

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
June 13, 2017  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,  
Ms. Rodriguez, Mr. Hairston, Ms. Washington  
(departed, 1:30 p.m.), Mr. Parker, (departed,  
1:35 p.m.)

Absent: None

Ms. Rodriguez called the meeting to order at 12:04 p.m.

**Approval of the Minutes**

Ms. Butts moved approval of the minutes for the Regular Board Meeting of 5/18/17 and Finance Committee Meeting of 5/16/17. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

**COMMUNICATIONS**

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

**MOTION TO TEMPORARIALY SUSPEND THE REGULATIONS**

Because of schedule conflicts, the regular Board Meeting has been scheduled for today. Therefore, there was no Finance Committee Meeting. Mr. Corrigan 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. Hairston seconded the motion, which passed unanimously by roll call vote.

**FINANCE COMMITTEE REPORT**

Ms. Rodriguez stated that for purposes of this meeting, because of the large number of Resolutions on the agenda, only the portions of the Resolutions after "Be it Resolved" will be read into the record, with the exception of Exhibits 13 and 14, and Exhibits 18 and 19

REGULAR BOARD  
MEETING OF  
5/18/17; FINANCE  
COMMITTEE  
MEETING OF  
5/16/17  
Approved

MOTION TO  
TEMPORARILY  
SUSPEND THE  
REGULATIONS  
Approved

which shall be read into the record in its entirety. All resolutions, in their entirety, were included in the Board packet, and the full versions constitute the record of what the Board members vote upon, as will be reflected in the Board's minutes.

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for May

(See page 834)

Mr. Seifullah moved approval of the following resolution as amended. 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 May of 2017; now therefore be it

RESOLVED, That the gifts described in the Gift Report for May of 2017 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Sixth Amendment to the Year 2017 Appropriation

(See pages 835-840)

Mr. Seifullah moved approval of the following resolution. Ms. Washington 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 2017 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated June 5, 2017; and

RESOLUTION  
TO ACCEPT  
GIFTS FOR THE  
MONTH OF MAY  
2017

Approved

SIXTH  
AMENDMENT  
TO THE  
YEAR 2017  
APPROPRI-  
ATION

Approved

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 Sixth Amendment to the Year 2017 Appropriation Schedule be approved.

Resolution to Accept the State Library of Ohio Funding for the Ohio Library for the Blind and Physically Disabled (OLBPD)

(See pages 841-846)

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

WHEREAS, Cleveland Public Library began its first organized service to visually disabled patrons as early as 1903; and

WHEREAS, Cleveland Public Library was designated a regional library for the blind for Northern Ohio Counties under the Federal Pratt-Smoot Act of 1931, and under the direction of the Library of Congress; and

WHEREAS, Cleveland Public Library has provided excellent library service to blind and physically disabled residents needing specialized materials and equipment and where individual libraries cannot provide such services; and

WHEREAS, As of July 1, 2009, the State Library of Ohio mandated Cleveland Public Library's newly renamed Ohio Library for the Blind and Physically Disabled, its agency to provide complete statewide services for blind and disabled residents who are eligible for the service and reside in any of the 88 Ohio counties; and

WHEREAS, On May 18, 2017, the State Library of Ohio agreed to pay the Cleveland Public Library for expenses for the period of July 1, 2017 through June 30, 2018 to continue to administer statewide library services to blind and physically disabled residents in an amount not to exceed \$1,508,194.00; now therefore be it

RESOLUTION  
TO ACCEPT  
THE STATE  
LIBRARY OF  
OHIO FUNDING  
FOR THE OHIO  
LIBRARY FOR  
THE BLIND AND  
PHYSICALLY  
DISABLED  
(OLBPD)  
Approved

RESOLVED, That the Board of Library Trustees accepts the State Library of Ohio funding award of \$1,274,194.00 to be paid from the General State Revenue Fund and \$200,000.00 to be paid from FFY 2016 LSTA carryover funds and \$34,000.00 to be paid from FFY 2017 LSTA funds; and be it further

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

RESOLVED, That the Board of Library Trustees expresses its appreciation to the State Library of Ohio.

Resolution Regarding Library Insurance Renewals

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

WHEREAS, The Library's insurance policies for property (including boiler and machinery), general liability, commercial auto, commercial crime, cyber liability and umbrella liability coverage expire on August 1, 2017 and the public officials and employment practices liability insurance expires on September 19, 2017; and

WHEREAS, In April, 2017, the Library entered into an agreement with Crain, Langer & Co. to provide insurance and risk management consulting services regarding the Library's Property and Casualty insurance program adhering to a timeline to receive proposals and a recommendation prior to expiration; and

WHEREAS, The Library is seeking proposals for insurance coverage as specified in the Request For Proposal issued April 28, 2017 and proposals are due June 26, 2017; and

WHEREAS, The proposals have not been received as of this Board meeting and need to be evaluated and reviewed by Crain, Langer & Co.; and

RESOLUTION  
REGARDING  
LIBRARY  
INSURANCE  
RENEWALS  
Approved

WHEREAS, The Board of Library Trustees deems it necessary to procure such policies of insurance; and

WHEREAS, The cost of Library's insurance policies for property (including boiler and machinery), general liability, commercial auto, commercial crime, cyber liability, umbrella liability and the public officials and employment practices liability insurance is estimated not to exceed \$480,000, which is in between 10% and 15% over the expiring premiums; and

WHEREAS, The Board of Library Trustees will not meet for regular business in July 2017, but may hold a Special Meeting at which insurance coverage may be awarded as proposals are evaluated as to the various terms and conditions of other proposals to determine how they compare to the expiring program; and

WHEREAS, The Library management will report on the status of the insurance renewal process at any Special Meeting held in July 2017 including a resolution for awarding purchase of insurance coverage, if possible; now therefore be it

RESOLVED, That if insurance coverage is not purchased by action at a Special Meeting in July 2017, the Board of Library Trustees authorizes the Executive Director to make the final determination to accept the insurance package that best meets the objectives defined in the specifications and the coverage purchased will be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting.

Resolution to Accept Gift from the Believe In Reading Foundation through the Friends of the Cleveland Public Library

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

WHEREAS, The Believe in Reading Foundation was created in 2016 by Steve Potash, owner of Overdrive, and is focused on improving literacy and reading; and

WHEREAS, The Cleveland Public Library applied for and was awarded a \$10,000 grant to be used to purchase books

RESOLUTION  
TO ACCEPT  
GIFT FROM  
THE BELIEVE  
IN READING  
FOUNDATION  
THROUGH THE  
FRIENDS OF  
THE  
CLEVELAND  
PUBLIC  
LIBRARY  
Approved

that will be distributed as prizes during the 2017 Summer Reading Club; and

WHEREAS, The Friends of the Cleveland Public Library in turn issued a check for \$10,000, representing full payment of the grant, to the Cleveland Public Library; now therefore be it

RESOLVED The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a gift from The Friends of the Cleveland Public Library, in the amount of \$10,000 to be used to purchase books for 2017 Summer Reading Club and for deposit into the Founders Fund Account 203046-46100-16801; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to execute any documents, instruments, or agreements necessary to receive the gift, and is further authorized to enter into and execute such agreements necessary to expend the grant funds to effectuate the terms and conditions of this Resolution, with the expenditures being charged to the Founders Fund 203 and Project Code 16801.

Mr. Corrigan acknowledged and thanked Steve Potash, President and Chief Executive Officer, OverDrive, for his contribution.

Resolution Authorizing Agreement with Enterprise FM Trust for Lease of Vehicles for Mobile Services

(See pages 847-851)

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

WHEREAS, The Cleveland Public Library determined the need for two additional vehicles for use by the Mobile Services Department for the purpose of expanding services to two equally important populations: children ages 0-5 and senior citizens; and

WHEREAS, The addition of two vehicles will increase the Mobile Services fleet size to three vehicles: a repurposed Sprinter van capable of transporting collections and programming supplies, and two passenger

RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH  
ENTERPRISE  
FM TRUST  
FOR LEASE  
OF VEHICLES  
FOR MOBILE  
SERVICES  
Approved

vehicles to transport early-childhood literacy staff to city daycare facilities and outreach events; and WHEREAS, The Library has received a proposal from Enterprise Fleet Management to lease, maintain and manage two (2) Ford Focus SE hatchback vehicles, which vehicle will satisfy the needs of Mobile Services, for a period of sixty (60) months; and

WHEREAS, The cost of leasing two (2) vehicles with full maintenance and fleet management is estimated to cost \$7,675.92 per year, or \$38,379.60 for a period of sixty (60) months; and

WHEREAS, The Administration requests that this Board authorize the Executive Director, CEO to enter into a sixty (60) month lease and maintenance agreement for twelve (12) vehicles with Enterprise Fleet Management; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into a lease and maintenance agreement with Enterprise FM Trust (through its attorney-in-fact Enterprise Fleet Management, Inc.), subject to approval of the Chief Legal Officer, for two (2) new vehicles for a period of sixty (60) months, at the estimated cost of \$7,675.92 per year, or \$38,379.60 for a period of sixty (60) months, with the expenditures being charged to the General Fund account 12xx0053-53510 (Rent/Lease), where xx = the vehicle number.

Resolution of Intent to Accept Gift and to Authorize the Cleveland Public Library to Enter into a License Agreement with Cleveland Thermal Energy to Enter Library Property in Connection with Construction of the Gift

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

WHEREAS, Cleveland Thermal Energy LLC ("Donor") has proposed to donate a photo voltaic solar system for one of the Cleveland Public Library's buildings, and has provided the Executive Director with a proposal from Dovetail Solar and Wind, also known as Dovetail Construction Company, Inc. ("Dovetail"), a renewable energy company, for the design, installation, certification and service of a rooftop photo voltaic

RESOLUTION OF  
INTENT TO  
ACCEPT GIFT  
AND TO  
AUTHORIZE THE  
CLEVELAND  
PUBLIC LIBRARY  
TO ENTER INTO  
A LICENSE  
AGREEMENT  
WITH  
CLEVELAND  
THERMAL  
ENERGY TO  
ENTER LIBRARY  
PROPERTY IN  
CONNECTION  
WITH  
CONSTRUCTION  
OF THE GIFT  
Approved

solar system for the Rice Branch of the Cleveland Public Library (the "Project"); and

WHEREAS, The Project is a Solar PV Array, including an 85.7kW solar system with grid-tied synchronizing inverters, a twenty-five year performance warranty, and three educational kiosks at the Rice Branch location, the Carnegie West Branch, and Main downtown; and

WHEREAS, The proposed solar panel system with educational kiosk[s] fits within the Cleveland Public Library's vision of being energy efficient and "the driving force behind a powerful culture of learning"; and

WHEREAS, The Donor is proposing to spend up to \$350,000 towards the Dovetail Proposal, including a twenty-five year service contract, and proposes to donate the solar panel system and educational kiosks to the Library upon completion of construction; and

WHEREAS, O.R.C. Section 3375.40(K) grants the Board of Trustees authority to accept gifts to the Cleveland Public Library; and

WHEREAS, The Project will enhance the Library's facilities and will provide a means to manage energy consumption by the Library for the operation of the facility; and

WHEREAS, The Executive Director recommends that the Board indicate its intent to accept, once the work is complete to the satisfaction of the Library, the gift proposed by the Cleveland Thermal Energy LLC to install rooftop photo voltaic solar system on the roof of the Rice Branch along with educational kiosk[s], and also recommends granting a license to the Cleveland Thermal Energy LLC and its contractor(s) to permit entry on Library property to perform the work; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees acknowledges that the Donor, Cleveland Thermal Energy LLC proposes to construct Solar PV Array, including an 85.7kW solar system with grid-tied synchronizing inverters, and provide a 25-year performance warranty, and three educational kiosks at the Rice Branch location, the Carnegie West Branch,



and Main downtown, and that the Donor at this time requests permission to proceed with the Project at a time agreed to with Library administration. The estimated construction cost for the Project is \$350,000, which the Donor has assured the Library will cover the costs of construction and the 25-year service agreement; and be it further

RESOLVED, That the Board hereby declares its intent to accept the gift from the Donor, upon completion of the Project in a manner satisfactory to the Library's Capital Projects Manager and Director of Property Management, and contingent upon compliance with the conditions by the Donor and its contractor(s) in the construction of the Project contained in a separate License Agreement; and be it further

RESOLVED, That the Executive Director, CEO or his designees, is authorized to negotiate and enter into such instruments and agreements as are necessary to effectuate the Project and the gift, including a 25-year service agreement with Dovetail, a License Agreement between the Library and the Donor granting the Donor and its agents the right to enter on Library property to construct the Project, which license shall include terms and conditions concerning compliance with applicable code, permitting, and safety requirements, providing appropriate insurance to cover the construction and related activities involved with the construction of the Project, ensuring that construction will not interfere with on-going Library activities, providing evidence of the funds on hand to construct the Project and fund the 25-year service agreement, ensuring that the Library will not be liable for any costs associated with the gift, and shall hold the Library harmless from any injuries and loss of property, materials, and equipment during the period of construction of the Project; be it further

RESOLVED, That all incidents of absolute ownership of the Project shall be vested in the Library from the time of acceptance of the gift forward.

Joyce Dodrill, Chief Legal Officer, explained that Cleveland Thermal Energy has offered the Library, as a part of one of its community projects, to give us a solar panel array for the top of our Rice Branch. This array will be constructed by Dovetail Construction Company, Inc.

Ms. Dodrill stated that the cost would be approximately \$350,000 that Cleveland Thermal will assume as well as a 25 year maintenance agreement. The construction of the solar panels will save the Library approximately up to 29% of the electricity depending on the weather and usage. In addition to the solar panel array, there will be 3 educational kiosks that will be placed in the Rice Branch, Carnegie West Branch and Main Library respectively.

