

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 February 18, 2016
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,
 Mr. Corrigan, Mr. Hairston (departed, 1:52
 p.m.)

Absent: Ms. Washington, Mr. Parker

Ms. Rodriguez called the meeting to order at 12:05 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes for the 1/21/16 Regular Board Meeting; 1/19/16 Joint Finance & Human Resources Committee Meeting; and 1/27/16 Board Work Session. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

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

Presentation: Legislative Update - Timothy J. Cosgrove, Partner, Squires Patton Boggs

After an introduction by Ms. Rodriguez, Mr. Cosgrove stated that he had a conversation with Director Thomas about how to focus on the balance of this year by creating strategies regarding the Public Library Fund and how to create specific opportunities for the Library to begin to identify and address those opportunities for the Library to be positioned.

Mr. Cosgrove gave a PowerPoint presentation that included but was not limited to: (1) Introduction on the status of General Assembly, schedule and changes forthcoming; (2) Report on state revenues; (3) Report on upcoming activities that may impact libraries such as Budget Corrective Bills and the Ohio 2020 Tax Policy

MINUTES OF
 REG. BRD. MTG.
 OF 1/21/16;
 JOINT FINANCE
 & HUMAN
 RESOURCES
 COM. MTG. OF
 1/19/16; BRD.
 WORK SESSION
 OF 1/27/16
 Approved

Study Commission; (4) Focus efforts on potential opportunities such as preparation for 2017-2018 Operating budget which begins in the Fall; and (5) State Capital Budget.

Mr. Hairston asked for an assessment of Cleveland Public Library support by state elected officials.

Director Thomas stated that he has had conversations with several elected officials such as State Representative Stephanie Howse and State Representative Nicki Antonio. Those meetings included tours of branch libraries in their respective districts.

Mr. Cosgrove stated that although the northeast Ohio delegation remains supportive of the Library, their power is limited. For the Library to be successful, it is important to reach out to others who may be helpful.

Mr. Cosgrove's presentation continued with a report on the status and future opportunities in the following areas:

2018/2019 Operating Budget

- Opportunity to lay the groundwork
- Preparation begins Sept/Oct 2016 with bill signed into law by June 30, 2017

General Assembly Composition

- New members in both chambers due in 2016 election
- New Senate President
- New House leadership team other than Speaker Rosenberger

Public Library Fund (PLF)

- Increased from 1.66% to 1.70% in last budget

Tax Policy Adjustments

- State revenue intake directly impacts dollar amount distributed through PLF

Mr. Cosgrove stated that the Legislative calendar provides perfect opportunity to:

1. Refine Message on Critical Issues

- Define challenges posed by past budget reductions
- Efficiency - CPL is doing more with less
- Shared Services - ClevNet
- Role of Library in Cleveland

2. Implement an Outreach Plan that would include:

A. Identify and meet with key legislators

- Rep. Ryan Smith (R-Gallipolis), Finance Chair
- Rep. Nikki Antonio (D-Lakewood), Democrat Leadership, Finance Committee
- Sen. Michael Skindell (D-Lakewood), Ranking Member of Finance Committee
- Rep. Martin Sweeney (D-Cleveland), Key delegation member
- Sen. Sandra Williams (D-Cleveland), Finance Workforce Subcommittee
- Sen. Tom Patton (R-Strongsville), Senate Leadership, Finance Committee
- Rep. Marlene Anielski (R-Walton Hills), Local Govt. Chair, Finance Committee

B. Collaborate/coordinate outreach activities

After some discussion about PLF, Tax Policy, Outreach Plan and Capital Budget, Ms. Rodriguez thanked Mr. Cosgrove for his presentation.

Director Thomas said that Cleveland Public Library will participate in OLC Legislative Day at the Statehouse on April 13, 2016 and invited the Board to join staff for this opportunity to meet with legislators, advocate on behalf of Ohio's public libraries, and share the essential work the Library is doing to transform communities.

Presentation: Main Library Phase 2 Wayfinding - Karen Skunta, Karen Skunta & Company

Ms. Skunta stated that the goal of Karen Skunta & Company was to create an interior wayfinding system that is integrated across both the Main and Louis Stokes Wing

by using the following: directional signage, destination/identification signs, directory signage and maps. Secondary signage includes flagging restrooms within departments, highlighting elevator and stair entranceways, changeable programming signage and regulatory signage. Signage for both the "Welcome" and Louis Stokes Legacy areas will also be designed.

Ms. Skunta stated that the visitor's experience is enhanced by increasing the ease of traveling from one area to the next by providing a number of touch points communicated by various levels of signage, sequenced to move the visitor forward.

The wayfinding strategy begins at the primary entrance to each building from Superior Avenue and from the lower level passage way that allows indoor access to each building. A new director and map will orient visitors. A clear, unified and highly visible system of directional signage will be sequenced to keep the visitor on track to their destination of their choice.

Ms. Skunta continued her presentation and shared that the wayfinding and signage concepts that link them together as a system: color, typography and material.

Color is consistent in the directional signage that shows the way throughout the site. Typography is used for destinations that do not have the CPL branded identity. Typography used for information about the site locations, whether on the directional signs or descriptive signs located at entranceways will be presented in the same typical sizes and weights. Material for fabricated destination entranceway signage will complement the respective interior architectural finishes. Main will use a gold tone metallic finish. LSW will use a silver/aluminum metallic finish.

Ms. Butts stated that she was concerned about materials and color contrast for patron visibility and sited TechCentral as an example.

Ms. Skunta stated that although the signage in TechCentral was considered temporary and done on a very modest budget, the color of the permanent signage will be remedied for better visibility and more attractive.

Ms. Skunta stated that after a presentation for the Louis Stokes Legacy Room has been refined, it will be reviewed by Mrs. Venerine Branham. The Visitors Center will consist of Cleveland Public Library timeline.

Mr. Corrigan asked for clarification on how violet was selected as a part of the color palette.

Ms. Skunta explained that this particular shade of violet stands out in front of columns.

In response to Mr. Corrigan's inquiry about the hand painted decals on the marble, Ms. Skunta stated that the painting could be easily removed and replaced without damaging the stone.

In response Mr. Corrigan's inquiry about new holes in the marble, Ms. Skunta stated that there would be no new holes in the marble.

Mr. Corrigan asked that the numbers have a contrasting edge so that the numbers stand out and are clearly visible to patrons and visitors.

Mr. Corrigan commended Ms. Skunta for preserving the structural existing lighting and maximizing its potential that compliments the signage system.

Mr. Hairston asked if banners displayed on the outside of the building would be replaced with new banners.

Ms. Skunta stated that although new banners are a part of the design, the interior would be completed first.

After some discussion, Ms. Rodriguez thanked Ms. Skunta for her presentation.

Director Thomas thanked Mr. Hairston for his connection with the Stokes family so that they could have input with the Louis Stokes Legacy Room.

Mr. Corrigan stated that a display of the 36th Republican Convention be created and on exhibit during the upcoming Republican Convention.

John Skrtic, Director of Public Services, stated that Chatham Ewing, Digital Library Strategist, is working on items to digitize.

Cathy Poilpre, Director of Marketing & Communications, stated that the media is looking for stories of this type.

Presentation: Brett Hall Exhibitory - Dennis Barrie, The Barrie Projects

Following a brief introduction by Joyce Dodrill, Chief Legal Officer, Mr. Barrie stated that Barrie Projects has been asked by the Library to work on Brett Hall conversion to an exhibit space.

Mr. Barrie described Brett Hall as a wonderful space with some challenges.

Barrie Projects has proposed a system of table cases, pedestal cases, risers and portable wall systems for Brett Hall that will provide the Library staff with exhibit design and installation flexibility.

Mr. Barrie stated that given a rather tight schedule, imposed by the need to accommodate an inaugural exhibit in June of 2016, Barrie Projects has looked at both "ready-made" and custom-built exhibit furniture and wall systems.

Mr. Barrie noted that most exhibit fabricators need a long lead time to deliver and many simply could not meet the June schedule. It is crucial that decisions be made in order to meet delivery deadlines and allow staff time to prepare for the opening exhibit.

Mr. Barrie continued his presentation by showing and explaining in detail temporary exhibit spaces at the Morgan Library & Museum and New York Public Library and highlighted their use of temporary walls, library cases and table cases.

Mr. Barrie stated that because of the elaborate finishes on the walls, he recommended not hanging lighting and proposed 10 table cases for Brett Hall. However, there are issues about electrical and lighting locations.

Brett Hall is a challenging space as it has very high ceilings and lighting is mostly higher required for exhibits in such a space.

Mr. Barrie proposes to get a series of 10 library cases that are glass. This provides easy access and accommodates items such as books, maps, documents, etc.

After showing examples of cases with metal and wood finishes, Mr. Barrie presented the following comparative cost report:

Casework

Barrie Projects proposed to four exhibit fabrication bidders a need for 10 table height display cases with the following specs:

- approximately 60" long, 30" deep and 36" height
- Cases are to be internally lit with LED lighting
- Removable, hinged glass tops
- Compartment for desiccants
- Powder coat finish

Barrie Projects received three bids with one company declining to bid at the last minute.

Casewerks - a German firm with US offices is best known for fabricating ready-made museum quality

- \$12,700 per case
- \$127,000 for all 10

Benchmark- a local company that has done work for the Cleveland Museum of Art and the Rock and Roll Hall of Fame and Museum and does only custom work

- \$4,900 per case
- \$49,574 for all 10

Zone Display Cases- A Canadian company that has worked with several museums, has a stock of styles.

- \$6,390 per case plus \$925 for lighting
- \$73,150 for 10 cases

CEI- an Ohio-based fabricator declined to bid, citing a concern for their ability to match the pricing.

Barrie Projects proposed to the bidders a need for three free-standing pedestals with plexi-glass vitrines with the following specs:

- Approximately 24"by24" by 43" high with thick plexi -glass vitrine 30" high
- Lockable case
- Desiccant chamber
- Fabric covered plinth
- Powder coated finish

Caseworks

- \$10,000 average cost
- \$30,000 for all three

Benchmark

- \$2852 per case
- \$8558 for all three

Zone

- \$9100 per case plus \$875 for lighting
- \$29,925 for three

CEI

- Declines to bid

In response to Mr. Corrigan's inquiry regarding the security component for the cases, Mr. Barrie stated that all cases lock.

Rick Ortmeier, Bostwick Design Partnership, confirmed that cameras will be installed in Brett Hall and security guards will be available to monitor the space.

Wall Systems

Barrie Projects requested bids on 12 movable panels as part of a modular wall system that could be adapted to the specific needs of each temporary exhibit in Brett Hall. Specs included:

- Approximately 42" wide and 116" high with depth to vary.
- Ability to configure in a number of ways

- Easy to assemble and disassemble
- Easy to move, easy to store
- Surface that accommodates hanging hardware
- Each panel to have two LED arm lights with electrical power built in
- Adjustable feet

Barrie Projects received three proposals:

Mila-Walls- an international firm that is a leader in such systems, used by a number of museums

- \$1,100 for each panel measuring 39" by 118" at \$1,100 a panel or \$3300 a unit
- \$39,000 for 12 units.
- Lighting cost did not come with estimate so would be additional cost to be determined. To that end, Barrie Projects is adding an allowance of \$5000 for 24 fixtures for wall lighting.

Panelock- a German company well known for their modular wall systems

- \$63,492 for 12 units approx. 7'9" high, 11'8" wide and 1'9' wide
- No bid on lighting although they do have a lighting company they collaborate with on a regular basis
- Might have a problem with meeting schedule

Benchmark

- \$36,000 for 12 units, includes lighting
- \$4,050 for installation

Mr. Barrie stated that the existing lighting for exhibits is insufficient as there is an issue with access to electricity and floor cover. The cases are internally lit. Currently, there are four floor plates and several along the walls which are insufficient. Access to floor plates is required to provide electricity in the cases. Unfortunately, none of the manufacturers make battery powered internally lit cases.

Mr. Corrigan asked how many outlets would be necessary to accommodate the cases, temporary walls and platforms.

Mr. Barrie stated that access to at least 12 additional floor plates would be ideal.

Mr. Corrigan asked if it were possible to create a carpeted plug that will permit access.

Mr. Ortmeier stated that the team is exploring how to provide floor outlets into Brett that can work with a proposed exhibit layout. It will involve bringing power up from the mechanical room below, then aligning the visible outlets to be centered appropriately within the pattern of the custom carpet.

Mr. Ortmeier stated that in addition to the location, the cover plate material and color are also important, and are working toward a solution that honors the historic space appropriately.

After discussion about the pattern of the carpet, Mr. Corrigan asked about the condition of the original surface of the floor.

Mr. Ortmeier stated that the original surface had been compromised. When the carpet was installed, the floor was only restored in areas outside of the carpet.

Mr. Barrie continued his presentation and noted the following additional needs and costs not reflected in the above bids:

Risers

Barrie Projects asked Benchmark to give us a bid on four risers that would accommodate large objects such as mannequins, furniture, etc. Barrie Projects did not ask bids for these risers of the other firms since they are relatively simple to build and not a stock item.

Benchmark

- \$3,710 for six risers that can be joined together
- 42" by 42" by 15" high
- Painted plywood
- Adjustable feet

Mr. Barrie stated that these risers could be assembled, disassembled and stored.

AV System

Barrie Projects recommends a large flat screen, movable monitor for Brett Hall but has not priced as yet. It was suggested that the CPL staff would provide a number based on units they have already purchased and that they feel would be appropriate for Brett Hall. \$10,000 allowance.

Display Cradles

For the proper display of books within the table cases and vitrines, the CPL staff has requested:

6 X \$175=	\$1,050
15 X \$250=	\$3,750
6 X \$285=	\$1,710
4 X \$325=	\$1,300
Total =	\$7,810

Price Ranges for major components

Table cases:

High=	\$127,000
Middle=	\$73,150
Low=	\$49,574

Pedestal Cases

High=	\$30,000
Middle=	\$29,925
Low=	\$8,558

Wall Systems

High=	\$63,492
Middle=	\$39,000
Low=	\$36,000, plus \$4,050 for install

Mr. Barrie reviewed the following Project Price Range:

- High= \$220,492 for major components, plus \$7,810 for cradles, plus \$10,000 for lighting, plus \$10,000 for AV, plus \$3,710 for risers = \$252,012
- Middle= \$152,075 for major components, plus \$7,810 for cradles, plus \$10,000 for lighting, plus \$10,000 for AV, plus \$3,710 for risers= \$183,595
- Low= \$98,182 for major components, plus \$7,810 for cradles, plus risers \$3,710, plus \$10,000 for AV = \$119,702

Ms. Dodrill noted that there was no \$10,000 allowance for lighting in the Low range option.

Mr. Barrie stated that lighting was included in their bid.

Mr. Corrigan asked for clarification on what the Board will be asked to consider.

Ms. Dodrill stated that the Board will be asked to authorize a budget of \$300,000 to accommodate any of the systems or a combination as well as additional expenses.

Ms. Rodriguez thanked Mr. Barrie for his presentation.

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS

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

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS
Approved

RESOLUTION
TO ACCEPT
GIFTS FOR THE
MONTH OF
JANUARY
Approved

Resolution to Accept Gifts for the Month of January

(See page 329)

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

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of January of 2016; now therefore be it

RESOLVED, That the gifts described in the Gift Report for January of 2016 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Second Amendment to the Year 2016 Appropriation

(See pages 330-334)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2016 Appropriation Measure which complies with the Amended Official Certificate of Estimated Resources requested from the Cuyahoga County Budget Commission dated February 8, 2016; and

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

RESOLVED, That the sums indicated on the attached Second Amendment to the Year 2016 Appropriation Schedule be approved.

SECOND
AMENDMENT TO
YEAR 2016
APPROPRIATION
Approved

Resolution to Enter Into Agreements And/Or Establish
Funding Requests for Telecommunication Services for the
E-Rate Funding Year 2016: 07/01/2016 through 06/30/2017

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

WHEREAS, Cleveland Public Library is eligible to participate in the Schools and Libraries Universal Service Discount Program and currently requests needs for Telecommunication Services only through the program, and

WHEREAS, On January 15, 2016, the Cleveland Public Library filed an FCC Form 470: Description of Services Requested and Certification Form as required for participation in the discount program. The posting of an FCC Form 470 begins the required 28-day competitive bidding process; and

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 execute

RESOLUTION
TO ENTER
INTO
AGREEMENT
AND/OR
ESTABLISH
FUNDING
REQUESTS
FOR TELE-
COMMUNICA-
TION
SERVICES
FOR THE
E-RATE
FUNDING
YEAR 2016:
07/01/2016
THROUGH
06/30/2017
Approved

agreements, subject to the approval of the Chief Legal Officer, for telecommunication services, including those in excess of \$25,000; to be charged to the 53210 Telecommunications object in the General, CLEVNET, OLBDP, and Judd funds.

Mr. Hairston asked Director Thomas to comment on the issues surrounding E-Rate funding and the school system.

Director Thomas stated that staff has been looking at where the Library could find E-Rate funding.

Carrie Krenicky, Chief Financial Officer, stated that the school system has been allowed funding commitments and they failed to file forms timely and they have lost lots of money.

Mr. Hairston stated that the school system lost \$8 million.

Ms. Krenicky stated that when she came to the Library in 1998 and started this program, the Library has received \$4.4 million in reimbursements.

Director Thomas stated that staff continues to examine ways to benefit from E-Rate funding.

Resolution to Amend Agreement to Engage Barrie Projects, LLC for Design of Brett Hall Exhibit Space

(See pages 335-336)

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

WHEREAS, The Board of Trustees of the Cleveland Public Library has determined that Brett Hall should be transformed into a state-of-the-art exhibit and gallery space as a part of the Main Phase 2 Construction Project; and

WHEREAS, In order to design a destination exhibit and gallery space, the Library Administration sought out the expertise of consultants Dennis and Kathy Barrie. The Barries are world-renowned unique museum and cultural planners, who provide specialized services to a wide

RESOLUTION TO
AMEND
AGREEMENT TO
ENGAGE
BARRIE
PROJECTS, LLC
FOR DESIGN OF
BRETT HALL
EXHIBIT SPACE
Approved

range of institutions, visitor centers, and visitor destinations. Projects that the Barries have worked on include the Mob Museum in Las Vegas, the Spy Museum in Washington D.C., the Maltz Museum and the Rock and Roll Hall of Fame; and

WHEREAS In December of 2015, the Library entered into an agreement with Barrie Projects LLC in the amount of \$20,000 for services from January 1 through February 29, 2016. The Barrie's have met with Library staff and Bostwick Design Partnership, investigated the Library's holdings, researched exhibit infrastructure, presented options for exhibit furniture, obtained quotes, and recommended vendors; and

WHEREAS, The Library would like to amend the existing agreement and engage the Barrie's to provide further consulting services to assist the Library in acquiring and installing the exhibit furniture, and preparing for the First Folio Exhibit to be opened in early June of 2016. A more detailed description of the scope of additional work is attached to this Resolution at a cost not-to-exceed \$25,000; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to enter into an amendment to the existing agreement in the amount of \$20,000 with Barrie Projects, LLC, to provide the additional services as outlined in the proposal for services in an additional amount not-to-exceed \$25,000 (including reimbursables) for a total contract amount of \$45,000 to be charged to the Building and Repair Fund Account 40190105-55300-11901.

Resolution Authorizing Purchase of Exhibit Furniture and Equipment for Brett Hall

(See pages 337-340)

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

WHEREAS, The Cleveland Public Library entered into an agreement with consultants Dennis and Kathy Barrie (Barrie Projects, LLC) in December 2015 for the design of the new gallery and exhibit space in Brett Hall; and

RESOLUTION
AUTHORIZING
PURCHASE OF
EXHIBIT
FURNITURE
AND
EQUIPMENT
FOR BRETT
HALL
Approved

WHEREAS, The Barrie's have been researching options for exhibit furniture, including exhibit table cases, pedestal cases, risers, display cradles, and temporary walls, and have obtained competitive quotes from three different vendors, but are still in the process of finalizing the proposals and determining which vendors offer the lowest prices. Once the quotes have been finalized, the Library Administration will need time to review the proposals and decide which exhibit furniture to purchase; and

WHEREAS, In order to obtain exhibit furniture in time for the Library's first exhibit in Brett Hall, *The First Folio of Shakespeare*, scheduled to open in early June 2016, it is necessary to place orders before the end of this month for the purchase of the exhibit furniture and equipment; and

WHEREAS, The Executive Director, therefore, requests the authority to enter into agreements with the lowest and best vendor(s) in a total amount not-to-exceed \$300,000.00 for the purchase of exhibit furniture and equipment for Brett Hall; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO to make expenditures and enter into agreements in excess of \$25,000.00 each in a combined amount not-to-exceed \$300,000.00, for the purchase of exhibit furniture and equipment for Brett Hall from the lowest and best exhibit furniture vendors. Expenditures shall be paid partially out of the remainder of the \$535,000 furniture allowance after purchase of furniture, and partially out of the Owner's Contingency Fund which this Board approved by Resolution Adopted November 19, 2015; with the expenditures being charged to the Building and Repair Fund 40190105-55510/55520-11901 (Furniture/Equipment). The Library Administration shall report to the Board the expenditures made for the purchase of exhibit furniture and equipment at the first regular meeting after entering into agreements.

Mr. Seifullah submitted the following reports.

Fiscal Officer's Report

(See pages 341-350)

Report on Investments

(See page 351)

Report on Conference and Travel Expenditures

(See page 352-353)

Report on Expenditures Made from the Owner's Contingency Fund For Main Library Phase 2 Construction Project

(See page 354)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 355-357)

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

Retirement Recognition Citation

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

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

Monica Morabito (26 years of service; Graphic Designer; Grade F - Graphics Department; retires 02/29/2016

David Taft (31 years of service); Custodian II; Grade B - Walz Branch; retires 02/19/2016

Be it resolved that the citation for the above staff members be presented by the Board of Trustees in

FISCAL OFFICER'S REPORT
Submitted

REPORT ON INVESTMENTS
Submitted

REPORT ON CONFER. & TRAVEL EXPENDITURES
Submitted

REPORT ON EXPENDITURES MADE FROM THE OWNER'S CONTINGENCY FUND FOR MAIN LIBRARY PHASE 2 CONSTRUCTION PROJECT
Submitted

REGULAR EMPLOYMENT REPORT
Approved

RETIREMENT RECOGNITION CITATION
Approved

appreciation of their, faithful and dedicated service given to the Library by them be recorded in the minutes of this meeting, and

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

Mr. Hairston submitted the following reports.

REPORT ON PAID
SICK TIME
Submitted

Report on Paid Sick Time Used by the Month

(See page 358)

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

Employee Demographics (EEO-4) Report

(See page 359)

INSURANCE
SUMMARY
REPORT
Submitted

Insurance Summary Report

(See page 360)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

MONTHLY
ACTIVITY
REPORT
Submitted

Monthly Activity Report

(See pages 361-383)

Mr. Corrigan noted the continued decline in circulation and increase in e-Media as well as a decrease in computer issues in branches.

Ms. Butts asked for clarification of Hardscrabble Road noted on the Cleveland Market Segmentation and CPL Branches chart.

Timothy Diamond, Chief Knowledge Officer, stated that each of the segments are marketing profiles and are described in detail on the attachments.

Mr. Corrigan asked for clarification on the decline of new titles purchases from last January.

Director Thomas stated that the delay was temporary due to hiring issues resulting in a backlog. However, Tish Lowrey, Director of Technical Services, will be invited to give a presentation at an upcoming Board Meeting.

Building Status Update

Tim Murdock, Assistant Director of Property Management, gave an update on the following: security cameras have been installed at Memorial Nottingham, Collinwood, Glenville, Langston Hughes, Addison, Martin Luther King, Jr., Garden Valley, Sterling and East 131; cameras have been mounted in the Treasure Room in preparation for the Shakespeare exhibit.

Ms. Butts requested a list of branches and how many computers are at each respective branch.

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, stated that David Jurca, Kent State University Urban Design Collaborative, will be holding the first community meeting for the South Brooklyn Branch community on Monday, February 29, 2016, 6:00-8:00 p.m. at Estabrook Recreation Center.

Director Thomas asked Mr. Diamond to give the Board an update on the public meeting at South Branch.

Mr. Diamond reported that a public meeting for South Branch was held to update the community on the status of the Library's plans and process. Approximately 20 people were in attendance and were happy to hear that the Library was progressing on the choice of architects.

Ms. Butts asked for the status on the selection of architects.

Joyce Dodrill, Chief Legal Officer, stated that the selection has been narrowed down to a choice of three architects.

Mr. Corrigan asked if parking was a topic at the community meeting.

**BUILDING
STATUS
UPDATE**
Presented

**CPL150
STRATEGIC
PLAN
UPDATE**
Presented

Mr. Diamond stated that although parking was a topic at the first meeting, it was briefly mentioned. It was reiterated that parking was not just a Library solution but a community solution. The two development corporations are coming together to look into possible solutions.

Councilman Cummins, who was in attendance, stated that he would continue to work with the community development corporations to find a solution.

Safe, Warm and Dry Update

SAFE, WARM
AND DRY
UPDATE
Presented

Joyce Dodrill, Chief Legal Officer, stated that based on the direction received from the Board at the recent Board Work Session, we will proceed with writing the RFQ.

