity Employee Resource Group.

**Collection Management:** Collection Management selected 982 titles and 7,325 copies in February and spent over \$141,000 on physical materials.

Collection Manager Pam Matthews attended two meetings of the Editorial Team and two meetings of the Workforce Development Committee. Collection Management Librarian Laura Mommers attended the monthly Youth Services meeting, which she intends to do for the foreseeable future.

**High Demand:** The High Demand Department ordered 830 titles and 6,669 items; received and added 4,879 items; processed 203 invoices, and added 451 records for the CLEVNET libraries.

**Materials Processing:** The Materials Processing Technicians processed 19,470 items for the month.

**Shelf/Shipping:** The staff of the Lake Shore Shelf/Shipping Department sent 15 items to the Main Library for requests and 81 items to fill holds. Main Library received 131 telescopes, the Branches received 163 telescopes, CLEVNET received 67 telescopes, and CSU, CWRU, and Tri-C each received 1 telescope. A total of 364 telescopes were shipped out. The Technicians sent out 332 items of foreign material and in total 9,529 new items were sent to the Acquisitions and High Demand Departments.

### **MARKETING & COMMUNICATIONS**

In February, Cleveland Public Library [reopened to visitors](#) for browsing, honored [Black History Month](#), celebrated its [Founder's Day](#), and kicked off Phase 1B of the [Facilities Master Plan](#).

The Marketing Department created a Black History Month calendar and a section on [cpl.org](http://cpl.org) honoring the contributions of past and present Black Americans.

On Founder's Day, we unveiled the Library's new strategic plan to the public at [virtual forum](#) at The City Club with our partners, CMHA CEO Jeffery Patterson and NAACP Cleveland President Danielle Sydnor. We worked with Cleveland.com and the Plain Dealer to publish the [Director's Op-Ed](#). Promotion included media outreach, social media mentions, and [radio](#) ads.

Other media promotion was provided for our reopening, community engagement meetings for the Facilities Master Plan, and our [closure due to inclement weather](#).

Our marketing efforts included media releases, social media and digital ([cpl.org](http://cpl.org), Off the Shelf, community calendars), printed materials (post cards, calendar), and paid advertisement.

### **Library Programs & Services**

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

**WRITERS & READERS:** The speaker series returns with three events featuring authors, professors, and political commentators who will discuss policing, Black America, and civic engagement. This year, a virtual workshop will accompany each Writers & Readers event to give participants a platform to seek a greater understanding.

Marketing Efforts: [Media release](#), [radio ads](#), social and digital (cpl.org, e-blasts, and community calendars)

**MEDIA COVERAGE:**

<https://www.cleveland.com/news/2021/02/how-to-celebrate-clevelands-black-history-during-black-history-month-in-february.html>

[https://app.criticalmention.com/app/#/clip/search/aa9f0cdc-4773-4029-9eee-](https://app.criticalmention.com/app/#/clip/search/aa9f0cdc-4773-4029-9eee-741ef8d0d583?fullText=true&width=900&ccTextHiWords=cleveland%20public%20library)

[741ef8d0d583?fullText=true&width=900&ccTextHiWords=cleveland%20public%20library](https://app.criticalmention.com/app/#/clip/search/aa9f0cdc-4773-4029-9eee-741ef8d0d583?fullText=true&width=900&ccTextHiWords=cleveland%20public%20library)

<https://www.trazeetravel.com/black-history-month-celebrations-in-cleveland/>

<https://www.beaconjournal.com/story/lifestyle/2021/02/19/book-talk-crime-ancient-marinara/6788568002/>

NEXT 400 ROUNDTABLE: In partnership with WOIO 19 News and its "[The Next 400](#)" initiative, **Cleveland Public Library hosted a [Facebook Live](#) discussion about vaccines and the African American experience.** The panelists were Dr. Charles Modlin of the Cleveland Clinic and Dr. R.A. Vernon, the founder and senior pastor of The Word Church. 19 News Anchor Chris Tanaka served as the moderator.

Marketing Efforts: [Media release](#), social and digital (cpl.org, Off the Shelf)

**LEGAL AID AT THE LIBRARY:** Cleveland Public Library is partnering with The Legal Aid Society of Cleveland to provide free legal advice and education seminars. Topics include [immigration](#), [record sealing](#), and [guardianship and mental health](#).

Marketing Efforts: [Media release](#), social and digital (cpl.org, Off the Shelf)

**FACILITIES MASTER PLAN MEETINGS:** As part of the process to reimagine our neighborhood branches, **Cleveland Public Library is hosting a series of community meetings to learn what people want to see in their future branches**

**and how they plan to use the facilities.** The virtual meetings will focus on the design and construction of the following branches: Brooklyn, Eastman, Lorain, Rockport, and Sterling.

Marketing Efforts: [Media release](#), social and digital (cpl.org, Off the Shelf, e-invites to branch library card holders)

**COMPUTER CLASSES:** Looking to get back to work or learn a new skill? Cleveland Public Library is offering a series of [computer classes](#) to help people create resumes, search for jobs, and understand how to operate Microsoft software.

Marketing Efforts: [Media release](#), social and digital (cpl.org, Off the Shelf)

**MEDIA COVERAGE:**

<https://www.northeastohio boomer.com/uncategorized/brush-up-your-skills-with-free-virtual-computer-classes/>

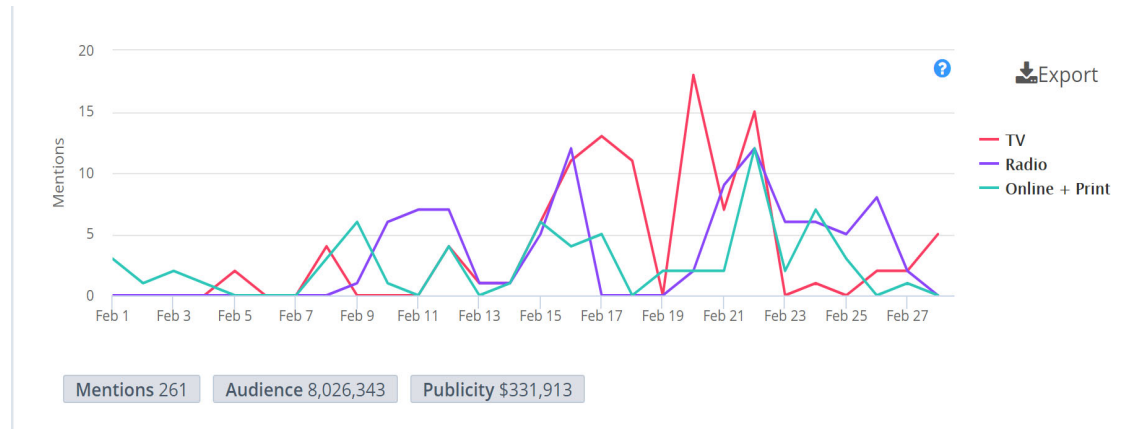
**CLEVELAND 20/20:** Cleveland Magazine published a human-interest story about our Cleveland 20/20 exhibition in Brett Hall.

**MEDIA COVERAGE:**

<https://clevelandmagazine.com/entertainment/museums-galleries/articles/cleveland-20-20-showcases-the-city-through-a-new-lens>

**PUBLIC RELATIONS OVERVIEW**

Cleveland Public Library garnered 261 mentions for the month of February, reaching more than 8 million people in national and local TV news, and online and print.



## SOCIAL MEDIA SUMMARY

**AUDIENCE GROWTH:** During the month of February, the Library's total audience growth increased on its social platforms (Facebook, Twitter, Instagram, and LinkedIn). The total growth for this month was 319, which is up 20.8% over the previous month. Twitter was the only platform to experience losses, but we expect losses were due to the platform's routine account purges (e.g., inactive accounts, duplicate account, etc.), because impressions are up over the previous month.

**CPL STORYTIME:** Marketing continues to work with branches, departments, and partners to explore ideas for regularly scheduled content, like the Next 400 Digital Round Table, to reach new audiences and platforms. During the month of February, Marketing and Outreach and Programming Services collaborated with the Cleveland Division of Police to provide CPL Storytime on TV20. The stories were also hosted on TV20's YouTube channel and shared on the Library's Dial-A-Story. This opens an opportunity for marketing to explore creating more regularly scheduled content on platforms like Twitch Tv, YouTube, and Facebook Series.

**DESTINATION CLEVELAND TAKEOVER:** On Saturday, February 26, Cleveland Public Library partnered with Destination Cleveland to celebrate Black History Month with a social media takeover. The Library was invited to share images from the collections with messaging about Black history in Cleveland. The Library shared images and messages about Langston Hughes and Louis Stokes to Destination Cleveland's 109,000+ followers on Instagram and 123,000+ fans on Facebook.




## Most popular posts by Platform

 Cleveland Public Library  
Thu 2/18/2021 4:30 pm PST


Cleveland Public Library and 19 News' "Next 400" are partnering together to serve the public. Join us for in-depth discussion with




<b>Total Engagements</b>	<b>227</b>
Reactions	49
Comments	7
Shares	19
Post Link Clicks	7
Other Post Clicks	145

 Cleveland Public Library  
Wed 2/24/2021 8:36 am PST


Calling all little readers. Explore books and storytelling through music and singing! This program is in partnership with The Music



<b>Total Engagements</b>	<b>171</b>
Reactions	25
Comments	4
Shares	3
Post Link Clicks	3
Other Post Clicks	136

 Cleveland Public Library  
Sat 2/20/2021 9:01 am PST

Explore African American research with one of genealogy's foremost experts in African American genealogy, Deborah A. Abbott.



<b>Total Engagements</b>	<b>125</b>
Reactions	28
Comments	21
Shares	6
Post Link Clicks	-
Other Post Clicks	70

 Cleveland\_PL  
Mon 2/1/2021 12:27 pm UTC

Happy Birthday to the great Langston Hughes! Hughes' letter to CPL's Effie L. Powers: "...and Negro parents are now




<b>Total Engagements</b>	<b>336</b>
Likes	98
@Replies	1
Retweets	33
Post Link Clicks	1
Other Post Clicks	203
Other Engagements	0

 Cleveland\_PL  
Mon 2/22/2021 3:00 pm UTC

That feeling when you can browse the library shelves in person again 😊. Our library locations are now available for browsing!



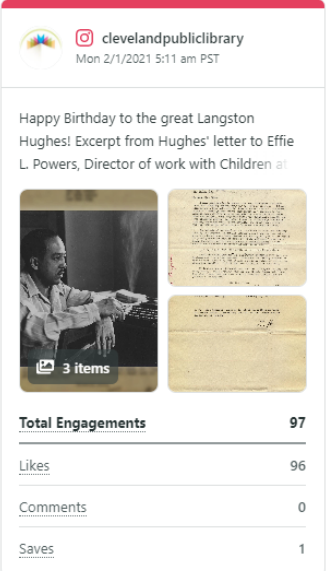

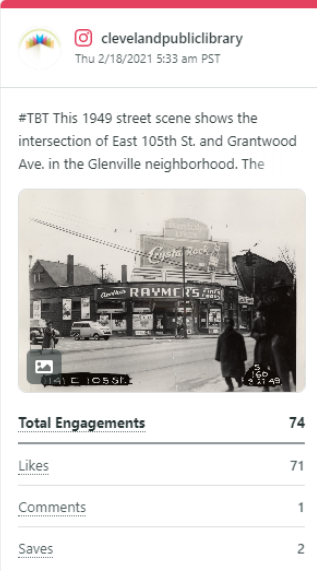
<b>Total Engagements</b>	<b>333</b>
Likes	107
@Replies	4
Retweets	21
Post Link Clicks	1
Other Post Clicks	200
Other Engagements	0

 Cleveland\_PL  
Thu 2/18/2021 4:00 pm UTC

#TBT 1141 East 105th, 1949. Cleveland City Hall Collection No. 12837. Cleveland Public Library Photograph Collection. Source: Bos



<b>Total Engagements</b>	<b>234</b>
Likes	24
@Replies	0
Retweets	7
Post Link Clicks	-
Other Post Clicks	203
Other Engagements	0

 <p>Happy Birthday to the great Langston Hughes! Excerpt from Hughes' letter to Effie L. Powers, Director of work with Children at...</p> <p><b>Total Engagements</b> 97</p> <p>Likes 96</p> <p>Comments 0</p> <p>Saves 1</p>	 <p>#TBT Garrett A. Morgan, African American inventor, business magnate, and community leader, shows off his medal for bravery.</p> <p><b>Total Engagements</b> 90</p> <p>Likes 86</p> <p>Comments 1</p> <p>Saves 3</p>	 <p>#TBT This 1949 street scene shows the intersection of East 105th St. and Grantwood Ave. in the Glenville neighborhood. The...</p> <p><b>Total Engagements</b> 74</p> <p>Likes 71</p> <p>Comments 1</p> <p>Saves 2</p>
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## **PROPERTY MANAGEMENT**

### **CARPENTERS**

- LSW- repaired wall on lower level and installed corner guard. Repaired wall in lower level men's locker room and replaced damaged ceramic tiles.
- South- replaced damaged drywall on ceiling. Removed damaged ceiling molding and installed new ceiling molding.
- Installed plexiglass at Memorial-Nottingham, Glenville, Hough, Graphics, Mt. Pleasant, South, Fulton, Eastman and Carnegie West.
- Installed night lock lockdown pins at Mt. Pleasant, E. 131, Rice, Harvard-Lee and Union.

### **MAINTENANCE MECHANICS**

- Continued service and preventative maintenance on boilers/hydronic equipment.
- Installed ionizers and setup three portable air handlers/filtration units at Mt. Pleasant in response to the vandalism of both upper and lower HVAC rooftop units. Increased hydronic loop/boiler set point to help maintain acceptable temperatures in the branch.

- Evaluating branch sites/sensor locations for the US Ignite air monitoring collaboration with CWRU, Digital C and CSU.
- Repaired minor leaks on plumbing fixtures behind the wall of LSW LL public restrooms, worked with the carpenters on replacing broken tiles and access panel installation.
- Continued replacing pre-filters, secondary box filters and carbon filters on air handlers in LSW/Main.
- Started the work on transitioning from the old reverse osmosis system to Western Reserve's water filtration equipment for LSW humidifiers.
- Continuing work with custodial staff on LSW/Main lighting work orders - ballast replacement and re-lamping.
- Worked with SA Comunale on the 5 year internal inspection of sprinkler systems and associated equipment and piping in LSW/Main.
- Worked with TH Martin on replacing AHU #4 main blower motor in LSW lower level mechanical room.
- Continuing work on relocating the carpenters/painters workshop and garage equipment storage in support of the Woodland/CDF FMP project. Started furnace and ductwork installation.
- Working on power runs, cabling and shelving/furniture relocation at Fulton branch in support of the Jumpstart project. Working with the carpenters on the laptop bar extension to relocate public pc.
- Working with Taylor consulting on Main roofing project.
- Working with Wright Engineering on the Ionization project.
- Continuing work/meetings with FMP Core Group and the Capital projects team on FMP design, building standards and move management.
- Continuing work with Kone Elevator on repair, compliance and capital projects for LSW/Main and branches.
- 24/7 response to building emergencies and critical work orders.
- Continuing work on scheduled preventative maintenance requisitions generated by Hippo CMMS.

- Continuing work on the balance of the security camera project (IPS/Harrington Electric).

### **SAFETY & PROTECTIVE SERVICES**

#### **Safety Services**

- Safety & Protective Services conducted ALICE refresher training for downtown staff.
- Safety & Protective Services provided old and new camera layouts to Kat S. for Jefferson and West Park.