Ms. Dodrill stated that the Library will issue a license to Cleveland Thermal Energy who will construct and enter into a contract with Dovetail. Dovetail will construct the project and deed it to the Library as a gift. Following, the Library will enter into an agreement with Dovetail for the maintenance of the solar panels.

Eric Herman, Capital Projects Manager, had a rendering to show the Trustees.

Alan Frasz, President & CEO, Dovetail was in attendance and available to answer any questions the Board may have had.

Ms. Butts asked if pictures were available for Carnegie West and Main.

Mr. Herman stated that only Rice Branch will be getting the solar panels. The educational kiosks, which contain monitors that report how panels are functioning, will be set up in three locations so that they can be used in various educational programs throughout the city.

Ms. Dodrill stated that Rice Branch was the only location that had the roof that could support solar panels. Originally, the idea was to install the panels downtown at Main.

Ms. Rodriguez asked if there were additional costs that the Library would incur.

Mr. Frasz stated that there is a fixed price to build the system. The other cost is the 25 year supportive maintenance cost that they will maintain for 25 years.

Mr. Corrigan asked the Dovetail representative to share with the Board Dovetail's experience in the area.

Mr. Frasz stated that Dovetail is one of the oldest and largest solar design and installation firms in the area. Dovetail began in 1995 and has more than 21 years of experience in renewable energy system design, installation and green building. Dovetail is based in Cleveland and has offices in Columbus, Cincinnati and Athens, Ohio. Dovetail has installed more than 400 systems including 65,000 solar panels.

Mr. Frasz stated that Dovetail has installed a number of educational systems such as the one proposed for the Library.

Additional discussion about Dovetail's educational solar installations and their various locations around the state.

Ms. Butts asked Mr. Frasz if he was familiar with the new solar flowers that open during the day and close during storms.

Mr. Frasz indicated that he has heard of them but has not seen one first hand.

Mr. Seifullah stated that he was curious as to the intent of Cleveland Thermal.

Ms. Dodrill stated that she believed that Cleveland Thermal was required per EPA order to provide some energy efficient benefits to the community and they selected the Library as a recipient.

Mr. Corrigan commended Ms. Dodrill and her staff for their hard work and collaboration on this item and expressed appreciation to Cleveland Thermal for the gift.

Resolution Approving Budget and Authorizing Competitive Bidding for Construction of Woodland Raingardens

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

WHEREAS, On September 13, 2016, this Board of Trustees adopted a resolution authorizing the Library to enter into an agreement with Burten, Bell Carr Development Inc. ("BBC") for the subgrant of grant funds received by

RESOLUTION  
APPROVING  
BUDGET AND  
AUTHORIZING  
COMPETITIVE  
BIDDING FOR  
CONSTRUCTION  
OF WOODLAND  
RAINGARDENS  
Approved

BBC from the Northeast Ohio Regional Sewer District for the design and construction of green infrastructure improvements at the Library's Woodland branch; and

WHEREAS, The Library and BBC have entered into an agreement whereby BBC will reimburse the Library for expenses incurred for the design and construction of rain gardens and a storm water retention system at the Woodland branch up to the amount of \$125,202; and

WHEREAS, Pursuant to Ohio Revised Code Section 153.71, the Library selected Riverstone Inc. from among the qualified design firms on file to survey the site and design the green infrastructure improvements at the cost of \$16,675.00; and

WHEREAS, The Library is requesting that the Board approve a total project budget of \$125,202 to cover the cost of design, construction, and all anticipated additional costs; and

WHEREAS, The Library is bound by Ohio Revised Code Section 3375.41 which requires that competitive bidding be used to select a contractor for all construction projects costing over \$50,000; now therefore be it

RESOLVED That the Board of Trustees of the Cleveland Public Library approves the budget of \$125,202 for the design and construction of green infrastructure improvements at the Woodland Branch and to charge such funds to Building Repair Fund Account 40179905-55300-10799 with such expenditures being reimbursed by the Northeast Ohio Sewer District through Burton Carr Bell, and credited to such Fund Account; and be it further

RESOLVED That the Executive Director, CEO or his designee is authorized to proceed with the soliciting of competitive bids for construction of the green infrastructure improvements once project plans have been finalized by Riverstone and bid packages have been prepared.

Ms. Butts shared her excitement about the educational raingarden that included a cistern built by Sewer District next to Mitchell's Ice Cream in Ohio City and stated that she hoped that the Woodland Branch raingardens would be comparable.

Ms. Dodrill stated that the Woodland Branch raingardens would not be as elaborate because the budget would not support it and would not have a cistern.

Eric Herman, Capital Projects Manager, gave a detailed explanation of the Woodland raingardens and how water is harvested.

Resolution Authorizing Agreement with Construction Resources, Inc. for Design and Construction Administration Services, Approving Budget, and Authorizing Competitive Bidding for Lakeshore Facility Roof

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's Lakeshore Facility houses the Memorial-Nottingham branch, the Ohio Library for the Blind and Physically Disabled, and the Library's Technical Services Department. The Lakeshore facility was constructed in 1971 and was remodeled by the Library in 1993; and

WHEREAS, The Cleveland Public Library retained the services of Construction Resources, Inc. ("CRI") in April 2016 to perform a roof and skylight study of the Lakeshore Facility's roof for the purpose of identifying needed repairs, and CRI concluded that the roof and structures above the roofline are in need of extensive repairs; and

WHEREAS, CRI estimates that the cost of replacing all roof areas at the Lakeshore Facility, excluding the cost of design services, will amount to \$2,600,000; and

WHEREAS, Due to the size and complexity of the Lakeshore Facility's roof, the Cleveland Public Library desires to make the needed repairs to the roof in phases in order to spread the cost over time. The Library estimates that as many as five phases may be needed to complete the roof replacement; and

WHEREAS, The Library is satisfied with the service previously received from CRI and requested that CRI submit a proposal for: (1) the preparation of detailed drawings and construction documents for the replacement

RESOLUTION  
AUTHORIZING  
AGREEMENT WITH  
CONSTRUCTION  
RESOURCES, INC.  
FOR DESIGN AND  
CONSTRUCTION  
ADMINISTRATION  
SERVICES,  
APPROVING  
BUDGET, AND  
AUTHORIZING  
COMPETITIVE  
BIDDING FOR  
LAKESHORE  
FACILITY ROOF  
Approved

of the southwest corner of the Lakeshore Facility roof and to turn the skylight located in that corner into a conventional roof, and as an alternate bid, to turn the large skylight over the administrative offices into a conventional roof; and (2) the performance of construction administrative services for the roof replacement project; and

WHEREAS, CRI proposed to prepare a draft package of full specifications and drawings with the assistance of Harper Engineering Inc., a professional design firm, for a total cost of \$36,700 and to perform construction administration services for a total cost of \$13,200; and

WHEREAS, The Library is requesting that the Board approve a project budget of \$1,000,000 to cover the cost of design, construction, and all anticipated additional costs; and

WHEREAS, The Library is bound by Ohio Revised Code Section 3375.41 which requires that competitive bidding be used to select a contractor for all construction projects costing over \$50,000; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute an agreement with Construction Resources, Inc. and Harper Engineering Inc., subject to the approval of the Chief Legal Officer, for the design and construction administration services described in CRI's proposals, for a total contract price not-to-exceed \$49,900.00, to be charged to the Building and Repair fund Account No. 40141105-55300-10411; and be it further

RESOLVED That the Board of Trustees of the Cleveland Public Library approves the total project budget of \$1,000,000 for the design and replacement of the southwest corner of the Lakeshore Facility roof, including replacing the skylight in that corner with a conventional roof and, budget permitting, replacing the large skylight over the administration offices with a conventional roof, and to charge such funds to Building Repair Fund Account 40141105-55300-10411; and be it further

RESOLVED That the Executive Director, CEO or his designee is authorized to proceed with the soliciting of competitive bids for the roof replacement and

construction once the drawings, construction documents, and bid packages have been prepared.

Mr. Corrigan asked if there were skylights remaining and requested an explanation on this issue.

Joyce Dodrill, Chief Legal Officer, stated that we are proposing to repair the roof in phases because the total cost has been estimated at \$2.6 million. In this phase, the skylight over the administrative area of Technical Services southwest corner of the roof will be closed and covered over so that it will no longer leak. In regards to the other skylights, plans are to eliminate the skylights. These skylights are very expensive to replace and have caused considerable leakage.

In response to Mr. Corrigan's inquiry, Mr. Herman explained that the skylight leakage is not the entire problem as the roof has multiple issues such as worn areas, puncture, sun damage, bubbling. The life of the roof has expired.

Mr. Herman explained that this phase will also include sealing walls and tuck-pointing, sealing parapets and all that is required to make that section of the building water tight.

In response to Mr. Corrigan's inquiry, Mr. Herman indicated that he had not consulted the architect to see if he had any ideas on the evolution of the building.

Director Thomas stated that as we move forward with our buildings this is a decision that needs to be included.

Tim Murdock, Director of Property Management, stated that replacement would be costly as each panel has to be specially made and has an estimated cost of \$5,000 per panel.

Resolution Authorizing Cleveland Public Library to Explore Option of Relocating New Martin Luther King, Jr. Branch

(See pages 852-870)

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

RESOLUTION  
AUTHORIZING  
CLEVELAND  
PUBLIC  
LIBRARY TO  
EXPLORE  
OPTION OF  
RELOCATING  
NEW MARTIN  
LUTHER KING,  
JR. BRANCH  
Approved

WHEREAS, On August 29, 2016, this Board approved the terms of the Development and Sales Agreement ("Development Agreement") with UC City Center LLC ("UC3") for the construction of a new Martin Luther King, Jr. branch ("MLK") and the sale of the existing MLK branch. The Executive Director and UC3 both executed the Development Agreement, and it became effective on August 31, 2016; and

WHEREAS, The Development Agreement requires UC3 to construct a new MLK branch on land just east of the American Cancer Society at E. 105<sup>th</sup> and Euclid, on property situated on Euclid Avenue that currently houses an auto repair shop and parking lot; and

WHEREAS, UC3 has approached the Library and asked that the Library consider relocating the new MLK branch to one of two alternate locations along Euclid Avenue east of the current site; and

WHEREAS, The first alternate location involves relocating the new MLK branch further east to the space currently occupied by parking lots immediately to the west of the Fenway Manor. Under this option, an approximately fifty foot wide plaza would sit between the library and Fenway Manor, and an apartment building would be located immediately west of the library in the new library's current site; and

WHEREAS, The second alternate location involves relocating the new MLK branch so that twenty-five feet of the new MLK branch would be tucked under the apartment building to the west, thus allowing for an approximately eighty foot wide plaza between the library and Fenway Manor. Under this option the new MLK branch would not be a freestanding building; and

WHEREAS, Under both alternatives, the parking garage would be constructed over the current MLK branch parking lot, and the construction of the parking garage could occur earlier so that it would be open when the new MLK branch opens. Both alternatives will require temporary relocation by UC3 of the current MLK branch parking lot; and

WHEREAS, The Library Administration is interested in further exploring whether the first alternative presented by UC3 is a viable option, for the reason that



moving the Library to the east may result in accelerating the parking garage construction resulting in the garage being available at the time of the opening of the new MLK Jr branch, and for the reason that a plaza directly adjacent to the Library could open design and programming opportunities to the Library. The Library Administration believes that the second alternative does not warrant further consideration as it is inconsistent with the Library's vision and goals for the new MLK branch; and

WHEREAS, The Library requests authority to explore issues relating to the first alternative including, but not limited to, legal concerns, costs, parking, construction schedule, community impact, and impact to the design competition and the ultimate design; now therefore be it

RESOLVED, The Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, and the Chief Legal Officer, to explore the issues related to relocating the new MLK branch to the first alternative location proposed by UC3.

Mr. Corrigan asked if this indicates that there will be no changes in the continuing obligation that the old branch would remain open and running until the new branch is ready.

Ms. Dodrill stated that is one of our requirements that is in the agreement and this will not change that. This presentation was made by the developers publicly a few weeks ago.

Ms. Dodrill reviewed the site development plan showing location alternatives for the branch and stated that at the initial presentation, the developers indicated that the Library is not obligated to agree with the options. However, there are pros and cons to the Library as well as to the developers.

With the first alternative, if the Library would agree to move the building to the new proposed site, the apartment building would be constructed quickly. With the lease revenues generated, the developers will be able to accelerate the schedule and build the parking garage. They indicated that they would like the Library to be involved in the plaza as a programming space.

They would build the plaza and put hard scape, plantings, benches, etc. The Library could design a side of the building to incorporate the plaza. The Library would be between two tall buildings. The plaza would be a walk way.

In response to Mr. Seifullah's inquiry, Ms. Dodrill stated that the main entrance to the branch would be on any side that the Library chose to design it.

Ms. Rodriguez asked if the developers were giving the Library additional funds to accommodate this new location option.

Ms. Dodrill stated that additional funding would need to be explored.

In response to Ms. Rodriguez' inquiry, Ms. Dodrill stated that the branch would still be the same size and the project should not delay the timeline previously set.

Ms. Dodrill stated that these issues and concerns need to be explored with the developers. This resolution authorizes the Library to explore options that will be reported back to the Board for further discussion and possible consideration.

Ms. Dodrill stated that there would be no obligation if the Board decided to stay with the original agreement.

Mr. Hairston stated that the Library must protect its credibility. We promised the community that they would be involved. Relocating the branch after several community meetings may be a challenge to communicate benefits of possible relocation.

Director Thomas stated that the developers will benefit from the new option and asked if the Board will give staff the authorization to explore options that could benefit the Library as well.

Ms. Washington stated that it is understood that we would do what is in the best interest of the Library and reiterated the importance of being able to explain to the community the changes and their benefits to the community so that they are supportive of the change.