Friends Board Update

FRIENDS
BOARD
UPDATE
Presented

Director Thomas shared the following update on behalf of Nichole O'Sullivan, President, Friends of Cleveland Public Library, who was unable to attend:

- Approaching the final stages of our Executive Director recruitment process and are down to two final candidates
- Focusing on planning for Ohio Library Legislative Day on April 13, 2016
- A few fundraisers will begin in June
- Dialogues continue with donors and partners

Mr. Corrigan stated that he is impressed with the enthusiasm with the Friends Board and the newer membership.

Ms. Rodriguez asked if Library Board members could be informed if Mr. Corrigan was unable to represent the Board at a Friends Board Meeting.

Mr. Corrigan stated that if he is unable to attend personally, he joins the meeting via phone.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas asked Ms. Krenicky to share important information with the Board.

Carrie Krenicky, Chief Financial Officer, announced that the Library received notice from the final distribution of the Grace Brody Trust that the Library will be receiving an approximate additional \$64,750, totaling \$564,750 received.

Ms. Krenicky stated that notice was received from the final distribution of the Delores Santos Estate. Originally, the Library received \$40,000 that the Board authorized for use for the Main Library - The Peoples University, as it was restricted for the Main Library. The final distribution will be \$46,921, totaling \$86,921 received.

FORMING COMMUNITIES OF LEARNING

On January 15th at the Carnegie West Branch, the library hosted its second Creative Mornings program. Philip Meters, an author, poet and professor of English at John Carroll University spoke on the philosophy of language and poetry to an audience of 100+ people. His poems and translations have garnered a Lannan fellowship, two NEAs, five Ohio Arts Council Grants, the Hunt Prize for Excellence in Journalism, Arts & Letters, and the Beatrice Hawley Award, two Arab American Book Awards, the Watson Fellowship, the Creative Workforce Fellowship, the Cleveland Arts Prize and a PEN/Heim Translation Fund grant.

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Fighting Community Deficits

On January 23rd the Carnegie West Branch hosted Legal Aid @ the Library. Fifteen volunteer attorneys participated in the clinic. The firms represented in the volunteer group were: Hahn Loeser; Kadish, Hinkel & Weibel; DDR Corp., Cleveland Housing Court, Dunson Law LLC, Schneider Smeltz; Eaton Corp., and Ogletree Deakins. It was reported that patrons travelled to the Carnegie West branch from the East 105th street neighborhood, Lyndhurst, Mentor and Willowick. Some were referred by the housing courts but most learned of the event by visiting the Legal Aid website event calendar. In January the Library began the implantation of its offsite family literacy initiative at two NEON Health center locations: Hough and South East. Children's Librarians from Main and neighborhood branches visit both locations on a weekly basis to promote early childhood literacy and library resources available to adults.

The Science and Technology Department donated five shopping bags of homemade items for Warm Up Cleveland. Most items were donated by patrons who picked up donated yarn and returned hats, gloves, and scarves.

Cultivating a Global Perspective

Rev. Dr. Jawanza Colvin served as the keynote speaker for the MLK event. Colvin spoke on the importance of viewing Dr. Martin Luther King, Jr. quotes not in isolation but within the context of the speech from which it came. Performances were presented by CMSD's All-City Drumline, the Distinguished Gentlemen of the Spoken Word, Authorine McKnight and the Joshua Trio.

This year's Drum Major for Change awardee was former CPL board member Venerine Branham. The Drum Major for Change award has is meant to honor people who selflessly commit the life's work in service of others.

Special Collections staff teamed up with scholar Dr. Regennia Williams, Cleveland State University's Center for Excellence and Innovation in Education and the Spiritual Gifts Choir to host this two day interactive workshop on January 22 - 23rd

Exhibits

Main library staff members created a number of informative, educational and interesting displays during the month of January. The Center for Local and Global History Librarian Terry Metter created a book display promoting reading as a New Year's resolution; the Martin Luther King; Jr. Memorial Holiday; Genealogy as part of National Hobby Month; and the life of Alexander Hamilton, in connection with the Broadway musical Hamilton. Library Assistant Danilo Milich created a display for Valentine's Day centered on "historic couples". Government Documents Senior Clerk Erick Walker prepared an exhibit for the upcoming celebration on African-American legislators and politicians. Social Science Library Assistant Lakeisha Winstead prepared an exhibit on "Inventions Used in Everyday Life" invented by African-Americans in celebration of the upcoming African-American History Month. Social Science Library Assistant Lakeisha Winstead and Social Science Librarian Tracey Overbey prepared a Dr. Martin Luther King display commemorating his life with books and pictures and staff in Fine Arts hosted an exhibit of materials about David Bowie who passed away on January 20th.

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- Assisted Local architect looking for drawings and photographs of the Bradley Building on West 6th.
- A writer for Wheel Times (a trade catalog for Trucking) had a 3-part article published about the White Motor Company, an automobile, truck and bus manufacturer in Cleveland from 1900-1980. He was grateful for the assistance he had here doing his research during the summer, that he sent copies of the magazine for the Library collection and acknowledged CPL in the article.
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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

Meetings and Activities

- I hosted our Rev. Dr. MLK, Jr. program.
- I attended the ALA Midwinter meeting in Boston.
- I attended a Metro libraries Government Relations meeting in Columbus.
- I provided remarks at the Community Financial Center's Award Ceremony.

CLEVNET

CPL has over 11,000 followers on Twitter and the Facebook page currently has nearly 8,000 fans.

GRANTS & DEVELOPMENTCleveland Foundation Summer Intern Host Site

CPL was selected to host a 2016 Cleveland Foundation Summer Intern to develop the Cleveland Digital Public Library's oral history program. This was a competitive application process; CPL was selected as one of 20 sites out of 70 that applied. This program provides a college student or recent graduate an opportunity to work in a Cleveland-area non-profit organization or governmental agency during the summer months. This person will be a full-time temporary employee of the Library

Chatham Ewing has been designated as the mentor for CPL's intern. This person (to be selected by an interview process in March) will be with the Library from June 1 through August 12. Our goal is for them to assist in developing a branch library and neighborhood oral history program, starting with four pre-selected CPL branches. We anticipate using the intern's time to learn more about the kinds of stories that have meaning for our workers, retirees, friends and patrons. The Center for Local and Global History will work closely on this project too.

ALA Video

ALA has hired a local firm, GW Creative, to film a promotional video of CCPL and CPL. The themes are library excellence and library transformation. I am working with GW Creative to schedule times and locations for the CPL interviews which will include staff and pre-selected patrons. Dates for filming have not been identified but they are looking at the end of February.

Right now we are reaching out to identify patrons and CPL employees to be interviewed. So far two patrons have been identified, only one of which is confirmed. The confirmed patron is a student intern/volunteer/patron at the Ohio Library for the Blind and Physically Disabled (from their Mayfield schools partnership). One block of filming will include an interview with her and Will Reed, recording the OLBPD as a location. The next patron identified (participation not yet confirmed) is John Fuduric of The Cleveland Brewery, who made the tap handles for his bar using TechCentral's 3D printer. We would like for his interview to be at his bar and are working to confirm this. TechCentral has been identified as another shooting location and Suzi Perez has been identified as a staff member to be interviewed (specifically because she worked with Mr. Fuduric). They will also likely use the African American History Month programs for b-roll shooting.

Will Eisner Graphic Novel Growth Grant

These grants are awarded to one organization annually to expand an existing program series based on comics and graphic novels. The award includes \$1,000 for the program, \$1,000 to travel to ALA Annual Conference to accept the award and \$2,000 to purchase graphic novel collections. An additional collection on Graphic Novels is provided too. We submitted a request for the Literature Dep't/Ohio Center for the Book's Women Warriors Symposium, highlighting the Get Graphic book club and speaker series that have been ongoing for the past three years.

Participated in Strategic Plan Subcommittee for Cultivating Global Perspectives.Friends of CPL

Submitted year-end reports on CPL 2015 spending of Friends gift funds.

Letters of Support

- Submitted to the Legal Aid Society of Cleveland for their request to the McGregor Foundation.
- Submitted to the Chicago Public Library to be part of an Advisory Committee for their Librarians for Lifelong Learning (L3) Project, in collaboration with the Museum of Science and Industry and Peer 2 Peer University.

PUBLIC SERVICES

Programs, Services & Exhibits

In the month of January the Library hosted approximately 239 programs ranging from poetry workshops to patent searching classes and college readiness programs. The Outreach & Programming department was directly involved in supporting 236 of these programs.

The two highlights of the month of January were the 31st annual Martin Luther King Jr. celebration and the Creative Mornings event at the Carnegie West branch.

Rev. Dr, Jawanza Colvin served as the keynote speaker for the MLK event. Colvin spoke on the importance of viewing Dr. Martin Luther King, Jr. quotes not in isolation but within the context of the speech from which it came. Performances were presented by CMSD's All-City Drumline, the Distinguished Gentlemen of the Spoken Word, Authorine McKnight and the Joshua Trio. This year's Drum Major for Change awardee was former CPL board member Venerine Branham. The Drum Major for Change award has is meant to honor people who selflessly commit the life's work in service of others.

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The OPS department encumbered \$36,625.77 in support of 2016 programming and took in \$2,000 for the rental of our facilities

PARTNERSHIPS

In January the Library began the implantation of its offsite family literacy initiative at two NEON Health center locations: Hough and South East. Children's Librarians from Main and neighborhood branches visit both locations on a weekly basis to promote early childhood literacy and library resources available to adults.

MOBILE SERVICES

Mobile Services worked out the logistics of using one vehicle to provide both the Senior Lobby Stops and the On the Road to Reading programs starting in the month of February. The schedule for the six participating senior stops had to be adjusted due to the demands of the OTRR schedule.

On the Road to Reading staff created announcement cards that will be utilized by Children Librarians and Library Assistants at NEON Medical Sites. The OTRR team will send out updated cards as monthly services and programs change on the CPL calendar. The cards also contain information about CPL departments and branches.

MEETING ROOMS

The total number of requests for Main Library in the month of January was 224 with an estimated total attendance of 3,764. The Lake Shore Facility meeting

rooms were reserved 23 times. There were 315 requests for branch meeting rooms during the month with an estimated total attendance of 4,197.

STAFF

Assistant Director of Outreach & Programming Services, Aaron B. Mason attended the first annual Maker Fair Producer's Summit in San Francisco, California. The Summit included over 100 producers from 10 countries. The two-day summit included workshops, on safety, curatorial best practices, sales, marketing, and outreach to educators and institutions of learning.

Mobile Services Manager, Mrs. Rhonda Pai attended the American Library Association's Mid-Winter conference in Boston. She was part of a committee that works to promote outreach with in the youth librarianship field. She was assigned to write a blog post in June 2016 for the American Library Services to Children (ALSC) Blog.

From Jubilees to Jazz: Black Sacred Music, at Home and Abroad

Special Collections staff teamed up with scholar Dr. Regennia Williams, Cleveland State University's Center for Excellence and Innovation in Education and the *Spiritual Gifts* Choir to host this two day interactive workshop on January 22 - 23rd

Tax Form Program

Business, Economics, and Labor Department Librarian Susan Mullee coordinated CPL's tax form procurement for library patrons. Ms. Mullee shared pertinent information with branches, main library and successfully negotiated the complex process with the various governmental bodies responsible.

Warm Up Cleveland

The Science and Technology Department donated five shopping bags of homemade items for Warm Up Cleveland. Most items were donated by patrons who picked up donated yarn and returned hats, gloves, and scarves.

Main Library Book Clubs

Library Assistant Adam Jaenke hosted a Brown Bag Book Club event in the CLGH on January 25th featuring the book *Lost In America: A Dead-End Journey* by Colby Buzzell.

Youth Services Programming

Youth Services staff members conducted multiple preschool and toddler story times throughout the month of January including a tour and story time for 160 K-2 grade students from University of Cleveland Preparatory School on January 14th, a story time, and a tour for 65 K-2 grade students from Lake Erie Preparatory School on Thursday, January 28th and a tour with students from Pearl Road Head Start on January 20th. In addition, Youth Services staff members conducted Wee Read and Play and Super Sleuths Story times on Tuesdays and Wednesdays, a Tiny Hand Prints program on January 16th and a "Dream Book Project." ArtLab program.

Music at Main

NEO Dixie Jazz Band performed January 9th to an audience of 51. The band was led by Tom Lempner, a saxophone teacher from Cleveland State University.

Main Library Blog Posts

During the month of January staff in Fine Arts & Special Collections made three Blog Posts featuring: *The Howell & Thomas Architectural Drawings*, *The Derrydale Press* and *Federal Art in Cleveland*.

Foreign Literature Programs

During the month of January, Foreign Literature staff members planned and conducted a total of four programs serving Russian, Chinese and Spanish speaking populations. This month's highlight included two off-site ESOL lessons for seniors at Goodrich-Gannett Community and a bilingual story time program.

Main Library Tours and School Visits

Main Library staff members provided tours throughout the month of January. Groups visiting included: Students from Cleveland State University, members of the Lakewood Historical Society, 160 students from University Cleveland Preparatory School and 75 students from Lake Erie Prep School.

Exhibits and Displays

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National Hobby Month; and the life of Alexander Hamilton, in connection with the Broadway musical Hamilton. Library Assistant Danilo Milich created a display for Valentine's Day centered on "historic couples". Government Documents Senior Clerk Erick Walker prepared an exhibit for the upcoming celebration on African-American legislators and politicians. Social Science Library Assistant Lakeisha Winstead prepared an exhibit on "Inventions Used in Everyday Life" invented by African-Americans in celebration of the upcoming African-American History Month. Social Science Library Assistant Lakeisha Winstead and Social Science Librarian Tracey Overbey prepared a Dr. Martin Luther King display commemorating his life with books and pictures and staff in Fine Arts hosted an exhibit of materials about David Bowie who passed away on January 20th.

Main Library Outreach

Science and Technology Senior Librarian Jim Bettinger presented on the Patent and Trademark Resource Center (PTRC) at Cleveland Public Library to the CLEVNET Directors Meeting on January 30th. Mr. Bettinger provided information on intellectual property rights, the patent and trademark resource center program, and what the PTRC can do for CLEVNET patrons and librarians. General Research Collections Manager Don Boozer also attended the meeting and introduced Mr. Bettinger to the directors.

Youth Services Librarian Lan Gao offered story times at Metro Health Broadway Health Center and Fed Kids on January 29th. Youth Services Manager Annisha Jeffries continued to partner and promote the library and services through weekly story times at Rainbow Babies and Children's Hospital's Centering Pregnancy program.

Collection Development Highlights

Government Documents Supervisor Sarah Dobransky has been making plans to prepare for a visit from the Government Publishing Office. Ms. Dobransky met with Senior Catalog Librarian Michael Monaco to further discuss the process behind getting all of the government documents' bibliographic and authority records into Sirsi. Ms. Dobransky is in the process of creating instructions for Government Documents staff to evaluate newer items (i.e., current five years), to barcode them, and to make location change decisions (e.g., to send to braille

materials to The Library for the Blind and Physically Disabled, to keep as reference, to start to circulate, or to keep in storage).

Social Science Library Assistant Pete Elwell and Social Science Senior Librarian Mark Moore accepted a donation of historical records from the Cleveland Football Officials Association (CFOA) for the Sports Research Center. Cleveland Digital Library Strategist Chatham Ewing is advising on how best to proceed with the digitization of these materials. As part of the partnership with CFOA, their Hall of Fame plaque will also now be displayed in the Sports Research Center except when being used at the association's annual induction ceremony.

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Staff Development

Assistant Director of Public Services Robin Wood attended the American Library Association's Midwinter Conference to participate in committee meetings and activities. Ms. Wood is a current member of ALA's Training, Orientation and Leadership Development (TOLD) Committee.

General Research Collections Manager Don Boozer participated in the American Library Association Midwinter Meeting in Boston. Mr. Boozer shared a 3-page summary of activities and resources with his staff.

Subject Department Children's Librarian, Maria Estrella attended the American Library Association's Midwinter Conference and was congratulated for her participation on the Pura Belpré Award committee. The award is named after Pura Belpré, the first Latina librarian at the New York Public Library. The Pura Belpré Award, established in 1996, is presented annually to a Latino/Latina writer and illustrator whose work best portrays, affirms, and celebrates the Latino cultural experience in an outstanding work of literature for children and youth.

Youth Services Manager Annisha Jeffries conducted the monthly system wide Youth Services Meeting on January, 20th. Youth Services staff had training by a representative from the book vendor Ingram Content on using the revised book ordering website and a representative from the Cleveland Metropolitan School District Executive Director School Choice and Enrollment, Kevin Alin talked about the upcoming School Quality Fair in March 2016.

Fine Arts & Special Collections Manager Pam Eyerdam coordinated a Docent Tour session on January 14th to train staff as Library Tour Guides.

Special Collections staff members Bill Chase and Stacie Brisker attended a presentation at Case Western Reserve Library on January 20th about the *Medieval Manuscripts of Otto Ege*.

Government Documents Library Assistant Mona Brown and Government Documents Supervisor Sarah Dobransky attended the Government Publishing Office webinar "Health Fraud from an FDA Perspective."

Branches

Addison Branch - Branch Manager, Magnolia Peters attend *Care Works* and *AED/CRP* training at Lakeshore. *Braxton* continues to provide FREE 3rd Grade Reading Guarantee tutoring. Cleveland Food Bank: provided their monthly Food Stamp Sign-up in addition to the "Free Fresh Produce" giveaway initiative. State Rep, Stephanie D.

Howse: Monthly "Meet and Greet" have reconvened for the New Year. Branch Manager, Magnolia Peters continues to provide literature drops at area community centers. Youth Librarian, Heidi Landskroener continued her off-site story times and provides emails concerning the Early Literacy calendar, branch program guide, and other items of interest to local teachers. LA (Youth), Ron Clark resumed his off-site story time.

Collinwood - During the month of January, the Collinwood Branch restarted the Kids' Café after school snack program and free produce distribution. The installation of charging station for cell phones was well received by our patrons. City and state tax forms were received and displayed. Children's Librarian, Erica Marks attended ALA Midwinter conference in Boston and two Cultivate a Global Perspective subcommittee meetings. Youth made "Dream Boards" in honor of Dr. Martin Luther King, Jr. Day on Thursday, January 14th. The branch hosted two youth focused meetings on Saturday the 16th which included our returning Youth Leadership forum for East Clark students and a local Girl Scouts group.

East 131st - Librarian Assistant, Rosa Simone will attend an informational session for a new partnership with the South East NEON Health Center on January 27th. The branch staff welcomed former substitute, Andrew Udofia, as the new computer emphasis assistant. Branch Manager, Ginaya Willoughby attended meetings for BUCS partnership, Neighborhood Leadership Institute Advocacy Day training event, CPL150 Subcommittee, and has also registered for continuing education for AED training, FMLA updates, Express to Impress (NEO-RLS).

Eastman - Ken Knape has signed up to take training in CPR in a class on January 28th at lakeshore. Children's Librarian Rebecca Price-Donahue had the training at lakeshore on January 7th. Clerk Betsy Serrano held a couponing class on January 7th. The class was about learning how to get coupons, find sales, how to organize yourself, and start saving.

Garden Valley - Branch programs included "The Ebony Unsung Heroes," "Can Hip Hop (Music) Be Positive," and Kid's Café. Rena Baker and Pasha Moncrief promoted resources at Rainbow Terrace's First Annual Empowerment Workshop and Resource Fair. Ms. Zunt and Karen R. Long

of the Anisfield-Wolf Book Awards gave a presentation on "The Best Books of 2015" for the historic City Club of Cleveland. Magazines were weeded, materials ordered, and CPL's Employment Resources were requested. Cal Zunt began as Assistant Branch Manager and LaToya Barnes, as Library Assistant Computer.

The Harvard-Lee Branch - Mrs. Parks, along with Sherrill Marino and Luigi Russo, met with John Skrtic to discuss items related to Clerk Training 2016 on January 5, 2016. Also, Mrs. Parks attended the Subcommittee meeting for the Innovative and Sustainable Operations on January 5, 2016. This meeting was facilitated by Sherrill Marino and Cindy Lombardo.

Hough Branch would like to highlight the following: Library Assistant Joanna Rivera conducted a "Boxing with the Classics" program which highlighted boxers born in January, such as Muhammad Ali. Participants watched film on boxers and were able to research other boxers using the internet.

Jefferson - It is truly amazing to see a new program grow and be successful. The Cartoon & Anime Club has gone through a number of changes in order to attract a bigger audience and it has been successful. Beginning with only two or three kids that were interested in Sonic the group has grown to 15 participants.

Lorain - The Lorain Branch created new programs to offer, including Wii/Computer Gaming and new MakerLabs for paper quilling, seed-starting, and loom-knitting. The Branch is also working to engage more of the Hispanic community by meeting with Hispanic leaders, creating surveys, and promoting CPL via conversations, La Placida Festival, and *La Voz del Nordeste di Ohio*. Story times continued to be presented at 3 nearby schools/daycare providers to more than 200 kids. The Lorain Branch also sent its first book, DVD, and CD purchases for 2015.

Martin Luther King Jr. - Toni Parker (Branch Manager) attended the Joint Manager's Meeting and received FMLA training; District Manager's Meeting; Two Sub Committee meetings for Fighting Community Deficits; Gave the welcome to the 31st annual Dr. Martin Luther King Jr. Commemorative Program; Secured artwork for the annual

African-American Art Exhibit through Sankofa Fine Arts Plus and local Artists; and conducted interviews for the position of LA Computer Emphasis.

Rice Manager - Youth programs at Rice included story times, school class visits 4 days a week; the Kids' Café, the Kid's Knitting Club, Friday Chess Club, Monday Word Bingo, Friday Movies, and weekend video games. For adults, there was the Vaccine Information Session, the Books At Work Community Book Discussion, Knitting Group, Poetic Power, Think Tank, yoga, meditation, and MetroHealth smoking cessation classes.

Rockport - On Wednesday January 6th Branch Manager Katie Ringenbach attended Council Member Brian Kazy's State of the Ward; at this meeting Kazy announced his plan to hold open office hours at Rockport in 2016. The inaugural meeting of the Rockport Chess club took place after school on Thursday January 7th and will continue twice a month through the end of the school year. OSU Extension Cuyahoga County SNAP-ED began a new program to teach the Department of Agriculture's My Plate healthy food choices program on Monday January 11th. Full-time clerk Nakia Williams started at Rockport on Monday January 11th.

South Brooklyn continued its great service with no opportunity to slow down. The ACT prep program, entitled impACT the 216! restarted its Winter Session. In partnership with the Greater Cleveland Food Bank, the branch received free produce once a week to give to patrons and free lunches for the students participating in impACT the 216! Various staff put up displays: the adult side had Downton Abbey (books, DVDs & other British television shows) and New Year Resolution books; the children side had new YA books, classic YA books, Start A New Manga Series, National Geographic Kids nonfiction, and children's books of gods/goddesses. Tammy Houghton began Super Sleuth Readers for ages 3-5, and attended the YS meeting. Adult Library Assistant, Anna Kaufman Ford had her monthly Book Discussion: *I am Pilgrim* by Terry Hayes.

Walz Branch has resumed meal service, tutoring, class visits, and produce giveaways after the winter break. The children have done a variety of programs from hanging their Wish on our Martin Luther King wish tree

to getting a little magic tutorial with Ms. Jeannie and Ms. Kathy pulling out their best magic tricks (all learned from library books!). Our nursing home residents borrowed one of the kid's crafts and created Popsicle stick snowmen to decorate their rooms.

West Park - West Park continues to have a successful ongoing sewing club program collaboration with the Bellaire-Puritas Development Corp. Groups of children (5-10 each session) have come in to learn basic sewing skills and have made scarves, stockings, and more. This collaboration stems from LA YA Jeanna Sauls' monthly meetings with the MyCom group. The new carpeting installed at the end of 2015 has been well received by patrons and staff. Staff member Phil Creter is participating in the Innovate for Efficient and Sustainable Operations subcommittee. With the concluding statistics report from last year, West Park was found to be number one in highest circulation among branches for every month of 2015.

Cleveland Digital Public Library

Learning Commons

Cleveland Digital Public Library currently regularly hosts Tech Central's computer classes and International Services (ESL) classes, and hosted a Proquest Webinar training session January 12, three Government Documents database workshops January 12, 19 and 26, part of the Jubilee to Jazz Workshops January 23, the County Greenprint training January 26, and CPL Fit yoga January 27 and 29.

Videography and Photography

Library Assistant Catherine Young produced the video "Drum Majors for Change 2016" which includes video from various board members and was uploaded to the vimeo account. Ms. Young also did a series of before and after photographs for the Preservation Department.

Scanning Assistance

Cleveland Digital Public Library staff assisted over 17 reservations and drop in sessions of two hours (or more) in length. There was scanning of both large personal and library collections in the Digital Hub. Patrons used the Epson 11000XL flatbed, ATIZ book scanner, and I2S

oversized flatbed scanner to accomplish their projects for personal and publication use.

Public Services Statistics

Between January 1 and January 30 the Cleveland Digital Public Library had 663 visitors and 87 KIC Scanner sessions resulting in 2,430 images/4,960.9 MB. The Digital Gallery had 6,755 sessions by 5,109 users resulting in 33,948 page views.

Outreach

Collinwood High School

Rachel Senese, Digital Public Library Coordinator, and Gloria Massey, Preservation Technician, are working with the Collinwood High School Librarian to teach and aid in the digitization of Collinwood High School's archives.