#### **Protective Services**

Activity

<b>Month</b>	<b>Total Dispatch Activity</b>	<b>Total Alarms</b>	<b>Branch Incidents</b>	<b>Downtown Campus Incidents</b>	<b>Incident Reports Gen.</b>	<b>CPL access activities</b>
<b>Jan 2021</b>	1575	34	1	15	51	16
<b>Dec 2020</b>	1819	39	8	2	24	34
<b>Nov 2020</b>	1846	9	12	4	21	8
<b>Oct 2020</b>	2487	52	16	17	73	29
<b>Sept 2020</b>	2303	69	22	43	94	34
<b>Aug 2020</b>	2550	42	29	30	82	87
<b>July 2020</b>	2226	27	12	9	20	37
<b>June 2020</b>	1148	12	5	2	10	23
<b>May 2020</b>	802	13	8	1	30	30
<b>April 2020</b>	200	11	2	0	5	14
<b>March 2020</b>	909	29	0	0	0	4
<b>Feb 2020</b>	896	13	18	15	90	103
<b>Jan 2020</b>	1446	12	77	44	255	46

Special Attention, Special Events, and Significant Incidents

- Video requests for Cleveland Police Department regarding an accident outside of Mount Pleasant branch and a vehicle crash in front of LSW were completed.
- A Cleveland Police Department vehicle pursuit resulted in a suspect's car clipping the curb in front of LSW and careening across the road into a

parked car. Two suspects ran from the scene but were apprehended a short time later.

#### Protective and Fire Systems

- February fire extinguisher checks completed.
- Safety & Protective Services is getting a third quote for Motorola radios, for new officers.
- Additional quotes will be obtained for Safety & Protective Services dispatch upgrades.
- Collinwood's alarm keypad issues were corrected by Siemens.

#### Contract Security

- Royce contract security guards are posted at eight branches.

#### Administration

- Safety & Protective Services updated the Violation and Expulsion form for 2021.
- Interviews held for open Safety & Protective Services officer positions.

### **INFORMATION TECHNOLOGY & CLEVNET**

A number of CLEVNET libraries, including Cleveland Public Library, adjusted their service levels in February as COVID-19 restrictions eased somewhat, requiring CLEVNET staff to respond quickly to assist with the reopening of selected buildings. Everything connected to the ILS (integrated library system) is expected to run smoothly, but we rarely pause to consider the amount of planning and work that must take place on the back end to make that happen. Hilary Prisbylla, Director of CLEVNET, and her team of librarians are to be commended for all they have done this past year to help member libraries move from one level of service to another without interruption.

Ms. Prisbylla's team is also working with CPL staff in the first phase of the Facilities Master Plan to manage the collections and patron holds at Hough, Jefferson, West Park, and Woodland branches. Again, their work will be invisible to most, but critical to patron

satisfaction as these branches are closed for renovation or new construction.

Larry Finnegan, Director of IT, and his team have also made themselves available to CPL staff in the planning of these new and renovated facilities. CLEVNET provides all the wireless access points, routers, and managed switches in every building owned and/or operated by a CLEVNET-member library system.

The involvement of Mr. Finnegan and his team in the design of new or renovated facilities is critical to the successful opening and subsequent operation of these buildings. The directors of Lorain Public Library System, Shaker Heights Public Library, and Birchard Public Library of Sandusky County have all been proactive in getting CLEVNET staff involved in their capital projects that began in 2020 and are ongoing. A critical piece of this involvement is coordination with the electrical engineers on the project.

Cybersecurity is an ongoing strategic priority of Mr. Finnegan and his team. Because of the volume of illicit login attempts from outside of the United States, CLEVNET has enabled Microsoft's "Conditional Access," a modern security perimeter that extends beyond our network to include user and device identity. The new policy now limits login attempts to North America; this includes the United States, Canada, and Mexico. Attempts from other locations are automatically blocked. If a staff member or library trustee is traveling to a region that is blocked and that person needs to access CLEVNET email, a support ticket should be opened with the dates and the country (countries) that person will be visiting. Once CLEVNET staff have that information, access can be provided to email and Office 365.

PolicyMap, an online data and mapping tool available to all CLEVNET-member libraries through a shared subscription, has updated their user interface. A virtual training session was held on February 16th to cover new functionality and features. PolicyMap provides access to proprietary and gold-standard public indicators about communities across the United States. CLEVNET staff can access tens of thousands of data points to create maps, reports and analyses designed to provide their libraries with a deeper understanding of their changing communities and help them plan successfully for the future of their libraries. Staff

can use the state-of-the-art platform to make data-informed decisions, without needing to learn complicated GIS software or find data from multiple sources.

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

Ms. Rodriguez adjourned the Regular Board Meeting at 1:13 p.m.

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Maritza Rodriguez  
President

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Thomas D. Corrigan  
Secretary

## GIFT REPORT FOR FEBRUARY 2021

**LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	56	265
Periodicals	4	15
Publishers Gifts	2	2
Non-Print Materials	902	902
<b>Total Library Service Materials</b>	<b>964</b>	<b>1,184</b>

**TECHNOLOGY RESOURCES**

Tech Gifts	0	0
<b>Total Technology Resources</b>	<b>0</b>	<b>0</b>

**MONEY GIFTS**

FUND	PURPOSE	AMOUNT	
		Month	Year to date
Library Fund	Restricted	\$ 610	2,220
Tech Centers	Restricted	10,250	10,250
<b>Total Money Gifts</b>		<b>\$ 10,860</b>	<b>\$ 12,470</b>

**SUMMARY**

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	7	10	964	1,184
Technology Resources	0	0	0	0
Money Gifts	11	14	12	16
<b>TOTAL GIFTS</b>	<b>18</b>	<b>24</b>	<b>976</b>	<b>1,200</b>



**Cleveland Public Library**  
2021

**March 10, 2021**

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

Dear Bryan,

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

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-21	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
<b>General Fund</b>							
101	General Fund	\$ 36,550,206.71	\$ 37,339,195.00	\$ 37,339,195.00	\$ 1,310,813.51	\$ 1,310,813.51	\$ -
			\$ 23,461,821.97	\$ 23,461,821.97			
<b>Special Revenue Funds</b>							
201	Anderson	\$ 394,352.65			\$ -	\$ -	\$ -
202	Endowment for the Blind	\$ 3,021,022.46			\$ -	\$ -	\$ -
203	Founders	\$ 6,013,336.15			\$ 74,121.00	\$ 74,121.00	\$ -
204	Kaiser	\$ 84,138.78			\$ -	\$ -	\$ -
205	Kraley	\$ 224,615.95			\$ -	\$ -	\$ -
206	Library	\$ 204,839.02			\$ -	\$ 3,500.00	\$ 3,500.00
207	Pepke	\$ 179,786.70			\$ -	\$ -	\$ -
208	Wickwire	\$ 1,847,965.41			\$ -	\$ -	\$ -
209	Wittke	\$ 114,363.97			\$ -	\$ -	\$ -
210	Young	\$ 5,797,311.25			\$ 50,000.00	\$ 50,000.00	\$ -
225	Friends	\$ -			\$ -	\$ -	\$ -
226	Judd	\$ 202,879.08			\$ 245,000.00	\$ 252,245.00	\$ 7,245.00
228	Lockwood Thompson	\$ 224,813.02			\$ 190,000.00	\$ 197,815.00	\$ 7,815.00
229	Ohio Center for the Book	\$ -			\$ -	\$ -	\$ -
230	Schweinfurth	\$ 197,762.52			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 1,499,844.35			\$ 4,828,376.00	\$ 4,828,376.00	\$ -
251	OLBPD	\$ 203,768.33			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (48,901.34)			\$ 75,159.03	\$ 75,159.03	\$ -
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
257	Tech Centers	\$ 64,990.12			\$ 60,000.00	\$ 60,250.00	\$ 250.00
258	Early Literacy	\$ -			\$ -	\$ -	\$ -
259	Rice Solar Panel System	\$ 470.62			\$ -	\$ -	\$ -
260	Coronavirus Relief Fund	\$ 215,682.27			\$ -	\$ -	\$ -
		\$ 20,443,041.31	\$ -	\$ -	\$ 7,080,860.03	\$ 7,099,660.03	\$ 18,810.00
<b>Debt Service</b>							
301	Debt Service	\$ 705,397.50	\$ -	\$ -	\$ 2,588,329.59	\$ 2,588,329.59	\$ -
<b>Capital Projects Funds</b>							
401	Building and Repair	\$ 1,802,420.83			\$ -	\$ 18,000,000.00	\$ 18,000,000.00
402	Construction - Tax-Exempt	\$ 46,597,518.14			\$ -	\$ -	\$ -
401	Construction - Taxable	\$ 9,138,482.28			\$ -	\$ -	\$ -
		\$ 57,538,421.25	\$ -	\$ -	\$ -	\$ 18,000,000.00	\$ 18,000,000.00
<b>Permanent Funds</b>							
501	Abel	\$ 300,086.97			\$ -	\$ -	\$ -
502	Ambler	\$ 2,953.44			\$ -	\$ -	\$ -
503	Beard	\$ 56,365.09			\$ -	\$ -	\$ -
504	Klein	\$ 6,955.81			\$ -	\$ -	\$ -
505	Malon/Schroeder	\$ 249,579.98			\$ -	\$ -	\$ -
506	McDonald	\$ 240,288.86			\$ -	\$ -	\$ -
507	Ratner	\$ 121,809.54			\$ -	\$ -	\$ -
508	Root	\$ 48,663.37			\$ -	\$ -	\$ -
509	Sugarman	\$ 92,400.13			\$ -	\$ -	\$ -
510	Thompson	\$ 132,539.58			\$ -	\$ -	\$ -
511	Weidenthal	\$ 8,732.20			\$ -	\$ -	\$ -
512	White	\$ 2,409,531.50			\$ -	\$ -	\$ -
513	Beard Anna Young	\$ 40,849.71			\$ -	\$ -	\$ -
514	Paulson	\$ -			\$ -	\$ -	\$ -
		\$ 3,710,756.18			\$ -	\$ -	\$ -
<b>Agency Funds</b>							
901	Unclaimed Funds	\$ 9,005.09			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 5,804.82			\$ -	\$ -	\$ -

**The reason for the increase/decrease in Estimated Resources:**

An increase in Other Sources-Special Revenue by \$18,810 relating to an increase in the Library fund - \$3,500; an increase in the Judd fund - \$7,245; an increase in the Lockwood Thompson fund - \$7,815; and an increase in the Tech Centers fund - \$250. An increase in Other Sources-Capital Projects Funds in the amount of \$18,000,000 for the resolution going before the Board on March 18, 2021 to transfer funds from the General Fund to the Building and Repair Fund.

Thank You,

*Cavie Krenicky*

Treasurer/CFO  
Cleveland Public Library

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

**AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES**

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

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio


March 10, 2021

To the Board of Library Trustees of the:

Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2021, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balace	General Property Tax	P.L.F.	Other Sources	Total
General Fund	\$36,550,206.71	\$37,339,195.00	\$23,461,821.97	\$1,310,813.51	\$98,662,037.19
Special Revenue	\$20,443,041.31			\$7,099,660.03	\$27,542,701.34
Debt Service	\$705,397.50			\$2,588,329.59	\$3,293,727.09
Capital	\$57,538,421.25			\$18,000,000.00	\$75,538,421.25
Permanent	\$3,710,756.18			\$0.00	\$3,710,756.18
Agency	\$14,809.91			\$0.00	\$14,809.91
<b>Totals/Subtotals</b>	<b>\$118,962,632.86</b>	<b>\$37,339,195.00</b>	<b>\$23,461,821.97</b>	<b>\$28,998,803.13</b>	<b>\$208,762,452.96</b>

	<p><b>Budget Commission</b></p>	
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**CLEVELAND PUBLIC LIBRARY  
2021 APPROPRIATION: THIRD AMENDMENT  
MARCH 18, 2021**

**GENERAL FUND**

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

<b>APPROPRIATION</b>	<b>Original Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	39,317,513.68	-	39,317,513.68
Supplies	848,690.17	-	848,690.17
Purchased/Contracted Services	9,863,710.00	-	9,863,710.00
Library Materials/ Information	6,789,691.00	-	6,789,691.00
Capital Outlay	1,105,724.22	-	1,105,724.22
Other Objects	137,533.26	-	137,533.26
<b>SUBTOTAL OPERATING</b>	<b>58,062,862.33</b>	<b>-</b>	<b>58,062,862.33</b>
Transfers	2,588,329.59	18,000,000.00	20,588,329.59
<b>TOTAL APPROPRIATION</b>	<b>60,651,191.92</b>	<b>18,000,000.00</b>	<b>78,651,191.92</b>

**CLEVELAND PUBLIC LIBRARY  
2021 APPROPRIATION: THIRD AMENDMENT  
MARCH 18, 2021**

**SPECIAL REVENUE FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	27,523,891.34	18,810.00	27,542,701.34 (4)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Anderson	-	-	-
Endowment for the Blind	-	-	-
Founders	1,177,377.37	-	1,177,377.37
Kaiser	-	-	-
Kraley	30,000.00	-	30,000.00
Library	35,000.00	-	35,000.00
Pepke	-	-	-
Wickwire	-	-	-
Wittke	-	-	-
Young	-	-	-
Friends	-	-	-
Judd	447,879.08	7,245.00	455,124.08
Lockwood Thompson	414,813.02	7,815.00	422,628.02
Ohio Center for the Book	-	-	-
Schweinfurth	50,000.00	-	50,000.00
CLEVNET	6,328,220.35	-	6,328,220.35
LSTA-OLBPD	1,711,962.33	-	1,711,962.33
MyCom	26,257.69	-	26,257.69
Learning Centers	-	-	-
Tech Centers	124,990.12	250.00	125,240.12
Early Literacy	-	-	-
Rice Solar Panel System	-	-	-
Coronavirus Relief Fund	215,682.27	-	215,682.27
<b>TOTAL APPROPRIATION</b>	<b>10,562,182.23</b>	<b>15,310.00</b>	<b>10,577,492.23</b>

**CLEVELAND PUBLIC LIBRARY  
2021 APPROPRIATION: THIRD AMENDMENT  
MARCH 18, 2021**

**DEBT SERVICE FUND**

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

**CAPITAL PROJECT FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	57,538,421.25	18,000,000.00	75,538,421.25 (5)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Building & Repair	1,802,420.83	-	1,802,420.83
Construction - Tax-Exempt	5,469,023.79	133,061.00	5,602,084.79
Construction - Taxable	5,000.00	-	5,000.00
<b>TOTAL APPROPRIATION</b>	<b>7,276,444.62</b>	<b>133,061.00</b>	<b>7,409,505.62</b>

**CLEVELAND PUBLIC LIBRARY  
2021 APPROPRIATION: THIRD AMENDMENT  
MARCH 18, 2021**

**PERMANENT FUNDS**

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

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

**AGENCY FUNDS**

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

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

**CLEVELAND PUBLIC LIBRARY  
2021 APPROPRIATION: THIRD AMENDMENT  
MARCH 18, 2021**

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(1) Certificate dated February 9, 2021

(2) Certificate dated March 10, 2021

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

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

(4) \$20,528,049.87 unencumbered cash carried forward less the repayment of advances to be made from MyCom of \$75,008.56 and Tech Centers of \$10,000 plus \$7,099,660.03 additional revenue to receive in 2021 produces the certified revenue of \$27,542,701.34.