Director Thomas stated that because the Library has a design competition, we need to move quickly to explore the options within two weeks. The Library has needs for the additional funds and the plaza could be a benefit. However, we already have a site approved.

In response to Ms. Butts' inquiry, Ms. Dodrill explained the location of the parking garage which will not be connected to the branch but will be close to the building.

Discussion continued about the parking garage, how to access it and the distance from the branch.

In response to Ms. Rodriguez' inquiry, Ms. Dodrill stated that given the authorization to explore options and depending on their meeting schedule, she should be able to report her findings back to the Board within two weeks.

Ms. Rodriguez stated that it is important that we move quickly because of the tight timeline of the design competition.

Ms. Washington stated that the developers should be aware that the Library currently has a plan that it is pleased with. However, the developers should respond with options in a timely manner to give the Board adequate time to consider.

Ms. Dodrill stated that we need to have an estimate of what additional funds will be required to build this side out with window that incorporate plaza views which will cost us more money than the original plans.

Ms. Butts asked if we would be sacrificing indoor space with the new option.

Ms. Dodrill stated that she did not believe that we would have to sacrifice space.

Mr. Herman stated that the plaza is not our lot and recommended that part of our negotiation would be to have an easement on it so that they would not come back and build something. Although the layout of the library should remain the same, the physical dimensions that the architect will be designing to will not.

Mr. Seifullah stated that although he supports the resolution, the developers should be informed that the Library does not have the time for delayed response.

Ms. Rodriguez stated that we need time to go back to the community and explain why we made these changes and their benefits.

Discussion continued about how Fenway residents would react to any changes.

Mr. Corrigan asked if there was a dynamic going on about the developer across the street which is much further along and if there is a need to get a building up much sooner.

Ms. Dodrill stated that we do not know what is motivating them. However, they claim that they were being pressured to build out the edge of the development on Euclid Avenue but have not really shared additional information about the motivation with the Library.

Ms. Dodrill stated that the second alternative is to tuck our building under the apartment building and make a larger plaza space 80 feet wide.

Ms. Rodriguez stated that that option was not acceptable.

Ms. Dodrill stated that although this option will minimize our building, it will save the Library some money as we would have shared ceilings and we would not have to construct a full roof. However, it appears to look like part of the apartment or an extension of it.

In response to Mr. Seifullah's inquiry, Mr. Herman stated that traffic in any case is a major concern. We are waiting to get the final plans to begin an analysis.

Resolution Authorizing a Four-Month Extension of the Lease for the Temporary South Branch of the Cleveland Public Library

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

WHEREAS, On August 23, 2012, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a lease with Gerald E. Zahler, the owner of space at 2704 Clark Avenue for the temporary relocation of the South Branch, for a term of up to three years at a rental rate of \$2,500 per month. This original lease term expired on January 14, 2016; and

WHEREAS, In September of 2015 and in September of 2016, this Board authorized the Library to renew the lease for two additional years for the space housing the temporary South Branch for the rental amount of \$2,550 per month, gross, plus utilities and other related expenses, for an estimated rental of \$30,600.00 per year. The current renewal term will expire on January 14, 2018; and

WHEREAS, The renovation work on the original South Branch is estimated to be completed in March 2018, and the Library has put the building owner on notice of the need to extend the current renewal term an additional four-months, to which the building owner has agreed; and

WHEREAS, The Executive Director requests the authority to extend the lease with the building owner based upon the rental amount stated above, upon the same terms and conditions of the existing lease renewal, for an additional four months; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute a four-month extension of the lease for space in the building located at 2704 Clark Avenue with the owner, Gerald E. Zahler, through May 14, 2018, for the rental amount of \$2,550 per month, gross, plus utilities and other related expenses, to be charged to the General Fund Account No. 17830053-53510 (Rent/Leases), which renewal extension shall be subject to approval of the Chief Legal Officer.

Resolution Announcing Construction Manager At Risk Determined to be the Best Value and Authorizing Negotiation of Construction Manager Agreement for Safe, Warm and Dry Construction Project

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

RESOLUTION  
ANNOUNCING  
CONSTRUCTION  
MANAGER AT  
RISK  
DETERMINED TO  
BE THE BEST  
VALUE AND  
AUTHORIZING  
NEGOTIATION  
OF  
CONSTRUCTION  
MANAGER  
AGREEMENT  
FOR SAFE,  
WARM AND DRY  
CONSTRUCTION  
PROJECT  
Approved

passed unanimously by roll call vote.

WHEREAS, On March 27, 2017 and April 3, 2017, the Cleveland Public Library placed an ad in the Cleveland Plain Dealer requesting statements of qualifications for construction manager at risk services in connection with the Safe, Warm and Dry Construction Project. On April 26, 2017, statements of qualification were submitted to the Library from the following construction manager firms: The Albert M. Higley Co., LLC, Turner Construction Company, Regency Construction Services, Dunlop & Johnston, Inc. Contractors, John G. Johnson Construction Company, and Millstone Management Group; and

WHEREAS, On March 23, 2017, the Cleveland Public Library established an evaluation committee and authorized the evaluation committee to evaluate the statements of qualifications and to select no fewer than three firms which it considered most qualified. The evaluation committee met May 3, 2017 and, utilizing evaluation criteria and a scoring method established prior to the announcement of the requests for qualifications, selected the following three construction manager firms as the most qualified for its short list: The Albert M. Higley Co., LLC, Turner Construction Company, and Regency Construction Services; and

WHEREAS, On May 8, 2017 the Library issued a Request for Pricing and Technical Proposal to the three short-listed firms, requiring that proposals be submitted to the Library by May 19, 2017 at 12 noon; and

WHEREAS, Proposals were timely received on May 19, 2017, and on May 24<sup>th</sup> and 25<sup>th</sup>, the evaluation committee interviewed all three construction manager firms. The evaluation committee then met on May 31, 2017 to evaluate and score the technical qualifications. Price proposals were evaluated separately and then combined with the technical proposal to determine the best value based on a weighted comparison of qualifications to price; and

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

- 1) Regency       \$458,800
- 2) Higley       \$628,082
- 3) Turner       \$705,419

Now therefore be it

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

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees to enter into negotiations for a construction management at risk contract with Regency Construction Services, Inc. in accordance with the requirements of Ohio Revised Code Section 9.334 which provides, among other things, that if the Library fails to negotiate a construction management contract with the highest ranked firm, it shall terminate negotiations with the highest ranked firm and enter into negotiations with the construction manager at risk ranked the second highest. If the Library fails to negotiate a contract with the second highest ranked firm, it shall terminate negotiations and enter into negotiations with the firm ranked the third highest; be it further

RESOLVED, That upon completion of negotiations, the Executive Director is authorized to execute a contract with Regency Construction Services, Inc., in an amount not to exceed \$ 458,800.00 which shall be paid from the funds budgeted for the Safe, Warm and Dry Construction Project as approved by this Board. Should the Executive Director or his designees terminate negotiations with Regency Construction Services, Inc. pursuant to Revised Code Section 9.334 and successfully negotiate an agreement with Albert M. Higley Co., LLC, the Executive Director is hereby authorized to enter into an agreement with Albert M. Higley Co., LLC in the amount not to exceed \$628,082 payable from the funds budgeted for the Safe, Warm and Dry Construction Project as approved by this Board. Should the Executive Director or his designees terminate negotiations with Albert M. Higley Co., LLC, authority is further given to enter into a contract with Turner Construction Company in an amount not to exceed \$705,419.00 payable from the funds

budgeted for the Safe, Warm and Dry Construction Project as approved by this Board, if the circumstances as described in the previous paragraph require negotiations with the third ranked firm. The contract with the construction manager at risk is subject to approval of the Chief Legal Officer.

In response to Mr. Corrigan's inquiry, Joyce Dodrill, Chief Legal Officer, explained that Regency Construction firm has been in existence for about 20 years. It is a construction management agency and a construction management at risk firm. It is a female business enterprise. The founder of the company is Tari Rivera. They are currently engaged as construction manager at risk project for Cleveland Heights University Heights Library. Very good recommendations have been received from Cleveland Heights University Heights Library as well as MetroParks. Regency has been the construction manager at risk for many projects for MetroParks. Regency also has a lot of experience dealing with projects with multiple buildings. Regency has been found to be qualified and has the best value for their quote.

Ms. Washington asked for clarification on the Library's project.

Ms. Dodrill explained that the Library has ten branches that will be rehabbed as a part of the Library's Safe, Warm and Dry initiative.

Resolution Authorizing Declaration of Official Intent to Reimburse

(See page 871)

The Board of Library Trustees of the Cleveland Public Library, Ohio, met in regular session on June 13, 2017, commencing at 12:00 p.m., in the Board Room on the 10<sup>th</sup> Floor of the Louis Stokes Wing of the Main Library, 325 Superior Avenue, Cleveland, Ohio, with the following members present:

Alice G. Butts

Alan Seifullah

Thomas D. Corrigan

RESOLUTION  
AUTHORIZING  
DECLARA-  
TION OF  
OFFICIAL  
INTENT TO  
REIMBURSE  
Approved



Maritza Rodriguez

John Hairston

Alesha Washington

Anthony Parker

The Fiscal Officer advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

Mr. Seifullah moved the adoption of the following Resolution:

**RESOLUTION**

**A RESOLUTION AUTHORIZING DECLARATIONS OF OFFICIAL INTENT UNDER U.S. TREASURY REGULATIONS WITH RESPECT TO REIMBURSEMENTS FROM NOTE AND BOND PROCEEDS OF TEMPORARY ADVANCES MADE FOR PAYMENTS PRIOR TO ISSUANCE, AND RELATED MATTERS.**

WHEREAS, United States Treasury Regulations §1.150-2 (the Reimbursement Regulations) prescribe conditions under which proceeds of bonds, notes or other obligations (Bonds) used to reimburse advances made for capital and certain other expenditures (Original Expenditures) paid before the issuance of such Bonds will be deemed to be expended (or properly allocated to expenditures) for purposes of Sections 103 and 141-150 of the Internal Revenue Code of 1986, as amended (the Code), upon such reimbursement so that the proceeds so used will no longer be subject to requirements or restrictions under those sections of the Code; and

WHEREAS, certain provisions of the Reimbursement Regulations require that there be a Declaration of Official Intent not later than 60 days following payment of the Original Expenditures expected to be reimbursed from proceeds of Bonds, and that the reimbursement occur within certain prescribed time periods after an Original Expenditure is paid or after the property resulting from that Original Expenditure is placed in service; and

WHEREAS, this Board wishes to take steps to comply with the Reimbursement Regulations;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of Cleveland Public Library, County of Cuyahoga, Ohio, that:

Section 1. Definitions. The following definitions apply to the terms used herein:

"Authorized Officer" means the Executive Director or Fiscal Officer of the Library or any person designated for the purpose by either.

"Declaration of Official Intent" means a declaration of intent, in the form, manner and time contemplated in the Reimbursement Regulations, that the advances for expenditures referred to therein are reasonably expected to be reimbursed from the proceeds of Bonds to be issued after those expenditures are paid.

"Reimbursement" or "reimburse" means the restoration to the Library of money temporarily advanced from its own funds and spent for Original Expenditures before the issuance of the Bonds, evidenced in writing by an allocation on the books and records of the Library that shows the use of the proceeds of the Bonds to restore the money advanced for the Original Expenditures. "Reimbursement" or "reimburse" generally does not include the refunding or retiring of Bonds previously issued and sold to, or borrowings from, unrelated entities.

Section 2. Authorization and Requirement of Declarations of Official Intent. Each Authorized Officer is authorized to prepare and sign Declarations of Official Intent in substantially the form attached with respect to Original Expenditures to which the Reimbursement Regulations apply, to be made from money temporarily advanced and that is reasonably expected to be reimbursed (in accordance with applicable authorizations, policies and practices) from the proceeds of Bonds, to make appropriate reimbursement and timely allocations from the proceeds of the Bonds to reimburse such Original Expenditures, and to take any other actions as may be appropriate, all at the times and in the manner required under the Reimbursement Regulations in order for the reimbursement to be treated as an expenditure of such proceeds for purposes of Sections 103 and 141 to 150 of

the Code. No advance from any fund or account or order for payment may be made for Original Expenditures (other than expenditures excepted from such requirement under the Reimbursement Regulations) that are to be reimbursed subsequently from proceeds of Bonds unless a Declaration of Official Intent with respect thereto is made within the time required by the Reimbursement Regulations.

Section 3. Compliance with Open Meeting Requirements. It is hereby found and determined that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

Section 4. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 5. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

Mr. Corrigan seconded the motion.

Upon roll call on the adoption of the Resolution, the vote was as follows:

Alice G. Butts	yes
Alan Seifullah	yes
Thomas D. Corrigan	yes
Maritza Rodriguez	yes
John Hairston	yes
Alesha Washington	yes
Anthony Parker	yes

**FISCAL OFFICER'S CERTIFICATION**

The above is a true and correct extract from the minutes of a regular meeting of the Board of Library Trustees of the Cleveland Public Library, Ohio, held on June 13, 2017, commencing at 12:00 p.m., in the Board Room on the 10<sup>th</sup> Floor of the Louis Stokes Wing of the Main Library, 325 Superior Avenue, Cleveland, Ohio, showing the adoption of the Resolution hereinabove set forth.

Dated: June 13, 2017

\_\_\_\_\_  
Fiscal Officer  
Cleveland Public Library, Ohio

Joyce Dodrill, Chief Legal Officer, stated that this resolution allows the Library to reimburse itself for any construction expenses that it expends from herein out from any bonds or notes that the Library issues within the next 18 months to 3 years. We desired to get this on the books now so that we can keep track of our construction expense. Assuming that we will issue PLF notes when the levy passes, the Library can be reimbursed for construction expenses.