Collection Development

Cleveland Digital Public Library staff has scanned 86 items, post processed 179 items, and uploading 92 items containing 447 files into the Digital Gallery. Notable items include: Cleveland Meeting of the Religious Society of Friends records, Hopkins Plat Book of Cuyahoga County V. 3 1920, a selection of Special Collections chess books, a selection of James H. Donahey cartoons, Cleveland City Directories, a selection of John G. White's Diary and Views of Fishing Trips, and photographs from the Chess Portraits Collection.

Preservation

The preservation staff has completed 67 (61 complex, 6 simple) book treatments, 45 enclosures, printed 36 labels, and performed complex treatments to 2 drawings and simple treatments to 1 drawing.

Cleveland Digital Public Library staff has started to install and train staff members in the Maps Department, Photographs Departments, and the Public Administration Library on how to use the ContentDM Project Client. Staff members in these departments and branch will be able to upload digital content and associated metadata into select collections within the Digital Gallery. ClevDPL staff will review the digital images for quality and metadata for compliance with DPLA and Dublin Core metadata standards before approving the image.

Planning Activities

Golden Thread Image Analysis

Cleveland Digital Public Library staff will be analyzing how images taken on the I2S, ATIZ, Epson, KIC, and MFD scanners adhere to federal guidelines. Staff will also use the data collected to determine what can be done to minimize negative environmental impacts (light pollution) and change settings within the equipment and software.

DPLA Ohio

The Cleveland Digital Public Library is part of an LSTA Planning grant to develop a plan for Ohio Cultural heritage institutions to participate in the Digital Public Library of America through an Ohio service hub. Dr. Ewing serves on the steering committee and as the co-chair of the Legal Agreements working group. Ms. Senese serves on the Advocacy working group and Metadata Archivist Raymond Rozman serves on the Tactical Strategy for Technical Infrastructure working group.

Stacks Maintenance

Planning for environmental monitoring and internal pest management of the stacks within Main, Louis Stokes, and Lake Shore remains a planning priority. Dr. Ewing has met with Tim Murdock to initiate the process of installing newly obtained PEM-2 portable environmental monitors throughout Main, LSW, and Lakeshore stacks.

Fee for Service

Planning for establishing fee for service standard contracts and marketing has moved to the pilot stage. Dr. Ewing is working with legal to strike a contract with Medina Public Library that will enable ClevDPL to present a working model of fee for service digitization to ClevNet directors and beyond.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

For January 2016, OLBPD circulated 45,554 books and magazines directly to patrons. OLBPD registered 131 new readers to the service. The January BARD statistics were not available at the time this report was due.

OLBPD Manager Will Reed attended the 2016 ALA Midwinter Conference as a member of the working team of the ALA-ASCLA Revision to the Standards and Guidelines of

Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped. This first series of meetings involved a formal review of the current 2011 Standards among both the advisory and working teams. The working team made up of two regional librarians (Ohio and Washington), as well as a Project Director, and a NLS advisor, is charged with revising the Standards and Guidelines. The advisory team, made up of consumer representatives from the American Council of the Blind and the National Federation of the Blind, as well as COSLA and NLS, review the revision drafts and offer feedback to the working team. A final draft of the Standards is by the end of 2017.

OLBPD has scheduled its keynote speakers as part of our 2016 Family Fun and Learning Day on Wednesday, July 13th. OLBPD is pleased to welcome co-anchor of Fox 8 News in the Morning host Wayne Dawson. He is a member of the Broadcasters Hall of Fame. In 2014, he was inducted into the NATAS Silver Circle and also received the Chuck Heaton Award for the Cleveland Press Club. OLBPD is also pleased to welcome Pam Davenport, who is a network consultant for the National Library Service. NLS network consultants are assigned special liaison responsibilities to individual network libraries to facilitate communication in both directions, to ensure transmittal of ideas and program from one library to another, and to monitor effective use of NLS resources at each site. She oversees consultant services for the Midlands Region that includes Ohio.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Brunswick Senior Expo on January 18th.

The OLBPD adult book club met on January 8th to discuss "Go Set a Watchman" by Harper Lee.

TechCentral

TechCentral staff worked on a large number of program development projects during the month of January, utilizing time generated from a reduced set of computer classes in order to complete a number of outstanding or highly requested projects.

Library Assistant, Computer Emphasis, Matt Sucre and Library Assistant, Computer Emphasis, Carlos Piepenburg worked on developing an updated Resume Writing class, utilizing a much more hands-on approach to the class than has been done previously.

Library Assistant, Computer Emphasis, Paolo Balboa and Library Assistant, Computer Emphasis, Melissa Canan began developing a hands-on eMedia and eReader class that will focus on questions about patron-owned devices.

Two new MakerLabs based on littleBits electronics kits were developed by Library Assistant, Computer Emphasis, Cortney Gatewood, and Library Assistant, Computer Emphasis, Suzi Perez. One MakerLab will involve building a music synthesizer, and the other will be a free-form Lab utilizing the kits.

An *Introduction to 3D Design using Tinkercad* course, highly requested by patrons, was developed by Library Assistant, Computer Emphasis, Yehia (Jon) Alhibshi-Devore, Library Assistant, Computer Emphasis, Deman Deng, and Library Assistant, Computer Emphasis, Lawrence Clark-Bey.

Library Assistant, Computer Emphasis, Jorge Arganza and Library Assistant, Computer Emphasis, Denise Williams-Riseng partnered to develop two new MakerLab programs based on Makey Makey electronics circuit boards. The two programs will allow participants to create a Giant Floor Piano as well as a Drum Set using household items.

Cell Phone Charging Stations

Ten new cell phone charging stations were installed in the following branches: Brooklyn, Collinwood, E. 131st St., Fulton, Glenville, Jefferson, Martin L. King Jr., Memorial-Nottingham, Union, and Woodland.

TechCentral Manager, CJ Lynce, visited all sites after installation to resolve some issues with the new units, including charging cord and battery replacement. In total, twenty branches, in addition to TechCentral, Main Library, have cell phone charging stations installed.

Professional Development and Meetings

Library Assistant, Computer Emphasis, Deman Deng and Library Assistant, Computer Emphasis, Cortney Gatewood

provided peer training on the MakerSpace Vinyl Cutter and Heat Press for all TechCentral Staff.

Library Assistant, Computer Emphasis, Suzi Perez and Library Assistant, Computer Emphasis, Melissa Canan provided peer training for all TechCentral staff on the new MakerSpace M2 3D Printer and associated software.

All TechCentral staff received training on basic maintenance and cleaning of the MakerSpace Laser Engraver. The training was led by Library Assistant, Computer Emphasis, Matt Sucre and TechCentral Coordinator, Forrest Lykins.

Library Assistant, Computer Emphasis, Jorge Arganza, and Library Assistant, Computer Emphasis, Corina Mesenger attended the NEO-RLS Webinar *Gadgets and Gizmos for Teens* on January 20.

Mr. Lynce attended a meeting of the Northeast Ohio STEM Ecosystem at the Great Lakes Science Center on January 27.

Ms. Perez attended several meetings of the *Form Communities of Learning* Strategic Planning subcommittee in January.

Community Engagement: Visits and Outreach

TechCentral Coordinator, Forrest Lykins, hosted a tour of the MakerSpace for nine staff members from Cuyahoga County Public Library on January 4.

Mr. Lykins lead a tour of TechCentral and the MakerSpace for six people from a local creative studio on January 6.

TechCentral Manager, CJ Lynce, Library Assistant, Computer Emphasis, Deman Deng, and Mr. Lykins assisted a group of eight staff members from an area community action agency in the MakerSpace on January 14.

Computer Classes, MakerLabs, and One-on-One Sessions

TechCentral offered a reduced set of computer classes in January, due to a history of low turnout during the month. In the past three years, uncertainty of weather has resulted in low registration and for classes, however, this year's mild January proved just the opposite, with attendance numbers per class higher than normal.

The following are the statistics for Computer Class and MakerLab programs for January 2016:

	Branches	Main	Total
Number of Computer Classes	17	10	27
Attendance in Computer Classes	60	55	115
Cancelled Computer Classes (in-advance, no registrations)	2	0	2
No-Show Computer Classes	0	0	0
Cancelled Computer Classes Due to Weather	0	0	0

	Branches	Main	Total
Number of MakerLabs	1	0	1
Attendance at MakerLabs	15	0	15
Cancelled MakerLabs (in-advance, no registrations)	0	0	0
No-Show MakerLabs	0	0	0
Cancelled MakerLabs Due to Weather	0	0	0

TECHNICAL SERVICES

Director of Technical Services Patricia Lowrey attended several meetings and the manager's training session in preparation for the CareWorks FMLA service. Ms. Lowrey served on the implementation team for the service which starts February 1. Technical Services Managers met with the Information Technology Software group on January 8 to discuss a number of projects and issues. Ms. Lowrey worked with the Technical Services Managers to develop their 2016 Operational Plan. The plan focuses on improved handling of items with holds and DVDs but it also contains individualized goals that were developed by each Manager.

Ms. Lowrey attended the Martin Luther King, Jr. Program on January 18. Ms. Lowrey and the Technical Services Managers all took the AED Training offered at the Lake Shore Facility. Ms. Lowrey participated in the day-long StrengthsFinder training with Kristie Frieden on January 26.

Collection Management: Collection Management selected 1,640 titles, 11,500 copies, and spent \$229,979 in January. 66 telescopes of materials were relocated.

Laura Mommers continued to cover for the absence of Children's and Young Adult selector Bonnie Bolton in both selection and in the processing of Branch discretionary selections. Ms. Mommers worked with Midwest Library Services to provide a brochure of media items that support African-American History Month. Collection Manager Pamela Matthews placed several orders of books to support the Library's African-American Month programming.

Ms. Matthews visited the Harvard-Lee Branch, and she and Technical Assistant Eric Hanshaw attended the United Way/Community Shares Committee meeting. Ms. Matthews also attended a committee meeting of the Ohio Library Council Technical Services Committee to finalize Spring 2016 programming. Ms. Matthews virtually attended Infopeople's webinar "Aspen Institute's Rising to the Challenge: Re-envisioning Public Libraries".

High Demand: The High Demand staff ordered 1,210 titles and 10,214 items. They added 564 titles and 8,647 items. In addition, they processed 172 items for other departments.

Carole Brachna, Manager, attended the Care Works training session to learn about the new way FMLA will be managed. She also took part in the AED/CPR training and worked on creating the 2016 operational plan, along with the other technical services staff. Mya Warner, Technical Services Senior Clerk, also took part in the AED/CPR training. Dale Dickerson, High Demand Librarian, attended a Catalog Department meeting.

New ordering distributions were implemented so as to reflect branch circulation patterns. This required some setup on the vendor websites. The High Demand staff met briefly January 27 to discuss a change in workflow.

Materials Processing: The Associates cataloged 573 new titles for the Cleveland Public Library and added 1,983 records for the CLEVNET libraries. The Associates and Sr. Clerks added 2,171 items. The Technicians worked on 14,176 items. Shirley Jones learned to cover the Foreign Literature

magazines. Sabrina Rosario-Laureano learned to scan materials for holds. Michael Reynolds and Elizabeth Hegstrom reorganized the non-book cases in the Materials Processing storage rooms in the basement of the Lake Shore Facility. Vivian Grayson and Ms. Jones sorted and organized the DVD cases that are kept in the department so the different sizes are more easily found. Marisol Adorno-Cruz and Ms. Hegstrom attended AED training. The Rice Local Author Collection received three new titles.

Ms. Hegstrom met with the Associates and Senior Clerks to discuss a few cataloging changes and what workflow changes will be made for the 2016 Operational Plan. The Technicians also met with Ms. Hegstrom and they discussed some changes in general procedures along with specific changes for the 2016 Operational Plan including no longer wrapping the music CDs in paper bags before putting them in the telescopes to send out to the various locations.

Acquisitions: Acquisitions staff began placing orders on January 12th after the editing and entering of the 2016 fiscal year budget numbers in Sirsi was completed. Staff from the Acquisitions Department completed the property stamping of the 6,314 photographs for the Center for Local and Global History. Sandy Jelar Elwell, Acquisitions Manager, met with Patricia Lowrey, Technical Services Director, and other Technical Services Managers to discuss the implementation of new Branch ordering distributions that had been revised by Collection Management for 2016. Alicia Naab, Acquisitions Coordinator, worked with Carole Brachna, High Demand Manager, to edit the ordering templates in the vendor websites to reflect these new Branch ordering distributions.

Ms. Jelar Elwell was selected to serve on the Innovate for Efficient and Sustainable Operations Strategic Plan Subcommittee lead by Deputy Director Cindy Lombardo. The Subcommittee met several times during the month.

Ms. Jelar Elwell met with Ms. Lowrey and other Technical Services Managers to discuss the 2016 Operational Plan for Technical Services and also attended the FMLA Training session for CPL Supervisors, Managers and Directors at the Lake Shore Facility. Ms. Jelar Elwell and Nathaniel Infante, Technical Services Associate, attended the AED/CPR Training at the Lake Shore

facility. Ms. Naab met with the NOTSL planning committee at the Cuyahoga County Public Library Administration building to organize the Spring meeting for 2016.

The Acquisitions Department ordered a total of 4,226 titles and 5,850 items (including periodical subscriptions and serial standing orders); received 6,516 items, 1,203 periodicals, and 420 serials; added 261 periodical items, 252 serial items, 56 paperbacks, and 2,004 comics; and processed a total of 981 invoices.

Shelf/Shipping: On January 7th, Darryl Pless and Shelf/Shipping Supervisor Stephen Wohl attended CPR and AED training. Mr. Wohl worked with the Page New Hire Committee in conducting interviews for the 30 candidates who passed their assessment; seventeen were hired to fill open positions throughout the CPL system. Mr. Wohl joined the CPL-150 strategic plan subcommittee. The subcommittee met on January 14th and 27th.

Amber Alexander completed her assignment as a temporary Receiving and Distribution Technician and returned to her regular position at the Walz branch. The Lake Shore Shelf/Shipping department began receiving and distributing various federal and municipal tax forms to the branches.

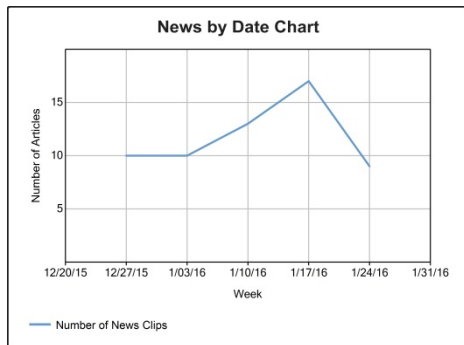
The staff of the Lake Shore Shelf/Shipping Department sent 30 items to the Main Library for requests and 108 items to fill holds. Main Library received 311 telescopes, the Branches received 722 telescopes, CLEVNET received 81 telescopes, CASE received 7 telescopes CSU received 7 telescopes and Tri-C received 5 telescopes. A total of 1,126 telescopes were shipped out. The Technicians sent out 49 items of foreign material and in total 11,936 new items were sent to the Acquisitions and High Demand Departments.

Catalog: Catalog Manager Andrea Johnson updated the schedule for reviewing finished book trucks. Librarian Michael Gabe checked his first truck. He also learned how to complete OCLC batch processing in order to correct several hundred Russian records with Cyrillic characters displaying incorrectly. Staff cataloged 3,483 titles and added 2,384 items for Cleveland Public Library, including 454 titles in 14 foreign languages. Librarian Celia Halkovich began peer review of original

and upgraded bibliographic records completed by Librarian Barbara Satow. Librarian Amei Hu started creating original cataloging for foreign DVDs in Asian languages. Senior Librarian Dawn Grattino created original catalog records for two titles by Cleveland poet/printmaker Michael Gill: Common household rhymes for the modern child and two editions of A pocket full of change.

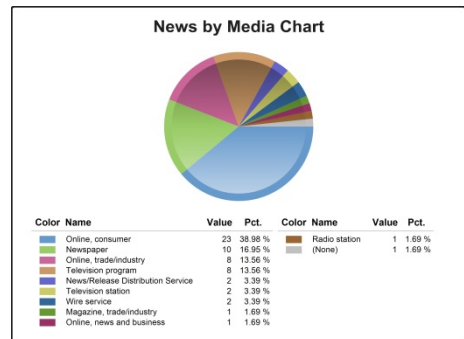
Mr. Gabe and Ms. Johnson attended CPR and AED training. Senior Librarian Michael Monaco met with Government Documents Supervisor Sarah Dobransky. He also met with the CPL150 Team via Skype, and attended a meeting of the Ohio Library Council Technical Services Division Action Council. Mr. Monaco and Ms. Satow participated in the second Human Library event.

MARKETING & COMMUNICATIONS



Media coverage for the month of January included 60 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$78,632.09. In January, the online media outlets that featured CPL events and programs received 27,586,253

unique visitors. Most activity centered on the MLK Day Commemorative Program, MakerSpaces and legal aid being available in the library. Online consumer accounted for most, but less than half of the media articles with newspaper being second.



Ads to promote the 31st Martin Luther King, Jr. Commemorative Program were placed in *La Prensa*, *Profile News Ohio*, *Campus Observer*, *Call & Post*, *Lotus*, *Ohio Life* and *Real Deal Press*. In addition radio spots ran on Radio One 93.1 FM.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 8,631 times on average per week, with an average of 1,127 clicks to the website per week resulting in a 13% click-

through rate for the month. This is the highest weekly click through rate since using Search Engine Marketing. *Public library + Cleveland* was the most clicked-through phrase.

January-SOCIAL MEDIA

Twitter followers are up from 9,936 in 2015 to 11,658 currently. Facebook fans are up from 7,177 in 2015 to 7,820 currently. There are 874 followers on Pinterest.

The top 5 most clicked on links from BOTH Facebook & Twitter:

1. Jan 12th: Space is limited, so register today for @cm_cle this Friday featuring Philip Metres at the Carnegie West Branch: <http://ow.ly/WYgj1> (Link to Creative Mornings)
2. Jan 31st: Celebrate 75 years of Wonder Women with Wonder Women a Graphic Novel Book Club, 1st + 3rd Thursdays of the month. <http://ow.ly/XJ8Wy> (Link Wonder Woman page)
3. Jan 11th: Head to @happydog58 tomorrow for @TheCityClub's discussion: Best Books of 2015. More info here: <http://ow.ly/WVcEm> (Link to City Club event)
4. Jan 19th: Did you know the Cleveland Public Library offers a wide range of FREE online courses? Learn more and enroll today: <http://ow.ly/XhfQW> (Link to Gale courses)
5. Jan 23rd: Apply for a library ecard online and get access to our digital materials. #books #music <http://ow.ly/XrjgA> (link CPL ecard page)

Top 5 most engaging posts on Facebook (includes likes, comments, etc.):

1. January 30th: Warm Up Cleveland
2. January 19th: From Jubilees to Jazz workshop
3. January 5th: Wonder Woman 75th anniversary
4. January 9th: Dixieland Jazz at the Main Library
5. January 28th: SOLE Thursdays

GRAPHICS

Graphics staff designed, printed, and distributed 152 items in January in addition to graphics for ads; the library website; social media; 5 staff newsletters; CPL Fit newsletter; African American History Month collateral and *Black Women in Congress*, *African American*

Inventions Used in Everyday Society, and MLK Day African American Art exhibits; PAL Municipal Collection of Cleveland Art exhibit; revised Borrowing Policy brochure; bookmarks for the Cleveland Playhouse productions of *Luna Gale* and *The Two Gentleman of Verona*; UpNext monthly program guide and MyBranch branch activity fliers.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We are meeting weekly on the progress of Phase II for Main and LSW.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Lamps and ballast were replaced at Brooklyn, Glenville, MLK, Mt. Pleasant and Rockport. A new air dryer was installed in the boiler room at east 131. The controls for the air handling unit for the second floor multi-purpose room HVAC system was upgraded at Eastman. The control actuator for heat pump #4 was replaced at Langston Hughes. The new cooling tower was installed at Lakeshore. New exit signs were installed at Lorain. A bad domestic hot water tank was removed from LSW and a new one is on order. Air balancing was completed in Shelf department and the Digital Hub at Main. LED lighting was installed in the display case outside of room 90 in Main. A temporary electric heater was installed in the Shelf department in Main.

The Carpenters and Painters installed charging stations at Brooklyn, Collinwood, East 131, Fulton, Glenville, Jefferson, Lakeshore, MLK, Union and Woodland. Sliding partitions were installed at Collinwood. A new slat wall was installed in Main lending. Doors were repaired at Langston Hughes and South Brooklyn. Broken floor tiles were repaired in the children area at Temp. South. Tax shelving was relocated at East 131. Several door locks were repaired in LSW and a new access panel was made and installed in Tech Central.

The Garage is working on servicing snow blowers and salt spreaders for the branches.

SAFETY & PROTECTIVE SERVICES**Safety Services**

- Officers Green and Thompson have been promoted to full time officers.
- SPS will be meeting with the mother of a problem juvenile female patron at Hough branch today. The daughter has been expelled for fights inside Hough and striking the SPS officer posted there.
- SPS will be staffing Mount Pleasant until G4S hires a second guard for the branch. SPS will post an officer there from 10am until 3pm.
- SPS will also staff East 131 temporarily until the newly part time officers are trained and the new officer allocated for E. 131 is available to be posted there permanently.
- Commander of Cleveland Police Department's Fourth District is unaware of any new gang activity or threats of gang warfare being eminent. He has asked that I pass along any credible information.

Protective Services

Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Jan 2016	4613	177	133	54	637	152	126	63
Dec 2015	4351	189	113	39	627	154	60	37
Nov 2015	4252	185	136	127	754	129	78	58
Oct 2015	5810	215	167	51	682	167	67	47
Sept 2015	5520	221	101	40	675	157	56	56
Aug 2015	6132	236	112	46	850	146	76	68
July 2015	7336	282	122	55	1006	144	87	73
June 2015	6992	280	140	42	592	170	55	58
May 2015	6010	240	140	37	390	250	52	55
April 2015	5818	223	154	39	219	294	50	64
Mar 2015	5363	206	169	32	195	278	65	73
Feb 2015	4538	206	183	18	209	178	43	45
Jan 2015	5123	205	190	35	179	220	78	45

Special Attention, Special Events, and Significant Incidents

- A male patron was found on the rest room floor on LSW 3 by SPS on 1/6. The male was complaining of severe abdominal cramps and EMS arrived and transported the male for further evaluation.
- A juvenile female patron was expelled for threatening to fight another juvenile female at Hough branch on 1/6. When the victim left the library the expelled female approached her and started punching the victim. SPS tried to bring the victim back into the library and the aggressor followed punching him and throwing several chairs over once inside.
- A group of disruptive juveniles were asked to leave Mt. Pleasant 1/7/16. On their way out one of the males went behind the circulation desk.
- The G4S guard at Lorain branch observed what he

believed was a prostitute working the street outside of Lorain branch. The female after getting dropped off by vehicles would go into the branch and monopolize the rest room. She was advised to stop monopolizing the rest rooms.

- A staff member helping a female patron at Walz branch observed several images of child pornography on the patron's phone. SPS notified CPD's Sex Crime Unit.
- An unknown person or persons kicked the glass in the front door at E. 131 branch causing it to break.
- Staff at Carnegie West observed a male urinating on the building. SPS expelled the male for the rest of the day and the male became verbally abusive and was subsequently expelled for three days.
- Juvenile males were expelled from Rice branch on 1/14 for fighting.
- Staff member Desma Cooley was transported to the hospital for a possible concussion after hitting her head at Fleet branch on 1/16.
- A 25yr old female entered Hough branch on 1/20 and assaulted a 16yr old female. SPS and staff broke the fight up and expelled the 25yr old and the juvenile refused medical treatment and left the property.

Protective and Fire Systems

- Cameras are operational at Lake Shore and Memorial Nottingham.
- The old DVR from Lake Shore was brought to LSW to replace one of the unserviceable DVR in communications.
- Faulty smoke detector replaced at Carnegie West.
- Annual fire system inspections are underway; being performed by ABCO.

Contract Security

- G4S will post two guards at Mount Pleasant in an effort to relieve branch staff concerns. The
- A meeting has been requested between the G4S account manager and regional manager and CPL.
- Hough G4S officer resigned for health reasons.
- The current 20yr old G4S guard at Mount Pleasant will be with an more effective guard.
- Contract security has been working the overtime at

branches while electricians are pushing wire and connecting cameras.

Administration

- I have started the Onboarding process with Sherrill Marino and the two new Lt's are ready to begin their Onboarding as well.
- This Friday all SPS officers will have completed their AED/First Aid training.
- SPS will purchase a few Keurig's and place them at branches as part of a pilot program aimed at offering CPD officers free coffee if they come inside the branch.
- I will be attending the Area Law Enforcement breakfast 2/19 at Fairhill partners.
- I'm 95% certain I have the identity of the male that has been leaving the Deputy Director long, incoherent, rambling, and accusatory messages. I will make contact with the male and advise him of telecommunications harassment.