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

$$(\$27,542,701.34 - \$2,492,057.50 = \$25,050,643.84 \text{ available for appropriation (plus } \$944,969.42 \text{ 12/31/20 encumbered cash).}$$

(5) \$57,538,421.25 unencumbered cash carried forward plus the transfer in of \$18,000,000 produces the balance available for appropriation in 2021 (plus \$5,180,957.75 12/31/20 encumbered cash).

$$(\$57,538,421.25 + \$18,000,000 = \$75,538,421.25)$$

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

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

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



22 February 2021  
*revised 8 March 2021*

Kathleen Sonnhalter, LEED AP BD+C  
Capital Projects Manager  
Cleveland Public Library  
325 Superior Avenue  
Cleveland OH 44114

**RE:** Woodland Branch and Central Distribution Facility  
Bostwick Design Partnership Project No: 19047  
**Additional Services Request #05: Engineering Standards and E-Rate**

Dear Kath:

Please accept this letter as formal request to amend our fees for additional services related to engineering services and accelerated technology bid package for the Woodland Branch and Central Distribution Facility (CDF). Details are outlined below:

**ASR 05.1 Engineering Design Standards**

**\$9,200.00**

CPL Building Standards were forwarded 30 April 2020. We recognize that standards are living documents, but many items specific to engineering disciplines remained open questions in the standards. As our project will be the first CPL Phase 1A branch project to bid, our team generated new standards for CPL's use. The fees associated with this effort also include additional and out of sequence coordination due to extended discussions regarding systems and operational necessities, as standards for these items were being established real-time through our team's review and documentation process. These delays create out-of-sequence information streams and complicate final coordination. Examples of standards being revisited or being formed with CPL real-time include:

- Security
- Audio-visual
- Technology

**ASR 05.2 Accelerated Technology Documents for E-Rate**

**\$7,400.00**

On 10 February 2021 we were included on an email informing all Phase 1A teams that CPL was intending to pursue funding through the Education Rate (E-Rate) program, requiring an accelerated and out-of-sequence technology package to be created prior to our GMP project deadline, and our final bid set.



Kath Sonnhalter  
CPL Woodland Branch + CDF – Additional Services Request #05  
22 February 2020  
*revised 8 March 2021*  
Page 2



**Grand Total of all ASR 05 line items above** **\$16,600.00**

This request exceeds our current project fee contingency, and over and above our current Purchase Order and contract. We recognize this request and corresponding fee amendment will therefore require board approval. We look forward to working with you to expedite approval in any way we can. Note the attached Project Cost Attachment A for ASR 05 assumes the totals for ASR 04 have been accounted for within the existing project contingencies. The highlighted line item identifies the new fees associated with ASR 05, and all affected subtotals are highlighted in red text for ease of reference.

If you have any questions on the above, please do not hesitate to call me.

Sincerely,

BOSTWICK DESIGN PARTNERSHIP

AGREED and ACCEPTED

\_\_\_\_\_  
Rick Ortmeyer AIA, LEED AP  
Principal

\_\_\_\_\_  
Kath Sonnhalter                      Date  
Cleveland Public Library

Attachments: Design Services Fees and Project Cost Attachment A – 3/5/2021 ASR 05

CC: John Lang, CPL  
Dan Bickerstaff, UD  
Dan Polak, Bostwick  
Jessi Rable, Bostwick



# CLEVELAND PUBLIC LIBRARY

1/31/21



QUOTE-1358703

3/5/21

CLEVELAND PUBLIC LIBRARY  
325 SUPERIOR AVE  
CLEVELAND, OH 44114

Dear LINDSEY DUNCAN,

Motorola Solutions is pleased to present CLEVELAND PUBLIC LIBRARY with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide CLEVELAND PUBLIC LIBRARY with the best products and services available in the communications industry. Please direct any questions to Matt Marino at [matthew.marino@motorolasolutions.com](mailto:matthew.marino@motorolasolutions.com).

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Matt Marino  
Sr. Account Manager



QUOTE-1358703

Billing Address:  
 CLEVELAND PUBLIC LIBRARY  
 325 SUPERIOR AVE  
 CLEVELAND, OH 44114  
 US

Quote Date:3/5/21  
 Expiration Date:5/1/21  
 Quote Created By:  
 Matt Marino  
 Sr. Account Manager  
 matthew.marino@  
 motorolasolutions.com  
 2162965155

End Customer:  
 CLEVELAND PUBLIC LIBRARY  
 LINDSEY DUNCAN  
 lindsey.duncan@cpl.org  
 216-623-2889

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6000 Series	APX6000 LI				
1	H98UCD9PW5BN	APX6000 7/800 MHZ MODEL 1.5 PORTABLE	14	\$2,705.00	\$1,758.25	\$24,615.50
1a	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA	14	\$5.00	\$3.25	\$45.50
1b	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	14	\$0.00	\$0.00	\$0.00
1c	Q58AL	ADD: 3Y ESSENTIAL SERVICE	14	\$115.00	\$115.00	\$1,610.00
1d	QA01768AA	ENH: ENHANCED ZONE BANK	14	\$75.00	\$48.75	\$682.50
1e	QA02756AA	ENH: LI 9600 OR 3600 SINGLE SYSTEM DIGITAL TRUNKING	14	\$1,570.00	\$1,020.50	\$14,287.00
2	PMMN4062AL	AUDIO ACCESSORY- REMOTE SPEAKER MICROPHONE,IMPRES RSM, NOISE CANC. EMERGENCY BUTTON 3.5MM JACK IP54	14	\$117.70	\$88.28	\$1,235.92
3	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	8	\$165.00	\$123.75	\$990.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.



QUOTE-1358703

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
4	NNTN8844A	CHARGER, MULTI-UNIT, IMPRES 2, 6-DISP, NA/LA- PLUG, ACC USB CHGR	1	\$1,375.00	\$1,031.25	\$1,031.25

Grand Total

**\$44,497.67(USD)**

## Notes:

- **PLEASE BE ADVISED:** Motorola Solutions is moving towards being more environmentally green and emailing invoices. You may receive an email invoice instead of a mailed invoice, depending on the purchase. In addition, the invoice may have a new address for submitting payments. If you have any questions or would like to change where your electronic invoices will be delivered, please contact your credit analyst or dial 800-422-4210.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD FEBRUARY 1 – FEBRUARY 28, 2021

*Carrie Kuenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending February 28, 2021**

	General Fund	Special Revenue	Debt Service	Capital Projects	Permanent	Agency	Total
41 Taxes	16,625,000.00	0.00	0.00	0.00	0.00	0.00	16,625,000.00
42 Intergovernmental	4,240,381.10	251,366.00	0.00	0.00	0.00	0.00	4,491,747.10
43 Fines & Fees	11,510.26	0.00	0.00	0.00	0.00	0.00	11,510.26
44 Investment Earnings	41,987.16	140,774.72	14.91	38,360.74	13,795.26	0.00	234,932.79
45 Charges for Services	0.00	1,997,613.68	0.00	0.00	0.00	0.00	1,997,613.68
46 Contributions & Donations	0.00	12,470.00	0.00	0.00	0.00	0.00	12,470.00
48 Miscellaneous Revenue	14,870.86	0.00	0.00	0.00	0.00	13,934.21	28,805.07
<b>Total Revenues</b>	<b>\$ 20,933,749.38</b>	<b>\$ 2,402,224.40</b>	<b>\$ 14.91</b>	<b>\$ 38,360.74</b>	<b>\$ 13,795.26</b>	<b>\$ 13,934.21</b>	<b>\$ 23,402,078.90</b>
51 Salaries/Benefits	6,039,725.47	530,552.87	0.00	0.00	0.00	0.00	6,570,278.34
52 Supplies	242,236.93	21,761.74	0.00	0.00	0.00	0.00	263,998.67
53 Purchased/Contracted Services	2,288,941.04	313,176.23	0.00	5,823.17	1,476.00	0.00	2,609,416.44
54 Library Materials	1,020,209.05	310,193.68	0.00	0.00	2,360.59	0.00	1,332,763.32
55 Capital Outlay	93,207.32	63,149.82	0.00	397,719.55	0.00	0.00	554,076.69
56 Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
57 Miscellaneous Expenses	37,256.98	1,952.92	0.00	0.00	0.00	13,216.86	52,426.76
<b>Total Expenditures</b>	<b>\$ 9,721,576.79</b>	<b>\$ 1,240,787.26</b>	<b>\$ 0.00</b>	<b>\$ 403,542.72</b>	<b>\$ 3,836.59</b>	<b>\$ 13,216.86</b>	<b>\$ 11,382,960.22</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 11,212,172.59</b>	<b>\$ 1,161,437.14</b>	<b>\$ 14.91</b>	<b>\$(365,181.98)</b>	<b>\$ 9,958.67</b>	<b>\$ 717.35</b>	<b>\$ 12,019,118.68</b>
95 Notes Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Advances	75,008.56	(75,008.56)	0.00	0.00	0.00	0.00	0.00
99 Transfers	(2,588,329.59)	0.00	2,588,329.59	0.00	0.00	0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$(2,513,321.03)</b>	<b>\$(75,008.56)</b>	<b>\$ 2,588,329.59</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 8,698,851.56</b>	<b>\$ 1,086,428.58</b>	<b>\$ 2,588,344.50</b>	<b>\$(365,181.98)</b>	<b>\$ 9,958.67</b>	<b>\$ 717.35</b>	<b>\$ 12,019,118.68</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 43,819,301.80</b>	<b>\$ 21,473,019.29</b>	<b>\$ 0.00</b>	<b>\$ 62,719,379.00</b>	<b>\$ 4,689,287.65</b>	<b>\$ 14,809.91</b>	<b>\$ 133,421,195.15</b>
<b>Current Cash Balance</b>	<b>\$ 52,518,071.66</b>	<b>\$ 22,559,447.87</b>	<b>\$ 3,293,742.00</b>	<b>\$ 62,354,197.02</b>	<b>\$ 4,699,246.32</b>	<b>\$ 15,527.26</b>	<b>\$ 145,440,232.13</b>

Cleveland Public Library  
 Certified Revenue, Appropriations and Balances  
 General Fund  
 For the Period Ending February 28, 2021

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	23,461,822	4,240,381	19,221,441	18%	18%
General Property Tax	34,939,195	16,625,000	18,314,195	48%	53%
Rollback, Homestead, CAT	2,400,000	0	2,400,000	0%	0%
Fines & Fees	132,000	11,510	120,490	9%	17%
Investment Earnings	343,721	41,987	301,734	12%	11%
Miscellaneous	845,093	14,871	830,222	2%	2%
Return of Advances Out	0	85,009	(85,009)	0%	0%
<b>Total</b>	<b>\$ 62,121,830</b>	<b>\$ 21,018,758</b>	<b>\$ 41,103,073</b>	<b>34%</b>	<b>36%</b>

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	40,721,849	6,142,494	34,579,355	15%	16%
Supplies	1,112,346	389,351	722,996	35%	26%
Purchased Services	11,617,964	6,375,794	5,242,170	55%	60%
Library Materials	10,432,203	4,096,471	6,335,732	39%	37%
Capital Outlay	1,381,981	312,875	1,069,106	23%	19%
Other	150,623	89,408	61,215	59%	64%
<b>Subtotal</b>	<b>\$ 65,416,966</b>	<b>\$ 17,406,393</b>	<b>\$ 48,010,573</b>	<b>27%</b>	<b>27%</b>
Advances Out	0	10,000	(10,000)		
Transfers Out	2,588,330	2,588,330	0	100%	100%
<b>Total</b>	<b>\$ 68,005,296</b>	<b>\$ 20,004,723</b>	<b>\$ 48,000,573</b>	<b>29%</b>	<b>28%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated February 9, 2021.  
 Note (2): Total Original Appropriation of \$60,651,191.92 plus carried forward encumbrance of \$7,354,103.65.  
 Note (3): Subtotal includes 15% expended and 12% encumbered.



Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending February 28, 2021

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	11,731,474.81	12,108,952.22	1,763,319.52	0.00	10,345,632.70
51120	10,511,536.81	10,838,871.05	1,515,375.55	0.00	9,323,495.50
51130	890,526.80	918,998.14	121,007.21	0.00	797,990.93
51140	5,211,405.24	5,369,108.68	756,999.80	0.00	4,612,108.88
51150	417,092.96	428,750.20	54,507.85	0.00	374,242.35
51180	0.00	209,471.09	165,165.89	50,000.00	(5,694.80)
51190	361,992.37	446,324.88	187,452.64	0.00	258,872.24
51400	4,236,321.13	4,374,061.72	619,367.13	0.00	3,754,694.59
51610	5,130,053.75	5,130,053.75	764,645.23	0.00	4,365,408.52
51611	222,620.71	222,620.71	33,812.10	0.00	188,808.61
51612	17,328.90	17,328.90	2,589.44	0.00	14,739.46
51620	14,236.20	14,236.20	2,359.25	0.00	11,876.95
51625	51,883.21	51,883.21	8,813.34	0.00	43,069.87
51630	65,481.18	65,481.18	(17,794.16)	0.00	83,275.34
51640	25,000.00	67,545.14	0.00	42,545.14	25,000.00
51650	408,439.77	426,096.42	61,387.86	994.70	363,713.86
51900	22,119.84	32,065.47	716.82	9,228.81	22,119.84
	<b>\$39,317,513.68</b>	<b>\$ 40,721,848.96</b>	<b>\$ 6,039,725.47</b>	<b>\$ 102,768.65</b>	<b>\$ 34,579,354.84</b>
52110	41,233.00	43,382.99	2,337.31	1,828.77	39,216.91
52120	27,475.00	31,699.49	3,945.18	1,642.75	26,111.56
52130	17,700.00	17,700.00	525.06	0.00	17,174.94
52140	500.00	1,192.61	0.00	692.61	500.00
52150	56,000.00	66,676.29	11,531.58	4,888.56	50,256.15
52210	108,994.00	124,241.76	13,544.49	22,809.70	87,887.57

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending February 28, 2021**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220 Electrical Supplies	42,988.00	46,004.21	5,973.85	4,445.39	35,584.97
52230 Maintenance Supplies	293,500.00	478,665.58	158,004.14	72,951.42	247,710.02
52240 Uniforms	40,000.00	50,429.22	10,273.02	6,956.90	33,199.30
52300 Motor Vehicle Supplies	56,585.00	61,066.01	5,701.91	25,733.09	29,631.01
52900 Other Supplies	163,715.17	191,288.33	30,400.39	5,164.58	155,723.36
<b>Supplies</b>	<b>\$848,690.17</b>	<b>\$ 1,112,346.49</b>	<b>\$ 242,236.93</b>	<b>\$ 147,113.77</b>	<b>\$ 722,995.79</b>
53100 Travel/Meetings	25,000.00	25,557.00	370.00	2,420.00	22,767.00
53210 Telecommunications	273,000.00	291,793.63	42,865.44	231,771.01	17,157.18
53230 Postage/Freight	55,600.00	80,435.61	7,332.36	63,108.26	9,994.99
53240 PR/Other Communications	186,790.00	247,234.08	12,022.99	48,596.07	186,615.02
53310 Building Repairs	275,000.00	410,879.84	46,669.22	132,784.07	231,426.55
53320 Machine Repairs	11,000.00	14,582.87	2,518.46	9,772.62	2,291.79
53340 Building Maintenance	425,225.00	665,516.29	62,909.77	235,041.34	367,565.18
53350 Machine Maintenance	156,734.09	216,668.44	11,786.25	59,886.10	144,986.09
53360 Computer Maintenance	460,159.00	567,874.39	101,771.38	13,811.01	452,292.00
53370 Motor Vehicle Repairs/Maint	27,000.00	35,265.93	3,231.19	20,147.46	11,887.28
53380 Contract Security	815,000.00	868,620.50	30,156.90	153,463.60	685,000.00
53390 Landscaping	26,000.00	26,000.00	0.00	0.00	26,000.00
53400 Insurance	506,230.00	506,230.00	346.00	0.00	505,884.00
53510 Rent/Leases	83,837.00	119,150.64	30,021.72	94,697.94	(5,569.02)
53520 Equipment Rental	28,884.00	30,045.74	344.12	5,912.89	23,788.73
53610 Electricity	1,779,000.00	1,963,547.05	308,160.41	1,497,608.36	157,778.28
53620 Gas	148,000.00	175,901.32	53,730.16	108,116.07	14,055.09
53630 Chilled Water	667,118.00	719,565.70	30,437.62	650,037.06	39,091.02