Ms. Dodrill stated that this is a formality that the Library must adopt due to IRS regulations.

Resolution Determining to Proceed with Renewal of 5.8 Mill Tax Levy and to Increase the Levy by 2.0 Mills

The Board of Library Trustees of the Cleveland Public Library, Ohio, met in regular session on June 13, 2017, commencing at 12:00 p.m., in the Board Room on the 10<sup>th</sup> Floor of the Louis Stokes Wing of the Main Library, 325 Superior Avenue, Cleveland, Ohio, with the following members present:

Alice G. Butts

Alan Seifullah

Thomas D. Corrigan

Maritza Rodriguez

John Hairston

RESOLUTION  
DETERMINING  
TO PROCEED  
WITH  
RENEWAL OF  
5.8 MILL TAX  
LEVY AND TO  
INCREASE THE  
LEVY BY 2.0  
MILLS

Approved

Alesha Washington

Anthony Parker

The Fiscal Officer advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

Mr. Siefullah moved the adoption of the following Resolution:

**RESOLUTION**

**A RESOLUTION DETERMINING TO PROCEED WITH A REQUEST TO THE BOARD OF EDUCATION OF CLEVELAND MUNICIPAL SCHOOL DISTRICT TO SUBMIT TO THE ELECTORS OF THE SCHOOL DISTRICT THE QUESTION OF THE RENEWAL OF ALL OF AN EXISTING 5.8-MILL TAX LEVY FOR THE PURPOSE OF CURRENT EXPENSES OF THE CLEVELAND PUBLIC LIBRARY AND INCREASE THAT LEVY BY 2.0 MILLS, FOR A CONTINUING PERIOD OF TIME, PURSUANT TO SECTIONS 5705.03, 5705.23 AND 5705.25 OF THE REVISED CODE.**

WHEREAS, at an election on November 5, 2013, the electors of Cleveland Municipal School District (the School District) approved the renewal of all of an existing 5.8-mill levy for the purpose of current expenses of the Cleveland Public Library (the Library), for five years, which levy will have its last collection in calendar year 2018; and

WHEREAS, on May 18, 2017, this Board adopted a resolution determining that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library and declaring it necessary to submit to the electors of the School District the question of renewing and increasing that existing tax levy in excess of the ten-mill limitation, as described below, a copy of which resolution was certified to the Cuyahoga County Fiscal Officer; and

WHEREAS, in accordance with that resolution and Section 5705.03(B) of the Revised Code, on May 19, 2017, the Cuyahoga County Fiscal Officer certified that the

total current tax valuation of the School District is \$4,687,806,690 and the dollar amount of revenue that would be generated by that 7.8-mill renewal with an increase levy would be \$36,525,539 annually during the life of the levy, assuming that the total current tax valuation remains the same throughout the life of the levy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of Cleveland Public Library, County of Cuyahoga, Ohio, two-thirds ( $\frac{2}{3}$ ) of all members elected thereto concurring, that:

Section 1. Authority to Initiate Proceedings. It is hereby determined and recited that the Cleveland Public Library is a free public library serving Cleveland Municipal School District (formerly Cleveland City School District) pursuant to a resolution adopted by the Board of Education of the School District for such purpose; accordingly, this Board is charged with the title, custody, control and maintenance of a public library and is entitled to proceed under Sections 5705.23 and 5705.25 of the Revised Code to initiate proceedings for the submission of the question of the renewal of all of an existing 5.8-mill tax levy and an increase of 2.0 mills for the purpose of the current expenses of the Library to the electors of the School District.

Section 2. Declaration of Necessity of Current Expense Tax Levy. This Board hereby finds, determines and declares that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and that it is therefore necessary to renew all of an existing 5.8-mill tax levy outside of the ten-mill limitation and to increase that tax levy by 2.0 mills to constitute a tax in excess of such limitation for the purpose of the current expenses of the Library at a rate not exceeding 7.8 mills, for a continuing period of time.

Section 3. Determination to Proceed. Pursuant to Sections 5705.03, 5705.23 and 5705.25 of the Revised Code and having received and reviewed the certificate of the Cuyahoga County Fiscal Officer referred to in the preambles hereto, this Board hereby determines to proceed with and hereby requests that the Board of Education of the School District that it submit to the electors of the

School District, at the election to be held on November 7, 2017, the question of renewing all of an existing 5.8-mill levy outside of the ten-mill limitation and to increase that tax levy by 2.0 mills to constitute a tax in excess of such limitation at the rate of 7.8 mills for the purpose of the current expenses of the Library, for a continuing period of time, beginning with the tax list and duplicate for tax year 2018, the proceeds of which levy would first be available to this Board in calendar year 2019.

Section 4. Proper Furnishing and Rendering of Library Services. This Board hereby finds, determines and declares that the levy of such tax, if approved by the electors, is necessary for the proper furnishing and rendering of free public library services by the Library for the residents of the School District.

Section 5. Certification and Delivery of Resolution to Board of Education. The Fiscal Officer is hereby directed to deliver or cause to be delivered (i) a certified copy of the resolution referred to in the second preamble to this Resolution, (ii) the certificate of the Cuyahoga County Fiscal Officer referred to in the third preamble to this Resolution and (iii) a certified copy of this Resolution, to the Board of Education of the School District.

Section 6. Compliance with Open Meeting Requirements. It is hereby found and determined that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

Section 7. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 8. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

Mr. Corrigan seconded the motion.

Upon roll call on the adoption of the Resolution, the vote was as follows:

Alice G. Butts	yes
Alan Seifullah	yes
Thomas D. Corrigan	yes
Maritza Rodriguez	yes
John Hairston	yes
Alesha Washington	yes
Anthony Parker	yes

#### **FISCAL OFFICER'S CERTIFICATION**

The above is a true and correct extract from the minutes of a regular meeting of the Board of Library Trustees of the Cleveland Public Library, Ohio, held on June 13, 2017, commencing at 12:00 p.m., in the Board Room on the 10<sup>th</sup> Floor of the Louis Stokes Wing of the Main Library, 325 Superior Avenue, Cleveland, Ohio, showing the adoption of the Resolution hereinabove set forth.

Dated: June 13, 2017

\_\_\_\_\_  
Fiscal Officer  
Cleveland Public Library, Ohio

In response to Ms. Butts' inquiry, Director Thomas stated that if you own a home \$100,000 you would pay approximately \$70 per year.

Mr. Corrigan stated that it would be \$35 for a \$50,000 home.

Mr. Hairston stated that the biggest problem would be to make sure that it is positioned on the ballot correctly.



Resolution Authorizing Agreement with Garland/DBS, Inc.  
for Repair and Replacement of Union Branch Roof

(See pages 872-875)

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

WHEREAS, The roof of the Cleveland Public Library's Union branch is original to the building and has outlived its useful life, and the coping and masonry structures above the roofline are deteriorated, causing water intrusion into the building; and

WHEREAS, In order to prevent further damage and to ensure that the building is weathertight, the Library has determined that it is necessary to replace the roof of the Union branch and to perform repairs to the coping, masonry, and clerestory windows above the roof; and

WHEREAS, The Library is a member of the U.S. Communities Government Purchasing Alliance, a joint purchasing program that offers participating public agencies the ability to make purchases through existing competitively bid contracts with various suppliers; and

WHEREAS, Garland/DBS, Inc. ("Garland") is a roofing and building envelope supplier that has an existing competitively bid contract through the U.S. Communities joint purchasing program; and

WHEREAS, Garland submitted a proposal to the Library to provide the materials and services needed to replace the Union branch roof and clerestory windows and to repair the masonry and coping for a total cost of \$180,896; and

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

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute

RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH  
GARLAND/DBS,  
INC. FOR  
REPAIR AND  
REPLACEMENT  
OF UNION  
BRANCH ROOF  
Approved

an agreement with Garland/DBS, Inc., subject to the approval of the Chief Legal Officer, for the roof replacement and repairs described in Garland's proposal, without competitive bidding pursuant to O.R.C. Section 9.48, for a total contract price not-to-exceed \$180,896.00, to be charged to the Building and Repair fund Account No. 40179205-55300-10792.

Ms. Washington asked for clarification for selecting this option as opposed to selecting the typical process of contractor competitive bidding.

Joyce Dodrill, Chief Legal Officer, stated that Tim Murdock, Director of Property Management, had gotten an assessment for the roof from Garland. Mr. Murdock has previously worked with Garland and has confidence in them. In addition, Garland has a standing contract under US Communities Government Purchasing Alliance. As a result, they are able to use that contract as a political subdivision without competitive bidding saving the Library a lot of time.

Resolution Authorizing Agreement With Front Exhibition Company for 2018 Contemporary Art Exhibition

(See pages 876-882)

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

WHEREAS, FRONT Exhibition Company ("FRONT") is a nonprofit exhibition company that is planning an exhibition of contemporary art to take place across the City of Cleveland and northeast Ohio, including such venues as the Cleveland Museum of Art, the Museum of Contemporary Art, Spaces, and the Transformer Station; and

WHEREAS, FRONT's exhibition, titled "An American City," will run from July 14, 2018 through September 30, 2018, and is expected to feature over 60 artists and to include public programs beginning in the fall of 2017; and

WHEREAS, Under FRONT's proposal to the Library, the Library would host an exhibition by British-Nigerian artist Yinka Shonibare titled "The American Library"

RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH  
EXHIBITION  
COMPANY  
FOR 2018  
CONTEMPOR-  
ARY ART  
EXHIBITION  
Approved

which will consist of 6,000 fabric covered and decorated books arranged in freestanding bookcases in Brett Hall with the spine of each book bearing the name of a first or second generation American citizen who has made significant contributions to arts and culture in the United States; and

WHEREAS, The exhibition is planned to include public outreach and engagement aspects including a website component to allow the public to explore the histories of the individuals whose names appear on the decorated books; and

WHEREAS, FRONT has requested that the Cleveland Public Library contribute \$40,000 of the overall project cost of producing the exhibition which is expected to be approximately \$146,300; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee, is hereby authorized to negotiate and execute an agreement with FRONT Exhibition Company, subject to the approval of the Chief Legal Officer, for the production and commission of the exhibition titled "The American Library" for a total contract price not-to-exceed \$40,000 and to charge such funds to the Lockwood Thompson special revenue fund, which is restricted to four purposes: art books or exhibit work of contemporary artists; expense of staff travel by attending learned conferences; lectures in the field of literature or the visual arts; and staff recognition.

Aaron Mason, Assistant Director, Outreach and Programming Services, introduced Fred Bidwell and Jamie Hardis, with FRONT Exhibition Company.

Mr. Mason stated that the Library has been working with FRONT over the past year on a plan for the Yinka Shonibare exhibit in 2018 which is a part of the Regional Contemporary Art Expo.

Mr. Mason introduced Mr. Bidwell who gave Trustees a brief overview of the exhibit as well as the artist who will be visiting the Library.

Mr. Bidwell explained that FRONT International is a new tri-annual art exhibition region wide that extends three months long and will repeat every three years and will have major exhibitions of international contemporary art

in every major visual arts institution in Northeast Ohio. These institutions include Cleveland Museum of Art, Museum of Contemporary Art, Transformer Stations, SPACES, Allen Art Museum, and Akron Art Museum, leveraging the power of the visual arts institutions in Northeast Ohio. In addition, there will be public art projects in other institutions and possibly Cleveland Public Library. This economic gift to the community is also an economic driver designed to drive cultural tourism to Cleveland.

Mr. Bidwell gave details about the installation and stated that it consists of 6000 batik fabric covered books arranged in freestanding bookcases in the ground floor gallery of the Cleveland Public Library. This new commission, an adaptation of the original work commissioned by the British Library in London, will focus on first or second generation Americans whose work has shaped arts and culture in the United States. The installation includes library tables and chairs, with computers and iPads to support public participation with the work, crucial to its meaning and function. The spine of each book is stamped in gold lettering with the name of a first or second generation American citizen who has made significant contributions to arts and culture in the United States. Visitors may read the list and history of each figure represented in the website component of the project, accessible on terminals in the exhibition.

Mr. Bidwell stated that Brett Hall would be the appropriate space to house the installation.

In response to Mr. Seifullah's inquiry, Mr. Bidwell confirmed that many of the participating artists will be housed in Glenville. Another aspect of the project that is unique is that it will include artist residencies. The Famicos Foundation has developed abandoned properties in Glenville which will be the hub for the residencies.

Mr. Bidwell stated that Yinka Shonibare will be unable to participate in the residencies as he lives in London and has disabilities and other limitations that will prevent him.

Ms. Butts asked if connections had been made with City Music who will be doing an immigration feature this coming year.

Mr. Bidwell stated that although no connections have been made, the idea is an interesting one to consider.

Mr. Bidwell explained that FRONT enjoys massive collaborations and welcomes partnerships who wish to be involved.

Mr. Hairston asked if the sites in Glenville had been identified.

Mr. Bidwell stated that the two sites are located on East 105<sup>th</sup> Street north of Wade Park and they are a former doctor's office building and day care. Construction has begun on those projects.

Mr. Corrigan stated that he was proud of the work that FRONT has done and is excited to be a part of Yinka's work as well.

Fiscal Officer's Report

(See pages 883-892)

Report on Investments

(See page 893)

Report on Conference and Travel Expenditures

(See pages 894-896)

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

(See pages 897-898)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Hairston presented the following report.

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

Regular Employee Report

(See pages 899-901)

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

RETIREMENT  
RECOGNITION  
CITATION  
Approved

Retirement Recognition Citation

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

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

Rena Baker (4 years of service); Branch Manager; Grade K; Woodland Branch; retires 06/30/2017

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

Be it further resolved that the citation be sent to her forthwith if she is not present at this meeting of the Board of Trustees.