INFORMATION TECHNOLOGY & CLEVNET

CLEVNET Quarterly Meeting

The CLEVNET Directors held their first quarterly meeting of 2016 on Friday, January 29, 2016, at Medina County District Library's Brunswick Library. Virginia Sharp March, Chair of the CLEVNET Directors' Panel and Director of Perry Public Library, announced that Lorena Williams, Director of Hubbard Public Library, would be replacing Patrick Finan as an Eastern Communities Representative on the Directors' Panel. Director Finan is retiring at the end of February after nearly thirty-nine years of working in libraries in Ohio, the last eighteen of which he has served as Director of McKinley Memorial Library in Niles, Ohio. Director Sharp March congratulated Mr. Finan and thanked him for his work on the Directors' Panel, noting his contribution to the establishment of the CLEVNET Special Revenue Fund.

Congratulations were also extended to Holly Lynn on her appointment as the new director of Ritter Public Library in Vermilion. Ms. Lynn had been director of Burton Public Library, a CLEVNET-member library in Geauga County, for the past 11 years. The group welcomed Michelle Alleman who is replacing Mr. Finan at McKinley

Memorial, and Rochelle Baker, the interim director at Burton.

Tim Diamond, Chief Knowledge Officer and CPL's liaison to CLEVNET, provided an update on CLEVNET's strategic plan with a focus on governance. The Pricing Model Review Group had received only one response to the RFP that was issued in fall of 2015 for a consultant to assist the group in the design of a new pricing model. The group released a second RFP on January 28, 2016, with the hope of receiving a better response. The deadline for firms to respond is February 26, 2016.

In the spirit of greater fiscal transparency called for in CLEVNET's strategic plan, Carrie Krenicky, Chief Financial Officer at CPL, has been posting a monthly Year-to-Date Budget Report on the CLEVNET member site since October 2015. The Directors expressed their appreciation for Ms. Krenicky's commitment to making the strategic plan a reality.

Mr. Diamond shared that there had been a discussion at the last Directors' Panel meeting in December 2015, regarding the timetable for the Bylaws Ad Hoc Committee and what should happen if a library approaches CLEVNET for membership before the bylaws are revised. While the decision to bring a new library system into CLEVNET currently rests with CPL's Board alone, the Panel would like the opportunity to weigh in on the question early in the process. The capacity for expansion was a concern raised during CLEVNET's strategic planning process. The directors present for the quarterly meeting agreed to this course of action.

Mr. Diamond also shared that the Panel members continue to have concerns about staffing in IT/CLEVNET and the ability to retain and attract talent. The Panel asked for an annual meeting of the Directors' Panel Chair and CPL's Director to discuss CLEVNET's strategic priorities, staffing being one of them. Mr. Diamond informed the group that the meeting has been scheduled for April 1, 2016.

Hilary Prisbylla, Director of CLEVNET, reported on the progress her team has made on their operational goals. Members of her team continue to work on the configuration process for the new Enterprise public catalog. Part of the process involves a series of

teleconferences with the SirsiDynix SureStart consultant to review settings and ask questions. The project is still on schedule for the June/July 2016 launch date.

Ms. Prisbylla's team has also started creating reports and configuring settings on the Analytics Station product from SirsiDynix. It is a statistical analysis and reporting tool that will replace the existing Directors Station product. Four training sessions have been scheduled for the end of February/early March 2016 for all CLEVNET libraries.

Ms. Prisbylla updated the group on the other key projects and initiatives underway:

- MobileCirc
- 3.5 Cash Management
- Bluecloud Visibility
- OverDrive Statistics
- Zinio

Larry Finnegan, Director of IT, provided a status report on the many projects his team is working on, including:

- VoIP
- Wireless
- UPS
- After Hours On Call Procedures
- WiFi Stats
- Microsoft Volume Licenses
- Email Archiving and Encryption

Mr. Diamond discussed CPL's efforts to obtain cyber liability insurance that would cover, among other things, CLEVNET's shared patron database.

Jim Bettinger, Senior Librarian in CPL's Science & Technology Department, gave a 20-minute presentation on CPL's Patent & Trademark Resource Center. Mr. Bettinger invited all the CLEVNET libraries to make use of this valuable regional resource.

Kacie Armstrong, Director of Euclid Public Library, spoke about Library Card Sign-Up Month in September 2016 and how the nine libraries in Cuyahoga County intend to cooperate on a joint campaign. One component of the campaign will be fine amnesty for juveniles. Ms. Armstrong made a plea to the CLEVNET libraries outside of Cuyahoga County to consider forgiving fees owed by juveniles in Cuyahoga County during the amnesty period.

The directors of the libraries outside of Cuyahoga County said they needed to see the data before they could agree to take the matter to their respective boards. Mr. Diamond asked if the matter could be revisited at the next quarterly meeting in April after the directors had a chance to examine the data. Ms. Armstrong said that would be fine and Ms. Prisbylla said her team would run the needed reports.

Reports from the various special interest groups followed, including Public Relations & Marketing. To promote CLEVNET's research databases, the PR SIG came up with the idea of printing the message on drink coasters, instead of the usual library bookmarks. The pilot project will highlight *HeritageQuest* and *Consumer Reports*. It will be up to the individual library systems to determine where their share of the coasters will be distributed. Cleveland Heights-University Heights Public Library intends to get them into every bar and restaurant in the Heights.

The next CLEVNET quarterly meeting will be held Friday, April 29, 2016, at 9:30am at Elyria Public Library's West River Branch.

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

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR JANUARY 2016

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	994	994
Periodicals	20	20
Publishers Gifts	0	0
Non-Print Materials	<u>90</u>	<u>90</u>
TOTAL LIBRARY SERVICE MATERIALS	1,104	1,104

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 1,250	\$ 1,250
Building & Repair Fund	Restricted	0	0
Library Fund	Restricted	1,650	1,650
Young Fund	Restricted	0	0
Friends Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	0
Friends Fund	Restricted	0	0
Founders Fund	Restricted	241,238	241,238
Ohio Center fo the Book	Restricted	0	0
Judd Fund	Restricted	0	0
Lockwood Thompson Fund	Restricted	0	0
Learning Centers	Restricted	<u>0</u>	<u>0</u>
TOTAL MONEY GIFTS		\$ 244,138	\$ 244,138

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	27	27	1,104	1,104
Money Gifts	<u>19</u>	<u>19</u>	<u>19</u>	<u>19</u>
TOTAL GIFTS	46	46	1,123	1,123

330
Cleveland Public Library
2016

February 8, 2016

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-16	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 24,554,989.34	\$ 23,766,763.55	\$ 23,766,763.55	\$ 2,619,805.62	\$ 2,619,805.62	\$ -
			\$ 22,003,404.59	\$ 22,003,404.59			
Special Revenue Funds							
201	Anderson	\$ 276,296.99			\$ 11,000.00	\$ 11,000.00	\$ -
202	Endowment for the Blind	\$ 2,170,265.69			\$ 84,400.00	\$ 84,400.00	\$ -
203	Founders	\$ 5,885,671.83			\$ 449,438.00	\$ 449,438.00	\$ -
204	Kaiser	\$ 58,614.88			\$ 2,300.00	\$ 2,300.00	\$ -
205	Kraley	\$ 179,009.06			\$ 6,400.00	\$ 6,400.00	\$ -
206	Library	\$ 177,111.07			\$ 10,700.00	\$ 10,700.00	\$ -
207	Pepke	\$ 127,745.59			\$ 4,800.00	\$ 4,800.00	\$ -
208	Wickwire	\$ 1,349,668.46			\$ 54,600.00	\$ 54,600.00	\$ -
209	Wittke	\$ 86,265.93			\$ 3,400.00	\$ 3,400.00	\$ -
210	Young	\$ 4,000,361.89			\$ 200,400.00	\$ 200,400.00	\$ -
225	Friends	\$ -			\$ 59,000.00	\$ 59,000.00	\$ -
226	Judd	\$ -			\$ 200,000.00	\$ 200,000.00	\$ -
228	Lockwood Thompson	\$ 54,674.88			\$ 165,000.00	\$ 165,000.00	\$ -
229	Ohio Center for the Book	\$ -			\$ 900.00	\$ 900.00	\$ -
230	Schweinfurth	\$ 80,722.29			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 158,419.24			\$ 5,037,729.97	\$ 5,037,729.97	\$ -
251	OLBPD	\$ (14,144.26)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
252	LSTA-Know It Now	\$ 27,058.22			\$ -	\$ -	\$ -
254	MyCom	\$ (104,540.53)			\$ 109,160.00	\$ 104,245.61	\$ (4,914.39)
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
		\$ 14,513,201.23			\$ 7,957,421.97	\$ 7,952,507.58	\$ (4,914.39)
Capital Projects Funds							
401	Building and Repair	\$ 9,083,634.76			\$ 1,500,000.00	\$ 1,503,500.16	\$ 3,500.16
Permanent Funds							
501	Abel	\$ 208,076.10			\$ 9,000.00	\$ 9,000.00	\$ -
502	Ambler	\$ 2,018.69			\$ 86.00	\$ 86.00	\$ -
503	Beard	\$ 123,622.21			\$ 5,100.00	\$ 5,100.00	\$ -
504	Klein	\$ 4,751.17			\$ 200.00	\$ 200.00	\$ -
505	Malon/Schroeder	\$ 170,913.05			\$ 10,200.00	\$ 10,200.00	\$ -
506	McDonald	\$ 173,940.36			\$ 7,100.00	\$ 7,100.00	\$ -
507	Ratner	\$ 85,938.24			\$ 3,400.00	\$ 3,400.00	\$ -
508	Root	\$ 32,361.65			\$ 1,500.00	\$ 1,500.00	\$ -
509	Sugarman	\$ 49,674.54			\$ 7,000.00	\$ 7,000.00	\$ -
510	Thompson	\$ 111,293.32			\$ 6,000.00	\$ 6,000.00	\$ -
511	Weidenthal	\$ 6,013.72			\$ 250.00	\$ 250.00	\$ -
512	White	\$ 1,697,362.18			\$ 85,000.00	\$ 85,000.00	\$ -
513	Beard Anna Young	\$ 17,154.87			\$ 2,700.00	\$ 2,700.00	\$ -
		\$ 2,683,120.10			\$ 137,536.00	\$ 137,536.00	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 10,735.01			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 7,506.32			\$ -	\$ -	\$ -
		\$ 18,241.33			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

A decrease in Other Sources-Special Revenue by \$4,914.39 in the MyCom fund to reflect the amount the Library will actually receive for reimbursement for the Kindergarten Club kits and an increase in Other Sources-Capital Projects by \$3,500.16 in the Building and Repair fund to reflect the amount of reimbursement paid by RL Hill for the Cleveland Public Digital Library project.

Thank You,

Carrie Krenicky

Treasurer/CFO
Cleveland Public Library

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 18, 2016**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	24,554,989.34	0.00	24,554,989.34 (3)
Taxes - General Property	21,766,763.55	0.00	21,766,763.55
Public Library Fund (PLF)	22,003,404.59	0.00	22,003,404.59
State Rollbacks/CAT	2,565,829.28	0.00	2,565,829.28
Fines and Fees	399,000.00	0.00	399,000.00
Earned Interest	320,862.50	0.00	320,862.50
Services	0.00	0.00	0.00
Unrestricted Gifts	0.00	0.00	0.00
Miscellaneous	1,363,613.84	0.00	1,363,613.84
Return of Advances	(29,500.00)	0.00	(29,500.00)
TOTAL RESOURCES	72,944,963.10	0.00	72,944,963.10

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	34,757,274.21	0.00	34,757,274.21
Supplies	1,052,538.00	0.00	1,052,538.00
Purchased/Contracted Services	10,437,800.55	0.00	10,437,800.55
Library Materials/ Information	7,348,180.00	0.00	7,348,180.00
Capital Outlay	1,191,200.00	0.00	1,191,200.00
Other Objects	131,760.00	0.00	131,760.00
SUBTOTAL OPERATING	54,918,752.76	0.00	54,918,752.76
Transfers/Advances	1,500,000.00	0.00	1,500,000.00
TOTAL APPROPRIATION	56,418,752.76	0.00	56,418,752.76

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 18, 2016**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	22,470,623.20	(4,914.39)	22,465,708.81
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	267,154.48	0.00	267,154.48
Endowment for the Blind	2,254,665.69	0.00	2,254,665.69
Founders	3,870,447.47	0.00	3,870,447.47
Kaiser	60,914.88	0.00	60,914.88
Kralej	185,409.06	0.00	185,409.06
Library	187,811.07	0.00	187,811.07
Pepke	132,545.59	0.00	132,545.59
Wickwire	1,397,015.83	0.00	1,397,015.83
Wittke	89,665.93	0.00	89,665.93
Young	4,200,761.89	0.00	4,200,761.89
Friends	29,500.00	0.00	29,500.00
Judd	200,000.00	0.00	200,000.00
Lockwood Thompson	219,674.88	0.00	219,674.88
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	130,722.29	0.00	130,722.29
CLEVNET	5,196,149.21	0.00	5,196,149.21
LSTA-OLBPD	1,494,049.74	0.00	1,494,049.74
LSTA-Know It Now	27,058.22	0.00	27,058.22
MyCom	4,619.47	(4,914.39)	(294.92)
Learning Centers	0.00	0.00	0.00
TOTAL APPROPRIATION	19,949,065.70	(4,914.39)	19,944,151.31 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	10,583,634.76	3,500.16	10,587,134.92
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	10,583,634.76	3,500.16	10,587,134.92 (5)

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 18, 2016**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,820,656.10	0.00	2,820,656.10
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	217,076.10	0.00	217,076.10
Ambler	2,104.69	0.00	2,104.69
Beard	128,722.21	0.00	128,722.21
Klein	4,951.17	0.00	4,951.17
Malon/Schroeder	181,113.05	0.00	181,113.05
McDonald	181,040.36	0.00	181,040.36
Ratner	89,338.24	0.00	89,338.24
Root	33,861.65	0.00	33,861.65
Sugarman	56,674.54	0.00	56,674.54
Thompson	117,293.32	0.00	117,293.32
Weidenthal	6,263.72	0.00	6,263.72
White	1,782,362.18	0.00	1,782,362.18
Beard Anna Young	19,854.87	0.00	19,854.87
TOTAL APPROPRIATION	2,820,656.10	0.00	2,820,656.10 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	18,241.33	0.00	18,241.33
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Unclaimed Funds	10,735.01	0.00	10,735.01
CLEVNET Fines & Fees	7,506.32	0.00	7,506.32
TOTAL APPROPRIATION	18,241.33	0.00	18,241.33

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 18, 2016**

- (1) Certificate dated January 19, 2016 and requested update January 25, 2016 to reflect Advance
- (2) Certificate requested February 8, 2016
- (3) \$24,554,989.34 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$55,000 and \$54,160 to produce the carryover balance available for appropriation in 2016; plus \$5,848,058.18 encumbered cash.
- (4) \$14,513,201.23 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$55,000 and \$54,160 to produce the carryover balance available for appropriation in 2016; plus \$688,903.80 encumbered cash. \$7,923,007.58 additional revenue; plus cash advance of \$29,500 to Friends. 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 included in appropriated amounts. (\$14,513,201.23 + \$7,923,007.58 - \$2,492,057.50 = \$19,944,151.31)
- (5) \$9,083,634.76 unencumbered cash carried forward; plus \$4,164,989.49 encumbered cash. \$1,500,000.00 transfer from General Fund. \$0 additional revenue.
- (6) \$3,467,436.46 unencumbered cash carried forward; plus \$9,839.89 encumbered cash. \$137,536 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts. (\$3,467,436.46 + \$137,536 - \$784,316.36 = \$2,820,656.10)

BarrieProjects

CLEVELAND PUBLIC LIBRARY

BRETT HALL GALLERY AND EXHIBITS PROPOSAL: Phase 2

2.16.2016

In the second phase, Barrie Projects will work with the selected design and fabrication firms to assure the proper fabrication and timely delivery of the chosen exhibit systems. Barrie Projects will also supervise the installation of those systems in Brett Hall.

Additionally, Barrie Projects will assist in the development of the first exhibition for the new Brett Hall exhibit gallery. The exhibit will focus on the Library's holdings of material related to William Shakespeare and will coincide with and compliment the traveling exhibit of the first Shakespeare folio from the Library of Congress. It is our understanding that this work needs to be completed by June 20, 2015.

Phase 2:

Scope of work: March 1, 2016 – June 20, 2016

- Manage fabrication and transport process of exhibit systems for Brett Hall
- Supervise installation of these systems in Brett Hall
- Coordinate with architects and CPL staff on placement of the systems, lighting, electrical hook-ups,
- Work with CPL staff to develop the themes and content of the first exhibit.
- Work with CPL staff to select artifacts, photos, and illustrations for the first exhibit.
- Develop standard interpretive plan: indicate optimum hierarchy and text locations (exhibit title, main message, subpanels, artifact IDs) that can be used for this exhibit and exhibits to follow.
- Work with graphic designer to develop the graphic look for the exhibit.
- Work with CPL staff on production and review of text writing, photo identification for the exhibit.
- Work with graphic designer on final review and approvals (graphic design production is not part of this proposal)
- Work with AV interactive producers as they develop concepts and programs (the AV budget is not part of this proposal)
- Manage the installation of exhibit furniture and wall systems for the gallery.
- Work with CPL staff on case layouts and installation of other exhibit materials.

Proposed Schedule

Ongoing meetings with architects and CPL Staff	3.1.16
Work with graphic artist to finalize template and other graphics	4.1.16
Review text writing by CPL staff; graphics into production	4.15.16
Supervise the delivery and installation of exhibit furniture needed by:	6.1.16
Installation of graphics and other exhibit elements	6.6.16
First exhibit opens:	6.20.16

Compensation for Phase 2

Barrie Projects will be paid \$25,000 for the scope of work described above.

Payment schedule will correspond to the CPL's contractual format

If this proposal meets with the approval of the Cleveland Public Library, please sign below and return one copy to Barrie Projects.

We look forward to working with you on this important project.

For Cleveland Public Library

_____ Signature

_____ Name _____ Date

For Barrie Projects

_____ Signature

_____ Name _____ Date

Cleveland Public Library- Exhibit Systems for Brett Hall

- Barrie Projects has proposed a system of table cases, pedestal cases, risers and portable wall systems for Brett Hall that will provide the Library staff with exhibit design and installation flexibility.
- Given a rather tight schedule, imposed by the need to accommodate an inaugural exhibit in June of 2016, Barrie Projects has looked at both “ready-made” and custom –built exhibit furniture and wall systems. It should be noted that most exhibit fabricators need a long lead time to deliver and many simply could not meet the June schedule.
- Again, on the matter of schedule, all of the bidders listed below must be given the go ahead within this month to have any chance of delivering on time. Some, in fact, may even choose to decline given this late date.
- The budget also includes requested items from the CPL staff.

Comparative Costs

Casework

1. **Barrie Projects proposed to four exhibit fabrication bidders a need for 10 table height display cases with the following specs :**
 - approximately 60” long, 30” deep and 36” height
 - Cases are to be internally lit with LED lighting
 - Removable , hinged glass tops
 - Compartment for desiccants
 - Powder coat finish

We received two bids with one company declining to bid at the last minute.

Casewerks – a German firm with US offices is best known for fabricating ready-made museum quality cases.

- \$12,700 per case
- \$127,000 for all 10

Benchmark- a local company that has done work for the Cleveland Museum of Art and the Rock and Roll Hall of Fame and Museum and does only custom work

- \$4900 per case
- \$49,574 for all 10

Zone Display Cases- A Canadian company that has worked with several museums, has a stock of styles that match our needs.

- \$6390 per case plus \$925 for lighting
- \$73,150 for 10 cases

CEI- an Ohio-based fabricator declined to bid, citing a concern for their ability to match the pricing of the ready-made firms.

2. Barrie Projects proposed to the bidders a need for three free-standing pedestals with plexi-glass vitrines with the following specs:

- Approximately 24" by 24" by 43" high with thick plexi-glass vitrine 30" high
- Lockable case
- Desiccant chamber
- Fabric covered plinth
- Powder coated finish

Casewerks

- \$10,000 average cost
- \$30,000 for all three

Benchmark

- \$2852 per case
- \$8558 for all three

Zone

- \$9100 per case plus \$875 for lighting
- \$29,925 for three

CEI

- Declines to bid

Wall systems

Barrie Projects requested bids on 12 movable panels as part of a modular wall system that could be adapted to the specific needs of each temporary exhibit in Brett Hall. Specs included:

- Approximately 42" wide and 116" high with depth to vary.
- Ability to configure in a number of ways
- Easy to assemble and disassemble
- Easy to move, easy to store
- Surface that accommodates hanging hardware
- Each panel to have two LED arm lights with electrical power built in

- Adjustable feet

We received three proposals:

Mila-Walls- an international firm that is a leader in such systems, used by a number of museums

- \$1100 for each panel measuring 39" by 118" at \$1100 a panel or \$3300 a unit
- \$39,000 for 12 units.
- Lighting cost did not come with estimate so would be additional cost to be determined. To that end , BP is adding an allowance of \$5000 for 24 fixtures for wall lighting.

Panelock- a German company well known for their modular wall systems

- \$63,492 for 12 units approx. 7'9" high, 11'8" wide and 1'9' wide
- No bid on lighting although they do have a lighting they collaborate with on a regular basis
- Might have a problem with meeting schedule

Benchmark

\$36,000 plus \$4050 for installation

Additional needs and costs not reflected in the above bids:

Risers

Barrie Projects asked Benchmark to give us a bid on **four risers** that would accommodate large objects such as mannequins, furniture, etc. We did not ask bids for these risers of the other firms since they are relatively simple to build and not a stock item.

Benchmark

- \$3710 for six risers that can be joined together
- 42" by 42" by 15" high
- Painted plywood
- Adjustable feet

AV System

Barrie Projects recommends a large flat screen, movable monitor for Brett Hall but has not priced as yet. It was suggested that the CPL staff would provide a number based on units they have already purchased and that they feel would be appropriate for Brett Hall. \$10,000 allowance.

Display cradles

For the proper display of books within the table cases and vitrines, the CPL staff has requested:

- 6 X \$175= \$1050
- 15 X \$250= \$3750
- 6 X \$285= \$1710
- 4 X \$325= \$1300
- **Total = \$7810**

Price Ranges for major components

Table cases:

High= \$127,000
 Middle=\$73,150
 Low= \$49,574

Pedestal Cases

High= \$30,000
 Middle=\$29,925
 Low= \$8558

Wall Systems

High=\$63,492
 Middle=\$39,000
 Low= \$36,000 plus \$4050 for install,

Project Price Range

High= \$220,492 for major components, plus \$7810 for cradles, plus \$10,000for lighting, plus \$10,000 for AV, plus \$3710 for risers=**\$252,012**

Middle=\$152,075 for major components, plus \$7810 for cradles, plus \$10,000 for lighting, plus \$10,000 for AV, plus \$3710 for risers=**\$183,595**

Low= \$98,222 for major components, plus \$7810 for cradles, plus risers \$3710, plus \$10,000 for AV, plus \$10,000 for lighting, =**\$129,743**

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD JANUARY 1 – JANUARY 31, 2016

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
 Revenues, Expenditures and Changes in Fund Balance
 For the Period Ending January 31, 2016

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	1,914,000.00	0.00	0.00	0.00	\$ 0.00	1,914,000.00
42 Intergovernmental	1,874,508.85	125,683.00	0.00	0.00	\$ 0.00	2,000,191.85
43 Fines & Fees	26,475.39	0.00	0.00	0.00	\$ 0.00	26,475.39
44 Investment Earnings	17,306.22	20,333.05	0.00	13,084.02	\$ 0.00	50,723.29
45 Charges for Services	0.00	1,987,102.65	0.00	0.00	\$ 0.00	1,987,102.65
46 Contributions & Donations	1,250.00	242,888.00	0.00	0.00	\$ 0.00	244,138.00
48 Miscellaneous Revenue	7,524.60	0.00	0.00	0.00	\$ 10,197.07	17,721.67
Total Revenues	\$ 3,841,065.06	\$ 2,376,006.70	\$ 0.00	\$ 13,084.02	\$ 10,197.07	\$ 6,240,352.85
51 Salaries/Benefits	2,862,580.33	241,653.57	0.00	0.00	\$ 0.00	3,104,233.90
52 Supplies	28,058.60	324.61	0.00	0.00	\$ 0.00	28,383.21
53 Purchased/Contracted Services	2,237,465.50	50,511.19	0.00	0.00	\$ 0.00	2,287,976.69
54 Library Materials	257,354.29	28,479.52	0.00	1,441.87	\$ 0.00	287,275.68
55 Capital Outlay	60,552.55	22,578.00	42,135.06	0.00	\$ 0.00	125,265.61 ³
57 Miscellaneous Expenses	19,608.36	0.00	0.00	0.00	\$ 7,506.32	27,114.68 ⁴
Total Expenditures	\$ 5,465,619.63	\$ 343,546.89	\$ 42,135.06	\$ 1,441.87	\$ 7,506.32	\$ 5,860,249.77
Revenue Over/(Under) Expenditures	\$(1,624,554.57)	\$ 2,032,459.81	\$(42,135.06)	\$ 11,642.15	\$ 2,690.75	\$ 380,103.08
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(29,500.00)	29,500.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(1,500,000.00)	0.00	1,500,000.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(1,529,500.00)	\$ 29,500.00	\$ 1,500,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(3,154,054.57)	\$ 2,061,959.81	\$ 1,457,864.94	\$ 11,642.15	\$ 2,690.75	\$ 380,103.08
Beginning Year Cash Balance	\$ 30,293,887.52	\$ 15,311,265.03	\$ 13,248,624.25	\$ 3,477,276.35	\$ 18,241.33	\$ 62,349,294.48
Current Cash Balance	\$ 27,139,806.42	\$ 17,373,224.84	\$ 14,706,489.19	\$ 3,488,918.50	\$ 20,932.08	\$ 62,729,371.03

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending January 31, 2016

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	22,003,405	1,874,509	20,128,896	9%	9%
General Property Tax	21,766,764	1,914,000	19,852,764	9%	10%
Rollback, Homestead, CAT	2,565,829	0	2,565,829	0%	0%
Fines & Fees	399,000	26,475	372,525	7%	8%
Investment Earnings	320,863	17,306	303,556	5%	6%
Services to Others-Clevnet	0	0	-	0%	171%
Contributions	0	1,250	(1,250)	100%	0%
Miscellaneous	1,363,614	7,525	1,356,089	1%	1%
Return of Advances Out	0	0	0	0%	0%
Total	\$ 48,419,474	\$ 3,841,065	\$ 44,578,409	8%	9%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	35,067,672	3,018,704	32,048,967	9%	12%
Supplies	1,132,081	338,300	793,781	30%	34%
Purchased Services	12,087,367	5,987,895	6,099,473	50%	29%
Library Materials	10,671,638	3,648,798	7,022,840	34%	38%
Capital Outlay	1,669,663	514,508	1,155,155	31%	17%
Other	138,391	55,232	83,158	40%	14%
Sub Total	\$ 60,766,811	\$ 13,563,437	\$ 47,203,374	22%	20%
Advances Out	0	29,500	(29,500)	100%	0%
Transfers Out	1,500,000	1,500,000	0	100%	0%
Total	\$ 62,266,811	\$ 15,092,937	\$ 47,173,874	24%	20%

Note (1): Certificate from Cuyahoga County Budget Commission dated January 19, 2016.