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending February 28, 2021

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	Water/Sewer	205,790.67	18,454.86	148,299.65	39,036.16
53710	Professional Services	1,113,132.91	104,757.75	441,604.52	1,078,932.55
53720	Auditors Fees	840,000.00	0.00	25,562.00	840,000.00
53730	Bank Service Charges	11,000.00	1,427.23	0.00	9,572.77
53800	Library Material Control	279,500.00	22,482.91	136,392.46	278,015.00
53900	Other Purchased Services	1,508,500.00	1,397,144.30	7,820.25	103,592.20
	<b>Purchased/Contracted Services</b>	<b>\$ 9,863,710.00</b>	<b>\$ 2,288,941.04</b>	<b>\$ 4,086,852.74</b>	<b>\$ 5,242,169.86</b>
54110	Books	1,811,541.00	187,317.77	730,668.69	1,564,891.75
54120	Continuations	337,750.00	83,577.44	218,209.20	290,608.41
54210	Periodicals	745,500.00	115,033.21	198,116.73	753,150.29
54220	Microforms	29,100.00	198.41	40,938.00	29,176.59
54310	Video Media	1,050,000.00	90,122.75	334,987.14	971,932.41
54320	Audio Media - Spoken	55,150.00	7,941.10	23,252.00	51,806.17
54325	Audio Media - Music	122,650.00	9,383.96	57,948.13	110,576.17
54500	Database Services	795,000.00	287,166.46	341,799.40	805,750.78
54530	eMedia	1,650,000.00	231,890.96	1,002,788.10	1,588,656.79
54600	Interlibrary Loan	3,000.00	228.50	3,000.00	476.60
54710	Bookbinding	20,000.00	5,494.31	19,784.97	0.00
54720	Preservation Services	20,000.00	1,761.00	645.00	20,000.00
54730	Preservation Boxing	5,000.00	93.18	1,429.99	3,705.81
54790	Preservation Reformatting	25,000.00	0.00	0.00	25,000.00
54905	Other LM-Hotspots	120,000.00	0.00	102,695.05	120,000.00
	<b>Library Materials</b>	<b>\$ 6,789,691.00</b>	<b>\$ 1,020,209.05</b>	<b>\$ 3,076,262.40</b>	<b>\$ 6,335,731.77</b>

Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending February 28, 2021

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55300 Construction/Improvements	1,596.78	20,693.67	0.00	20,693.67	0.00
55510 Furniture	126,274.22	142,138.81	12,484.51	5,129.92	124,524.38
55520 Equipment	396,853.42	564,711.02	66,134.21	122,726.89	375,849.92
55530 Computer Hardware	240,000.00	287,784.72	10,026.38	48,824.76	228,933.58
55540 Software	254,000.00	279,652.53	4,562.22	22,292.50	252,797.81
55700 Motor Vehicles	87,000.00	87,000.00	0.00	0.00	87,000.00
<b>Capital Outlay</b>	<b>\$1,105,724.42</b>	<b>\$ 1,381,980.75</b>	<b>\$ 93,207.32</b>	<b>\$ 219,667.74</b>	<b>\$ 1,069,105.69</b>
57100 Memberships	99,533.26	103,183.26	36,853.74	28,382.70	37,946.82
57200 Taxes	15,000.00	24,258.69	116.74	22,651.95	1,490.00
57500 Refunds/Reimbursements	23,000.00	23,180.97	286.50	1,116.59	21,777.88
<b>Miscellaneous Expenses</b>	<b>\$137,533.26</b>	<b>\$ 150,622.92</b>	<b>\$ 37,256.98</b>	<b>\$ 52,151.24</b>	<b>\$ 61,214.70</b>
59810 Advances Out	0.00	0.00	10,000.00	0.00	(10,000.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 10,000.00</b>	<b>\$ 0.00</b>	<b>\$(10,000.00)</b>
59900 Transfers Out	2,588,329.59	2,588,329.59	2,588,329.59	0.00	0.00
<b>Transfers</b>	<b>\$2,588,329.59</b>	<b>\$ 2,588,329.59</b>	<b>\$ 2,588,329.59</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$60,651,192.12</b>	<b>\$ 68,005,295.57</b>	<b>\$ 12,319,906.38</b>	<b>\$ 7,684,816.54</b>	<b>\$ 48,000,572.65</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending February 28, 2021**

	<b>Beginning Year Balance</b>	<b>Year to Date Receipts</b>	<b>Year to Date Expenditures</b>	<b>Year to Date Encumbrances</b>	<b>Unencumbered Balance</b>
101 General Fund	43,819,301.80	21,018,757.94	12,319,906.38	7,684,816.54	44,833,336.82
<b>Total General Fund</b>	<b>\$ 43,819,301.80</b>	<b>\$ 21,018,757.94</b>	<b>\$ 12,319,906.38</b>	<b>\$ 7,684,816.54</b>	<b>\$ 44,833,336.82</b>
201 Anderson	394,469.40	(3,760.56)	68.76	47.99	390,592.09
202 Endowment for the Blind	3,021,022.46	(2,575.11)	0.00	0.00	3,018,447.35
203 Founders	6,190,967.47	169,739.18	84,557.01	248,998.81	6,027,150.83
204 Kaiser	84,138.78	0.00	0.00	0.00	84,138.78
205 Kralley	224,615.95	268.63	0.00	0.00	224,884.58
206 Library	204,839.02	358.04	0.00	0.00	205,197.06
207 Pepke	179,786.70	0.00	0.00	0.00	179,786.70
208 Wickwire	1,848,989.50	(5,745.15)	0.00	1,024.09	1,842,220.26
209 Wittke	114,363.97	0.00	0.00	0.00	114,363.97
210 Young	5,797,311.25	(15,569.92)	0.00	0.00	5,781,741.33
226 Judd	224,246.90	0.00	25,573.05	29,053.99	169,619.86
228 Lockwood Thompson Memorial	271,737.53	0.00	35,000.00	107,333.75	129,403.78
230 Schweinfurth	206,337.52	0.00	8,673.00	15,365.00	182,299.52
231 CLEVNET	1,932,645.39	1,997,613.68	825,382.16	1,701,703.88	1,403,173.03
251 OLBDP-Library for the Blind	259,592.12	251,366.00	209,967.42	23,452.79	277,537.91
254 MyCom	26,107.22	0.00	75,008.56	0.00	(48,901.34)
256 Learning Centers	8,042.05	0.00	0.00	0.00	8,042.05
257 Tech Centers	75,643.97	20,250.00	10,000.00	653.85	85,240.12
259 Rice Solar Panel System	114,476.85	1.85	0.00	114,006.23	472.47
260 Coronavirus Relief Fund	293,685.24	277.76	51,565.86	28,640.53	213,756.61
<b>Total Special Revenue Funds</b>	<b>\$ 21,473,019.29</b>	<b>\$ 2,412,224.40</b>	<b>\$ 1,325,795.82</b>	<b>\$ 2,270,280.91</b>	<b>\$ 20,289,166.96</b>
301 Debt Service	705,397.50	2,588,344.50	0.00	0.00	3,293,742.00
<b>Total Debt Service Fund</b>	<b>\$ 705,397.50</b>	<b>\$ 2,588,344.50</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,293,742.00</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending February 28, 2021**

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
401 Building & Repair	1,961,766.25	0.00	59,306.50	100,038.92	1,802,420.83
402 Construction - Tax-Exempt	51,618,170.56	32,541.33	343,378.73	4,762,671.84	46,544,661.32
403 Construction - Taxable	9,139,442.19	5,819.41	857.49	3,522.07	9,140,882.04
<b>Total Capital Project Funds</b>	<b>\$ 62,719,379.00</b>	<b>\$ 38,360.74</b>	<b>\$ 403,542.72</b>	<b>\$ 4,866,232.83</b>	<b>\$ 57,487,964.19</b>
501 Abel	310,086.97	(1,346.25)	0.00	0.00	308,740.72
502 Ambler	3,153.44	0.00	0.00	0.00	3,153.44
503 Beard	66,204.46	2,261.53	916.00	6,533.44	61,016.55
504 Klein	7,455.81	0.00	0.00	0.00	7,455.81
505 Malon/Schroeder	359,579.98	2,145.71	0.00	0.00	361,725.69
506 McDonald	249,530.46	1,132.30	310.00	0.00	250,352.76
507 Ratner	126,809.54	0.00	0.00	0.00	126,809.54
508 Root	54,663.37	0.00	0.00	0.00	54,663.37
509 Sugarman	241,027.57	0.00	250.00	0.00	240,777.57
510 Thompson	176,293.33	(2,499.42)	0.00	0.00	173,793.91
511 Weidental	9,232.20	0.00	0.00	0.00	9,232.20
512 White	2,828,335.38	12,101.39	2,360.59	41,485.57	2,796,590.61
513 Beard Anna Young	108,130.72	0.00	0.00	0.00	108,130.72
514 Paulson	148,784.42	0.00	0.00	0.00	148,784.42
<b>Total Permanent Funds</b>	<b>\$ 4,689,287.65</b>	<b>\$ 13,795.26</b>	<b>\$ 3,836.59</b>	<b>\$ 48,019.01</b>	<b>\$ 4,651,227.31</b>
901 Unclaimed Funds	9,005.09	0.00	0.00	0.00	9,005.09
905 CLEVNET Fines & Fees	5,804.82	13,934.21	13,216.86	0.00	6,522.17
<b>Total Agency Funds</b>	<b>\$ 14,809.91</b>	<b>\$ 13,934.21</b>	<b>\$ 13,216.86</b>	<b>\$ 0.00</b>	<b>\$ 15,527.26</b>
<b>Total All Funds</b>	<b>\$ 133,421,195.15</b>	<b>\$ 26,085,417.05</b>	<b>\$ 14,066,298.37</b>	<b>\$ 14,869,349.29</b>	<b>\$ 130,570,964.54</b>

Cleveland Public Library  
 Year-To-Date Budget Report  
 Construction - Tax-Exempt Fund 402  
 For the Period Ending February 28, 2021

	Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400 Investment Earnings (Capital)	0.00	0.00	-32,541.33	0.00	32,541.33
<b>Investment Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>-32,541.33</b>	<b>0.00</b>	<b>32,541.33</b>
53710 Professional Services	20,000.00	47,735.85	4,965.68	43,168.32	-398.15
<b>Purchased/Contracted Services</b>	<b>20,000.00</b>	<b>47,735.85</b>	<b>4,965.68</b>	<b>43,168.32</b>	<b>-398.15</b>
55300 Construction/Improvements	0.00	10,441,940.36	338,413.05	4,719,503.52	5,384,023.79
<b>Capital Outlay</b>	<b>0.00</b>	<b>10,441,940.36</b>	<b>338,413.05</b>	<b>4,719,503.52</b>	<b>5,384,023.79</b>
<b>TOTAL Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>-32,541.33</b>		<b>32,541.33</b>
<b>TOTAL Expenditures</b>	<b>20,000.00</b>	<b>10,489,676.21</b>	<b>343,378.73</b>	<b>4,762,671.84</b>	<b>5,383,625.64</b>

Prior Fund Balance 51,618,170.56  
 Change in Fund Balance (310,837.40)  
 Current Fund Balance 51,307,333.16

Cleveland Public Library  
 Year-To-Date Budget Report  
 Construction - Taxable Fund 403  
 For the Period Ending February 28, 2021

	Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400 Investment Earnings (Capital)	0.00	0.00	-5,819.41	0.00	5,819.41
Investment Earnings	<b>0.00</b>	<b>0.00</b>	<b>-5,819.41</b>	<b>0.00</b>	<b>5,819.41</b>
53710 Professional Services	5,000.00	5,959.91	857.49	3,522.07	1,580.35
Purchased/Contracted Services	<b>5,000.00</b>	<b>5,959.91</b>	<b>857.49</b>	<b>3,522.07</b>	<b>1,580.35</b>
TOTAL Revenues	<b>0.00</b>	<b>0.00</b>	<b>-5,819.41</b>		<b>5,819.41</b>
TOTAL Expenditures	<b>5,000.00</b>	<b>5,959.91</b>	<b>857.49</b>	<b>3,522.07</b>	<b>1,580.35</b>

Prior Fund Balance	9,139,442.19
Change in Fund Balance	4,961.92
Current Fund Balance	9,144,404.11



Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending February 28, 2021

<b>Balance of All Funds</b>	<b><u><u>\$ 145,440,232.13</u></u></b>
Huntington - Checking	55,077.03
KeyBank - Checking (ZBA)	8,148,527.82
KeyBank - FSA Account	5,206.19
Petty Cash	270.00
Change Fund	1,490.00
KeyBank-Payroll Account (ZBA)	255.52
<b>Cash in Library Treasury</b>	<b><u><u>\$ 8,210,826.56</u></u></b>
Huntington Escrow Account	114,478.70
U.S. Bank - 2019A-Money Market	103,340.71
U.S. Bank - 2019B-Money Market	163,532.51
U.S. Bank - Investments	35,151,958.70
U.S. Bank - Inv - Money Market	19,236.51
U.S. Bank - Series 2019A Notes	53,844,415.76
U.S. Bank - Series 2019B Notes	8,984,734.15
Huntington Trust -Money Market	1,201,442.29
STAR Ohio Investment	13,988,864.95
STAR Plus Program	2,500,639.41
<b>Investments</b>	<b><u><u>\$ 116,072,643.69</u></u></b>
PNC- Endowment Account	21,156,761.88
<b>Endowment Account</b>	<b><u><u>\$ 21,156,761.88</u></u></b>
<b>Cash in Banks and On Hand</b>	<b><u><u>\$ 145,440,232.13</u></u></b>

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – February 2021

1. INTERIM DEPOSITS

In accordance with Ohio Revised Code Section 135.14, funds that become available periodically throughout the fiscal year are invested in short-term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury issues, agency issues, commercial paper, and negotiable certificates of deposit as managed by UACC (a Meeder Investment Management Company), STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period February 1, 2021 through February 28, 2021.