RESOLUTION  
FOR  
RATIFICATION  
OF  
AGREEMENT  
WITH LOCAL  
860  
Approved

Resolution for Ratification of Agreement with Local 860

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

WHEREAS, The Cleveland Public Library and Laborers International Union of North America, Local 860 ("Local 860") have arrived at a tentative Collective Bargaining Agreement ("the Contract") for the period commencing on January 1, 2017 and terminating on December 31, 2019; and

WHEREAS, The Cleveland Public Library and Local 860 negotiated the Contract using traditional bargaining; and

WHEREAS, The membership of Local 860 ratified the Contract on June 12, 2017; and

WHEREAS, This Contract provides for a two percent salary increase for 2017 which will be retroactive to December 25, 2016 and a two percent annual salary increase for years 2018 and 2019; and

WHEREAS, Part-time Safety and Protective Services ("SPS") officers who are promoted to full-time positions shall serve a 90 day training period prior to becoming permanent full-time employees; and

WHEREAS, Eight full-time posts will be created and shall be available to bid on by bargaining unit employees. Of the eight posts, one will be at the Main library, three will be at the Louis Stokes Wing, one will be at the Lakeshore facility, and three will be mobile patrols; and

WHEREAS, The Library will designate up to two SPS officers as field training officers to provide on-the-job training to SPS officers. Field training officers will receive premium pay equal to an additional five percent of their respective hourly rate for time spent conducting training; and

WHEREAS, Employees will be subject to post-accident drug and alcohol testing when there is a reasonable degree of possibility that drugs or alcohol may have contributed to the accident and when the accident resulted in medical treatment beyond first aid or property damage in excess of \$500.00; and

WHEREAS, SPS officers will be trained on the use of pepper foam or pepper gel, and will be issued either pepper foam or pepper gel as a part of SPS officers' standard equipment; and

WHEREAS, Cleveland Public Library Board of Trustees expresses its gratitude for the hard work performed by parties on both sides of the table to reach this agreement; therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees approves and accepts this tentative Collective Bargaining Agreement in the form ratified by Local 860; and be it further

RESOLVED, That such tentative Collective Bargaining Agreement shall be in effect upon the adoption of this Resolution and shall cover the time period commencing

January 1, 2017 through December 31, 2019; and be it further

RESOLVED, The President of the Board of Trustees, and the Executive Director, CEO are authorized to execute the three-year agreement with Laborers International Union of North America, Local 860.

Ms. Washington asked for an overview of the process that resulted in this resolution.

Madeline Corchado, Director of Human Resources, stated that the Library has been in negotiations with Local 860 for approximately 1 year and 1 month. The parties were headed to fact-finding regarding points of contention. Both parties agreed to Mediation before it was determined that the teams were not ready to walk away from the table. We came back to the table and the result is what we are resolving today.

Ms. Corchado introduced the following members of the negotiation team: Cedric Johns, Lindsey Duncan, Crystal Brooks and Ellen Toth, Ogletree Deakins.

Ms. Rodriguez thanked Ms. Corchado and the team for their hard work on this issue.

Director Thomas stated that this demonstrates our commitment towards safety. The community has indicated that it wants our branches and facilities to be safe.

Director Thomas reflected on a recent incident in Columbus, Ohio where an individual was shot in the main library and an incident at the Lakewood Public Library where an off duty police officer who was working as a safety officer got into an altercation with a teen.

In response to Ms. Butts' inquiry, Director Thomas stated that neither pepper spray nor pepper gel was used in either incident.

Director Thomas stated that these issues are increasing. This contract was ratified by officers 22 to 0.



Resolution for Staff Not Covered by the Collective Bargaining Agreement

(See pages 902-908)

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

WHEREAS, On June 12, 2017, the Laborers International Union of North America, Local 860 ("Local 860"), ratified the tentative Collective Bargaining Agreement ("Contract") for the period commencing January 1, 2017 and terminating December 31, 2019; and

WHEREAS, The Contract includes wage increases for Local 860 in the amount of 2% for 2017 (payable retroactive to December 25, 2016), 2% for 2018, and 2% for 2019; and

WHEREAS, The Contract also includes a provision authorizing the Library to require Local 860 Union members to undergo testing for drug and alcohol abuse upon reasonable suspicion, and in the event of an injury or accident where there is reasonable suspicion that drugs or alcohol were a contributing factor or the injury or accident resulted in medical treatment beyond first aid or property damage in excess of \$500.00; and

WHEREAS, In recognition of the hard work and service non-bargaining unit employees have invested in the Library, Library Administration would like to extend the wage increases of 2% for 2017, 2018, and 2019, to all non-bargaining unit employees as well; and

WHEREAS, The Director of Human Resources also desires to revise the Human Resources Manual to include the same drug and alcohol testing policy contained in Local 860's Contract, a copy of which is attached and incorporated into this Resolution, making the policy applicable to non-bargaining unit employees as well as to Local 860 members; now therefore be it

RESOLVED, That the Executive Director, CEO, the Chief Financial Officer, and the Director of Human Resources are authorized to implement the wage increases set forth in this Resolution for all non-bargaining unit employees; be it further

RESOLVED That the Board of Trustees hereby approves the revisions to the Human Resources Manual to include the

RESOLUTION  
FOR STAFF  
NOT COVERED  
BY THE  
COLLECTIVE  
BARGAINING  
AGREEMENT  
Approved

policy on drug and alcohol testing which shall be applicable to all non-bargaining unit employees, as set forth in the attached Policy, which revisions shall be immediately effective.

**REPORT ON PAID  
SICK TIME**  
Submitted

Report on Paid Sick Time Used by the Month

(See page 909)

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

Employee Demographics (EEO-4) Report

(See page 910)

**INSURANCE  
SUMMARY  
REPORT**  
Submitted

Insurance Summary Report

(See page 911)

**COMMUNITY SERVICES**

**MONTHLY  
ACTIVITY REPORT**  
Submitted

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 912-917)

Mr. Corrigan stated that as the economy improves, circulation and attendance declines in the branches. At the same time, there is an increase in electronic media circulation.

Mr. Corrigan asked why the Ohio Library for the Blind and OLBPHD BARD are recorded as separate line items on the Monthly Activity Report.

Timothy Diamond, Chief Knowledge Officer, stated that BARD is the downloadable portion. The OLBPD is the traditional way of mailing materials to patrons. Therefore, both methods of circulation are recorded. With the generational change, we will observe less reliance on the traditional method of mailing with an increase in preference of downloading those items. At some point the reliance will tip.

Mr. Corrigan noted that decrease in new titles added as a result of changes at Technical Services.

Director Thomas stated that there will be staffing changes at Technical Services as a result of an upcoming retirement.

#### Building Status Update

Tim Murdock, Director of Property Management, reported that Mount Pleasant is waiting for a new air condition unit to arrive. There has been some trouble with the air conditioning unit at the Glenville Branch. Stand fans have been sent to the branch to ensure that air is circulating. Resolutions to those problems are anticipated soon.

Ms. Butts stated that she noticed a spot on the ceiling at Walz Branch and asked if spots that are visible on ceilings indicate leaks.

Mr. Murdock stated that spots can also indicate an old leak. We will look into it. Multipurpose room carpeting was recently replaced with vinyl flooring at Walz.

#### CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, reported that Kent State University's Cleveland Urban Design Collaborative (CUDC) completed the second round of public meetings for the Group 3 branches in the Community Vision Plan: Union, Hough, Walz, Eastman, and West Park. Before drafting their report for these branches, they will meet one more time with each community development corporation to make sure their recommendations align with any plans underway or under consideration for these neighborhoods.

Mr. Diamond also reported that on May 31, 2017, more than thirty people attended a public meeting at the Pilgrim Congregational Church in Tremont to view plans surrounding the restoration of the South Branch on Scranton Road. Community members applauded the Library's efforts to restore this historic Carnegie building and preserve the character of the original structure while updating and improving its facilities.

**BUILDING  
STATUS  
UPDATE**  
Presented

**CPL150  
STRATEGIC  
PLAN**  
Presented

Representatives from HBM Architects unveiled detailed plans for restoring the building's interior and exterior. The architects' presentation is available on the Library's website on the South Branch page.

**SAFE, WARM  
& DRY  
UPDATE**  
Presented

Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, stated that Osborne is currently working on the design development drawings. The cost development based on the finished design drawings will start once the drawings are complete in three weeks.

**ADVOCACY  
TASKFORCE  
UPDATE**  
Presented

Advocacy Taskforce Update

In Ms. Washington's absence, Director Thomas stated that the next meeting for the Advocacy Taskforce is scheduled for July 10, 2017. By that time, resolutions regarding the levy will have been considered at the CMSD's Board Work Session and Board Business Meeting on June 13 and 27 respectively.

**FRIENDS  
UPDATE**  
Presented

Foundation Update

Gretchen Faro, Executive Director, Cleveland Public Library Foundation, stated that Foundation was able to secure sponsorship for the Library's temporary public art installation *Dialogue*, June 29, 5:30P.M. in the Eastman Reading Garden. All are invited to attend.

**DIRECTOR'S  
REPORT**  
Presented

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas stated that the House passed a bill cutting the PLF number to 1.66% and the Senate has tried to increase it to 1.68%. Director Thomas stated that he will be meeting with Tim Cosgrove and various senators who have been helpful. They are trying to cut approximately one million from libraries.

In addition, Director Thomas acknowledged that the Library was a recipient of the Vibrant City Award; Will Reed, Manager, Ohio Library for the Blind and Physically Disabled, as recipient of the 2017 Cathleen Bourdon Service Award administered by the Association of Specialized and Cooperative Library Agencies (ASCLA) during the ALA 2017 Annual Conference in Chicago; and

Caroline Peak, Manager, Collinwood Branch, who was honored by Councilman Michael D. Polensek as Collinwood Senior of the Year, during the City of Cleveland's Senior Day on May 24.

Finally, Director Thomas stated that he has been selected as a recipient of Smart Business Magazine's Smart 50 Award and will be honored on June 29 at Landerhaven.

#### **CELEBRATING A GLOBAL PERSPECTIVE**

##### ***Music at Main***

The Cleveland Chinese Chamber Music Ensemble performed in celebration of Asian and Pacific Islander Heritage Month instrumental pieces and poetic songs from the Tang, Song, and Ming dynasties.

#### **FIGHTING COMMUNITY DEFICITS**

On May 13<sup>th</sup> the Woodland Branch hosted Legal Aid @ the Library. Fourteen attorneys from Boyd Watterson Asset Management, Cleveland-Marshall College of Law, Cuyahoga County Department of Law, Cuyahoga County Prosecutor's Office, Dunson Law, Geico, Great Lakes Cheese, Hux Law Firm, Jackson Law, Miller-Curry Law Office, and Schneider Smeltz Spieth Bell volunteered their time as a part of the clinic. A Legal Aid attorney, assistant and nine students from Case Western University, Cleveland State of Marshall School of Law also were a part of the event. Thirty-four families met with an attorney throughout the day.

#### **FORMING COMMUNITIES OF LEARNING**

On May 5<sup>th</sup> approximately 360 students, grades 1-4, from Village E Prep & Village Prep, Cliffs Campus were given the opportunity to see the *Superman: From Cleveland to Krypton* exhibit before its official opening date on May 6<sup>th</sup>. The students were given guided tours of the exhibit by Youth Services staff after which they participated in extension activities. The following day marked the official opening of the exhibit in Brett Hall and the exhibit cases on the second and third floors of Main Library. Over 4,000 people visited the exhibit and participated in various superman themed activities and

performances in both Main library and the Louis Stokes wing.

While each floor of main library participated in the event there were standout activities that deserve special mention. RGI Creative, a longstanding partner and vendor of the library donated an interactive photo booth for opening day. The booth enabled patrons to take photographs that were superimposed over images from the library's photograph collection. For the opening the North Coast Wind Quintet arranged and performed music from the various Superman movies and television series' that have been produced over the years. A panel discussion entitled *Creating, Collecting and Consuming Superman* held in the Louis Stokes Wing auditorium explored various topics related to the creation of the first superhero, Superman, in Cleveland; collecting the Man of Steel's comics and memorabilia; and the marketing of this iconic champion of Truth, Justice, and the American Way through film, television, and popular culture production. The discussion moderated by Valentino Zullo featured panelists Mike Curtis, Eisner Awards winning Dick Tracy author, collector, and donor; Brad Ricca, author of *Super Boys: The Amazing Adventures of Jerry Siegel and Joe Shuster--the Creators of Superman*; Mike Olszewski, President of the Siegel and Shuster Society of Cleveland; Mike Sangiancomo, author of award-winning of *Tales of the Starlight Drive-In* and *Phantom Jack* and comics reporter for the Cleveland Plain Dealer; and Dennis Barrie of Barrie Projects: moderated by Ohio Center for the Book, Get Graphic Guest Reader, Valentino Zullo

### **Letters about Literature: 2017**

The Ohio Center for the Book hosted the annual Letters about Literature ceremony in the Louis Stokes Wing Auditorium on May 13<sup>th</sup>. The Center for the Book in the Library of Congress in partnership with and in cooperation with affiliate state centers for the book, invited readers in grades 4 through 12 to enter Letters About Literature, a national reading-writing contest.