Note (2): Subtotal Amended Appropriation of \$54,918,752 plus carried forward encumbrance of \$5,848,058.

Note (3): Subtotal includes 9% expended and 13% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending January 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,357,232.30	10,357,232.30	784,313.82	0.00	9,572,918.48
51120 Clerical Salaries	9,763,561.38	9,774,149.54	792,968.40	0.00	8,981,181.14
51130 Non-Clerical Salaries	1,352,494.21	1,352,494.21	96,755.46	0.00	1,255,738.75
51140 Buildings Salaries	4,231,071.52	4,231,071.52	306,933.38	0.00	3,924,138.14
51150 Other Salaries	504,715.64	504,715.64	38,121.91	0.00	466,593.73
51180 Severance Pay	0.00	160,032.62	159,733.15	0.00	299.47
51190 Non-Base Pay	268,614.73	268,614.73	29,081.35	0.00	239,533.38
51400 OPERS	3,747,870.46	3,749,352.84	288,098.43	0.00	3,461,254.41
51610 Health Insurance	3,666,090.97	3,666,090.97	316,393.75	0.00	3,349,697.22
51611 Dental Insurance	202,195.26	202,195.26	17,011.91	0.00	185,183.35
51612 Vision Insurance	14,758.07	14,758.07	1,250.66	0.00	13,507.41
51620 Life Insurance	12,528.25	12,528.25	1,048.80	0.00	11,479.45
51625 Short Term Disability Insurance	29,467.05	29,467.05	2,412.01	0.00	27,055.04
51630 Workers Compensation	216,511.75	347,043.22	0.00	130,531.47	216,511.75
51640 Unemployment Compensation	20,000.00	25,299.12	0.00	25,299.12	0.00
51650 Medicare - ER	348,684.34	351,148.29	28,457.30	293.54	322,397.45
51900 Other Benefits	21,478.28	21,478.28	0.00	0.00	21,478.28
	\$34,757,274.21	\$ 35,067,671.91	\$ 2,862,580.33	\$ 156,124.13	\$ 32,048,967.45
Salaries/Benefits					
52110 Office Supplies	45,600.00	46,024.94	2,018.04	4,422.77	39,584.13
52120 Stationery	54,200.00	55,320.80	(145.80)	5,743.78	49,722.82
52130 Duplication Supplies	39,850.00	39,900.97	4,612.55	1,328.64	33,959.78
52140 Hand Tools	600.00	600.00	0.00	60.60	539.40
52150 Book Repair Supplies	102,500.00	102,500.00	0.00	11,537.48	90,962.52
52210 Janitorial Supplies	118,900.00	119,776.24	3,507.92	13,215.82	103,052.50

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending January 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220 Electrical Supplies	63,600.00	66,645.01	3,858.98	33,656.61	29,129.42
52230 Maintenance Supplies	263,050.00	287,212.31	7,538.54	147,331.99	132,341.78
52240 Uniforms	23,000.00	23,000.00	0.00	0.00	23,000.00
52300 Motor Vehicle Supplies	78,000.00	114,693.14	2,532.74	52,060.40	60,100.00
52900 Other Supplies	263,238.00	276,407.44	4,135.63	40,883.06	231,388.75
Supplies	\$1,052,538.00	\$ 1,132,080.85	\$ 28,058.60	\$ 310,241.15	\$ 793,781.10
53100 Travel/Meetings	200,000.00	209,764.37	6,861.29	77,903.08	125,000.00
53210 Telecommunications	300,316.00	374,527.62	31,418.53	47,389.44	295,719.65
53230 Postage/Freight	91,500.00	100,893.23	12,926.40	50,016.83	37,950.00
53240 PR/Other Communications	166,000.00	208,547.52	4,313.00	52,514.17	151,720.35
53310 Building Repairs	407,000.00	519,098.03	30,968.62	84,929.41	403,200.00
53320 Machine Repairs	17,550.00	20,315.19	0.00	7,778.43	12,536.76
53340 Building Maintenance	171,279.00	204,759.05	4,115.94	44,164.11	156,479.00
53350 Machine Maintenance	240,641.00	363,810.02	42,634.16	81,461.76	239,714.10
53360 Computer Maintenance	347,189.95	352,342.97	440.00	4,713.02	347,189.95
53370 Motor Vehicle Repairs	25,000.00	35,668.55	1,109.00	17,559.55	17,000.00
53380 Contract Security	800,000.00	824,091.35	13,228.20	10,863.15	800,000.00
53390 Landscaping	25,440.00	28,277.75	0.00	2,837.75	25,440.00
53400 Insurance	429,039.00	487,812.33	58,773.33	0.00	429,039.00
53510 Rent/Leases	178,749.24	189,545.42	16,905.29	59,706.50	112,933.63
53520 Equipment Rental	57,403.00	62,591.86	2,121.00	5,072.12	55,398.74
53610 Electricity	1,936,774.33	2,046,756.83	91,113.93	1,944,514.94	11,127.96
53620 Gas	195,527.22	249,079.54	2,489.74	246,589.80	0.00
53630 Chilled Water	946,859.92	999,966.95	14,578.78	38,528.25	946,859.92

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending January 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	87,230.72	95,446.07	1,867.01	93,579.06	0.00
53710	963,562.58	1,694,584.95	108,015.23	705,014.67	881,555.05
53720	780,030.07	814,530.07	0.00	34,500.00	780,030.07
53730	20,060.00	20,060.00	905.03	0.00	19,154.97
53800	250,000.00	384,097.96	0.00	134,097.96	250,000.00
53900	1,800,648.52	1,800,799.52	1,792,681.02	6,695.00	1,423.50
	\$10,437,800.55	\$ 12,087,367.15	\$ 2,237,465.50	\$ 3,750,429.00	\$ 6,099,472.65
Purchased/Contracted Services					
54110	2,360,000.00	2,871,015.38	105,964.85	525,393.83	2,239,656.70
54120	372,000.00	819,280.36	36,906.61	438,024.26	344,349.49
54210	825,000.00	1,191,144.17	5,215.95	358,883.35	827,044.87
54220	77,000.00	261,216.13	10,364.67	177,115.53	73,735.93
54310	1,928,180.00	2,241,568.68	49,830.83	374,572.40	1,817,165.45
54320	151,000.00	171,561.13	8,800.20	14,841.57	147,919.36
54325	363,000.00	555,698.03	16,752.93	194,242.38	344,702.72
54500	570,000.00	1,010,333.08	8,593.67	475,877.26	525,862.15
54530	602,000.00	1,366,171.51	13,415.70	750,352.73	602,403.08
54600	3,000.00	3,978.00	0.00	978.00	3,000.00
54710	25,000.00	53,641.14	1,508.88	27,132.26	25,000.00
54720	45,000.00	95,762.59	0.00	50,762.59	45,000.00
54730	5,000.00	5,994.15	0.00	994.15	5,000.00
54790	22,000.00	24,273.33	0.00	2,273.33	22,000.00
	\$7,348,180.00	\$ 10,671,637.68	\$ 257,354.29	\$ 3,391,443.64	\$ 7,022,839.75
Library Materials					
55510	152,200.00	231,039.69	1,404.21	77,435.48	152,200.00
55520	188,500.00	262,936.00	21,845.00	62,282.99	178,808.01

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending January 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	536,000.00	628,765.47	29,261.74	87,957.55	511,546.18
55540 Software	314,500.00	546,921.59	8,041.60	226,279.59	312,600.40
Capital Outlay	\$1,191,200.00	\$ 1,669,662.75	\$ 60,552.55	\$ 453,955.61	\$ 1,155,154.59
57100 Memberships	70,555.78	73,551.16	18,330.38	25,804.56	29,416.22
57200 Taxes	12,000.00	13,352.97	878.28	0.00	12,474.69
57500 Refunds/Reimbursements	49,204.22	51,486.47	399.70	9,819.44	41,267.33
Miscellaneous Expenses	\$131,760.00	\$ 138,390.60	\$ 19,608.36	\$ 35,624.00	\$ 83,158.24
59810 Advances Out	0.00	0.00	29,500.00	0.00	(29,500.00)
Advances	\$0.00	\$ 0.00	\$ 29,500.00	\$ 0.00	\$(29,500.00)
59900 Transfers Out	0.00	1,500,000.00	1,500,000.00	0.00	0.00
Transfers	\$0.00	\$ 1,500,000.00	\$ 1,500,000.00	\$ 0.00	\$ 0.00
TOTAL	\$54,918,752.76	\$ 62,266,810.94	\$ 6,995,119.63	\$ 8,097,817.53	\$ 47,173,873.78

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2016

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	30,293,887.52	3,841,065.06	6,995,119.63	8,097,817.53	19,042,015.42
Total General Fund	\$ 30,293,887.52	\$ 3,841,065.06	\$ 6,995,119.63	\$ 8,097,817.53	\$ 19,042,015.42
201 Anderson	276,296.99	0.00	0.00	0.00	276,296.99
202 Endowment for the Blind	2,170,265.69	0.00	0.00	0.00	2,170,265.69
203 Founders	6,094,545.65	275,806.61	26,816.56	207,487.26	6,136,048.44
204 Kaiser	58,614.88	0.00	0.00	0.00	58,614.88
205 Kralej	179,670.47	599.53	13.16	743.71	179,513.13
206 Library	178,122.12	3,855.53	2,400.00	2,274.36	177,303.29
207 Pepke	127,745.59	(1,485.96)	0.00	0.00	126,259.63
208 Wickwire	1,350,020.58	6,090.87	0.00	352.12	1,355,759.33
209 Wittke	86,265.93	0.00	0.00	0.00	86,265.93
210 Young	4,000,361.89	(21,645.53)	1,917.93	12,948.50	3,963,849.93
225 Friends	0.00	29,500.00	0.00	359.64	29,140.36
226 Judd	5,972.23	0.00	15,864.00	55,580.80	(65,472.57)
228 Lockwood Thompson Memorial	136,626.00	0.00	5,762.35	96,473.50	34,390.15
230 Schweinfurth	89,172.29	0.00	0.00	19,800.00	69,372.29
231 CLEVNET	490,999.25	1,987,102.65	193,771.23	1,484,366.50	799,964.17
251 OLBPD-Library for the Blind	0.00	125,683.00	93,564.16	38,919.17	(6,800.33)
252 LSTA-Know It Now	27,058.22	0.00	0.00	0.00	27,058.22
254 MyCom	39,527.25	0.00	3,437.50	31,470.28	4,619.47
Total Special Revenue Funds	\$ 15,311,265.03	\$ 2,405,506.70	\$ 343,546.89	\$ 1,950,775.84	\$ 15,422,449.00
401 Building & Repair	13,248,624.25	1,500,000.00	42,135.06	4,122,854.43	10,583,634.76
Total Capital Project Funds	\$ 13,248,624.25	\$ 1,500,000.00	\$ 42,135.06	\$ 4,122,854.43	\$ 10,583,634.76
501 Abel	218,076.10	1,902.62	0.00	0.00	219,978.72
502 Ambler	2,218.69	0.00	0.00	0.00	2,218.69

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending January 31, 2016

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
503 Beard	132,508.14	(614.51)	0.00	0.00	131,893.63
504 Klein	5,251.17	0.00	0.00	0.00	5,251.17
505 Malon/Schroeder	280,913.05	622.26	0.00	0.00	281,535.31
506 McDonald	182,871.96	0.00	0.00	0.00	182,871.96
507 Ratner	90,938.24	(1,138.21)	0.00	0.00	89,800.03
508 Root	38,361.65	0.00	0.00	0.00	38,361.65
509 Sugarman	198,051.98	1,627.54	0.00	0.00	199,679.52
510 Thompson	155,047.07	360.20	0.00	0.00	155,407.27
511 Weidenthal	6,513.72	0.00	0.00	0.00	6,513.72
512 White	2,082,088.70	10,379.15	1,441.87	8,976.91	2,082,049.07
513 Beard Anna Young	84,435.88	(55.03)	0.00	0.00	84,380.85
Total Permanent Funds	\$ 3,477,276.35	\$ 13,084.02	\$ 1,441.87	\$ 8,976.91	\$ 3,479,941.59
901 Unclaimed Funds	10,735.01	51.00	0.00	0.00	10,786.01
905 CLEVNET Fines & Fees	7,506.32	10,146.07	7,506.32	0.00	10,146.07
Others	\$ 18,241.33	\$ 10,197.07	\$ 7,506.32	\$ 0.00	\$ 20,932.08
Total All Funds	\$ 62,349,294.48	\$ 7,769,852.85	\$ 7,389,749.77	\$ 14,180,424.71	\$ 48,548,972.85

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending January 31, 2016

Balance of All Funds	<u><u>\$ 62,729,371.03</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	2,293,076.05
KeyBank - Merchant Acct	16,649.76
KeyBank - FSA Account	5,207.19
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u><u>\$ 2,320,158.52</u></u>
PNC - Money Market	10,042.69
PNC - Investments	40,285,477.53
PNC - Investments Money Market	48,071.21
STAR Ohio Investment	30,002.45
STAR Plus Program	3,323,097.52
Investments	<u><u>\$ 43,696,691.40</u></u>
PNC- Endowment Account	16,712,521.11
Endowment Account	<u><u>\$ 16,712,521.11</u></u>
Cash in Banks and On Hand	<u><u>\$ 62,729,371.03</u></u>

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – January 2016

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, and commercial paper as managed by United American Capital Corporation, STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period January 1, 2016 through January 31, 2016.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Investment Form
01/01/16 - 01/31/16	31	Various	STAR Ohio	Various	8.41	Investment Pool
01/01/16 - 01/31/16	31	Various	STAR Plus	Various	807.53	Bank Deposit Program
01/01/16 - 01/31/16	31	Various	PNC	Various	2.38	Sweep Money Market
01/01/16 - 01/31/16	31	Various	PNC	Various	0.40	Money Market
07/13/15 - 01/13/16	185	675,000	Federal Farm Credit Bank	0.700%	2,362.50	Federal Agency
07/27/15 - 01/27/16	185	1,000,000	Federal Home Loan Mortgage Corp.	0.700%	3,500.00	Federal Agency
07/22/15 - 01/22/16	185	1,000,000	Federal Farm Credit Bank	1.000%	5,000.00	Federal Agency
07/23/15 - 01/23/16	185	1,000,000	Federal Farm Credit Bank	1.125%	5,625.00	Federal Agency
Earned Interest January 2016					\$	17,306.22
Earned Interest Year To Date					\$	17,306.22

CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

February 18, 2016

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JANUARY 2016

**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 Midwinter Conference Boston, Massachusetts	1/8/16 - 1/11/16	Don Boozer	991.58
American Library Association Midwinter Conference Boston, Massachusetts	1/8/16 - 1/11/16	Maria Estrella	1,180.30
American Library Association Midwinter Conference Boston, Massachusetts	1/7/16 - 1/11/16	Cindy Lombardo	1,102.52
American Library Association Midwinter Conference Boston, Massachusetts	1/7/16 - 1/11/16	Erica Marks	1,056.60
Ohio Library Council Action Council Meeting Columbus, Ohio	1/14/16	Pam Matthews	140.40
Ohio Library Council Action Council Meeting Columbus, Ohio	1/14/16	Michael Monaco	132.84
Northeast Ohio Regional Library System Summer Reading Workshop Westlake, Ohio	12/4/15	Pasha Moncrief	23.51
Northeast Ohio Regional Library System A Day for Branch Managers Workshop Hudson, Ohio	1/7/16	Luigi Russo	15.00
American Library Association Midwinter Conference Boston, Massachusetts	1/7/16 - 1/11/16	Felton Thomas	1,200.00
American Library Association Midwinter Conference	1/7/16 - 1/11/16	Robin Wood	1,018.54

Boston, Massachusetts

TOTAL**\$6,861.29****SUMMARY**

FUND	JANUARY	YEAR TO DATE
General	\$6,861.29	\$6,861.29
Lockwood Thompson	0.00	0.00
TOTAL	\$6,861.29	\$6,861.29

CLEVELAND PUBLIC LIBRARY

Board Meeting

February 18, 2016

In accordance with the Board resolution adopted on November 19, 2015 and amended on December 17, 2015, a report to the Board of Trustees on expenditures made from the Owner's Contingency Fund resulting from changes and additions to the Project that have already been made by the Library, and will be made in the future, and which are not included in the GMP (1); and change orders with Higley for Additional Work, up to \$50,000 each, which increase the GMP (2), is hereby submitted:

For the Period Ending January 31, 2016

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Decription</u>	<u>Encumbered</u>	<u>Expended</u>	
						\$250,000.00 (1)
11/17/2015	City of Cleveland	151810	Building Permits	-	33,622.86	
12/17/2015	Watson Carpet Company, Inc.	151965	Repairing, Cleaning and Storing the 3 rugs in Brett Hall	4,854.00	4,854.00	
12/31/2015	Barrie Projects, LLC	151998	To assist in the transformation of Brett Hall into a state-of-the-art gallery facility	21,000.00	-	
				25,854.00	38,476.86	
					Available Balance	\$185,669.14
						\$250,000.00 (2)
<u>Date</u>	<u>Change Order</u>	<u>PO</u>	<u>Decription</u>	<u>Encumbered</u>	<u>Expended</u>	
						Executed Guaranteed Maximum Price (GMP) - Approved by the Board 11/19/15: \$ 3,356,247.00
						Change Orders \$ -
						Updated GMP as of December 31, 2015: <u>\$ 3,356,247.00</u>

CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
REGULAR EMPLOYMENT REPORT
01/01/2016 THROUGH 01/31/2016

EXHIBIT 6

**Human Resources Committee Report
Board Meeting February 18, 2016**

RESIGNATIONS	DEPT	JOB TITLE	DATE	REASON
NAME				
LEAH ROSS	MOBILE SERV.	PAGE	1/7/2016	ANOTHER JOB

OTHER TERMINATIONS
N/A

OTHER TERMINATIONS
N/A

*DATA NOT AVAILABLE FOR MONTHLY REPORT

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2016 TO 01/31/2016**

**Human Resources Committee Report
February 18, 2016**

EMPLOYEE: BRYANT, TIMOTHY
JOB TITLE: PAINTER

CURRENT GRADE: F **EFFEC DATE** 01/10/2016
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		40,469.00	NEW HIRE

EMPLOYEE: BOSTICK, ROBERT
JOB TITLE: CUSTODIAL II

CURRENT GRADE: B **EFFEC DATE** 01/24/2016
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.75	16,712.64	PROMOTION

EMPLOYEE: PALISHKA, THERESA
JOB TITLE: LA COMP EMPH

CURRENT GRADE: F **EFFEC DATE** 01/24/2016
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22.42	23,553.66	TRANSFER

EMPLOYEE: PEAK, CAROLINE
JOB TITLE: BRANCH MANAGER

CURRENT GRADE: J **EFFEC DATE** 01/24/2016
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	69,973.21	62,183.69	TRANSFER

EMPLOYEE: BRADFORD, WILLIAM
JOB TITLE: BRANCH MANAGER

CURRENT GRADE: K **EFFEC DATE** 01/24/2016
CURRENT STEP: 6 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	80,286.70	85,133.32	TRANSFER

EMPLOYEE: HUTSON, AMIYA
JOB TITLE: BRANCH MANAGER

CURRENT GRADE: K **EFFEC DATE** 12/27/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	62,183.69	69,973.21	TRANSFER

257
**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 01/01/2016 TO 01/31/2016**

EMPLOYEE: UDOFIA, ANDREW
JOB TITLE: LA COMP EMPH

CURRENT GRADE: F **EFFEC DATE** 01/24/2016
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22.42	23,553.66	TRANSFER

EMPLOYEE: BARNES, LATOYA
JOB TITLE: LA COMP EMPH

CURRENT GRADE: F **EFFEC DATE** 01/24/2016
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22.42	23,553.66	TRANSFER

CLEVELAND PUBLIC LIBRARY

REPORT E

Human Resources Committee Report
 Meeting Date: February 18, 2016
 Report Period: January, 2016

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

MONTH	2015 SICK LEAVE HOURS USED	2016 SICK LEAVE HOURS USED	2016 TOTAL HOURS
January	4,564.09	3,679.06	98,023.38
February	3,605.82		
March	3,202.84		
April	3,809.46		
May	3,615.00		
June	3,229.18		
July *	5,098.30		
August	4,176.95		
September	3,736.86		
October	3,865.35		
November	3,198.85		
December *	5,348.30		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
January 1, 2016- January 31, 2016
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT F**Human Resources Committee Report**

February 18, 2016

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	80	22	10	1			28	16	1		
Professionals	76	15	1			1	38	14	4	3	
Technicians	19	9	2	1			4	1	1		
Protective Service	16	6	8					1			
Para-Professionals	129	23	31	2	2		35	27	7	2	
Administrative Support	300	42	63	5	3	1	51	132	17	2	0
Skilled Craft	11	7	3	1	1			1			
Service Maintenance	50	8	32	1			2	4	1		
Grand Total	693	132	150	11	7	1	158	196	31	7	0

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

Insurance Report for the Month of January 2016

Human Resources Committee Report

February 18, 2016

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	4	0	4
Essential	15	5	20
Standard	266	148	414
Standard with OAD	0	1	1
Total MMO	285	154	439
Dental Insurance	294	181	475
Vision Employee			257
Vision Children			38
Vision Spouse			45
Vision Family			80
Total Vision			420
Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JANUARY 2016**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	2016	2015	
Main Library	119,495	129,829	622	649	119,495	129,829	-8.0%
Branches	270,446	291,550	1,332	1,382	270,446	291,550	-7.2%
Mobile Units	1,146	5,793			1,146	5,793	-80.2%
Library for the Blind	45,847	50,468			45,847	50,468	-9.2%
OLBPD BARD	11,565	11,830			11,565	11,830	-2.2%
eMedia	27,422	21,030			27,422	21,030	30.4%
TOTAL CIRCULATION	475,921	510,500			475,921	510,500	-6.8%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
eBook	18,634	15,435	18,634	15,435	20.7%
eAudiobook	8,071	5,383	8,071	5,383	49.9%
eMusic*	116	20	116	20	480.0%
eVideo	601	192	601	192	213.0%
eMagazines	3,165	683	3,165	1,283	146.7%
TOTAL eCIRCULATION	27,422	21,030	27,422	21,030	30.4%

Included in circulation activity.