OPERATING FUND:

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Investment Form
02/01/21 - 02/28/21	28	Various	STAR Ohio	Various	675.69	Investment Pool
02/01/21 - 02/28/21	28	Various	STAR Plus	Various	212.34	Bank Deposit Program
02/01/21 - 02/28/21	28	Various	U.S. Bank	Various	12.68	Sweep Money Market
08/19/20 - 02/19/21	185	350,000	Federal Home Loan Bank	1.800%	3,150.00	Federal Agency
08/21/20 - 02/24/21	188	500,000	Federal Home Loan Mortgage Corp.	0.250%	635.42	Federal Agency
08/25/20 - 02/25/21	185	1,000,000	Federal National Mortgage Assn.	0.700%	3,500.00	Federal Agency
08/25/20 - 02/25/21	185	500,000	Federal National Mortgage Assn.	0.550%	1,375.00	Federal Agency
12/30/20 - 01/30/21	32	249,000	Nicolet National Bank	1.150%	243.20	Negotiable CD
12/30/20 - 01/30/21	32	245,000	Partners Bank	0.350%	72.83	Negotiable CD
12/30/20 - 01/30/21	32	249,000	Celtic Bank	1.850%	391.24	Negotiable CD
01/01/21 - 02/01/21	32	100,000	Live Oak Banking Co.	1.800%	152.88	Negotiable CD
08/11/20 - 02/07/21	181	249,000	Texas Capital Bank NA	0.300%	368.38	Negotiable CD
01/11/21 - 02/11/21	32	249,000	UBS Bank USA	1.000%	211.48	Negotiable CD
01/11/21 - 02/11/21	32	249,000	First Internet Bank of Indiana	0.850%	179.76	Negotiable CD
01/13/21 - 02/13/21	32	249,000	Enerbank USA	1.800%	380.66	Negotiable CD
01/17/21 - 02/17/21	32	249,000	Wells Fargo National Bank West	1.900%	401.81	Negotiable CD
01/18/21 - 02/18/21	32	225,000	Wells Fargo Bank NA	1.950%	372.64	Negotiable CD
01/18/21 - 02/18/21	32	249,000	Congressional Bank	0.200%	42.30	Negotiable CD
01/20/21 - 02/20/21	32	210,000	Merrick Bank	2.350%	419.14	Negotiable CD
01/20/21 - 02/20/21	32	249,000	Texas Exchange Bank SSB	0.850%	179.76	Negotiable CD
01/21/21 - 02/21/21	32	249,000	SeviFirst Bank	1.600%	338.37	Negotiable CD
08/23/20 - 02/23/21	185	247,000	Raymond James Financial, Inc.	1.950%	2,428.04	Negotiable CD
01/26/21 - 02/26/21	32	249,000	Axos Bank	1.650%	348.94	Negotiable CD
07/31/20 - 01/31/21	185	550,000	United States Treasury Note	1.375%	13,062.50	Treasury Security
					Earned Interest February 2021	\$ 29,155.06
					Earned Interest Year To Date	\$ 42,264.92

**SERIES 2019A TAX-EXEMPT NOTES:**

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
02/01/21 - 02/28/21	28	Various	U.S. Bank	Various	9.74	Sweep Money Market
12/31/20 - 01/31/21	32	249,000	First State Financial	1.350%	285.50	Negotiable CD
		Earned Interest February 2021			\$ 295.24	
		Earned Interest Year To Date			\$ 32,541.33	

**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>
02/01/21 - 02/28/21	28	Various	U.S. Bank	Various	3.48	Sweep Money Market
08/15/20 - 02/15/21	185	775,000	Federal Home Loan Bank	1.500%	5,812.50	Federal Agency
		Earned Interest February 2021			\$ 5,815.98	
		Earned Interest Year To Date			\$ 5,819.41	

**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>
02/01/21 - 02/28/21	28	Various	Huntington National Bank	Various	8.17	Sweep Money Market
		Earned Interest February 2021			\$ 8.17	
		Earned Interest Year To Date			\$ 14.91	

**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>
02/01/21 - 02/28/21	28	Various	Huntington National Bank	Various	0.87	Money Market
		Earned Interest February 2021			\$ 0.87	
		Earned Interest Year To Date			\$ 1.85	
		Earned Interest February 2021--All Funds			\$ 35,275.32	
		Earned Interest Year To Date--All Funds			\$ 80,642.42	

# MEEDER PUBLIC FUNDS ADVISORY

## Monthly Investment Report



Prepared for

# Cleveland Public Library

As of February 28, 2021



**Cleveland Public Library  
Portfolio Management  
Investment Status Report - Investments  
February 28, 2021**

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	Days to Maturity	YTM	Market Value	Accrued Interest At Purchase	Current Principal	Book Value
<b>Federal Agency - Coupon (NC)</b>												
3135G0K69	16-0022	FNMA	1,000,000.00	1.250	05/06/2021	11/21/2016	66	1.779	1,002,216.54	Received	977,420.00	977,420.00
3133EHKK8	17-0016	FFCB	1,425,000.00	1.670	05/24/2021	06/14/2017	84	1.713	1,430,322.90	Received	1,422,643.05	1,422,643.05
3133EHW11	18-0009	FFCB	100,000.00	1.700	09/01/2021	06/21/2018	184	2.789	100,823.60	Received	96,692.00	96,692.00
3134G45T1	17-0009	FHLMC	500,000.00	2.000	12/10/2021	03/20/2017	284	2.095	507,427.74	Received	497,870.00	497,870.00
3133ELT7Z	20-0024	FFCB	1,000,000.00	0.625	03/18/2022	03/18/2020	382	0.730	1,005,174.26	Received	997,920.00	997,920.00
313380GJ0	19-0011	FHLB	800,000.00	2.000	09/09/2022	05/24/2019	557	2.236	822,381.82	Received	794,032.00	794,032.00
3137EAES4	20-0073	FHLMC	500,000.00	0.250	06/26/2023	08/28/2020	847	0.281	500,072.66	Received	499,565.00	499,565.00
3137FAEV7	20-0072	FHLMC	500,000.00	0.250	08/24/2023	08/21/2020	906	0.284	500,384.54	Received	499,490.00	499,490.00
3133EMNG3	21-0005	FFCB	575,000.00	0.230	01/19/2024	02/19/2021	1,054	0.211	573,416.21	110.21	575,316.25	575,426.46
3130AB3H7	19-0007	FHLB	500,000.00	2.375	03/08/2024	04/29/2019	1,103	2.385	531,597.22	Received	499,765.00	499,765.00
3134GWXC5	20-0091	FHLMC	1,000,000.00	0.350	03/29/2024	10/23/2020	1,124	0.365	1,000,002.94	233.33	999,500.00	999,733.33
3133EK6J0	19-0071	FFCB	500,000.00	1.625	11/08/2024	11/08/2019	1,348	1.641	520,574.36	Received	499,615.00	499,615.00
<b>Federal Agency - Coupon (NC) Totals</b>									<b>8,494,394.79</b>	<b>343.54</b>	<b>8,359,828.30</b>	<b>8,360,171.84</b>

<b>Negotiable CD's</b>												
33847E2Q9	19-0018	FBC	246,000.00	2.400	12/28/2021	06/28/2019	302	2.425	250,847.92	Received	245,877.00	245,877.00
90348JSW1	20-0020	UBS	249,000.00	1.000	03/11/2022	03/11/2020	375	1.101	251,440.95	Received	248,502.00	248,502.00
15201QCD7	20-0021	CTRSTE	248,000.00	1.000	03/21/2022	03/20/2020	385	1.000	250,488.68	Received	248,000.00	248,000.00
12556LBU9	20-0022	CIT	248,000.00	1.050	03/28/2022	03/26/2020	392	1.050	250,663.27	Received	248,000.00	248,000.00
72345SKS9	20-0047	PNFP	248,000.00	0.900	05/09/2022	05/07/2020	434	0.951	250,469.34	Received	247,752.00	247,752.00
02007GKC6	19-0014	GMATBK	246,000.00	2.500	06/06/2022	06/06/2019	462	2.607	253,609.76	Received	245,262.00	245,262.00
61690UGU8	19-0012	MSBKNA	246,000.00	2.550	06/06/2022	06/06/2019	462	2.675	253,766.71	Received	245,139.00	245,139.00
59013KAS5	19-0016	MERICK	210,000.00	2.350	06/20/2022	06/20/2019	476	2.425	216,243.09	Received	209,559.00	209,559.00
20726ACE6	20-0079	CNGRBK	249,000.00	0.200	09/19/2022	09/18/2020	567	0.216	249,363.79	Received	248,875.50	248,875.50
05580ATH7	19-0079	BMW	247,000.00	1.800	11/29/2022	12/19/2019	638	1.852	254,249.94	Received	246,644.32	246,644.32
949495AQ8	20-0002	WFB	249,000.00	1.900	01/17/2023	01/17/2020	687	1.962	257,258.83	Received	248,564.25	248,564.25
88224PLY3	20-0069	TCBI	249,000.00	0.300	02/07/2023	08/11/2020	708	0.361	249,752.23	Received	248,626.50	248,626.50
81768PAF3	20-0011	SFBS	249,000.00	1.600	02/21/2023	02/21/2020	722	1.670	256,146.55	Received	248,502.00	248,502.00
02589AB50	20-0029	AXP	248,000.00	1.450	03/31/2023	03/31/2020	760	1.570	254,706.66	Received	247,132.00	247,132.00
70212VAA6	20-0061	PARBNK	245,000.00	0.350	06/30/2023	06/30/2020	851	0.425	246,046.89	Received	244,448.75	244,448.75
75472RAD3	19-0020	RJF	247,000.00	1.950	08/23/2023	08/26/2019	905	2.004	257,911.47	Received	246,506.00	246,506.00
29278TLF5	19-0026	CMS	249,000.00	1.800	09/13/2023	09/16/2019	926	1.827	259,246.10	Received	248,751.00	248,751.00
06251A2E9	20-0077	HAPOAL	249,000.00	0.300	09/14/2023	09/14/2020	927	0.367	249,774.64	Received	248,502.00	248,502.00
538036HC1	19-0077	LIVOAK	100,000.00	1.800	12/11/2023	12/11/2019	1,015	1.879	104,475.00	Received	99,700.00	99,700.00
87270LDK6	21-0008	EVER	249,000.00	0.200	02/12/2024	02/22/2021	1,078	0.301	249,014.19	13.64	248,266.64	248,266.64
05465DAK4	20-0015	BOFI	249,000.00	1.650	03/26/2024	03/26/2020	1,121	1.697	259,983.14	Received	248,564.25	248,564.25
654062JRO	20-0031	NCBS	249,000.00	1.150	03/28/2024	03/31/2020	1,123	1.538	256,184.40	Received	245,265.00	245,265.00

**Cleveland Public Library  
Portfolio Management  
Investment Status Report - Investments  
February 28, 2021**

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	Days to Maturity	YTM	Market Value	Accrued Interest At Purchase	Current Principal	Book Value
<b>Negotiable CD's</b>												
7954502H7	19-0006	SLMA	110,000.00	2.800	04/17/2024	04/17/2019	1,143	2.900	118,868.20		109,505.00	109,505.00
32056GDH0	20-0049	FIBIND	249,000.00	0.850	05/13/2024	05/11/2020	1,169	0.876	253,918.50		248,751.00	248,751.00
88241THF0	20-0051	BKCROW	249,000.00	0.850	05/20/2024	05/20/2020	1,176	0.927	249,130.73		248,253.00	248,253.00
88413CCN6	20-0050	THFDLS	249,000.00	0.750	05/21/2024	05/22/2020	1,177	0.776	253,125.68	Received	248,751.00	248,751.00
14042RPLP4	19-0010	CAPINA	246,000.00	2.650	05/22/2024	05/30/2019	1,178	2.783	265,134.86	Received	244,524.00	244,524.00
14042TAP2	19-0009	CAP1US	246,000.00	2.650	05/22/2024	05/30/2019	1,178	2.783	265,134.86	Received	244,524.00	244,524.00
38149MAZ6	19-0015	GS	246,000.00	2.700	06/05/2024	06/05/2019	1,192	2.773	265,716.16		245,200.50	245,200.50
61760AE88	19-0013	MORG	246,000.00	2.700	06/06/2024	06/06/2019	1,193	2.778	265,729.45		245,139.00	245,139.00
20033AZ58	19-0019	ADS	249,000.00	2.500	06/27/2024	06/27/2019	1,214	2.503	267,605.28		249,000.00	249,000.00
15118RRH2	19-0021	CL	249,000.00	1.850	08/30/2024	08/30/2019	1,278	1.912	262,661.88		248,285.37	248,285.37
949763M78	19-0068	WFC	225,000.00	1.950	10/18/2024	10/29/2019	1,327	2.005	237,111.30	Received	224,437.50	224,437.50
856285SN2	20-0003	INDIA	247,000.00	1.900	01/22/2025	01/22/2020	1,423	2.093	261,961.53		244,777.00	244,777.00
064236BK7	20-0019	BNKMOR	249,000.00	1.250	03/27/2025	03/27/2020	1,487	1.313	249,259.21		248,253.00	248,253.00
87165E2M8	20-0044	SYF	248,000.00	1.250	04/24/2025	04/24/2020	1,515	1.391	256,780.94		246,326.00	246,326.00
44329ME33	20-0048	HSBC	248,000.00	1.300	05/07/2025	05/07/2020	1,528	1.373	248,593.71		247,132.00	247,132.00
<b>Negotiable CD's Totals</b>			<b>8,825,000.00</b>				<b>928</b>	<b>1.821</b>	<b>9,102,375.84</b>	<b>13.64</b>	<b>8,799,283.94</b>	<b>8,799,287.58</b>
<b>Commercial Paper - Discount</b>												
62479LSQ9	20-0074	MUFGBK	500,000.00	0.240	05/24/2021	08/28/2020	84	0.244	499,103.33		499,103.33	499,103.33
06366GT41	20-0100	BMOCHI	1,000,000.00	0.230	06/04/2021	12/07/2020	95	0.233	998,856.39		998,856.39	998,856.39
89233GUP9	20-0093	TOYOTA	500,000.00	0.250	07/23/2021	10/27/2020	144	0.254	499,065.97		499,065.97	499,065.97
2254EAV48	20-0097	CSFBNY	500,000.00	0.270	08/10/2021	11/17/2020	162	0.274	499,002.50		499,002.50	499,002.50
62479LWD3	20-0105	MUFGBK	350,000.00	0.230	09/13/2021	12/17/2020	196	0.234	349,396.25		349,396.25	349,396.25
2254EAX16	21-0001	CSFBNY	500,000.00	0.240	10/01/2021	01/05/2021	214	0.244	499,103.33		499,103.33	499,103.33
46640PXV0	21-0003	JPM	500,000.00	0.170	10/29/2021	02/02/2021	242	0.173	499,364.86		499,364.86	499,364.86
<b>Commercial Paper - Discount Totals</b>			<b>3,850,000.00</b>				<b>152</b>	<b>0.236</b>	<b>3,843,892.63</b>	<b>0.00</b>	<b>3,843,892.63</b>	<b>3,843,892.63</b>
<b>Federal Agency - Coupon (Callable)</b>												
3134GB2S0	18-0001	FHLMC	125,000.00	1.950	05/28/2021	01/12/2018	88	2.220	125,561.14	Received	123,906.25	123,906.25
3133ELRZ9	20-0018	FFCB	300,000.00	1.240	03/10/2023	03/10/2020	739	1.240	300,073.49		300,000.00	300,000.00
3134GWA4K2	20-0065	FHLMC	750,000.00	0.410	07/20/2023	07/21/2020	871	0.410	750,750.74	Received	750,000.00	750,000.00
3134GWH33	20-0076	FHLMC	850,000.00	0.320	09/01/2023	09/03/2020	914	0.328	850,411.31	15.11	849,787.50	849,802.61
3134GXAY0	20-0095	FHLMC	500,000.00	0.300	11/13/2023	11/13/2020	987	0.325	500,019.92		499,625.00	499,625.00
3134GWH90	20-0078	FHLMC	500,000.00	0.400	03/08/2024	09/11/2020	1,103	0.406	500,012.38	16.67	499,900.00	499,916.67
3130AK6G6	20-0083	FHLB	810,000.00	0.390	09/23/2024	09/30/2020	1,302	0.419	808,025.30	61.43	809,068.50	809,129.93
3133EMB03	20-0082	FFCB	1,000,000.00	0.360	09/24/2024	09/29/2020	1,303	0.392	993,560.12	50.00	998,750.00	998,800.00
3134GWU53	20-0080	FHLMC	1,000,000.00	0.400	09/24/2024	09/24/2020	1,303	0.401	995,137.95		999,950.00	999,950.00