## **Exhibits and Displays**

### ***Superman: From Cleveland to Krypton* an Exhibit - Opening Weekend**

The exhibit *Superman: From Cleveland to Krypton* opened on May 6<sup>th</sup>. The exhibit includes three floors of materials in the Main Library including memorabilia, art and artifacts from the *Mike Curtis Collection of Superman Memorabilia* and other prominent collectors. A special student sneak peek was held on May 5<sup>th</sup>. Hundreds of students from local schools toured the exhibit led by staff from the Youth Services Department. Later that evening a special Friends of Cleveland Public Library preview night was held featuring refreshments and a presentation by Brad Ricca, author of *Super Boys: The Amazing Adventures of Jerry Siegel and Joe Shuster--the Creators of Superman*. The May 6<sup>th</sup> opening day activities included a ribbon cutting ceremony, informational panel discussion, Superman themed musical performance, Superman movie screening, a superhero carnival spanning 4 floors at Main Library, superhero crafts, a free comic book give away and a special visit by Superman and Supergirl.

### **Collection Development Highlights**

#### Gift Donations:

- A chess researcher from Rochester, MN donated his collection of materials relating to chess player Hugh Myers, including a signed, limited-run chess biography and some correspondence.
- A German chess author, Hr. Friedrich-Karl Hebeker donated a copy of his new book, *Vom Rhein nach São Paulo* to the collection.
- The family of Cleveland artist Moses Pearl donated the painting, *Relaxation on the Mall* to the Library on May 18<sup>th</sup>. Administration approved to have the painting installed on the north wall of Special Collections. The image of the painting is of one of the panels in the mall fountain.

### **Research that's Possible Only at Main Library**

- Staff assisted a researcher by checking 1909 Cleveland newspapers for Marx Brothers

advertisements. The patron was trying to confirm if the Marx Brothers and their show had appeared in Cleveland since they had toured the surrounding areas.

- Staff assisted a researcher with finding images of her great-grandfather Charles Edward Motley, head of the Cleveland Life-Saving Service in the 1890s to 1900s.
- Staff assisted a researcher with locating images of the *Spirit of Cleveland* bomber aircraft.
- Staff assisted with a research request for information about regional artist Dexter Davis.
- A chess writer from Europe requested a scan from the periodical *The Chess Player's Magazine*.
- A chess researcher from Cambridge University visited CPL to see our copy of the *Oculus Pastoralis*, a 14<sup>th</sup> century political treatise bound with some chess material.
- Staff assisted a researcher who requested information about ghosts from the occult collection in Special Collections.
- Staff assisted a patron with a request for issues of *Chess Life* from 1932-2010.
- A geologist from the Natural History Museum requested details on the materials used on the interior of the Indianapolis War Memorial designed by Walker & Weeks.
- Social Sciences staff assisted a patron with an extensive search through nursing home reviews.
- Social Sciences staff located a class photo in a Lakewood High School yearbook from 1927 that contained a patron's relative; a missing piece in her genealogy research.
- Social Sciences staff assisted a local author using the Cleveland Public Library's collection of school desegregation articles for their research.
- Social Sciences staff assisted a researcher from San Francisco by locating and scanning a rare item on economic trends available only in the CPL Social Science collection.
- A firm in Maryland requested information from Science and Technology regarding the National Machine Tool Builders' Exposition held in Cleveland



in 1929. Cleveland Public Library is the only library in the world to own a directory for the exposition.

## **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

### **CLEVNET**

CPL has over 12,000 followers on Twitter and the Facebook page currently has over 8,000 fans.

### **GRANTS & DEVELOPMENT**

PLA Inclusive Internship Initiative - created announcement and application, helped schedule interviews for potential interns.

Vibrant City Impact Award from Cleveland Neighborhood Progress.- helped create announcement, press release, guest list and talking points for CPL to accept this award.

Best Buy Teen Tech Center - Began conversations to apply for this grant opportunity to bring a Teen Tech Center to CPL

Puppet Theater - Began assembling grant request pieces for support of a new puppet theater program at CPL

Bruening Foundation - Met to discuss CPL's role in early childhood development in the City.

Letters of Support:

Digital C - to support their request for a biennial budget appropriation for the Digital OnRamp program.

Free Library of Philadelphia - to partner with the Free Library of Philadelphia's IMLS Continuing Education Project Grant to teach public library professionals the community engagement skills needed to convene, create, plan, implement, and evaluate new public programming.

### **PUBLIC SERVICES**

In the month of May the Library hosted approximately 243 programs ranging from the opening of the *Superman: From Cleveland to Krypton* exhibit to personal essay writing workshops. Also during the month the Library offered 140 pre-school story times to children, school outreach in support of the 2017 Summer Reading Club and off-site programming to seniors. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes were held at 14 branch locations and Main Library.

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that have been produced over the years. A panel discussion entitled *Creating, Collecting and Consuming Superman* held in the Louis Stokes Wing auditorium explored various topics related to the creation of the first superhero, Superman, in Cleveland; collecting the Man of Steel's comics and memorabilia; and the marketing of this iconic champion of Truth, Justice, and the American Way through film, television, and popular culture production. The discussion moderated by Valentino Zullo featured panelists Mike Curtis, Eisner Awards winning Dick Tracy author, collector, and donor; Brad Ricca, author of *Super Boys: The Amazing Adventures of Jerry Siegel and Joe Shuster--the Creators of Superman*; Mike Olszewski, President of the Siegel and Shuster Society of Cleveland; Mike Sangiancomo, author of award-winning *Tales of the Starlight Drive-In* and *Phantom Jack* and comics reporter for the Cleveland Plain Dealer; and Dennis Barrie of Barrie Projects: moderated by Ohio Center for the Book, Get Graphic Guest Reader, Valentino Zullo

On May 13<sup>th</sup> the Woodland Branch hosted Legal Aid @ the Library. Fourteen attorneys from Boyd Watterson Asset Management, Cleveland-Marshall College of Law, Cuyahoga County Department of Law, Cuyahoga County Prosecutor's Office, Dunson Law, Geico, Great Lakes Cheese, Hux Law Firm, Jackson Law, Miller-Curry Law Office, and Schneider Smeltz Spieth Bell volunteered their time as a part of the clinic. A Legal Aid attorney, assistant and nine students from Case Western University, Cleveland State of Marshal School of Law also were a part of the event. Thirty-four families met with an attorney throughout the day.

### **MOBILE SERVICES**

The On the Road to Reading program closed out its spring session. A new partnership with Cleveland Kids Book Bank allowed for the children at each of the spring 2017 sites to participate in an Adopt a Book program. The children each received two books to take home and share with their families.

Senior programming this month by Kelli Newsom was focused on sensory awareness activities. Including the sense of taste, which allowed for residents to choose between apple and sweet potato pie and share a memory with the group about a time they remember eating that type of

pie. The activities also included a large portion where residents would name that tune, which had people up on their feet dancing or singing along. Homebound Services Senior Clerk, Patricia McCoy, attended Senior Day at the Cleveland Public Auditorium. She joined the staff from Library for the Blind and Physically Disabled to help explain and promote the Homebound Services to the larger senior community of Cleveland.

The Mobile Services garden was tilled on May 23<sup>rd</sup>. Ed Gemerchak, director of Y-Haven and eight of their residents joined Mobile Service staff members, Patricia Fullmer, Pat McCoy and Rhonda Pai to help weed and plant starter plants. A schedule has been set for every Tuesday and Friday from 3:30 to 4:45 for the Y-Haven men to come and help in the garden. Ms. Pai also gave Ed Gemerchak a key that the men could use on Saturdays to come to the garden and water the plants from the rain barrel.

#### **STAFF**

On May 8<sup>th</sup>, Sandra Nosse, Children's Librarian, Grade H, was promoted to the position of Family Engagement Specialist, Grade I.

Brain Strazek, Branch Clerk, (PFT-Fulton), Grade B-3, was the successful candidate for the Audio Visual & Event Planning Specialist in the Outreach & Programming department. His official start date is June 11, 2017.

On May 24<sup>th</sup> Nichole Shabazz resigned from her position as Youth Outreach & Programming Coordinator, Grade J.

Traci James, a part-time Library Assistant, Youth Emphasis, Grade F in the Mobile Services department also tendered her resignation in the month of May.

#### ***Superman: From Cleveland to Krypton an Exhibit - Opening Weekend***

The exhibit *Superman: From Cleveland to Krypton* opened on May 6<sup>th</sup>. The exhibit includes three floors of materials in the Main Library including memorabilia, art and artifacts from the *Mike Curtis Collection of Superman Memorabilia* and other prominent collectors. A special student sneak peek was held on May 5<sup>th</sup>. Hundreds of students from local schools toured the exhibit led by staff from the Youth Services Department. Later that

evening a special Friends of Cleveland Public Library preview night was held featuring refreshments and a presentation by Brad Ricca, author of *Super Boys: The Amazing Adventures of Jerry Siegel and Joe Shuster--the Creators of Superman*. The May 6<sup>th</sup> opening day activities included a ribbon cutting ceremony, informational panel discussion, Superman themed musical performance, Superman movie screening, a superhero carnival spanning 4 floors at Main Library, superhero crafts, a free comic book give away and a special visit by Superman and Supergirl.

### ***Creating, Collecting & Consuming Superman***

The Literature Department and Ohio Center for the Book staff hosted a panel discussion *Creating, Collecting & Consuming Superman moderated by* Ohio Center for the Book Get Graphic Guest Reader, Valentino Zullo. Featured speakers included Mike Curtis, Eisner Awards winning *Dick Tracy* author, collector, and donor; Brad Ricca, author of *Super Boys: The Amazing Adventures of Jerry Siegel and Joe Shuster--the Creators of Superman*; Mike Olszewski, President of the Siegel and Shuster Society of Cleveland; and Mike Sangiancomo, author of award-winning of *Tales of the Starlight Drive-In and Phantom Jack* and comics reporter for the *Cleveland Plain Dealer*; Samantha Baskind, Professor of Art History at Cleveland State University; and Dennis Barrie of Barrie Projects.

### **Free Comic Book Day**

The Literature Department and Ohio Center for the Book sponsored *Free Comic Book Day* at five CPL Branches and at Main Library on May 6<sup>th</sup>. Patrons at each location enjoyed 200 free comic books, a superhero standee, assorted crafts and coloring sheets, and a Superman cake.

### **Senior Day**

Lakeisha Winstead from Social Science, Pat McCoy from Mobile Services, Marina Marquez and Denise Crudup from the Office of Education and Learning, and Elaine Herroon from PAL assisted at the CPL Senior Day table on May 24<sup>th</sup>.

### **Sports Icon Interviews**

Social Science Library Assistant Pete Elwell coordinated the Sports Icon Interview with Dan Coughlin and former Cleveland Browns player Dick Schafrath on May 2<sup>nd</sup>.

### ***Building a Small Business Seminars***

Business, Economics, and Labor staff hosted two additional seminars in the series *Building a Small Business*. *Entrepreneurship 101* was held on May 5<sup>th</sup> and *The Art of Marketing* was held on May 19<sup>th</sup>. Senior Librarian Sandy Witmer hosted the May 5<sup>th</sup> seminar and General Research Collections Manager Don Boozer hosted the May 19<sup>th</sup> seminar.

### ***Shipwrecks of the Great Lakes***

Map Collection Senior Librarian Tom Edwards hosted a program on *Shipwrecks of the Great Lakes* on May 13<sup>th</sup>. Carrie Sowden, Archaeological Director at the National Great Lakes Museum, led the program which covered her archaeological expeditions throughout most of the Great Lakes.

### **Youth Services Programming**

Youth Services staff hosted Super Sleuth Readers Story Times for the Cleveland College Preparatory 1st Grade Class and Smarty Pants Daycare and continued hosting story times on Tuesdays and Wednesdays in May.

### **Letters about Literature: 2017**

The Ohio Center for the Book hosted the annual Letters about Literature ceremony in the Louis Stokes Wing Auditorium on May 13<sup>th</sup>. The Center for the Book in the Library of Congress in partnership with and in cooperation with affiliate state centers for the book, invited readers in grades 4 through 12 to enter Letters About Literature, a national reading-writing contest.

### **Literary Frolic Fridays**

Literature Department Librarian Tim Phillips hosted two Literary Frolic Fridays during the month of May. The first was on Bernard Cornwell's *Sharpe's Waterloo* on May 12<sup>th</sup> and Suzanne Collins' *The Hunger Games* on May 26<sup>th</sup>.

### **Music at Main**

The Cleveland Chinese Chamber Music Ensemble performed in celebration of Asian and Pacific Islander Heritage Month instrumental pieces and poetic songs from the Tang, Song, and Ming dynasties.

### **Main Library Blogs**

Fine Arts Library Assistant Mark Fox Morgan posted a collection highlights blog about H.J. Ward's Superman painting which is part of the Superman exhibit. Ward was a pulp fiction illustrator of the 1940s and his painting was rediscovered at Lehman College in 2010.

### **Main Library Book Clubs**

Throughout the month of May, Main Library staff members hosted several book clubs. Literature Department Library Assistant Michael Haverman led a discussion on *The Underground Railroad: a Novel* by Colson Whitehead and Senior Subject Librarian Jean Collins discussed *The Amazing Adventures of Kavalier & Clay* by Michael Chabon. Social Sciences Library Assistant Lakeisha Winstead and Librarian Helena Travka hosted Ron English who led a lively discussion of Terry Pluto's *Comeback: LeBron and the Cavaliers*. Subject Department Manager Olivia Hoge discussed *The Huntress: The Adventures, Escapades, and Triumphs of Alicia Patterson* by Alice Arlen and Michael Arlen. The Graphic Novel Book Club with Guest Reader Valentino Zullo hosted two book discussions in May: *Daredevil. Book 1: The Man Without Fear* by Brian Michael Bendis; and *The Last Man. Book One* by Brian K. Vaughan.

### **Main Library Tours and School Visits**

Throughout the month of May main library staff members conducted tours for the following groups and organizations: 30 members of the New Westsiders Group, visitors from the U.S. Committee for Refugees and Immigrants, students from Lakeland Community College, students from Emerson Elementary School in Lakewood, students from Lakewood Catholic Academy, a group of 11<sup>th</sup> graders from Maple Hts. High School, and on May 13<sup>th</sup> a group from Catholic Charities Disability Services received a special VIP tour of the *Superman* exhibit.