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2016	2015	2016	2015	
Main Library	94	45 minutes	9,692	12,029	9,215	8,992	2.5%
Branches	543	40 minutes	73,691	77,724	48,859	52,127	-6.3%
TOTAL USAGE	637		83,383	89,753	58,074	61,119	-5.0%

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
TOTAL SESSIONS	60,487	NA	60,487	NA	NA

Each session represents a unique user of public wireless internet. January number does not include Brooklyn and Lorain branches

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	2016	2015	
Main Library	35,335	34,476	184	172	35,335	34,476	2.5%
Branches	212,633	205,753	1,047	975	212,633	205,753	3.3%
Mobile Unit	0	554			0	554	-100.0%
TOTAL VISITS	247,968	240,783			247,968	240,783	3.0%

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR JANUARY 2016**

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	5,756	669	745	1,120	8,290	604	8,894
Brooklyn	3,902	491	412	692	5,497	585	6,082
Carnegie West	8,179	730	1,433	1,578	11,920	1,160	13,080
Collinwood	5,112	450	511	888	6,961	556	7,517
East 131st	3,146	246	237	395	4,024	324	4,348
Eastman	12,737	1,164	1,976	2,449	18,326	2,036	20,362
Fleet*	8,123	896	977	1,763	11,759	843	12,602
Fulton	9,624	690	926	1,197	12,437	962	13,399
Garden Valley	2,416	250	186	303	3,155	246	3,401
Glenville	5,171	492	374	650	6,687	478	7,165
Harvard-Lee	4,978	608	857	1,469	7,912	671	8,583
Hough	4,238	331	279	476	5,324	314	5,638
Jefferson	3,918	472	845	1,269	6,504	651	7,155
Langston Hughes	4,120	437	481	784	5,822	559	6,381
Lorain	6,348	811	874	1,550	9,583	730	10,313
Martin Luther King, Jr.	4,342	501	693	1,061	6,597	697	7,294
Memorial-Nottingham	7,818	842	1,136	2,003	11,799	1,137	12,936
Mt. Pleasant	2,407	356	259	497	3,519	328	3,847
Rice	8,585	584	701	1,241	11,111	840	11,951
Rockport	11,172	959	1,438	2,092	15,661	1,653	17,314
South	5,654	585	611	815	7,665	648	8,313
South Brooklyn	10,802	1,207	2,175	2,889	17,073	1,766	18,839
Sterling	2,952	338	360	594	4,244	455	4,699
Union	4,273	492	424	684	5,873	436	6,309
Walz	8,753	892	1,223	1,765	12,633	1,176	13,809
West Park	10,407	1,369	3,038	4,412	19,226	2,014	21,240
Woodland	6,689	544	402	779	8,414	561	8,975
TOTAL	171,622	17,406	23,573	35,415	248,016	22,430	270,446

*Fleet branch circulation includes remaining circulation generated by Broadway branch items

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JANUARY 2016**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2016	2015	2015	2014		
Addison	8,894	9,990	8,894	9,990	-1,096	-11.0%
Brooklyn	6,082	7,104	6,082	7,104	-1,022	-14.4%
Carnegie West	13,080	12,650	13,080	12,650	430	3.4%
Collinwood	7,517	8,510	7,517	8,510	-993	-11.7%
East 131st	4,348	4,906	4,348	4,906	-558	-11.4%
Eastman	20,362	20,630	20,362	20,630	-268	-1.3%
Fleet*	12,602	12,718	12,602	12,718	-116	-0.9%
Fulton	13,399	10,652	13,399	10,652	2,747	25.8%
Garden Valley	3,401	3,505	3,401	3,505	-104	-3.0%
Glenville	7,165	6,993	7,165	6,993	172	2.5%
Harvard-Lee	8,583	8,505	8,583	8,505	78	0.9%
Hough	5,638	5,031	5,638	5,031	607	12.1%
Jefferson	7,155	8,172	7,155	8,172	-1,017	-12.4%
Langston Hughes	6,381	7,789	6,381	7,789	-1,408	-18.1%
Lorain	10,313	10,694	10,313	10,694	-381	-3.6%
Martin Luther King, Jr.	7,294	12,014	7,294	12,014	-4,720	-39.3%
Memorial-Nottingham	12,936	13,236	12,936	13,236	-300	-2.3%
Mt. Pleasant	3,847	5,224	3,847	5,224	-1,377	-26.4%
Rice	11,951	12,299	11,951	12,299	-348	-2.8%
Rockport	17,314	19,815	17,314	19,815	-2,501	-12.6%
South	8,313	10,003	8,313	10,003	-1,690	-16.9%
South Brooklyn	18,839	20,318	18,839	20,318	-1,479	-7.3%
Sterling	4,699	5,795	4,699	5,795	-1,096	-18.9%
Union	6,309	7,420	6,309	7,420	-1,111	-15.0%
Walz	13,809	15,133	13,809	15,133	-1,324	-8.7%
West Park	21,240	21,609	21,240	21,609	-369	-1.7%
Woodland	8,975	10,835	8,975	10,835	-1,860	-17.2%
TOTAL	270,446	291,550	270,446	291,550	-21,104	-7.2%

*Fleet branch circulation includes remaining circulation generated by Broadway branch items

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE JANUARY 2016**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2016	2015	2016	2015		
Addison	5,302	4,967	5,302	4,967	335	6.7%
Brooklyn	3,737	3,430	3,737	3,430	307	9.0%
Carnegie West*	15,406	15,406	15,406	15,406	0	0.0%
Collinwood	7,691	5,522	7,691	5,522	2,169	39.3%
East 131st	9,133	6,446	9,133	6,446	2,687	41.7%
Eastman	10,110	10,820	10,110	10,820	-710	-6.6%
Fleet	10,055	9,536	10,055	9,536	519	5.4%
Fulton	6,530	6,357	6,530	6,357	173	2.7%
Garden Valley	4,033	4,289	4,033	4,289	-256	-6.0%
Glenville*	5,826	5,826	5,826	5,826	0	0.0%
Harvard-Lee	8,207	7,709	8,207	7,709	498	6.5%
Hough	8,275	8,867	8,275	8,867	-592	-6.7%
Jefferson	7,608	7,130	7,608	7,130	478	6.7%
Langston Hughes	6,040	6,692	6,040	6,692	-652	-9.7%
Lorain	6,901	6,305	6,901	6,305	596	9.5%
Martin Luther King, Jr.	9,086	7,823	9,086	7,823	1,263	16.1%
Memorial-Nottingham	4,644	4,476	4,644	4,476	168	3.8%
Mt. Pleasant	5,640	5,941	5,640	5,941	-301	-5.1%
Rice*	10,724	13,154	10,724	13,154	-2,430	-18.5%
Rockport	8,728	8,704	8,728	8,704	24	0.3%
South	5,928	6,361	5,928	6,361	-433	-6.8%
South Brooklyn	14,648	11,956	14,648	11,956	2,692	22.5%
Sterling	9,802	9,115	9,802	9,115	687	7.5%
Union	5,502	5,757	5,502	5,757	-255	-4.4%
Walz	7,883	7,564	7,883	7,564	319	4.2%
West Park	9,355	8,882	9,355	8,882	473	5.3%
Woodland	5,839	6,718	5,839	6,718	-879	-13.1%
TOTAL	212,633	205,753	212,633	205,753	6,880	3.3%

*Equipment malfunction. Substitute value used.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS JANUARY 2016**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 Addison	8,894	1 Carnegie West*	15,406	1 South Brooklyn	32,043
2 Brooklyn	6,082	2 South Brooklyn	14,648	2 West Park	27,814
3 Carnegie West	13,080	3 Rice	10,724	3 Fleet**	26,727
4 Collinwood	7,517	4 Eastman	10,110	4 Eastman	23,674
5 East 131st	4,348	5 Fleet	10,055	5 Rockport	19,896
6 Eastman	20,362	6 Sterling	9,802	6 Fulton	19,647
7 Fleet	12,602	7 West Park	9,355	7 Rice	19,462
8 Fulton	13,399	8 East 131st	9,133	8 Memorial-Nottingham	19,271
9 Garden Valley	3,401	9 Martin Luther King, Jr.	9,086	9 Harvard-Lee	17,655
10 Glenville	7,165	10 Rockport	8,728	10 Walz	16,063
11 Harvard-Lee	8,583	11 Hough	8,275	11 Collinwood	14,769
12 Hough	5,638	12 Harvard-Lee	8,207	12 Langston Hughes	14,439
13 Jefferson	7,155	13 Walz	7,883	13 Glenville	14,006
14 Langston Hughes	6,381	14 Collinwood	7,691	14 Addison	13,603
15 Lorain	10,313	15 Jefferson	7,608	15 East 131st	13,025
16 Martin Luther King, Jr.	7,294	16 Lorain	6,901	16 Mt. Pleasant	12,792
17 Memorial-Nottingham	12,936	17 Fulton	6,530	17 Lorain	12,588
18 Mt. Pleasant	3,847	18 Langston Hughes	6,040	18 Martin Luther King, Jr.	12,392
19 Rice	11,951	19 South	5,928	19 Carnegie West	10,487
20 Rockport	17,314	20 Woodland	5,839	20 Union	8,416
21 South	8,313	21 Glenville	5,826	21 Sterling	8,267
22 South Brooklyn	18,839	22 Mt. Pleasant	5,640	22 Woodland	7,946
23 Sterling	4,699	23 Union	5,502	23 South	6,325
24 Union	6,309	24 Addison	5,302	24 Hough	5,667
25 Walz	13,809	25 Memorial-Nottingham	4,644	25 Brooklyn	5,524
26 West Park	21,240	26 Garden Valley	4,033	26 Jefferson	3,515
27 Woodland	8,975	27 Brooklyn	3,737	27 Garden Valley	2,310
	270,446		212,633	28 Broadway**	1,966
					388,323
					473,177

**Broadway and Fleet services areas merged

*Equipment malfunction. Substitute value used.

Prepared By: Northern Ohio Data and Information Service –
NODIS, Maxine Goodman Levin College of Urban Affairs,
Cleveland State University

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JANUARY 2016**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
CLEVNET	76,360	79,698	76,360	79,698	-4.2%
MORE	416	453	416	453	-8.2%
Other Libraries	544	484	544	484	12.4%
TOTAL	77,320	80,635	77,320	80,635	-4.1%

*Totals included in Main Library and Branch circulation counts.

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Projected	19,792	16,101	19,792	16,101	22.9%
KnowItNow Web Reference*	0	158	0	158	-100.0%
Mail and Email Reference	50	72	50	72	-30.6%
Interlibrary Loan Requests	960	937	960	937	2.5%
TOTAL	20,802	17,268	20,802	17,268	20.5%

*KnowItNow statewide reference service ceased on 12/31/2015.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
New Titles Added	4,587	5,194	4,587	5,194	-11.7%
Total Items Added	13,483	17,311	13,483	17,311	-22.1%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Main Library	192	200	192	200	-4.0%
Branches	5,481	5,697	5,481	5,697	-3.8%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Downloads	11,565	11,830	11,565	11,830	2.3%
Users	677	633	677	633	-6.5%

Included in circulation activity

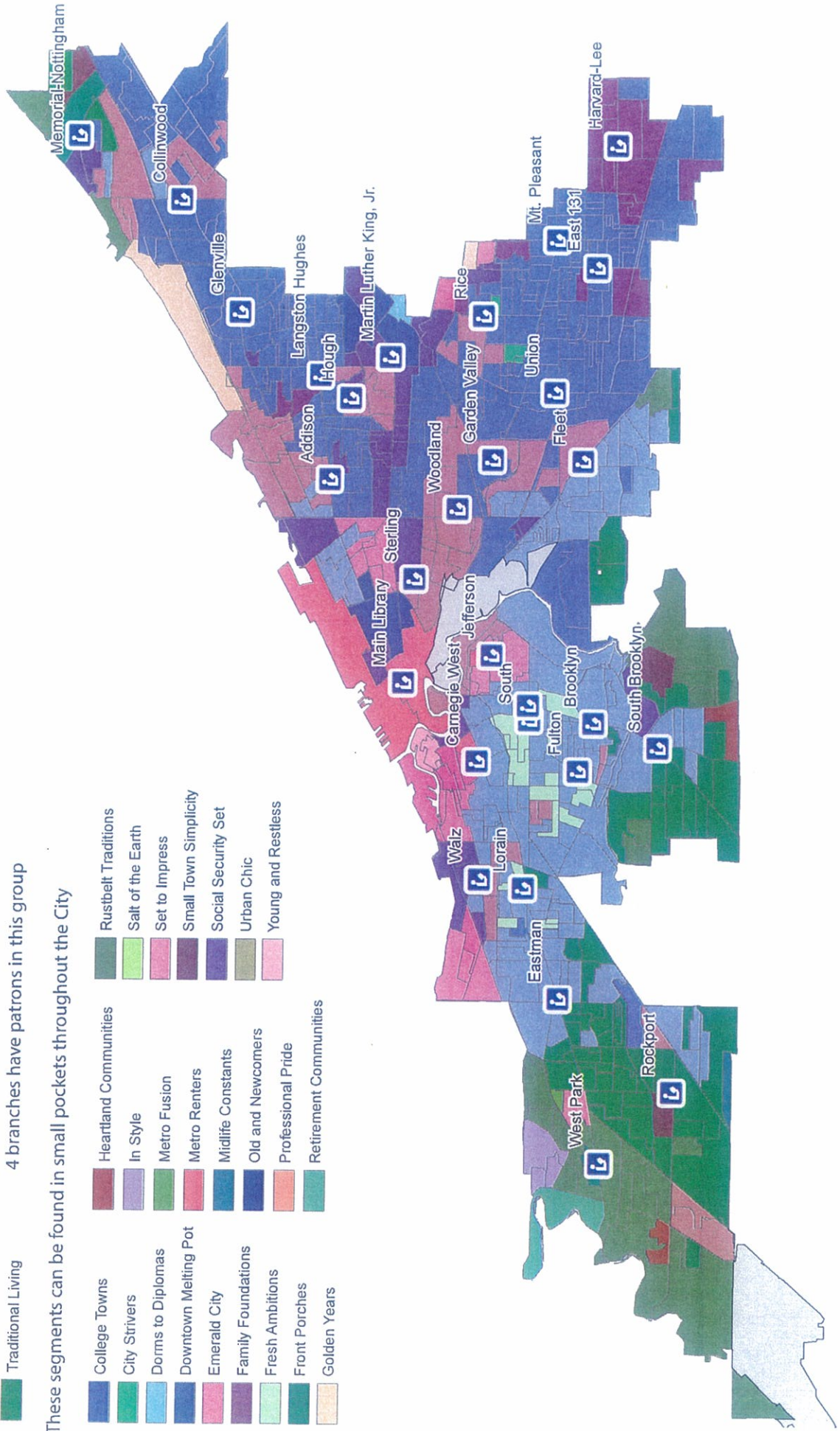
Cleveland Market Segmentation and CPL Branches, 2015

These four segments account for 69% of Cleveland's market

- Modest Income Homes 12 branches have patrons in this group
- Hardscrabble Road 9 branches have patrons in this group
- City Commons 8 branches have patrons in this group
- Traditional Living 4 branches have patrons in this group

These segments can be found in small pockets throughout the City

- | | | |
|---|---|--|
| College Towns | Heartland Communities | Rustbelt Traditions |
| City Strivers | In Style | Salt of the Earth |
| Dorms to Diplomas | Metro Fusion | Set to Impress |
| Downtown Melting Pot | Metro Renters | Small Town Simplicity |
| Emerald City | Midlife Constants | Social Security Set |
| Family Foundations | Old and Newcomers | Urban Chic |
| Fresh Ambitions | Professional Pride | Young and Restless |
| Front Porches | Retirement Communities | |
| Golden Years | | |





LifeMode Group: Hometown

Modest Income Homes

12D

Households: 1,632,000

Average Household Size: 2.56

Median Age: 36.1

Median Household Income: \$22,000

WHO ARE WE?

Families in this urban segment may be nontraditional; however, their religious faith and family values guide their modest lifestyles. Many residents are primary caregivers to their elderly family members. Jobs are not always easy to come by, but wages and salary income are still the main sources of income for most households. Reliance on Social Security and public assistance income is necessary to support single-parent and multigenerational families. High poverty rates in this market make it difficult to make ends meet. Nonetheless, rents are relatively low (Index 73), public transportation is available, and Medicaid can assist families in need.

OUR NEIGHBORHOOD

- Households are single person or single parent (usually female householders). Multigenerational families are also present.
- Homes are predominantly single family; values reflect the age of the housing, built more than 60 years ago.
- Over half of the homes are renter occupied; average rent is lower than the US average.
- Most households have no vehicle or one car, with a high dependence on public transportation.

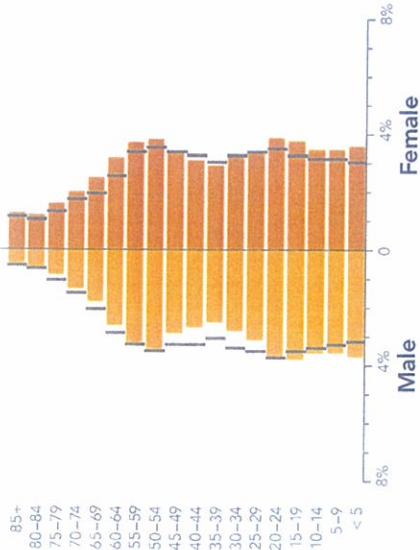
SOCIOECONOMIC TRAITS

- Almost a quarter of adults aged 25 or more have no high school diploma.
- Labor force participation is only 50%, with unemployment at more than double the US rate.
- Income is less than half of the US median income; one in three households are in poverty, dependent on Social Security, public assistance, and Supplemental Security Income.
- Consumers in this market consider traditional gender roles and religious faith very important.
- This market lives for today, choosing to save only for a specific purpose.
- They favor TV as their media of choice and will purchase a product with a celebrity endorsement.

Note: The index represents the ratio of the segment rate to the US rate multiplied by 100. Consumer preferences are estimated from data by GfK MRI.

AGE BY SEX (Esri data)

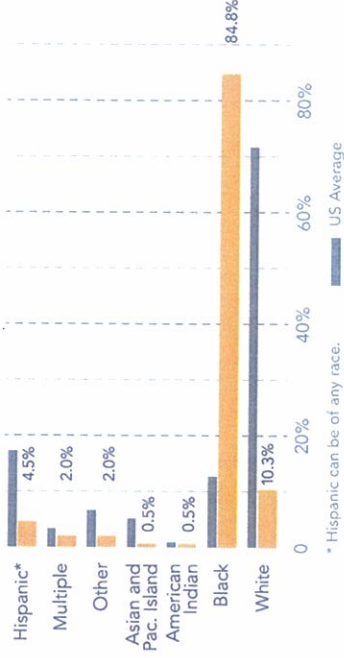
Median Age: 36.1 US: 37.6
I Indicates US



RACE AND ETHNICITY (Esri data)

The Diversity Index summarizes racial and ethnic diversity. The index shows the likelihood that two persons, chosen at random from the same area, belong to different race or ethnic groups. The index ranges from 0 (no diversity) to 100 (complete diversity).

Diversity Index: 33.3 US: 62.1



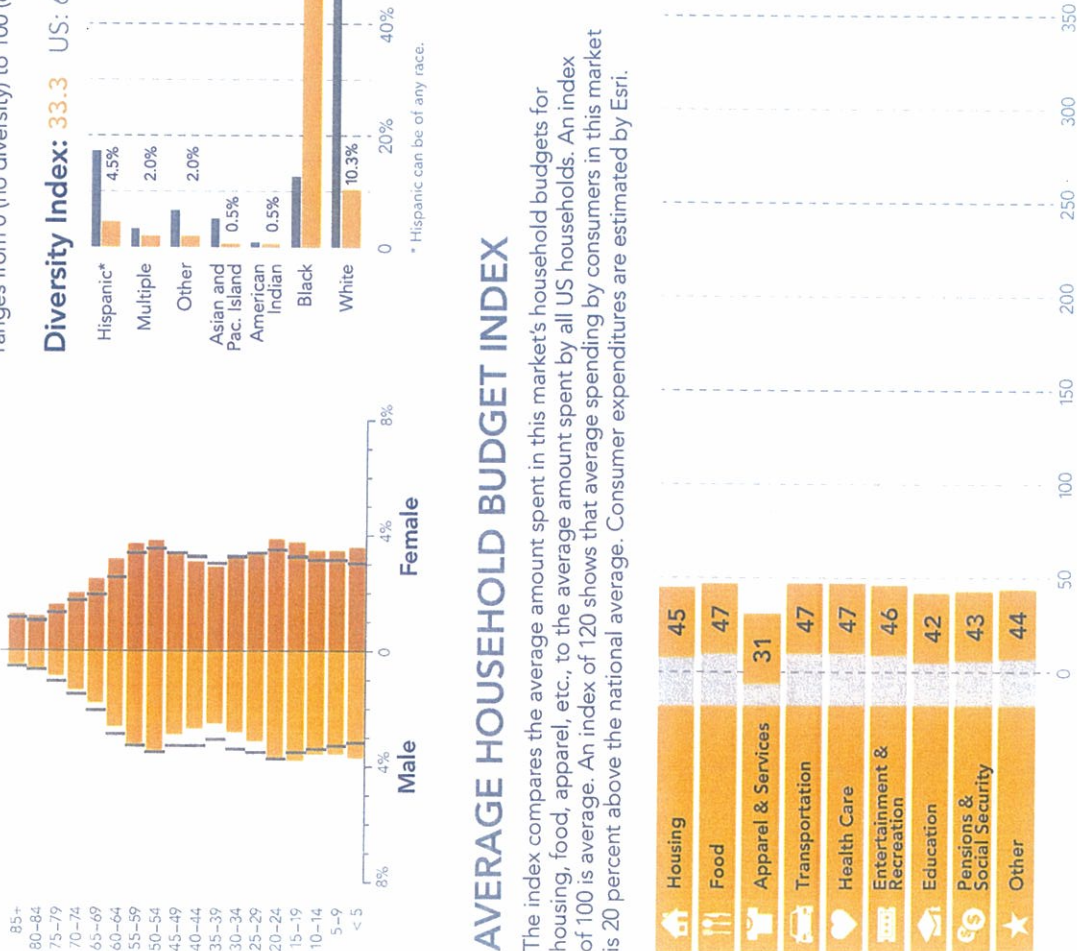
INCOME AND NET WORTH

Net worth measures total household assets (homes, vehicles, investments, etc.) less any debts, secured (e.g., mortgages) or unsecured (credit cards). Household income and net worth are estimated by Esri.



AVERAGE HOUSEHOLD BUDGET INDEX

The index compares the average amount spent in this market's household budgets for housing, food, apparel, etc., to the average amount spent by all US households. An index of 100 is average. An index of 120 shows that average spending by consumers in this market is 20 percent above the national average. Consumer expenditures are estimated by Esri.



OCCUPATION BY EARNINGS

The five occupations with the highest number of workers in the market are displayed by median earnings. Data from the Census Bureau's American Community Survey.



MARKET PROFILE (Consumer preferences are estimated from data by GfK MRI)

- To make ends meet, consumers shop at warehouse clubs and low-cost retailers.
- Unlikely to own a credit card, they pay their bills in person.
- This market supports multigenerational families; they are often primary caregivers for elderly family members. On average, *Modest Income Homes* residents have a higher reliance on Medicaid.
- For entertainment, they listen to gospel and R&B music and prefer to watch BET.
- The recreational activity of choice for residents is basketball.

HOUSING

Median home value is displayed for markets that are primarily owner occupied; average rent is shown for renter-occupied markets. Tenure and home value are estimated by Esri. Housing type and average rent are from the Census Bureau's American Community Survey.



Typical Housing:
Single Family

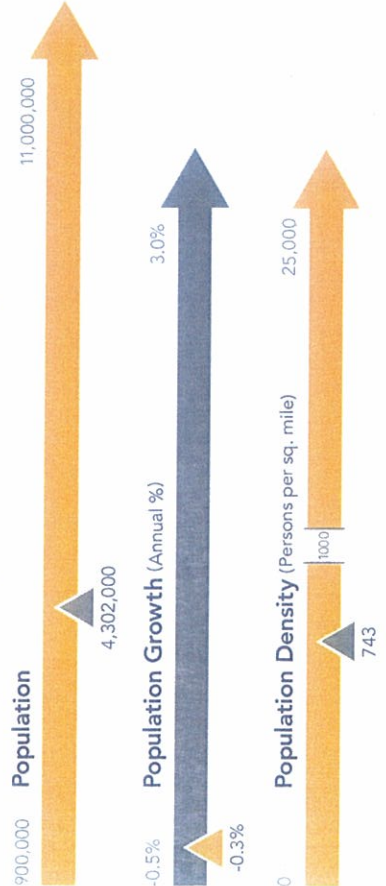
Average Rent:
\$720

US Average: \$990



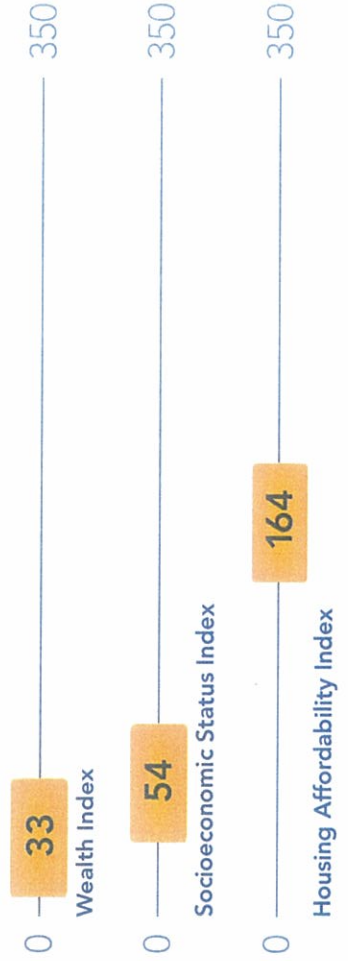
POPULATION CHARACTERISTICS

Total population, average annual population change since Census 2010, and average density (population per square mile) are displayed for the market relative to the size and change among all Tapestry markets. Data estimated by Esri.