**Cleveland Public Library  
Portfolio Management  
Investment Status Report - Investments  
February 28, 2021**

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	Days to Maturity	YTM	Market Value	Accrued Interest At Purchase	Current Principal	Book Value
<b>Federal Agency - Coupon (Callable)</b>												
3134GV7E2	20-0064	FHLMC	500,000.00	0.500	01/27/2025	07/27/2020	1,428	0.563	498,643.82		498,600.00	498,600.00
3133ELRNG	20-0017	FFCB	500,000.00	1.500	03/05/2025	03/06/2020	1,465	1.500	500,077.13	Received	500,000.00	500,000.00
3133ELUT9	20-0028	FFCB	500,000.00	1.300	03/26/2025	03/26/2020	1,486	1.300	500,410.15		500,000.00	500,000.00
3133ELH80	20-0060	FFCB	750,000.00	0.680	06/10/2025	06/26/2020	1,562	0.680	753,224.42	Received	750,000.00	750,000.00
3136G4J95	20-0071	FNMA	500,000.00	0.550	08/25/2025	08/25/2020	1,638	0.575	495,431.58		499,375.00	499,375.00
3134GWZG4	20-0086	FHLMC	650,000.00	0.600	10/20/2025	10/20/2020	1,694	0.600	647,499.55		650,000.00	650,000.00
3136G45C3	20-0092	FNMA	500,000.00	0.540	10/27/2025	10/27/2020	1,701	0.560	494,376.86		499,500.00	499,500.00
3134GW4B9	20-0088	FHLMC	500,000.00	0.500	10/29/2025	10/29/2020	1,703	0.541	491,268.44		499,000.00	499,000.00
3135GAZ23	20-0096	FNMA	525,000.00	0.560	11/17/2025	11/17/2020	1,722	0.606	519,182.96		523,818.75	523,818.75
3134GXFV1	20-0102	FHLMC	500,000.00	0.625	12/17/2025	12/17/2020	1,752	0.635	498,599.44		499,750.00	499,750.00
3133EMQX3	21-0007	FFCB	500,000.00	0.590	02/17/2026	02/25/2021	1,814	0.670	494,700.13	65.56	498,045.00	498,110.56
3130AKVV5	21-0002	FHLB	1,000,000.00	0.500	02/18/2026	02/18/2021	1,815	0.500	984,571.49		1,000,000.00	1,000,000.00
31422XBN1	21-0006	FAMCA	500,000.00	0.690	02/25/2026	02/25/2021	1,822	0.696	493,972.93		499,850.00	499,850.00
<b>Federal Agency - Coupon (Callable) Totals</b>									<b>13,195,511.25</b>	<b>208.77</b>	<b>13,248,926.00</b>	<b>13,249,134.77</b>
<b>Treasury Securities - Coupon</b>												
912828T34	17-0021	USTN	500,000.00	1.125	09/30/2021	08/03/2017	213	1.707	503,086.00	Received	488,359.38	488,359.38
<b>Treasury Securities - Coupon Totals</b>									<b>503,086.00</b>	<b>0.00</b>	<b>488,359.38</b>	<b>488,359.38</b>
<b>Federal Agency - Step-Up (Callable)</b>												
3130A9VM0	18-0004	FHLB	425,000.00	2.000	11/22/2021	04/06/2018	266	2.711	430,997.05	Received	411,102.50	411,102.50
<b>Federal Agency - Step-Up (Callable) Totals</b>									<b>430,997.05</b>	<b>0.00</b>	<b>411,102.50</b>	<b>411,102.50</b>
<b>Investment Totals</b>									<b>35,570,257.56</b>	<b>565.95</b>	<b>35,151,392.75</b>	<b>35,151,958.70</b>

# Cleveland Public Library Purchases Report Sorted by Purchase Date - Fund February 1, 2021 - February 28, 2021

CUSIP	Investment #	Fund	Sec. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
46640PXV0	21-0003	OP	COM	JPM	500,000.00	02/02/2021	10/29 - At Maturity	499,364.86		0.170	10/29/2021	0.173	499,364.86
3130AKVV5	21-0002	OP	FAC	FHLB	1,000,000.00	02/18/2021	08/18 - 02/18	1,000,000.00		0.500	02/18/2026	0.500	1,000,000.00
3133EMNG3	21-0005	OP	NCB	FFCB	575,000.00	02/19/2021	07/19 - 01/19	575,316.25	110.21	0.230	01/19/2024	0.211	575,426.46
87270LDK6	21-0008	OP	NC2	EVER	249,000.00	02/22/2021	08/12 - 02/12	248,253.00	13.64	0.200	02/12/2024	0.301	248,266.64
31422XBN1	21-0006	OP	FAC	FAMCA	500,000.00	02/25/2021	08/25 - 02/25	499,850.00	65.56	0.690	02/25/2026	0.696	499,850.00
3133EMQX3	21-0007	OP	FAC	FFCB	500,000.00	02/25/2021	08/17 - 02/17	498,045.00		0.590	02/17/2026	0.670	498,110.56
<b>Total Purchases</b>								<b>3,320,829.11</b>	<b>189.41</b>				<b>3,321,018.52</b>



**Cleveland Public Library  
Sales/Call Report  
Sorted by Redemption Date - Fund  
February 1, 2021 - February 28, 2021**

CUSIP	Investment #	Fund	Issuer Sec. Type	Purchase Date	Redem. Date	Matur. Date	Par Value	Rate at Redem.	Book Value at Redem.	Redemption Principal	Redemption Interest	Total Amount	Net Income
3130AJ6D6	20-0012	OP	FHLB FAC	02/19/2020	02/19/2021	02/19/2025	350,000.00	1.800	350,000.00	350,000.00	3,150.00	353,150.00 Call	3,150.00
3136G4S46	20-0070	OP	FNMA FAC	08/25/2020	02/25/2021	08/25/2025	1,000,000.00	0.700	1,000,000.00	1,000,000.00	3,500.00	1,003,500.00 Call	3,500.00
<b>Total Sales</b>										<b>1,350,000.00</b>	<b>6,650.00</b>	<b>1,356,650.00</b>	<b>6,650.00</b>

Portfolio CPLB  
NLI CC  
SA (PRF\_SA) 7.1.1  
Report Ver. 7.3.6.1

**Cleveland Public Library  
Interest History  
Sorted by Fund  
February 1, 2021 - February 28, 2021**

CUSIP	Investment #	Fund	Security Type	Par Value	Redemption Date	Rate	Date Due	Interest Amount Due	Date Received	Amount Received
<b>Comenity Capital Bank</b>										
20033AZ58	19-0019	OP	Negotiable CD's	249,000.00	06/27/2024	2.500	02/27/2021	528.70	02/27/2021	528.70
				249,000.00		2.500		528.70		528.70
				249,000.00				528.70		528.70
<b>Texas Exchange Bank SSB</b>										
88241THF0	20-0051	OP	Negotiable CD's	249,000.00	05/20/2024	0.850	02/20/2021	179.76	02/20/2021	179.76
				249,000.00		0.850		179.76		179.76
				249,000.00				179.76		179.76
<b>Bank of Old Monroe</b>										
064236BK7	20-0019	OP	Negotiable CD's	249,000.00	03/27/2025	1.250	02/27/2021	264.35	02/27/2021	264.35
				249,000.00		1.250		264.35		264.35
				249,000.00				264.35		264.35
<b>Axos Bank</b>										
05465DAK4	20-0015	OP	Negotiable CD's	249,000.00	03/26/2024	1.650	02/26/2021	348.94	02/26/2021	348.94
				249,000.00		1.650		348.94		348.94
				249,000.00				348.94		348.94
<b>Celtic Bank</b>										
15118RRH2	19-0021	OP	Negotiable CD's	249,000.00	08/30/2024	1.850	02/28/2021	366.00	02/28/2021	366.00
				249,000.00		1.850		366.00		366.00
				249,000.00				366.00		366.00
<b>Enerbank USA</b>										
29278TLF5	19-0026	OP	Negotiable CD's	249,000.00	09/13/2023	1.800	02/13/2021	380.66	02/13/2021	380.66
				249,000.00		1.800		380.66		380.66
				249,000.00				380.66		380.66
<b>Congressional Bank</b>										
20726ACE6	20-0079	OP	Negotiable CD's	249,000.00	09/19/2022	0.200	02/18/2021	42.30	02/18/2021	42.30

Cleveland Public Library  
Interest History  
Sorted by Fund

February 1, 2021 - February 28, 2021

CUSIP	Investment #	Fund	Security Type	Par Value	Redemption Date	Rate	Date Due	Interest Amount Due	Date Received
<b>Federal Home Loan Bank</b>									
				249,000.00		0.200		42.30	42.30
				249,000.00				42.30	42.30
				<b>Subtotal</b>				<b>84.60</b>	
				<b>Congressional Bank Total</b>				<b>84.60</b>	
<b>Federal Home Loan Mortgage Crp</b>									
3130AJ6D6	20-0012	OP	Federal Agency - Coupon (Callable)	0.00	02/19/2025	1.800	02/19/2021	3,150.00	02/19/2021
				0.00		1.800		3,150.00	
				<b>Subtotal</b>				<b>3,150.00</b>	
				<b>Federal Home Loan Bank Total</b>				<b>3,150.00</b>	
<b>Federal Home Loan Mortgage Crp</b>									
3137EAEV7	20-0072	OP	Federal Agency - Coupon (NC)	500,000.00	08/24/2023	0.250	02/24/2021	635.42	02/24/2021
				500,000.00		0.250		635.42	
				<b>Subtotal</b>				<b>635.42</b>	
				<b>Federal Home Loan Mortgage Crp Total</b>				<b>635.42</b>	
<b>First Internet Bank of Indiana</b>									
32056GDH0	20-0049	OP	Negotiable CD's	249,000.00	05/13/2024	0.850	02/11/2021	179.76	02/11/2021
				249,000.00		0.850		179.76	
				<b>Subtotal</b>				<b>179.76</b>	
				<b>First Internet Bank of Indiana Total</b>				<b>179.76</b>	
<b>Federal National Mortgage Assn</b>									
3136G4S46	20-0070	OP	Federal Agency - Coupon (Callable)	0.00	08/25/2025	0.700	02/25/2021	3,500.00	02/25/2021
				0.00		0.700		3,500.00	
				<b>Subtotal</b>				<b>3,500.00</b>	
3136G4J95	20-0071		Federal Agency - Coupon (Callable)	500,000.00	08/25/2025	0.550	02/25/2021	1,375.00	02/25/2021
				500,000.00		0.550		1,375.00	
				<b>Subtotal</b>				<b>1,375.00</b>	
				<b>Federal National Mortgage Assn Total</b>				<b>4,875.00</b>	
<b>Live Oak Banking Co.</b>									
538036HC1	19-0077	OP	Negotiable CD's	100,000.00	12/11/2023	1.800	02/01/2021	152.88	02/01/2021
				100,000.00		1.800		152.88	
				<b>Subtotal</b>				<b>152.88</b>	
				<b>Live Oak Banking Co. Total</b>				<b>152.88</b>	
<b>Merrick Bank</b>									
59013KAS5	19-0016	OP	Negotiable CD's	210,000.00	06/20/2022	2.350	02/20/2021	419.14	02/20/2021
				210,000.00		2.350		419.14	
				<b>Subtotal</b>				<b>419.14</b>	
				<b>Merrick Bank Total</b>				<b>419.14</b>	

Cleveland Public Library  
Interest History  
Sorted by Fund  
February 1, 2021 - February 28, 2021

CUSIP	Investment #	Fund	Security Type	Par Value	Redemption Date	Rate	Date Due	Interest	
								Amount Due	Date Received
<b>Nicolet National Bank</b>									
654062JR0	20-0031	OP	Negotiable CD's	249,000.00	03/28/2024	1.150	02/28/2021	219.67	02/28/2021
				249,000.00		1.150		219.67	
			Subtotal					219.67	219.67
			Nicolet National Bank Total	249,000.00				219.67	219.67
<b>Partners Bank</b>									
70212VAA6	20-0061	OP	Negotiable CD's	245,000.00	06/30/2023	0.350	02/28/2021	68.13	02/28/2021
				245,000.00		0.350		68.13	
			Subtotal					68.13	68.13
			Partners Bank Total	245,000.00				68.13	68.13
<b>Raymond James Financial, Inc.</b>									
75472RAD3	19-0020	OP	Negotiable CD's	247,000.00	08/23/2023	1.950	02/23/2021	2,428.04	02/23/2021
				247,000.00		1.950		2,428.04	
			Subtotal					2,428.04	2,428.04
			Raymond James Financial, Inc. Total	247,000.00				2,428.04	2,428.04
<b>SeviFirst Bank</b>									
81768PAF3	20-0011	OP	Negotiable CD's	249,000.00	02/21/2023	1.600	02/21/2021	338.37	02/21/2021
				249,000.00		1.600		338.37	
			Subtotal					338.37	338.37
			SeviFirst Bank Total	249,000.00				338.37	338.37
<b>Texas Capital Bank NA</b>									
88224PLY3	20-0069	OP	Negotiable CD's	249,000.00	02/07/2023	0.300	02/07/2021	376.57	02/07/2021
							02/07/2021	-8.19	02/07/2021
			Subtotal			0.300		368.38	368.38
			Texas Capital Bank NA Total	249,000.00				368.38	368.38
<b>UBS Bank USA</b>									
90348JSW1	20-0020	OP	Negotiable CD's	249,000.00	03/11/2022	1.000	02/11/2021	211.48	02/11/2021
				249,000.00		1.000		211.48	
			Subtotal					211.48	211.48
			UBS Bank USA Total	249,000.00				211.48	211.48
<b>Wells Fargo Nat'l. Bank West</b>									
949495AQ8	20-0002	OP	Negotiable CD's	249,000.00	01/17/2023	1.900	02/17/2021	401.81	02/17/2021
				249,000.00		1.900		401.81	
			Subtotal					401.81	401.81
			Wells Fargo Nat'l. Bank West Total	249,000.00				401.81	401.81

Cleveland Public Library  
 Interest History  
 Sorted by Fund  
 February 1, 2021 - February 28, 2021

CUSIP	Investment #	Fund	Security Type	Par Value	Redemption Date	Rate	Date Due	Interest	
								Amount Due	Date Received
<b>Wells Fargo Bank NA</b>									
949763M78	19-0068	OP	Negotiable CD's	225,000.00	10/18/2024	1.950	02/18/2021	372.64	02/18/2021
				225,000.00		1.950		372.64	
				<b>Subtotal</b>				<b>372.64</b>	
				<b>Wells Fargo Bank NA Total</b>				<b>372.64</b>	
				<b>Total</b>				<b>15,931.43</b>	
								<b>15,931.43</b>	