### Main Library Outreach

International Languages staff planned, organized, and conducted programs serving local Russian and Chinese speaking communities. Senior Subject Librarian Caroline Han hosted conducted one off-site ESOL lesson for seniors at Goodrich-Gannett Community and Subject Librarian Victoria Kabo focused efforts on serving children interested in preserving their Russian language skills with three programs at Memorial-Nottingham Branch.

The Literature Department and Ohio Center for the Book partnered with Global Cleveland to film interviews at the Cleveland Asian Festival looking for responses to questions about Superman and immigration on May 20<sup>th</sup>. CPL Staff members Amy Dawson, Michael Haverman, Catherine Young and Sarah Dobransky collaborated on this project.

The Youth Services Department staff hosted story time at Metro Health Reach Out and Read and at KinderCare on Mondays and Thursdays.

### Collection Development Highlights

Gift Donations:

- A chess researcher from Rochester, MN donated his collection of materials relating to chess player Hugh Myers, including a signed, limited-run chess biography and some correspondence.
- A German chess author, Hr. Friedrich-Karl Hebeker donated a copy of his new book, *Vom Rhein nach São Paulo* to the collection.
- The family of Cleveland artist Moses Pearl donated the painting, *Relaxation on the Mall* to the Library on May 18<sup>th</sup>. Administration approved to have the painting installed on the north wall of Special Collections. The image of the painting is of one of the panels in the mall fountain.

Special Collections Librarian Ray Rozman updated the collection profile about master bookbinders Jan & Jarmila Sobota and also began indexing the *Howell and Thomas Architectural Drawings* by address.



Fine Arts and Special Collections Department Manager Pam Eyerdam hosted the May 12<sup>th</sup> quarterly Schweinfurth Committee meeting.

Under the direction of Popular Materials Manager Sarah Flinn, the microfilm shifting project continues to move forward. The second mezzanine films are being interfiled in the basement storage area.

The Center for Local and Global History Department staff have been working on several collection development projects: Library Assistant Adam Jaenke continued processing unprocessed Board of Zoning Appeals photographs for the City Hall Collection and continued digitizing the Cleveland Picture Collection photos (CPO) for the Digital Gallery. Library Assistant Danilo Milich continued his work with the park plans. Maps Librarian Tom Edwards continued to add geographic data to the 1978 aerial set completing volumes 15-16 which were uploaded to the Digital Gallery. In addition, he also added three historical maps of Cleveland to the Digital Gallery. Library Assistant Lisa Sanchez added more than 800 item descriptions to the Photograph Collection's Unique Item ID project. Photograph Collection Librarian Brian Meggitt continued work on the Charles S. Hackett Collection of images of Cleveland from the 1950s. In addition Mr. Meggitt continued re-housing items from the Subject Cleveland Collection in polyester or polypropylene enclosures.

Social Sciences Librarian Helena Travka finished the reference and law book shifts on the fifth floor of the Louis Stokes Wing. The quick reference shelving was replaced by the yearbook and Cleveland school desegregation filing cabinets which will be both more secure and more readily-accessible with this change.

Social Sciences received the archival collection of the *Dames of Malta*, *Sunshine Brotherhood*, *Cleveland, Ohio* records for the years 1915-1993.

#### **Research that's Possible Only at Main Library**

- Staff assisted a researcher by checking 1909 Cleveland newspapers for Marx Brothers advertisements. The patron was trying to confirm if the Marx Brothers and their show had appeared in

Cleveland since they had toured the surrounding areas.

- Staff assisted a researcher with finding images of her great-grandfather Charles Edward Motley, head of the Cleveland Life-Saving Service in the 1890s to 1900s.
- Staff assisted a researcher with locating images of the *Spirit of Cleveland* bomber aircraft.
- Staff assisted with a research request for information about regional artist Dexter Davis.
- A chess writer from Europe requested a scan from the periodical *The Chess Player's Magazine*.
- A chess researcher from Cambridge University visited CPL to see our copy of the *Oculus Pastoralis*, a 14<sup>th</sup> century political treatise bound with some chess material.
- Staff assisted a researcher who requested information about ghosts from the occult collection in Special Collections.
- Staff assisted a patron with a request for issues of *Chess Life* from 1932-2010.
- A geologist from the Natural History Museum requested details on the materials used on the interior of the Indianapolis War Memorial designed by Walker & Weeks.
- Social Sciences staff assisted a patron with an extensive search through nursing home reviews.
- Social Sciences staff located a class photo in a Lakewood High School yearbook from 1927 that contained a patron's relative; a missing piece in her genealogy research.
- Social Sciences staff assisted a local author using the Cleveland Public Library's collection of school desegregation articles for their research.
- Social Sciences staff assisted a researcher from San Francisco by locating and scanning a rare item on economic trends available only in the CPL Social Science collection.
- A firm in Maryland requested information from Science and Technology regarding the National Machine Tool Builders' Exposition held in Cleveland in 1929. Cleveland Public Library is the only

library in the world to own a directory for the exposition.

### Staff Development

Assistant Director of Public Services Robin Wood attended the NEO-RLS Directors Retreat on May 24<sup>th</sup> and 25<sup>th</sup>.

Fine Arts Librarian Andy Kaplan made a site visit to the Rock and Roll Hall of Fame Library and Archives and was given a tour of the facility by Andy Leach, Senior Director of Library and Archives on May 9<sup>th</sup>.

Literature Department and Ohio Center for the Book Manager Amy Dawson attended the 2017 Center for the Book Idea Exchange at the Library of Congress on May 1<sup>st</sup> and 2<sup>nd</sup>.

Subject Department Librarian Evone Jeffries listened to archived *Booklist* webinar *Creativity and Library Leadership: Moving the Next Gen Library Forward*.

Public Administration Library's Library Assistant David Furies participated in several webinars during the month of May including: *Everything You Need to Know About Microfiche* and *Picturing the Big Shop: A look behind the scenes of GPO's new photograph book*.

Youth Services Library Assistant Christine Feczkanin attended the Northeast Ohio Regional Library System workshop *Engaging Special Needs Youth: Social, Sensory, Art and Literature Engagement for All* at the Stow-Munroe Falls Public Library May 11<sup>th</sup>.

Stephen Wohl attended the CLEVNET Circulation SIG Meeting at the Wayne County Public Library on May 3<sup>rd</sup>.

The WOW Committee hosted a pizza party for the Lending Department in recognition of Mr. Reginald Rudolph being selected as the 2017 WOW! *Empowerment Award* winner.

Lending staff members Angela Harris-Scott and Tracy Isaac attended *Read Squared* training to learn about the Read Squared website and how to register patrons for the Summer Reading Club.

Throughout the month of May Lending Clerk Tracy Isaac attended 8-webinars on the following topics: *Countdown*

*to Summer; Basics of Personal Digital File, Hot YA Reads in Summer 2017; Tailoring Immigrant Services; Ready to Read! Board Books; Independents Day for Crime; Social Media What's Next? Listen Up! New Audio books for Summer and Beyond;*

On May 1<sup>st</sup>, Science and Technology Senior Librarian and current U.S. Patent and Trademark Office Fellow Jim Bettinger trained staff at Main Library on highlights of the Patent and Trademark Resource Center Seminar which took place in Alexandria, VA. Both Mr. Bettinger and Government Documents Supervisor Sarah Dobransky presented morning and afternoon sessions on new mapping applications for patent research, complications in trademark issues, and other topics. In addition, Mr. Bettinger attended a Cleveland Intellectual Property Law Association meeting on May 2<sup>nd</sup>.

General Research Collections Manager Don Boozer held a follow-up session to last month's *Working with Wikipedia* presentation. Staff from eight departments attended the May 11<sup>th</sup> session to learn about contributing content to Wikipedia and to share what edits they have been making.

Social Sciences Clerk Lakitha Tolbert, Social Sciences Librarian Helena Travka, and Business, Economics and Labor Senior Librarian Sandra Witmer attended a NEO-RLS workshop entitled *Critical Conversations: Social Issues Explored* on May 4th. At the direction of General Research Collections Manager Don Boozer, the three attendees presented what they learned to some of their staff colleagues on May 16<sup>th</sup>.

Government Documents Supervisor Sarah Dobransky participated in the spring 2017 Ohio Government Documents Round Table (GODORT) meeting at the State Library of Ohio in Columbus. Ms. Dobransky was elected as the Program Chair/President-elect for 2017-18 and will serve as Ohio GODORT President for 2018-19.

On May 17<sup>th</sup>, General Research Collections Manager Don Boozer attended the first Northeast Ohio Digital Interest Group meeting, held in the Cleveland Digital Public Library. The recently-launched Wikipedia project dovetails with the concerns of this revitalized group.

Social Sciences Library Assistant Pete Elwell attended a NEO-RLS webinar on Electronic Records Management on May 3<sup>rd</sup>.

### **Other Library News**

Materials Handling Manger Daniel Oreskovic hired 17 new Pages for Main Library.

The Interlibrary Loan and Photoduplication office was moved from Science and Technology to the Cleveland Digital Public Library coordinated by Digital Library Strategist Chatham Ewing, Coordinator Rachel Senese, and General Research Collections Manager Don Boozer

A practicum student from Kent State University School of Library and Information Science began working with General Research Collections Manager Don Boozer and his staff on May 17<sup>th</sup>. Ms. Hannah Eaton will be working through mid-July and will be involved primarily in projects in Social Sciences.

Shelf Division helped sort through *Stuff the Bus* donations at Mobile. Assistant Shelf Manager Cynthia Cocco helped lead this effort.

### **Branches**

District 1

#### **EASTMAN**

On May 11th Branch Manager Ken Knape attended the Westown Community Development Corporation Annual Meeting where he was introduced to the gathering by Board Member President Patrick Colvin as the new board member. Guest speaker at the event was Captain Jr. Fritsch, Corps Officer & Pastor of The Salvation Army Cleveland West Park.

Library Assistant Youth Nancy Smith held a Meet a Minion program on May 11th. About 50 adult patrons and kids participated in making a minion plastic egg craft, took pictures with Bob, and made a delicious twinkie minion snack. Children's Librarian Cassandra Feliciano held a mother/daughter (iced) tea party in honor of Mother's Day. 15 patrons attended and created doilie fans and paper tissue flowers. They also enjoyed some hot tea, iced tea, mini cupcakes, and cookies.

#### **LORAIN**

The most exciting program this month was Lorain Branch's Free Comic Book Day celebration on May 6! Library

Assistant-Computer Emphasis Alea Lytle spearheaded the planning and decorating, with assistance from Library Assistant-Youth Todd Fagan and Page Michael Patton. A total of 55 patrons painted 3-D figurines; learned how to create their own costumes and makeup; received 4 free comic books, Green Lantern rings, and raffle prizes; and enjoyed decorations, cake, and juice. The Art Therapy Studio concluded their Express Yourself Art Workshops for youth with an Exhibit Opening Reception on May 2. Several other special programs were a Cinco de Mayo celebration on May 5, a visit from Ronald McDonald on May 16, and End of School Fun on May 26. On May 12, Branch Manager Shayna Muckerheide presented two programs, "Diverse Customer Service Without the Drama" and "Welcome to the Library Jungle" at OLC's Northwest Chapter Conference on behalf of the Intellectual Freedom Committee.

#### **ROCKPORT**

May was a busy month at Rockport. We welcomed Emily Crompton to the ROC family as the Children's Librarian. Rockport is now fully staffed! The Syndicate for the New Arts held weekly programming focusing on music and how it is made and recorded. Rockport patrons of all ages had fun with musical Conduction, Contact Microphones and Acoustic Music. ROC's Chess and Construction clubs met once each. Healthy meals, courtesy of the Cleveland Food Bank, were served for Kids Café. Staff was trained by the CFB for the upcoming Summer Lunch Program. America Reads Tutoring, courtesy of Cleveland State continued with multiple youth taking advantage of the service daily. ROC ended the academic year with a week of "End of School" Party's to celebrate the end of the traditional school year and the beginning of CPL's 2017 Summer Reading Club.

#### **WALZ**

Most of Walz May efforts was spent in trying to get the word out on the Summer Reading Club before school ended. We took the Lorax to 4 CMSD schools, 1 parochial school, 1 charter school and a quick visit to South Branch culminating in a grand SRC Kickoff Party for the community at the branch. Besides the Lorax the kids enjoyed live music from Curtis Mayfield a Walz patron, Recycled fans from Upcycle, Balloon Creations, and planting in recycled newspaper pots---OH yeah Pizza, Lemonade and Cookies. A grand if slightly messy time was had by all.

Two adult programs are planned for early June. Our Community Meeting on the future of Walz Branch on June 6 and a three part workshop conducted by Edwins Leadership and restaurant Institute about the problems of re-entry to be held June 13,20 & 27th.

#### **WEST PARK**

During the month of May children enjoyed storytimes, celebrations for Cinco de Mayo and Mother's Day, planting of flowers, and meetings of Fashion Club at the West Park Branch. Vicki Beggiani and Jeanna Sauls also presented storytimes to Newton D. Baker and Valley View Boys Leadership Elementary Schools as well as Watch Us Grow Daycare. Kent State's Cleveland Urban Design Collaborative hosted their second public meeting for West Park's Community Vision Plan. Michael Dalby and Crystal Tancak attended the year-end meeting for the Lakewood Area Collaborative to share summer programming with other organizations and Dalby attended Active Shooter Response Training as well.