ESRI INDEXES

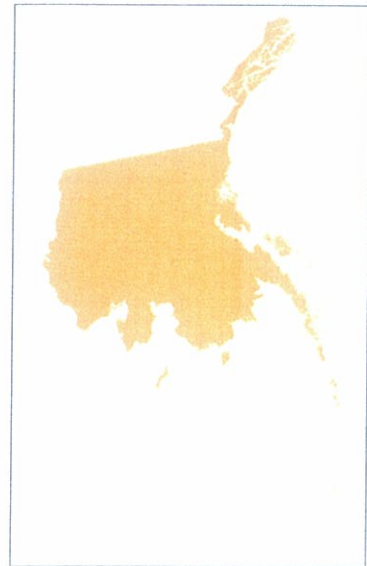
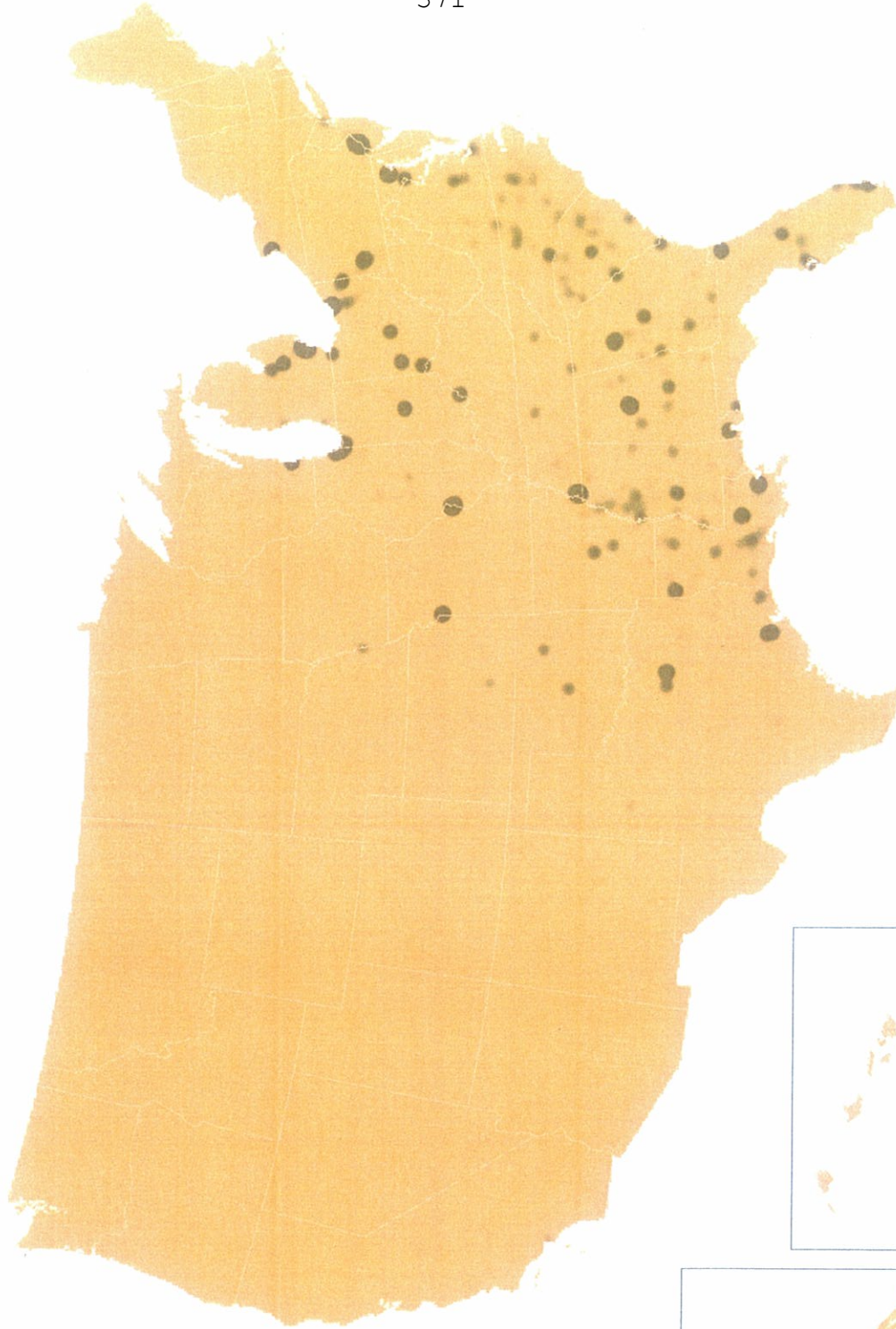
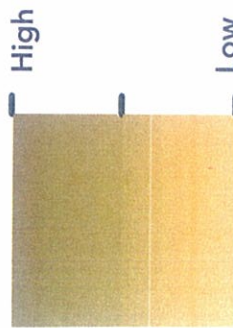
Esri developed three indexes to display average household wealth, socioeconomic status, and housing affordability for the market relative to US standards.





SEGMENT DENSITY

This map illustrates the density and distribution of the *Modest Income Homes* Tapestry Segment by households.



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LifeMode Group: Middle Ground

Hardscrabble Road

8G

Households: 1,489,000

Average Household Size: 2.64

Median Age: 31.7

Median Household Income: \$26,000

WHO ARE WE?

Hardscrabble Road neighborhoods are in urbanized areas within central cities, with older housing, located chiefly in the Midwest and South. This slightly smaller market is primarily a family market, married couples (with and without children) and single parents. Younger, highly diverse (with higher proportions of black, multiracial, and Hispanic populations), and less educated, they work mainly in service, manufacturing, and retail trade industries. Unemployment is high (almost twice the US rate), and median household income is half the US median. Almost 1 in 3 households have income below the poverty level. Approximately 60% of householders are renters, living primarily in single-family homes, with a higher proportion of dwellings in 2-4 unit buildings. This market is struggling to get by.

OUR NEIGHBORHOOD

- Renters: About three-fifths of households.
- Primarily family households, married couples with or without children, single parents (Index 203), and multigenerational households (Index 137).
- Primarily single-family homes (61%), with a higher proportion of dwellings in 2-4 unit buildings (Index 225).
- Older housing, built before 1960 (62%), with a higher proportion built in the 1940s (Index 211) or earlier (Index 252).
- Four-fifths of owned homes valued under \$100,000 (more than 3.5 times the US).
- Higher percentage of vacant housing units at 17% (Index 147).
- Most households with 1 or 2 vehicles (71%), but 18% have no vehicle (Index 202).

SOCIOECONOMIC TRAITS

- Education completed: 38% with a high school diploma only (Index 133); 25% with some college or an associate's degree (Index 86).
- Unemployment rate is higher at 16.6%, almost twice the US rate.
- Labor force participation rate is lower at 57.4%.
- Wages and salaries are the primary source of income for 71% of households, with contributions from Supplemental Security Income for 10% (Index 242) and public assistance for 7% (Index 280).
- These cost-conscious consumers purchase sale items in bulk and buy generic over name brands.
- They tend to save money for a specific purpose.



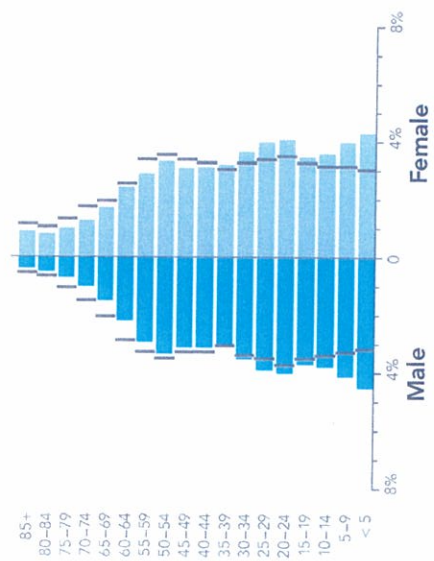
Note: The Index represents the ratio of the segment rate to the US rate multiplied by 100. Consumer preferences are estimated from data by GfK MRI.

AGE BY SEX

(Esri data)

Median Age: **31.7** US: 37.6

I Indicates US

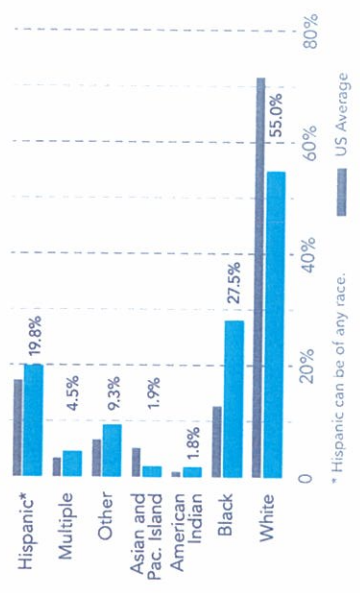


RACE AND ETHNICITY

(Esri data)

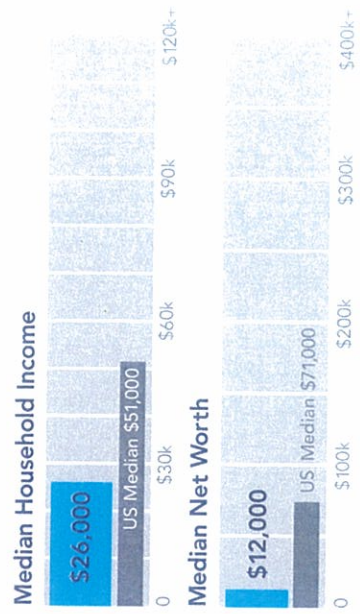
The Diversity Index summarizes racial and ethnic diversity. The index shows the likelihood that two persons, chosen at random from the same area, belong to different race or ethnic groups. The index ranges from 0 (no diversity) to 100 (complete diversity).

Diversity Index: **74.2** US: 62.1



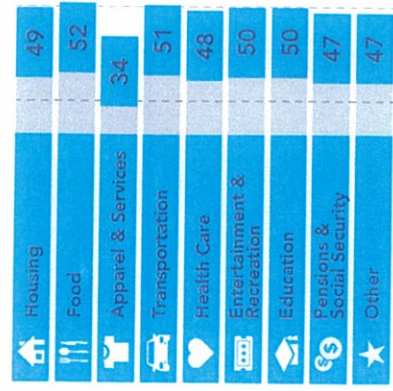
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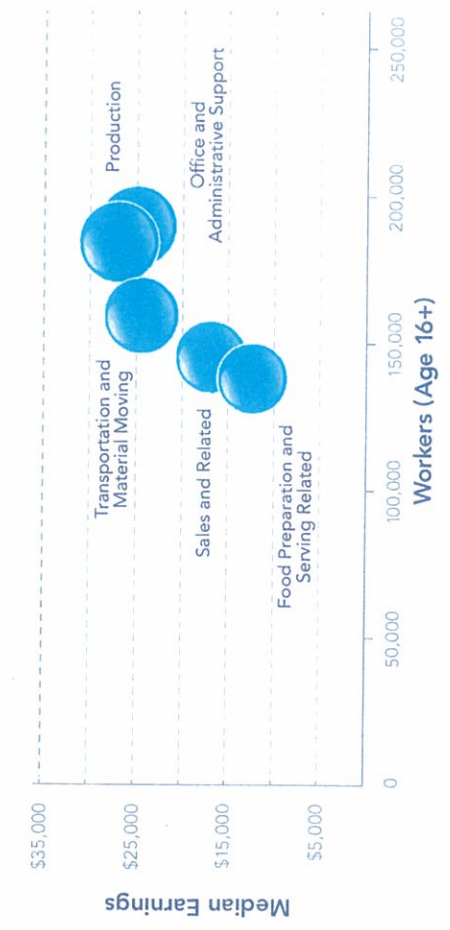
AVERAGE HOUSEHOLD BUDGET INDEX

The index compares the average amount spent in this market's household budgets for housing, food, apparel, etc., to the average amount spent by all US households. An index of 100 is average. An index of 120 shows that average spending by consumers in this market is 20 percent above the national average. Consumer expenditures estimated by Esri.



OCCUPATION BY EARNINGS

The five occupations with the highest number of workers in the market are displayed by median earnings. Data from the Census Bureau's American Community Survey.



MARKET PROFILE (Consumer preferences are estimated from data by GfK MRI)

- Little extra money to invest in retirement savings plans, stocks, or bonds.
- For those with young children at home, watching Disney Channel, Cartoon Network, and Nickelodeon on TV is popular; diapers, baby food, and children's clothing are priority expenditures.
- Favor shopping through an in-home sales rep, QVC, or HSN.
- Read parenting and health magazines.
- Watch programs on BET, MTV, and Game Show Network.
- Prefer to listen to gospel, R&B, rap, and hip-hop music.
- Participate in basketball, football, and volleyball.

HOUSING

Median home value is displayed for markets that are primarily owner occupied; average rent is shown for renter-occupied markets. Tenure and home value are estimated by Esri. Housing type and average rent are from the Census Bureau's American Community Survey.



Typical Housing:
 Single Family

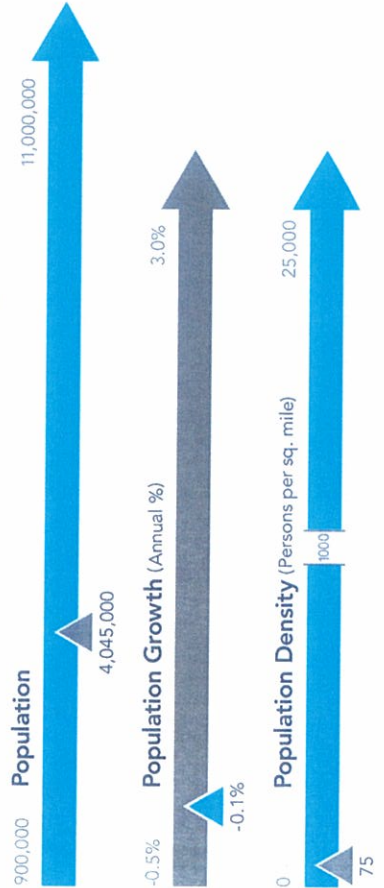
Average Rent:
 \$690

US Average: \$990



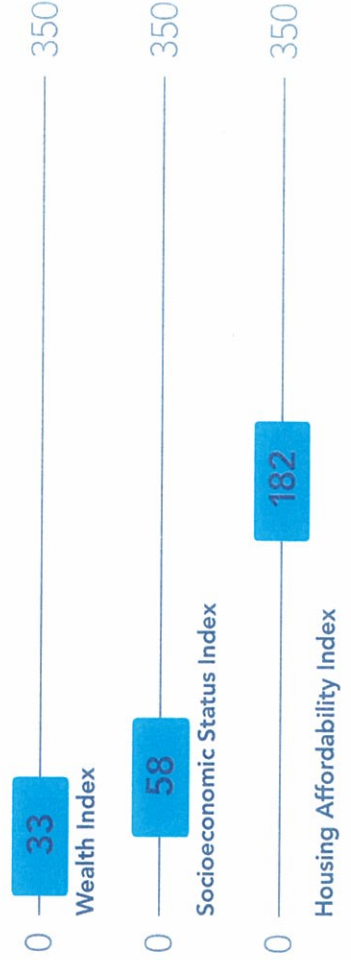
POPULATION CHARACTERISTICS

Total population, average annual population change since Census 2010, and average density (population per square mile) are displayed for the market relative to the size and change among all Tapestry markets. Data estimated by Esri.



ESRI INDEXES

Esri developed three indexes to display average household wealth, socioeconomic status and housing affordability for the market relative to the US.



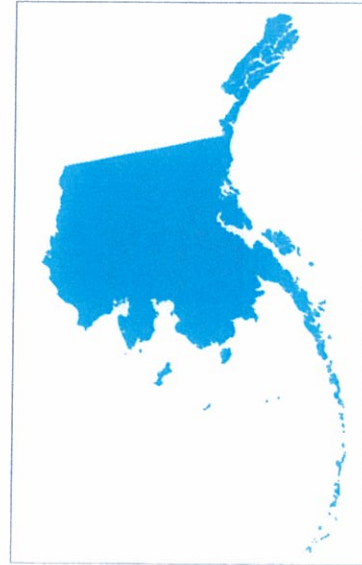
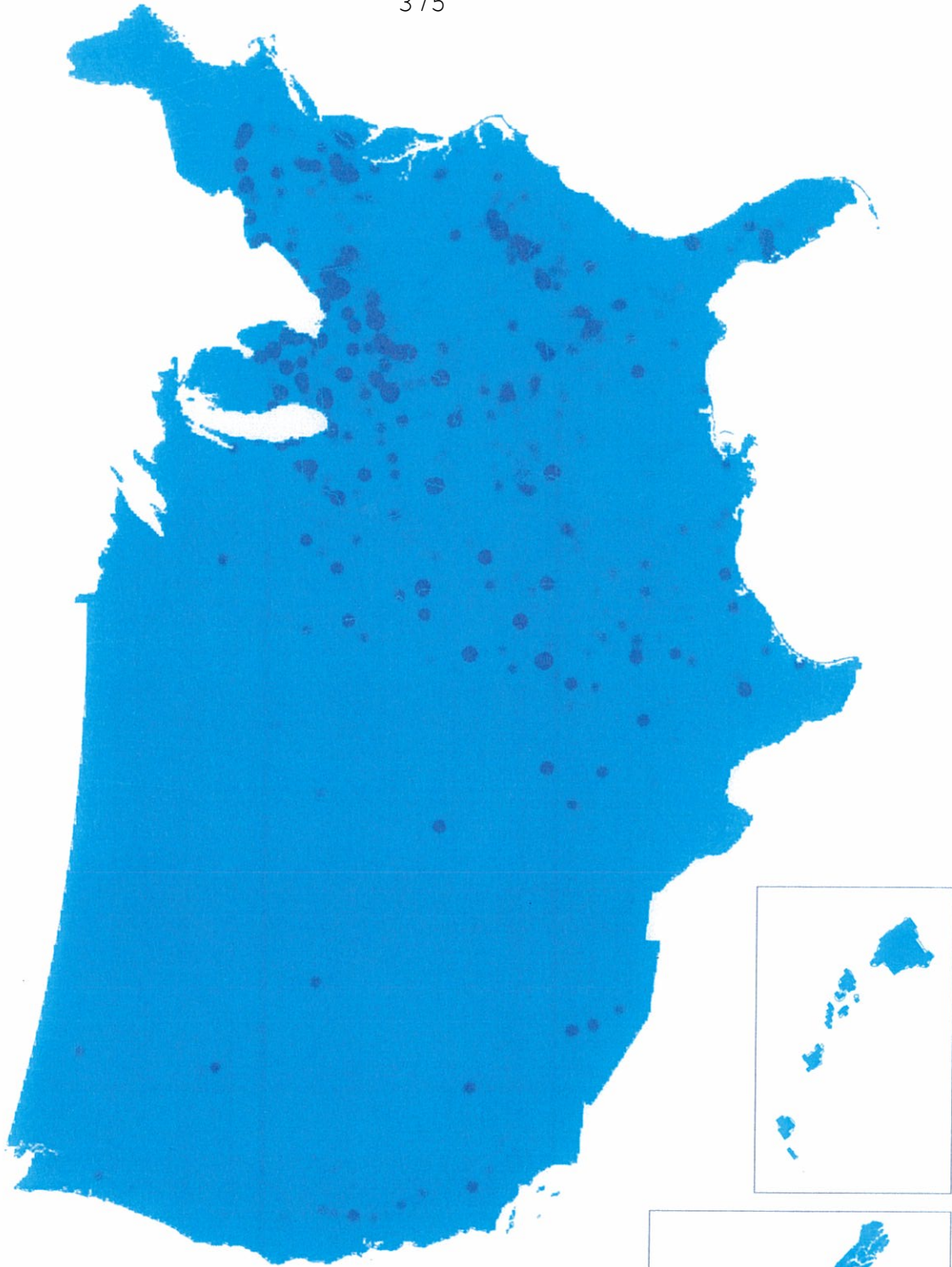
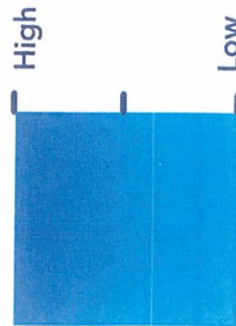


**LifeMode Group: Middle Ground
Hardscrabble Road**



SEGMENT DENSITY

This map illustrates the density and distribution of the Hardscrabble Road Tapestry Segment by households.

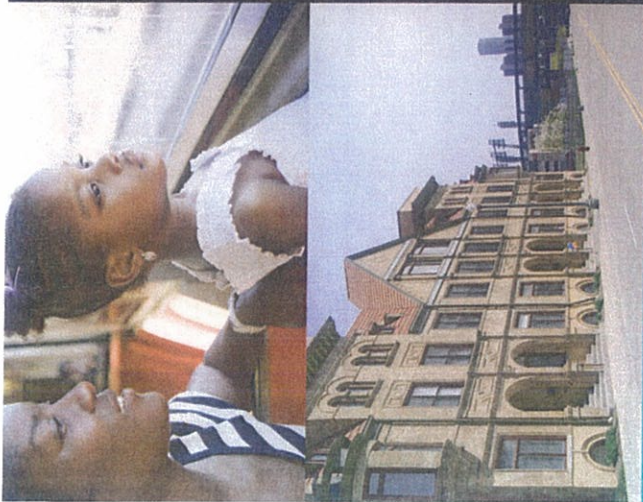


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esri



LifeMode Group: Midtown Singles
City Commons

11E

Households: 1,082,000

Average Household Size: 2.66

Median Age: 27.6

Median Household Income: \$17,000

WHO ARE WE?

This segment is one of Tapestry's youngest and largest markets, primarily comprised of single-parent and single-person households living within large, metro cities. While more than a third have a college degree or spent some time in college, nearly a third have not finished high school, which has a profound effect on their economic circumstance. However, that has not dampened their aspiration to strive for the best for themselves and their children.

OUR NEIGHBORHOOD

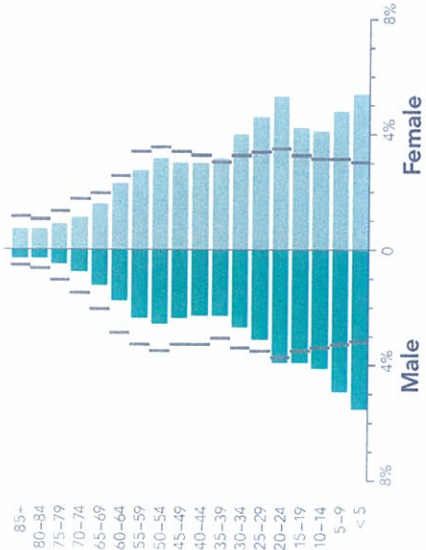
- Single parents (Index 315), primarily female, and singles head these young households.
- Average household size is slightly higher than the US at 2.66.
- City Commons are found in large metropolitan cities, where most residents rent apartments in midrise buildings.
- Neighborhoods are older, built before 1960 (Index 150), with high vacancy rates.
- Typical of the city, many households own either one vehicle or none, and use public transportation (Index 309) or taxis (Index 354).

SOCIOECONOMIC TRAITS

- Although some have college degrees, nearly one in three have not graduated from high school.
- Unemployment is very high at 24% (Index 274); labor force participation is low at 54% (Index 86).
- Most households receive income from wages or salaries, but nearly one in four receive contributions from Social Security (Index 306) and public assistance (Index 420).
- Consumers endeavor to keep up with the latest fashion trends.
- Most families prefer the convenience of fast-food restaurants to cooking at home.

AGE BY SEX

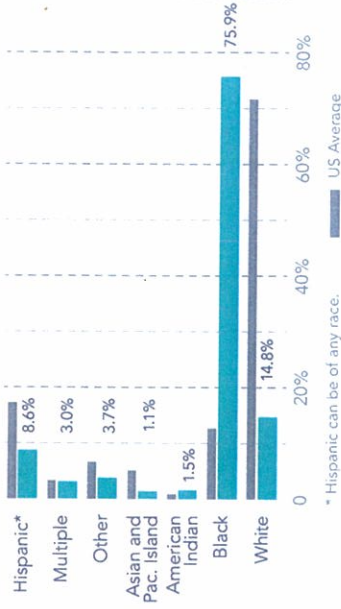
(Esri data)
Indicates US
Median Age: 27.6 US: 37.6



RACE AND ETHNICITY

(Esri data)
The Diversity Index summarizes racial and ethnic diversity. The index shows the likelihood that two persons, chosen at random from the same area, belong to different race or ethnic groups. The index ranges from 0 (no diversity) to 100 (complete diversity).

Diversity Index: 49.5 US: 62.1



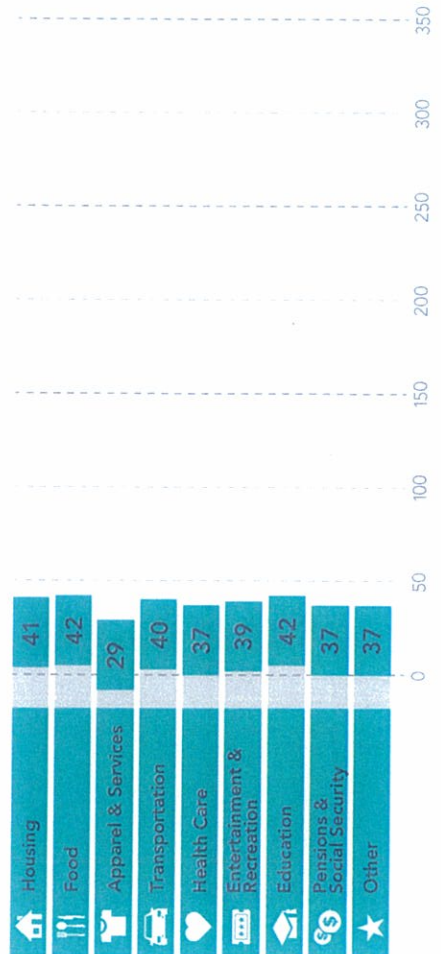
INCOME AND NET WORTH

Net worth measures total household assets (homes, vehicles, investments, etc.) less any debts, secured (e.g., mortgages) or unsecured (credit cards). Household income and net worth are estimated by Esri.