**CPL – Series 2019A Notes Tax Exempt Fund**

**CPL 2019A Notes Tax-Exempt  
Portfolio Management  
Investment Status Report - Investments  
February 28, 2021**

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	Days to Maturity	YTM	Market Value	Accrued Interest At Purchase	Current Principal	Book Value
<b>Federal Agency - Coupon (NC)</b>												
31332K69	19-0047	FHLB	3,000,000.00	1.750	03/12/2021	09/19/2019	11	1.793	3,001,589.28	Received	2,998,110.00	2,998,110.00
3133EHK8	19-0032	FFCB	3,000,000.00	1.670	05/24/2021	09/09/2019	84	1.684	3,011,206.11	Received	2,999,250.00	2,999,250.00
3133EKP7	19-0039	FFCB	2,000,000.00	1.625	09/17/2021	09/17/2019	200	1.796	2,017,094.72		1,993,300.00	1,993,300.00
3133EA4C9	19-0035	FFCB	1,000,000.00	1.680	10/12/2021	09/11/2019	225	1.690	1,009,959.65	Received	999,800.00	999,800.00
3133ELTZ7	20-0027	FFCB	1,000,000.00	0.625	03/18/2022	03/18/2020	382	0.719	1,005,174.26		998,140.00	998,140.00
3133ELZN7	20-0087	FFCB	2,685,000.00	0.160	05/18/2022	10/09/2020	443	0.161	2,686,541.03	Received	2,684,973.15	2,684,973.15
3133EKZY5	19-0049	FFCB	1,500,000.00	1.550	06/01/2022	09/20/2019	457	1.725	1,526,461.77	Received	1,493,130.00	1,493,130.00
<b>Federal Agency - Coupon (NC) Totals</b>			<b>14,185,000.00</b>				<b>223</b>	<b>1.371</b>	<b>14,258,026.82</b>	<b>0.00</b>	<b>14,166,703.15</b>	<b>14,166,703.15</b>
<b>Negotiable CD's</b>												
919853GB1	20-0039	VLY	247,000.00	1.150	04/16/2021	04/16/2020	46	1.150	247,372.48		247,000.00	247,000.00
940637MH1	20-0040	WASH	247,000.00	1.150	04/16/2021	04/17/2020	46	1.150	247,372.48		247,000.00	247,000.00
67523TAC7	20-0041	OCFC	247,000.00	1.150	04/20/2021	04/20/2020	50	1.150	247,402.86		247,000.00	247,000.00
92937CKB3	20-0037	WEX	248,000.00	1.250	07/09/2021	04/09/2020	130	1.271	249,102.61		247,938.00	247,938.00
33651NAF9	20-0033	FRSTFN	249,000.00	1.350	03/31/2022	03/31/2020	395	1.401	252,500.19		248,751.00	248,751.00
084601XB4	20-0038	BHLB	248,000.00	1.250	04/21/2022	04/08/2020	416	1.305	251,378.26		247,727.20	247,727.20
<b>Negotiable CD's Totals</b>			<b>1,486,000.00</b>				<b>181</b>	<b>1.238</b>	<b>1,495,128.88</b>	<b>0.00</b>	<b>1,485,416.20</b>	<b>1,485,416.20</b>
<b>Commercial Paper - Discount</b>												
89233GQC3	20-0059	TOYOTA	1,250,000.00	0.390	03/12/2021	06/15/2020	11	0.396	1,246,343.75		1,246,343.75	1,246,343.75
62479LSQ9	20-0075	MUFGBK	2,000,000.00	0.240	05/24/2021	08/28/2020	84	0.244	1,996,413.32		1,996,413.32	1,996,413.32
06366GT41	20-0101	BMOCHI	2,500,000.00	0.230	06/04/2021	12/07/2020	95	0.233	2,497,140.98		2,497,140.98	2,497,140.98
30229ATJ8	20-0081	EXXON	2,000,000.00	0.190	06/18/2021	09/24/2020	109	0.193	1,997,181.66		1,997,181.66	1,997,181.66
30229AU98	20-0090	EXXON	2,500,000.00	0.210	07/09/2021	10/15/2020	130	0.213	2,496,106.25		2,496,106.25	2,496,106.25
89233GUP9	20-0089	TOYOTA	1,250,000.00	0.250	07/09/2021	10/14/2020	130	0.254	1,247,673.61		1,247,673.61	1,247,673.61
89233GUP9	20-0094	TOYOTA	2,000,000.00	0.250	07/23/2021	10/27/2020	144	0.254	1,996,263.89		1,996,263.89	1,996,263.89
2254EAV48	20-0098	CSFBNY	2,500,000.00	0.270	08/10/2021	11/17/2020	162	0.274	2,495,012.50		2,495,012.50	2,495,012.50
2254EAV77	20-0099	CSFBNY	1,500,000.00	0.260	08/27/2021	12/01/2020	179	0.264	1,497,085.83		1,497,085.83	1,497,085.83
62479LWD3	20-0104	MUFGBK	1,250,000.00	0.230	09/13/2021	12/17/2020	196	0.234	1,247,843.75		1,247,843.75	1,247,843.75
63873JYF1	21-0004	NATXNY	2,500,000.00	0.180	11/15/2021	02/18/2021	259	0.183	2,496,625.00		2,496,625.00	2,496,625.00
<b>Commercial Paper - Discount Totals</b>			<b>21,250,000.00</b>				<b>140</b>	<b>0.242</b>	<b>21,213,690.54</b>	<b>0.00</b>	<b>21,213,690.54</b>	<b>21,213,690.54</b>
<b>Federal Agency - Coupon (Callable)</b>												
3134GVF78	20-0058	FHLMC	1,500,000.00	0.300	06/08/2022	06/12/2020	464	0.332	1,500,518.61	Received	1,499,062.50	1,499,062.50
3133ELW67	20-0066	FFCB	2,500,000.00	0.220	07/21/2022	07/22/2020	507	0.258	2,499,969.45	Received	2,498,125.00	2,498,125.00
3133EMCH3	20-0085	FFCB	1,500,000.00	0.160	10/13/2022	10/13/2020	591	0.210	1,500,138.09		1,498,500.00	1,498,500.00
3130AKJD9	20-0103	FHLB	2,000,000.00	0.140	12/29/2022	12/29/2020	668	0.200	1,997,541.26		1,997,600.00	1,997,600.00

**CPL 2019A Notes Tax-Exempt  
Portfolio Management  
Investment Status Report - Investments  
February 28, 2021**

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	Days to Maturity	YTM	Market Value	Accrued Interest At Purchase	Current Principal	Book Value
Federal Agency - Coupon (Callable) Totals			7,500,000.00				558	0.248	7,498,167.41	0.00	7,493,287.50	7,493,287.50
<b>Treasury Securities - Coupon</b>												
912828Q37	19-0040	USTN	3,100,000.00	1.250	03/31/2021	09/16/2019	30	1.861	3,103,013.20	Received	3,071,421.88	3,071,421.88
912828S27	19-0051	USTN	3,175,000.00	1.125	06/30/2021	09/23/2019	121	1.778	3,186,410.95	Received	3,139,033.22	3,139,033.22
Treasury Securities - Coupon Totals			6,275,000.00				76	1.819	6,289,424.15	0.00	6,210,455.10	6,210,455.10
Investment Totals			50,696,000.00				219	0.782	50,754,437.80	0.00	50,569,552.49	50,569,552.49



**CPL 2019A Notes Tax-Exempt  
Purchases Report  
Sorted by Purchase Date - Fund  
February 1, 2021 - February 28, 2021**

CUSIP	Investment #	Fund	Sec. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
63873JYF1	21-0004	2019A	COM	NATXNY	2,500,000.00	02/18/2021	11/15 - At Maturity	2,496,625.00		0.180	11/15/2021	0.183	2,496,625.00
<b>Total Purchases</b>					<b>2,500,000.00</b>			<b>2,496,625.00</b>	<b>0.00</b>				<b>2,496,625.00</b>

# CPL 2019A Notes Tax-Exempt Maturity Report

Sorted by Maturity Date  
Receipts during February 1, 2021 - February 28, 2021

CUSIP	Investment #	Fund	Sec. Type	Issuer	Par Value	Maturity Date	Purchase Date at Maturity	Rate	Book Value at Maturity	Interest	Maturity Proceeds	Net Income
912828P87	19-0031	2019A	TRC	USTN	3,300,000.00	02/28/2021	09/09/2019	1.125	3,274,863.27	18,562.50	3,318,562.50	43,699.23
<b>Total Maturities</b>					<b>3,300,000.00</b>				<b>3,274,863.27</b>	<b>18,562.50</b>	<b>3,318,562.50</b>	<b>43,699.23</b>

**CPL 2019A Notes Tax-Exempt  
Interest History**

Sorted by Fund

February 1, 2021 - February 28, 2021

CUSIP	Investment #	Fund	Security Type	Par Value	Redemption Date	Rate	Date Due	Interest	
								Amount Due	Amount Received
<b>First State Financial</b>									
33651NAF9	20-0033	2019A	Negotiable CD's	249,000.00	03/31/2022	1.350	02/28/2021	257.87	257.87
				249,000.00		1.350		257.87	257.87
			<b>Subtotal</b>					<b>257.87</b>	<b>257.87</b>
			<b>First State Financial Total</b>	<b>249,000.00</b>				<b>257.87</b>	<b>257.87</b>
<b>United States Treasury Note</b>									
912828P87	19-0031	2019A	Treasury Securities - Coupon	0.00	02/28/2021	1.125	02/28/2021	18,562.50	18,562.50
				0.00		1.125		18,562.50	18,562.50
			<b>Subtotal</b>					<b>18,562.50</b>	<b>18,562.50</b>
			<b>United States Treasury Note Total</b>	<b>0.00</b>				<b>18,562.50</b>	<b>18,562.50</b>
			<b>Total</b>	<b>249,000.00</b>				<b>18,820.37</b>	<b>18,820.37</b>

**CPL 2019A Notes Tax-Exempt  
Realized Gains and Losses  
Sorted By Maturity/Sale/Call Date  
Sales/Calls/Maturities: February 1, 2021 - February 28, 2021**

Investment #	Issuer	Inv. Type	Purchase Date	Par Value		Sale Date	Days Held		Book Value	Maturity/Sale Proceeds	Realized Gain/Loss	Total Earnings	Net Earnings	Total Yield 365
				Current Rate	Maturity Date		Term	Term						
19-0031	United States Treasury Note	TRC	09/09/2019	3,300,000.00	02/28/2021	538		3,274,863.27	3,300,000.00	25,136.73	54,769.57	79,906.30	1.655	
				1.125	02/28/2021	538								
<b>Total Realized Gains/Losses</b>											<b>79,906.30</b>	<b>1.655</b>		

**CPL – Series 2019B Notes – Fed. Tax Fund**

**CPL 2019B Notes Fed Tax  
Portfolio Management  
Investment Status Report - Investments  
February 28, 2021**

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	Days to Maturity	YTM	Market Value	Accrued Interest At Purchase	Current Principal	Book Value
<b>Federal Agency - Coupon (NC)</b>												
3135GOW33	19-0036	FNMA	2,000,000.00	1.375	09/06/2022	09/11/2019	554	1.681	2,038,338.20	Received	1,982,240.00	1,982,240.00
31422BXH8	20-0030	FAMCA	1,500,000.00	0.850	03/20/2023	03/27/2020	749	0.850	1,520,447.27		1,500,000.00	1,500,000.00
3133EMBS0	20-0084	FFCB	1,000,000.00	0.200	10/02/2023	10/06/2020	945	0.261	998,298.82	22.22	998,190.00	998,212.22
3130AGWK7	19-0062	FHLB	775,000.00	1.500	08/15/2024	09/27/2019	1,263	1.605	803,146.72	Received	771,187.00	771,187.00
<b>Federal Agency - Coupon (NC) Totals</b>			<b>5,275,000.00</b>				<b>788</b>	<b>1.163</b>	<b>5,360,231.01</b>	<b>22.22</b>	<b>5,251,617.00</b>	<b>5,251,639.22</b>
<b>Federal Agency - Coupon (Callable)</b>												
3134GV2R8	20-0063	FHLMC	1,500,000.00	0.350	12/29/2022	07/07/2020	668	0.362	1,500,801.86	Received	1,499,550.00	1,499,550.00
<b>Federal Agency - Coupon (Callable) Totals</b>			<b>1,500,000.00</b>				<b>668</b>	<b>0.362</b>	<b>1,500,801.86</b>	<b>0.00</b>	<b>1,499,550.00</b>	<b>1,499,550.00</b>
<b>Treasury Securities - Coupon</b>												
912828Q29	19-0046	USTN	1,000,000.00	1.500	03/31/2023	09/19/2019	760	1.649	1,027,539.00	Received	994,921.88	994,921.88
912828T26	19-0067	USTN	1,250,000.00	1.375	09/30/2023	10/28/2019	943	1.615	1,286,377.50	Received	1,238,623.05	1,238,623.05
<b>Treasury Securities - Coupon Totals</b>			<b>2,250,000.00</b>				<b>861</b>	<b>1.630</b>	<b>2,313,916.50</b>	<b>0.00</b>	<b>2,233,544.93</b>	<b>2,233,544.93</b>
<b>Investment Totals</b>			<b>9,025,000.00</b>				<b>786</b>	<b>1.145</b>	<b>9,174,949.37</b>	<b>22.22</b>	<b>8,984,711.93</b>	<b>8,984,734.15</b>

**CPL 2019B Notes Fed Tax  
Interest History  
Sorted by Fund  
February 1, 2021 - February 28, 2021**

CUSIP	Investment #	Fund	Security Type	Par Value	Redemption Date	Rate	Date Due	Interest		
								Amount Due	Date Received	Amount Received
3130AGWK7	19-0062	2019B	Federal Agency - Coupon (NC)	775,000.00	08/15/2024	1.500	02/15/2021	5,812.50	02/15/2021	5,812.50
				775,000.00		1.500		5,812.50		5,812.50
			<b>Subtotal</b>	<b>775,000.00</b>				<b>5,812.50</b>		<b>5,812.50</b>
			<b>Federal Home Loan Bank Total</b>	<b>775,000.00</b>				<b>5,812.50</b>		<b>5,812.50</b>
			<b>Total</b>	<b>775,000.00</b>				<b>5,812.50</b>		<b>5,812.50</b>

# DISCLOSURE

Meeder Public Funds, Inc. is a registered investment adviser with the Securities and Exchange Commission (SEC) under the Investment Advisers Act of 1940. Registration with the SEC does not imply a certain level of skill or training. The opinions expressed in this presentation are those of Meeder Public Funds, Inc. The material presented has been derived from sources considered to be reliable, but the accuracy and completeness cannot be guaranteed.

Past performance does not guarantee future results. Opinions and forecasts are all subject to change at any time, based on market and other conditions, and should not be construed as a recommendation of any specific security. Investing in securities involves inherent risks, including the risk that you can lose the value of your investment. Any forecast, projection, or prediction of the market, the economy, economic trends, and fixed-income markets are based upon current opinion as of the date of issue, and are also subject to change. Opinions and data presented are not necessarily indicative of future events or expected performance. Meeder Public Funds, Inc. cannot and does not claim to be able to accurately predict the future investment performance of any individual security or of any asset class. There is no assurance that the investment process will consistently lead to successful results. The investment return and principal value of an investment will fluctuate, thus an investor's shares, or units, when redeemed, may be worth more or less than their original cost.





## CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

March 18, 2021

**REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR FEBRUARY 2021**

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association Mid-Winter Conference (Virtual) Cleveland, Ohio	1/22/2021 - 1/26/2021	Angela Guinther	130.00
Cleveland Society for Human Resource Management Black Mental Health Webinar Cleveland, Ohio	1/19/2021	Dawntae Jackson	25.00
American Library Association Mid-Winter Conference (Virtual) Cleveland, Ohio	1/22/2021 - 1/26/2021	Marina Marquez	130.00
American Library Association Mid-Winter Conference (Virtual) Cleveland, Ohio	1/22/2021 - 1/26/2021	Nancy Mocsiran	85.00
<b>TOTAL</b>			<b>\$370.00</b>

**SUMMARY**

FUND	FEBRUARY	YEAR TO DATE
General	\$370.00	\$370.00
<b>TOTAL</b>	<b>\$370.00</b>	<b>\$370.00</b>

CLEVELAND PUBLIC LIBRARY							
EMPLOYMENT REPORT							
Period: Feb 1-Feb 28, 2021							
Name	Title	Department/Branch	Effective Date	Compensation Rate	Compensation Rate	Reason	
<b>New Hires</b>							
None							
<b>Resignations</b>							
Cantwell, Gary T	SPS Officer	Safety & Protective Svc	2/12/2021				
Porter, Akilah	Marketing Coordinator	Public Relations	2/12/2021				
<b>Terminations</b>							
None							
<b>Retirements</b>							
None							
<b>Compensation Changes</b>							
Jelar Elwell, Sandra	Director of Technical Svc	Technical Services	2/14/2021	\$ 112,232.70	\$ 116,721.95	Step Adjustment	
Young, Catherine	Videographer/Photographer	Public Relations	2/14/2021	\$ 50,131.12	\$ 50,258.26	Reclassification	

**EXHIBIT 15****Exhibit "A"***EMPLOYMENT PRACTICES – 200*  
*DRIVERS POLICY - 270*

This policy applies to all employees who operate a Cleveland Public Library fleet or privately owned motor vehicle for purposes of conducting CPL business. All such employees are subject to all traffic laws of the United States, the State of Ohio and all relevant municipalities. Bargaining unit employees are also governed by applicable language in their collective bargaining agreement. Violation of the Drivers Policy may result in discipline, up to and including termination.

