

CLEVELAND PUBLIC LIBRARY

Finance Committee

December 13, 2022

**RESOLUTION TO RATIFY PURCHASE OF PROMOTIONAL ITEMS FOR THE
CLEVELAND READS CAMPAIGN**

WHEREAS, The Library has launched its Cleveland READS Citywide Reading Challenge, through which the Library has set a goal for the entire city to collectively read one million books and/or one million minutes in 2023; and

WHEREAS, There will be various promotional events throughout the campaign, including a Cleveland READS Kick-Off Celebration on December 17, 2022, and the Library Administration believes it would be beneficial to have promotional items to distribute to patrons as part of efforts to raise awareness of and participation in the Cleveland READS campaign; and

WHEREAS, On June 18, 2020 this Board approved a resolution adopting a policy on promotional items, awards, gift cards, and prizes for distribution to patrons, which specifies that the purchase of promotional items such as t-shirts, caps, backpacks, books, and other awards, gift cards, or prizes for Library programs and events is a proper public purpose; and

WHEREAS, The policy establishes that the purchase of promotional items must be approved in advance by the Chief Financial Officer (“CFO”) or the CFO’s designee in conjunction with Library programs, and must be approved by the Board of Library Trustees when the purchase exceeds \$25,000; and

WHEREAS, The Library sought three quotes to purchase thousands of CPL-branded promotional items such as water bottles, backpacks, headphones, and flash drives to be distributed to patrons as part of the Cleveland READS campaign and found the quote from the diverse vendor, Scranton Road Promotional Marketing, to be lowest in cost at the amount of \$72,088.30; and

WHEREAS, The expenditure for the promotional items from Scranton Road Promotional Marketing was approved in advance by the Library’s CFO, and on December 6, 2022, the Library agreed to purchase the promotional items from Scranton Road Promotional Marketing for the total amount of \$72,088.30; now therefore be it

EXHIBIT 10

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby ratifies the purchase by the Library on December 6, 2022 from Scranton Road Promotional Marketing for promotional items to be distributed to patrons as part of the Cleveland READS campaign for a total amount of \$72,088.30, with the expenditure being charged to the Founders Fund Account 20380102-52900 (Other Supplies), and further declares such expenditure to be a proper public purpose.