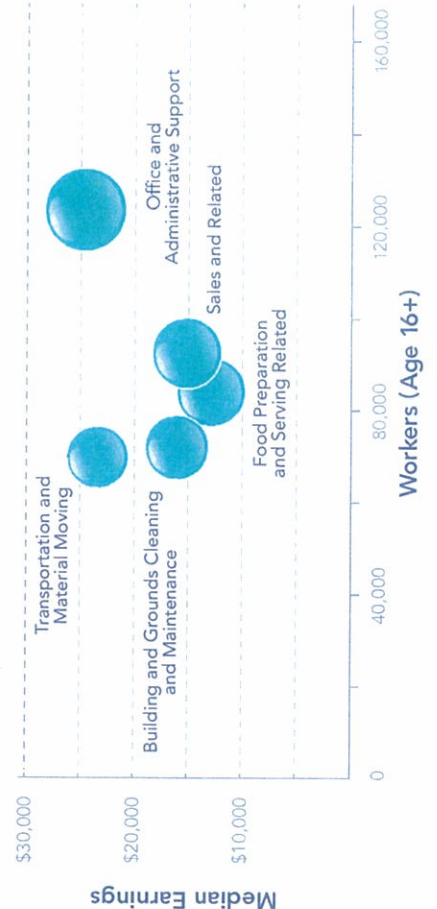
AVERAGE HOUSEHOLD BUDGET INDEX

The index compares the average amount spent in this market's household budgets for housing, food, apparel, etc., to the average amount spent by all US households. An index of 100 is average. An index of 120 shows that average spending by consumers in this market is 20 percent above the national average. Consumer expenditures are estimated by Esri.



OCCUPATION BY EARNINGS

The five occupations with the highest number of workers in the market are displayed by median earnings. Data from the Census Bureau's American Community Survey.



MARKET PROFILE

(Consumer preferences are estimated from data by GfK MRI)

- Baby and children's products, like food and clothing, are the primary purchases.
- They shop primarily at warehouse clubs like Sam's Club and discount department stores such as Kmart.
- While most residents obtain privately issued medical insurance plans, some are covered by Federal programs like Medicaid.
- They subscribe to cable TV; children-oriented programs are popular, as are game shows and home shopping channels.
- Magazines are extremely popular sources of news and the latest trends, including baby, bridal, and parenthood types of magazines.
- They enjoy listening to urban radio.

HOUSING

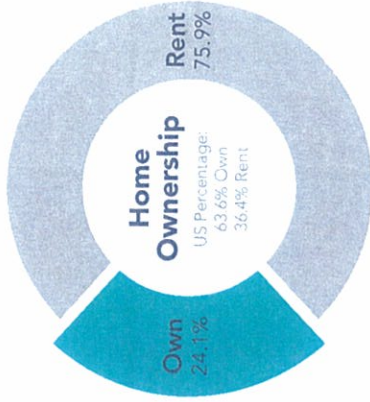
Median home value is displayed for markets that are primarily owner occupied; average rent is shown for renter-occupied markets. Tenure and home value are estimated by Esri. Housing type and average rent are from the Census Bureau's American Community Survey.



Typical Housing:
Multiunit Rentals;
Single Family

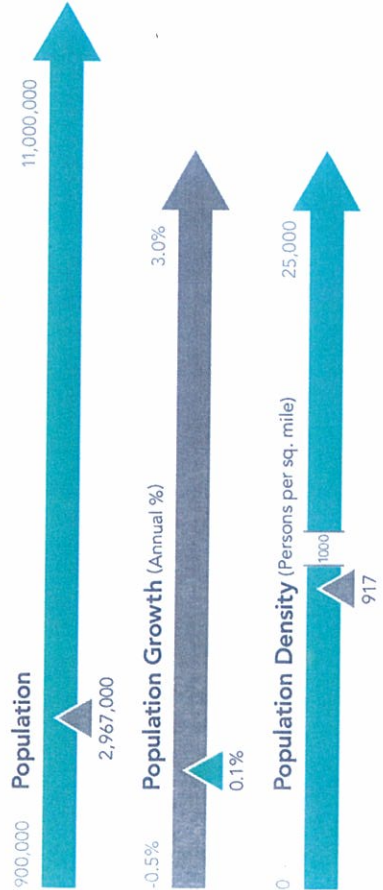
Average Rent:
\$650

US Average: \$990



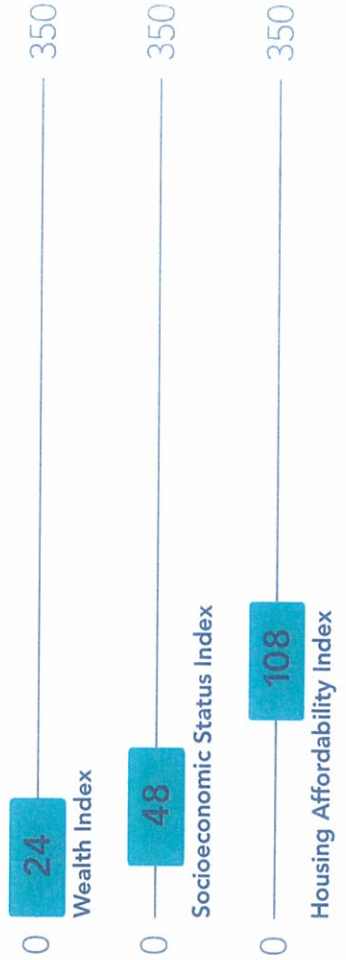
POPULATION CHARACTERISTICS

Total population, average annual population change since Census 2010, and average density (population per square mile) are displayed for the market relative to the size and change among all Tapestry markets. Data estimated by Esri.



ESRI INDEXES

Esri developed three indexes to display average household wealth, socioeconomic status, and housing affordability for the market relative to US standards.





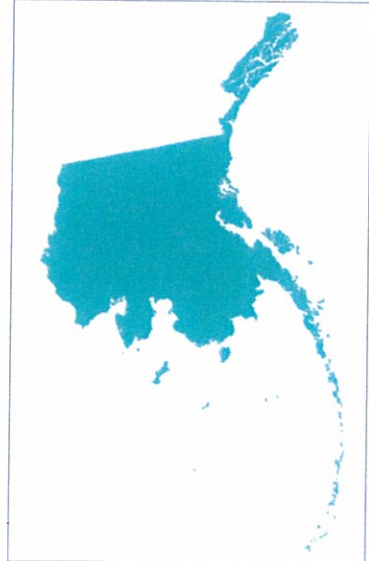
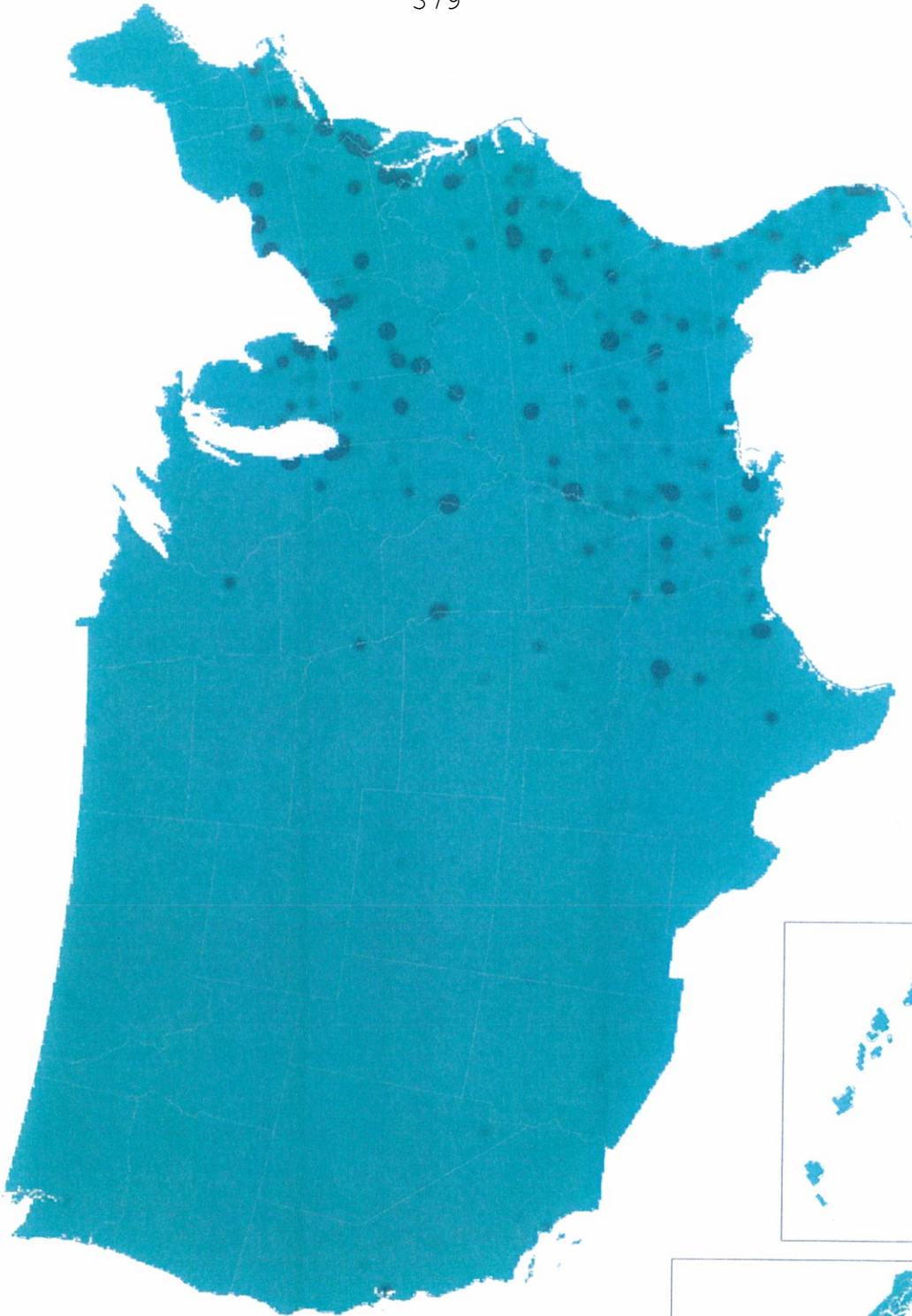
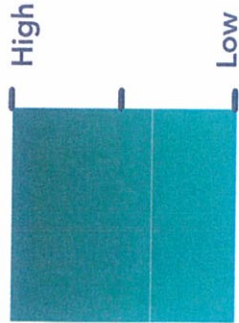
LifeMode Group: Midtown Singles City Commons



**TAPESTRY
SEGMENTATION**
esri.com/tapestry

SEGMENT DENSITY

This map illustrates the density and distribution of the City Commons Tapestry Segment by households.



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LifeMode Group: Hometown

Traditional Living

12B

Households: 2,369,000

Average Household Size: 2.50

Median Age: 34.8

Median Household Income: \$37,000

WHO ARE WE?

Residents in this segment live primarily in low-density, settled neighborhoods in the Midwest. The households are a mix of married-couple families and singles. Many families encompass two generations who have lived and worked in the community; their children are likely to follow suit. The manufacturing, retail trade, and health care sectors are the primary sources of employment for these residents. This is a younger market—beginning householders who are juggling the responsibilities of living on their own or a new marriage, while retaining their youthful interests in style and fun.

OUR NEIGHBORHOOD

- Married couples are the dominant household type, but fewer than expected from the younger age profile and fewer with children (Index 79); however, there are higher proportions of single-parent (Index 146) and single-person households (Index 112).
- Average household size is slightly lower at 2.50.
- Homes are primarily single family or duplexes in older neighborhoods, built before 1940 (Index 183).
- Most neighborhoods are located in lower-density urban clusters of metro areas throughout the Midwest and South.
- Average commuting time to work is slightly shorter (Index 88).
- Households have one or two vehicles.

SOCIOECONOMIC TRAITS

- Over 70% have completed high school or some college.
- Unemployment is higher at 10.9% (Index 127); labor force participation is also a bit higher at 64.6%.
- Over three quarters of households derive income from wages and salaries, augmented by Supplemental Security Income (Index 122) and public assistance (Index 149).
- Cost-conscious consumers that are comfortable with brand loyalty, unless the price is too high.
- Connected and comfortable with the Internet, they are more likely to participate in online gaming or to access dating websites.
- TV is seen as the most trusted media.

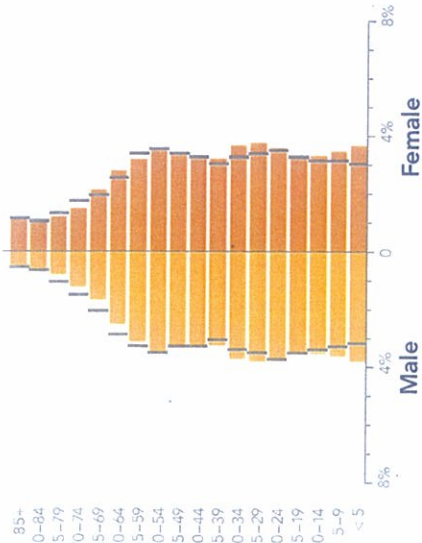


Note: The Index represents the ratio of the segment rate to the US rate multiplied by 100. Consumer preferences are estimated from data by GfK MRI.

AGE BY SEX (Esri data)

Median Age: 34.8 US: 37.6

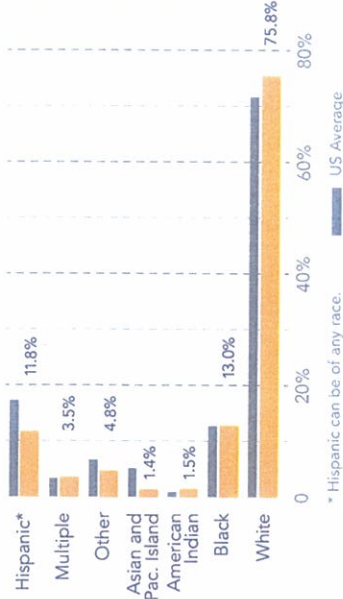
! Indicates US



RACE AND ETHNICITY (Esri data)

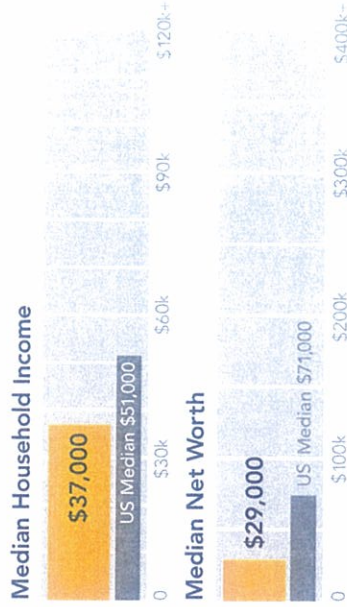
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Diversity Index: 53.1 US: 62.1



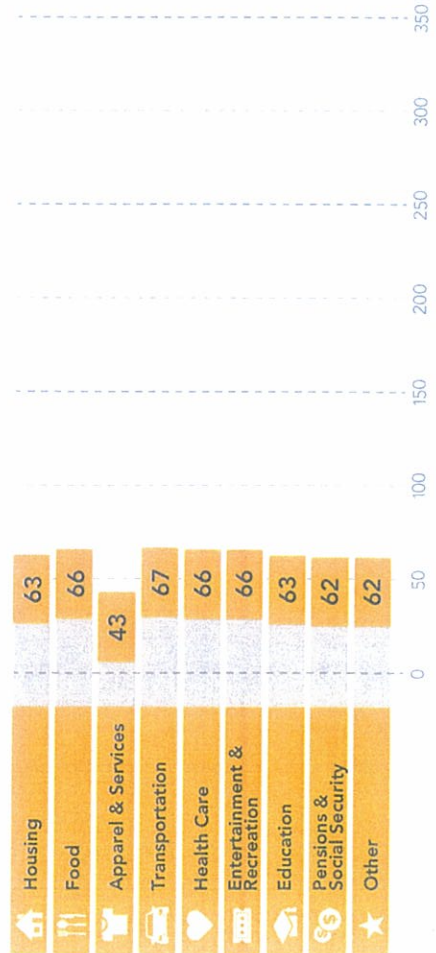
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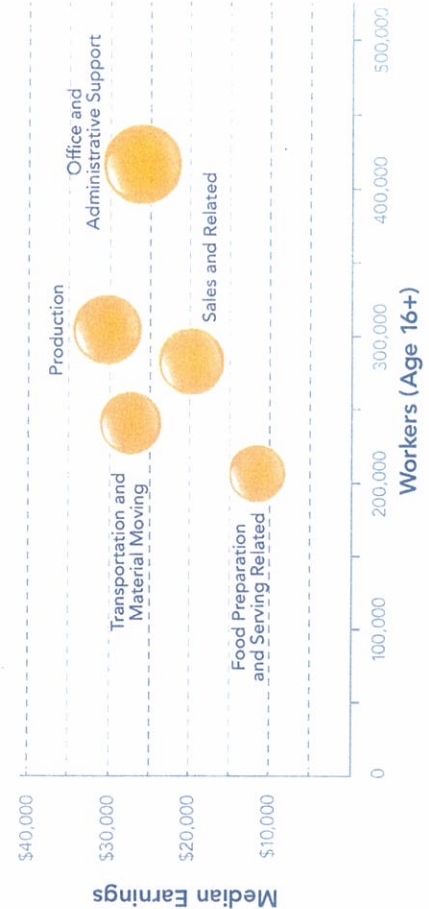
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OCCUPATION BY EARNINGS

The five occupations with the highest number of workers in the market are displayed by median earnings. Data from the Census Bureau's American Community Survey.



MARKET PROFILE

(Consumer preferences are estimated from data by GfK MRI)

- They shop for groceries at discount stores such as Walmart supercenters; Kmart is also a favorite for apparel and sundry household and personal care products.
- Convenience stores are commonly used for fuel or picking up incidentals like lottery tickets.
- They tend to carry credit card balances, have student loans, and pay bills in person.
- Half of households have abandoned landlines for cell phones only.
- They watch their favorite channels including QVC, CMT, and Game Show Network.
- They're fast food devotees.
- They enjoy outdoor activities such as camping and taking trips to the zoo.

HOUSING

Median home value is displayed for markets that are primarily owner occupied; average rent is shown for renter-occupied markets. Tenure and home value are estimated by Esri. Housing type and average rent are from the Census Bureau's American Community Survey.



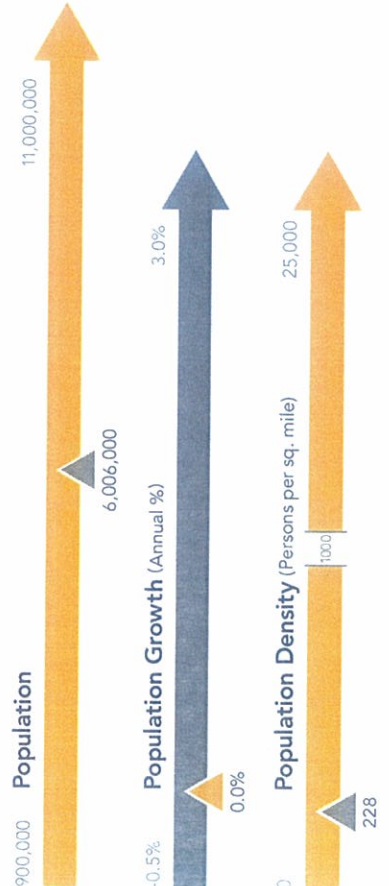
Typical Housing:
 Single Family

Median Value:
 \$79,000

US Median: \$177,000

POPULATION CHARACTERISTICS

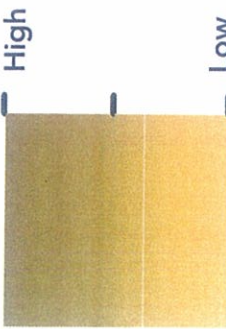
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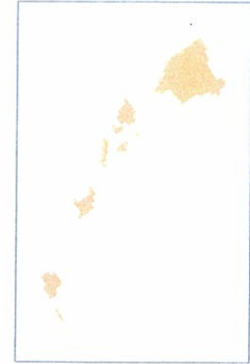
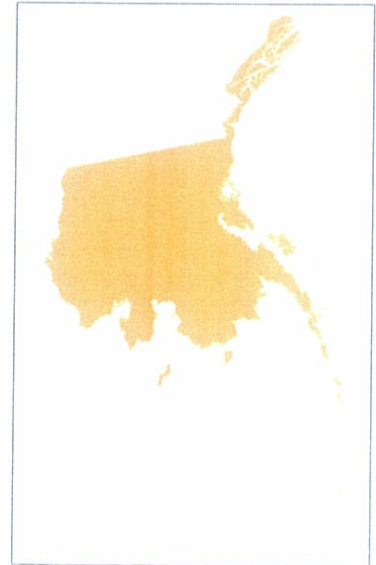
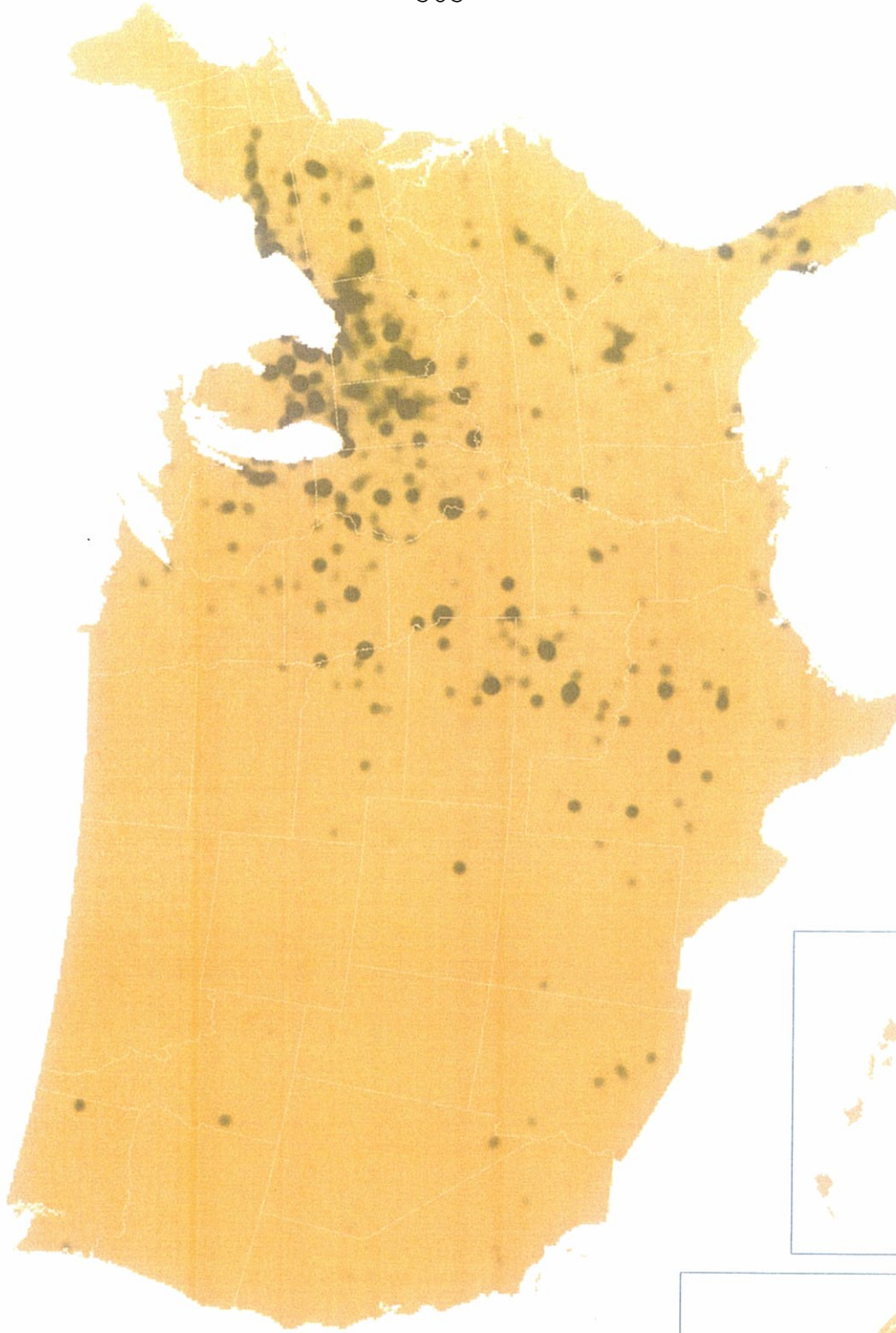
ESRI INDEXES

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SEGMENT DENSITY
This map illustrates the density and distribution of the *Traditional Living* Tapestry Segment by households.



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