CPL employees are prohibited from engaging in distracted driving while operating a motor vehicle to conduct CPL business.

If an employee is convicted or receives a traffic citation while driving a motor vehicle to conduct CPL business, any fees or fines shall be solely the responsibility of the driver.

**Post-accident drug testing**

If a collision/accident results in (1) a fatality; or (2) the employee receives a citation and (a) a person is medically evacuated from the scene or (b) a vehicle is towed from the scene, a post-accident drug test will be required.

**Regular Drivers**

A Regular Driver is an employee that:

- Is required by his/her Library position assignment to drive a CPL fleet vehicle;
- Requests to drive a CPL fleet vehicle; or
- Drives his/her own personal vehicle on Library business more than 24 times in a calendar year.

**Occasional Drivers**

An Occasional Driver is an employee that drives his/her own personal vehicle on Library business 24 or fewer times in a calendar year. The classification of an Occasional Driver will reset each January 1.

**CPL Fleet Vehicles**

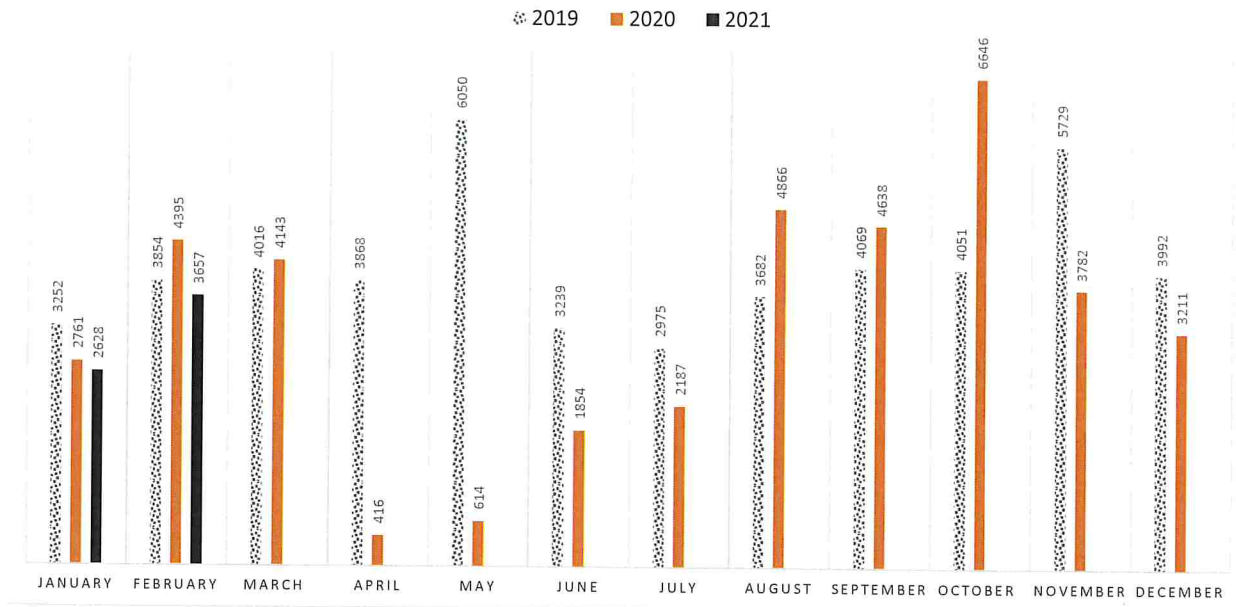
All CPL employees driving a CPL fleet vehicle must have a valid driver's license and a driving record that is acceptable to CPL. Under no circumstances shall any CPL employee having six (6) or more points on his/her motor vehicle registry record be permitted to drive a CPL fleet vehicle. Personal usage of fleet vehicles is governed by Human Resources Manual, Section 431.

**Privately Owned Vehicles**

All CPL employees driving a privately owned motor vehicle for purposes of conducting CPL business must have a valid driver's license, a driving record that is acceptable to CPL and liability automobile insurance that complies with all applicable laws and regulations.

See also HR Manual 431 Fleet Vehicles and 432 Employee-Provided Transportation (Personal Vehicle and Public Transportation.)

**CLEVELAND PUBLIC LIBRARY  
SICK LEAVE UTILIZATION**



	<u>2019</u>	<u>2020</u>	<u>2021</u>
January	3252	2761	2628
February	3854	4395	3657
March	4016	4143	
April	3868	416	
May	6050	614	
June	3239	1854	
July	2975	2187	
August	3682	4866	
September	4069	4638	
October	4051	6646	
November	5729	3782	
December	3992	3211	

**\*3 pay periods**

**2020 Notations:**

April and May - Library closed due to COVID 19; June and July - Most employees worked 50% as part of SharedWork Ohio program.

CARES Act provided for Emergency Paid Sick Leave and Expanded FMLA (EPSL and EFMLA).

2020 EPSL/EFMLA hours included in total hours: April - 64; May - 160; June - 463.50; July - 828; August - 1030.5; September - 1190.75;

October - 2666.5; November - 2296.25; December - 1694.84

2021 EPSL/EFMLA hours included in total hours: January-1159.39; February-698.25

CLEVELAND PUBLIC LIBRARY  
STATE AND LOCAL GOVERNMENT INFORMATION  
2021 EEO-4 REPORT

CLEVELAND PUBLIC LIBRARY  
LYNN SARGI  
325 Superior Avenue  
Cleveland, OH 44114

CONTROL NUMBER 12345

FUNCTION JURISDICTION TOTALS: FULL/PART-TIME EMPLOYEES

JOB CATEGORY	HISPANIC / LATINO		WHITE		BLACK		ASIAN		HAWAII NATIVE		TWO+		FEMALE		ASIAN		HAWAII NATIVE		TOTAL
	M	F	23	19	14	1	1	1	1	1	1	1	1	1	1	1	1	1	
OFFICIALS/ADM	1	3	23	19	14	1	1	1	1	1	1	1	1	1	1	1	1	1	87
PROFESSIONALS	1	7	19	12	1	1	1	1	1	1	1	1	1	1	1	1	1	1	70
TECHNICIANS	3	1	12	6	2	2	2	2	2	2	2	2	2	2	2	2	2	2	20
PROTECT/SERV	3	7	6	19	1	1	1	1	1	1	1	1	1	1	1	1	1	1	34
PARA-PROFESS	3	7	21	24	1	1	1	1	1	1	1	1	1	1	1	1	1	1	120
ADMIN SUPPORT	3	9	28	33	3	3	3	3	3	3	3	3	3	3	3	3	3	3	185
SKILLED CRAFT	1	2	5	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	11
SERV/MAINT	1	2	8	29	29	4	4	4	4	4	4	4	4	4	4	4	4	4	46
GRAND TOTAL	13	29	122	125	125	4	1	1	1	1	1	1	1	1	1	1	1	1	573

# Insurance Report for the Month of February 2021

REPORT F

Human Resources Committee Report

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
<b>MMO - National Network</b>	244	140	384
<b>MMO - CleCare Network</b>	45	19	64
<b>Cobra</b>	2		2
<b>Total MMO</b>			450
<b>Dental Insurance</b>	291	176	467
<b>Vision Employee</b>			262
<b>Vision Children</b>			44
<b>Vision Spouse</b>			52
<b>Vision Family</b>			72
<b>Total Vision</b>			430
<b>Workers' Compensation Lost Time Report</b>			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

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

CIRCULATION ACTIVITY	Monthly Total		Year-to-Date		YTD Gain/Loss
	2021	2020	2021	2020	
Main Library	77,319	128,683	161,982	270,760	-40%
Branches	78,599	239,276	162,402	499,538	-67%
Mobile Units	162	288	213	674	-68%
Library for the Blind	24,767	34,015	51,963	73,831	-30%
OLBPD BARD	17,251	18,587	35,065	34,036	3%
eMedia	67,412	54,590	127,640	115,109	11%
<b>TOTAL CIRCULATION</b>	<b>265,510</b>	<b>475,439</b>	<b>539,265</b>	<b>993,948</b>	<b>-46%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2021	2020	2021	2020	
eBook	34,490	26,743	63,219	56,937	11%
eAudiobook	21,565	19,892	41,808	41,492	1%
eMusic	4,579	4,327	9,524	8,874	7%
eVideo	4,915	2,413	9,706	5,064	92%
eMagazines	1,863	1,215	3,383	2,742	23%
<b>TOTAL eCIRCULATION</b>	<b>67,412</b>	<b>54,590</b>	<b>127,640</b>	<b>115,109</b>	<b>11%</b>

eCARDS ISSUED	Month	YTD
eMEDIA NEW USERS	574	1207
CURBSIDE SERVICES	685	1554
	20660	35445

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2021	2020	2021	2020	
<b>TOTAL SESSIONS</b>	<b>15,192</b>	<b>50,551</b>	<b>32,950</b>	<b>107,329</b>	<b>-69%</b>

VIRTUAL REFERENCE	Monthly Total		YTD
	2021	2020	
Email/LibAnswers*	685	1,420	
ASK CPL Live Chat*	241	492	
FAQ Views	831	1,683	
<b>TOTAL VIRTUAL REFERENCE</b>	<b>1,757</b>	<b>3,595</b>	<b>3,595</b>

**REPORT G**

COVID Closures  
 Open with no restrictions: 1/1/2020-3/13/2020  
 No services offered: 3/14/2020-6/7/2020  
 Curbside/walk-up services only: 6/8/2020-8/23/2020; 11/21/2020-2/21/2021  
 Open with occupancy restrictions/time limits: 8/24/2020-11/20/2020; 2/22/2021-2/28/2021

CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR FEBRUARY 2021

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	297	396	336	543	1,572	213	1,785
Brooklyn	563	217	117	317	1,214	318	1,532
Carnegie West	1,324	947	1,083	1,404	4,758	1,179	5,937
Collinwood	587	261	254	606	1,708	233	1,941
East 131st	156	108	45	131	440	187	627
Eastman	1,613	708	692	1,459	4,472	1,875	6,347
Fleet	1,011	324	412	796	2,543	375	3,225
Fulton	667	445	249	430	1,791	435	2,226
Garden Valley	154	241	52	132	579	134	713
Glenville	270	243	136	340	989	212	1,201
Harvard-Lee	434	193	340	487	1,454	422	1,876
Hough	499	243	234	313	1,289	335	1,624
Jefferson	667	449	470	787	2,373	471	2,844
Langston Hughes	367	167	174	306	1,014	263	1,277
Lorain	411	145	142	423	1,121	355	1,476
Martin Luther King, Jr.	488	187	221	392	1,288	264	1,552
Memorial-Nottingham	940	460	769	1,302	3,471	785	4,256
Mt. Pleasant	371	286	218	434	1,309	174	1,483
Rice	487	204	282	663	1,636	555	2,191
Rockport	2,617	744	1,107	1,892	6,360	1,252	7,612
South	1,688	346	448	729	3,211	1,119	4,330
South Brooklyn	1,340	600	1,246	2,319	5,505	1,347	6,852
Sterling	379	87	79	193	738	324	1,062
Union	183	128	103	222	636	191	827
Walz	1,214	477	620	980	3,291	723	4,014
West Park	741	1,144	1,992	3,566	7,443	991	8,434
Woodland	200	406	111	309	1,026	329	1,355
<b>TOTAL</b>	<b>19,668</b>	<b>10,156</b>	<b>11,932</b>	<b>21,475</b>	<b>63,231</b>	<b>15,061</b>	<b>78,599</b>



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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2021	2020	2021	2020		
Addison	1,785	8,115	3,854	17,407	-13,553	-78%
Brooklyn	1,532	5,630	2,996	12,224	-9,228	-75%
Carnegie West	5,937	10,666	11,426	22,837	-11,411	-50%
Collinwood	1,941	7,264	3,539	15,493	-11,954	-77%
East 131st	627	3,692	2,054	8,384	-6,330	-76%
Eastman	6,347	15,768	13,272	32,216	-18,944	-59%
Fleet	3,225	9,661	6,145	20,112	-13,967	-69%
Fulton	2,226	9,921	4,421	19,928	-15,507	-78%
Garden Valley	713	3,102	1,235	6,707	-5,472	-82%
Glenville	1,201	7,857	2,607	16,066	-13,459	-84%
Harvard-Lee	1,876	6,369	3,744	13,426	-9,682	-72%
Hough	1,624	5,983	3,141	12,857	-9,716	-76%
Jefferson	2,844	6,094	5,992	12,685	-6,693	-53%
Langston Hughes	1,277	6,871	2,677	14,136	-11,459	-81%
Lorain	1,476	6,525	3,253	14,390	-11,137	-77%
Martin Luther King, Jr.	1,552	6,143	2,960	12,261	-9,301	-76%
Memorial-Nottingham	4,256	10,974	8,107	23,065	-14,958	-65%
Mt. Pleasant	1,483	4,289	3,352	8,640	-5,288	-61%
Rice	2,191	10,224	4,419	21,867	-17,448	-80%
Rockport	7,612	19,165	15,339	38,443	-23,104	-60%
South	4,330	10,432	9,888	22,099	-12,211	-55%
South Brooklyn	6,852	16,666	14,411	34,598	-20,187	-58%
Sterling	1,062	5,670	2,759	12,400	-9,641	-78%
Union	827	4,958	1,792	10,517	-8,725	-83%
Walz	4,014	11,208	8,181	23,390	-15,209	-65%
West Park	8,434	16,954	17,931	35,266	-17,335	-49%
Woodland	1,355	9,075	2,907	18,124	-15,217	-84%
<b>TOTAL</b>	<b>78,599</b>	<b>239,276</b>	<b>162,402</b>	<b>499,538</b>	<b>-337,136</b>	<b>-67%</b>

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

**OTHER TRANSACTIONS**

Loans\* to:

**CLEVNET  
Other Libraries**

Monthly Total		Year-to-Date		YTD
2021	2020	2021	2020	Gain/Loss
52,655	67,040	112,038	139,667	-20%
922	668	1,658	1,069	55%
<b>53,577</b>	<b>67,708</b>	<b>113,696</b>	<b>140,736</b>	<b>-19%</b>

\*Totals included in Main Library and Branch circulation counts

**REFERENCE QUESTION LOAD**

Virtual Reference  
Interlibrary Loan Requests

Monthly Total		Year-to-Date		YTD
2021	2020	2021	2020	Gain/Loss
685	98	1,274	202	531%
963	1,142	1,745	2,502	-30%
<b>1,648</b>	<b>1,240</b>	<b>3,019</b>	<b>2,704</b>	<b>12%</b>

**CHANGES IN PERMANENT  
COLLECTION**

New Titles Added  
Total Items Added

Monthly Total		Year-to-Date		YTD
2021	2020	2021	2020	Gain/Loss
3,222	4,685	6,875	30,692	-78%
9,691	25,572	18,770	44,857	-58%

**HOURS OPEN**

Main Library  
Branches

Monthly Total		Year-to-Date		YTD
2021	2020	2021	2020	Gain/Loss
40	192	40	392	-90%
1,080	5,481	1,080	11,204	-90%

**OHIO BRAILLE & AUDIO  
READING DOWNLOAD (BARD)**

Downloads  
Users

Monthly Total		Year-to-Date		YTD
2021	2020	2021	2020	Gain/Loss
17,251	18,587	35,065	34,036	3%
709	693	1,459	1,395	5%

Included in circulation activity

**STREAMING MEDIA**

Songs  
Users

Monthly Total		Year-to-Date		YTD
2021	2020	2021	2020	Gain/Loss
19,768	16,837	43,056	36,202	19%
289	281	586	563	4%