#### **District 3**

##### **GARDEN VALLEY**

The Children's staff of the Garden Valley Branch attended Anton Grdnia Elementary School's Partner Appreciation Luncheon this month. Staff promoted the upcoming Summer Reading Club and presented a preview of summer programming. The Assistant Manager gave a presentation to 50 cadets of the Cleveland Police Department. The presentation was part of their formal cadet training to familiarize them with the neighborhoods in the City of Cleveland, and its many community resources. Clerk, Marla McConnell created a CPL-specific display to promote our programs and services. LACE staff used signage to further promote job and career resources at the branch.

##### **HOUGH**

Youth Services staff attended career day at Mary B. Martin School and held short story times as well as answering questions. A youth services staff member also attended the MLK High School Community Fair to hand out information about the library and its offerings. The branch held a "May the Fourth" be with you Star Wars day full of activities, including light saber pool noodles! Also held at the branch was Karaoke week, which the children loved. Artavia Sanders from the process

improvement committee stopped by to learn how staff is entering library cards applications and will provide feedback in the future.

#### **MLK**

The highlight of the month was free comic book day! Tons of free comics were available to the public, while watching a Batman movie with an amazing Superman cake. The patrons loved it and had a great time talking about their favorite comics. Youth Services staff did their monthly PNC story time visit as well as the Justice Center visit. LA-YE Mr. Roberts continues to be part of the SRC action team, and is gearing up for the programs launch. The books for the monthly book club were: *Shake Down*, by C.J. Hudson and *Forbidden*, by Beverly Jenkins. The senior movie was *Hidden Figures*. Impact 216 finished up their ACT tutoring services with a small celebration of their hard work. Also three graduates from the NIA young ladies mentoring program had a small gathering talking about their future college plans.

#### **STERLING**

Lesley Cawley, KPMG, and Gretchen Faro, CPL Friends, visited the Sterling Branch to renew support for summer reading through the KPMG Family for Literacy. KPMG volunteers will offer individual reading sessions with the children, provide gift books to all participants and host a summer carnival. With materials provided by Art Books Cleveland artists and Promise Neighborhood the children will create artistic representations of their summer reading which will be displayed during Octavofest.

#### **WOODLAND**

The Legal Aid Clinic served 34 families, who met with 14 attorneys and 9 law student clerks from CWRU and CSU John Marshall College of Law. Ms. Muhammad attended NEO workshop: *Critical Conversation: Social Issues* on May 4, 2017. Gardening Time! Program - LA-CE, Jon Lee, helped young patrons learn how to recycle using milk cartons as flower pots, and then how to plant and care for their new seeds. He checked out seeds from Garden Valley's Seed Library. Tech Central has been visiting every Wednesday, bringing new MakerLab exhibitions, creating various things for patrons. Library Assistant- Youth Emphasis Whitney Johnson continues to participate in the SRC action committee. Children's Librarian, Ayesha Drake



El attended the Sister of Charity information session for *The Innovation Mission, Poverty Project*.

#### **District 4**

##### **EAST 131<sup>ST</sup> ST**

On May 1, 2017, Rosa Simone attended the Mt Pleasant MyCom meeting. Each organization in attendance shared information about upcoming events and activities. On May 5, 2017, LA Youth Rosa Simone presented a Cinco de Mayo program to the youth. They learned simple facts about the history and origin of Cinco de Mayo. Festive music played while they made maracas and enjoyed a taste of traditional food. On May 9, 2017, during Kids Café program, author Anece Rochell shared her book Beautiful Me with our youth. Afterwards Ms. Rochell and the children had a lively group discussion. The students were able to ask questions or make comments about the story. On May 24, 2017, Marcie Williams attended the Neighborhood Up Network Night for the Buckeye/Shaker neighborhoods which was held at the Rice Branch. Ms. Williams assisted with greeting and signing-in guest before participating in the group activities. The evening's flow consisted of information sharing, problem solving and encouragement. On May 20, 2017, Ms. Williams attended the 1st Annual Charles Dicken's Elementary School Talent Show. Some of East 131<sup>st</sup> Street after school students showcased their singing, dancing and rapping talents for family and friends.

##### **FLEET**

Fleet hosted The Syndicate program for all ages to learn art and music. Fleet Branch partnered with Walter Morris of Community Financial Centers (CFC) to inform patrons of the free financial education they can receive from CFC. Representatives from Ohio Means Jobs and Cuyahoga Community College assisted patrons with resumes, job searching, and financial aid. Tracie Forfia was selected to the Summer Reading Club Action Committee. Felicia File is Fleet's new Wellness Ambassador. Anna Fullmer created two displays entitled Move in May to promote physical fitness and May is Bike Month promoting various bikes and bike paths.

##### **HARVARD - LEE**

On May 5, 2017, the HL youth team attended the Family Informational event for Adelai Stevens school. Additionally, Mr. Kevin Moore attended and maintained a

table at the Family Fun Night hosted by the Louis Stokes Day Care. Mr. Moore registered students for the SRC.

In honor of Mother's Day, the Harvard-Lee Branch held a Pre-Mother's Day lunch for ladies in the community on May 6, 2017. Patrons enjoyed food, fun and fellowship in addition to music, roses and give-a-ways. It is a privilege to serve and honor our patrons on such a joyous occasion.

Mrs. Parks met with Aaron Mason and Anne Kowal-Smith book discussion with the community and ten Police Officers.

On May 9, 2017, Mrs. Parks attended a Diversity Center meeting at Tri-C's Metro Campus (CPL Satellite location) with District Managers, Aaron Mason and Sherri Jones.

Mrs. Parks held a ***District Four Managers Meeting*** on May 10, 2017 with HR Representative, Dawntae Jackson as guest speaker. Ms. Jackson focused on the upcoming HR 101 training, HR survey, worker's compensation, the importance of attending mandatory training, and the interviewing process. Additionally, Ms. Jackson answered any other questions managers needed addressed. Property Management visited our location to scrape and paint our outside staffing door that leads to our staff workroom. Additionally, our Carpenters will replace the concrete (sidewalk) that leads to the staff workroom door.

Mr. Kevin Moore visited seven of our schools within our area to sign-up students for SRC before school closes. The established connections made with our principals afforded us branch this opportunity.

#### **MOUNT PLEASANT**

Mrs. Scurka attended the monthly MyCom meeting at the Mt. Pleasant Development Corp. and was invited to the Annual Larchmere Porch Fest on Saturday, June 17, 2017. Mrs. Scurka also talked to the "*Roving Band of Police Officers*" who come through the neighborhood now once a week to meet and greet the business owners and workers in the area.

Mrs. Scurka met with Ann Kowal-Smith to set the date for the Books@Works event to be held at MTP.

The Mt. Pleasant Branch hosted a Star Wars Mania workshop, Free Comic Book Day, book reading and craft with Author Anece Rochelle, an end of school picnic, and a Mother's Day Bouquet. Also, the Youth Services Staff visited the local day cares and schools to sign them up for the Summer Reading Club and the Connect Ed Card.

### **RICE**

Our programs of Yoga, Qigong, Origami, Knitting, Children's knitting, and Meditation have continued with a consistent weekly turnout in May. ImpACT 216 had its last day on May 12, 2017 ending the first year of the program at Rice branch successfully. The after school snack program fed over 50 children everyday for the month. Tech Central hosted a Genealogy class on May 20, 2017. Literary Cleveland held two of its "We Are Where We Live" writing workshops.

A variety of new community sponsored programs were piloted this month included Sign Language, Let's Get Thrifty, Outdoor Club, New Moms Knitting, and Line Dance. Staff also began a chair exercise day on Wednesday mornings lead by health ambassador Eric Eubanks.

At the monthly Network Night on May 17 Eric Eubanks introduced the evening to an audience of over 75. Youth Services staff hosted new biweekly classroom visits from Harvey Rice Elementary and HBCU Prep. New staff member Audrey Sumser began her position as the Children's Librarian on May 1, 2017.

### **UNION**

During the month of May, Union Branch received six visits from E-Prep Kindergartners and 1<sup>st</sup> graders. Between Ms. Marks (Branch Manager), Mr. Parker (LAYE) and Mrs. McKnight (LACE), stories, apps and fun songs were shared with 150 students. Additionally, Mr. Parker continued his weekly CEOGC and Oakfield storytime visits. *Read to the Beat* kicked off at Union Branch on Tuesday, May 2, 2017. Thanks to Mr. Parker and Outreach and Programming, Northeast Ohio's Holly Clinger hosted a Traveling Tech Lab program on Tuesday, May 9, 2017; students participated. In honor of Mother's Day, Mrs. McKnight hosted "I love you, with cherries on top!" on Thursday, May 11<sup>th</sup>; 20 students participated. Tutoring and Kid's Café continues to provide after-school meals and homework help to Union students.

Lastly, this month, Union Branch staff began promoting Summer Reading Club, 2017.

## **District 5**

### **ADDISON**

We are in the process of filling many staff vacancies; two LACE and one Branch Clerk. In preparation for SRC, Youth Service staff are making literature drops at area schools. Attendance for **Ohio Means Jobs** has increased at the branch due to the closing of their downtown office last week.

### **COLLINWOOD**

Our LACE staff remains on top of troubleshooting computer issues reporting that 35% of patrons needed help with web navigation, 23% with printing and job search, while others needed assistance with pay station assistance. Youth Services staff completed seven class visits and "CMA in your Neighborhood," sponsored by **Cleveland Museum of Art**. Outreach activities had LA Kiaira Jefferson attending "Movie Night" at **Collinwood Village Academy**, while Children's Librarian, Adam Tully attended "Art Walk" and family night at **Hannah Gibbons**. Plans are in the work for Kindergarten and SRC sign-ups. So far, 375 children have been registered with ConnectED cards. Manager, Caroline Peak will receive "Senior of the Year Award" on May 24, at City Hall. "Diabetes Education" class was held on Thursday mornings.

### **GLENVILLE**

The Senior Forum Book Club met and received "*Murder with Fried Chicken and Waffles*" by A. L. Herbert. Manager, Sharon Jefferson attended the manager's meeting, and an online class "Electronic Record Management," through **NEO-RLS**. Ms. Jefferson also attended **Citizen Leadership Academy's** end of the year program, which included seven students in a guitar group.

### **LANGSTON HUGHES**

We celebrated Star Wars "May the 4th Be With You" day with crafts and a discussion of favorite *Star Wars* movies. Free Comic Book Day was celebrated on May 6, featuring movies from the Marvel Cinematic Universe and the DC Cinematic Universe; participants enjoyed cake and popcorn. Children ages 3-5 participated in reading stories with Super Sleuth Readers! on

Wednesdays. **Cleveland Museum of Art's** "CMA in your Neighborhood" presented "Textiles" on May 9 and 11. Microsoft Excel Basics computer workshops were offered every Tuesday throughout the month. Our **America Reads** tutoring program ended on May 11.

#### **MEMORIAL NOTTINGHAM**

The branch hosted the **2017 Congressional Art Show** on May 6. The show drew 125 people to the Lakeshore Facility and the branch. We hosted TechCentral on the same day with a "Computer Coding Class" for seven participants. The Foreign Literature Department brought 25 people in for their Russian Programs. The "Chess Club," facilitated by Lenard Pelts, consistently sees 6 or more players every Saturday. **Braxton Tutoring** continues to tutor Monday through Thursday. Children's Librarian, Libby Hampton attended a Literacy Workshop on May 17 at **Memorial School** where she distributed branch literature. Vision impaired students from **CMSD Sunbeam School** visited the branch on May 9; Libby Hampton presented a program on publishing. **St. John Nottingham** continues to visit the branch weekly. Story times were delivered to **Ohio Perry** and **Jubilee Academy**.

#### **Cleveland Digital Public Library**

##### **Programs, Services & Exhibits**

###### Learning Commons

Cleveland Digital Public Library regularly hosts classes. During May, we regularly hosted CPL Fit Yoga, Meditation Mondays, and CPL Chess Club. The unit is in the process of developing new curricular offerings that are derived from the digital gallery, developed with departments and branches at CPL, and coordinated with external partners. Programs will include classes on digitization and video, classes on the use of Google and Google apps, and, possibly, some classes on using digital coaching tools. Our Digital Hub area has been equipped with laptops that have may be reserved for use by the public (and have been used), and we will continue to offer 3D scanning as a service using a new HP Sprout Scanner.

###### Programs

We held four meetings of the CPL Chess Club with a total of 13 attendees. Coordinating with CPL FIT, we host Yoga and Meditation offerings MWF at 1:00 and have 11 or more regular attenders, about a third of whom are from

downtown offices. On May 17<sup>th</sup> we had the inaugural meeting of the North East Ohio Digital Interest Group with 31 attendees. During May we had a Saturday morning offering of "Art of the Book" programming which drew attendance.

#### Exhibits

The Superman exhibit was installed and opened on May 5 in Brett Hall. ClevDPL assisted with install of Superman exhibits including providing support for the registration of incoming items, support configuring the three multimedia displays in Brett Hall, support preparing media content, media conservation, and environmental monitoring.

#### Magic Box

Cleveland Digital Public Library has placed the Magic Box exhibit case on display in Brett Hall. We have developed digital content for the Magic Box related to the upcoming Superman exhibit, including a video done by and for children, a video on the significance of Action #1, and a facsimile of Action #1 that customers can flip through.

#### Digital Exhibition Tools

After consideration, ClevDPL has decided **not** to use augmented reality and/or QR codes for the upcoming Superman exhibit. Multimedia will be provided through the Magic Box and more traditional means.

#### Videography and Photography

ClevDPL has continued collaborating with Sports Research Center by creating interview videos. After working to update rights clearances on forms, these videos are being loaded onto Internet Archive, and Sports Research Center staff are in the process of providing time-indexed tables of contents to enhance the ContentDM records pointing to the interviews.

During May ClevDPL produced the following multimedia: Adding Credits To CSU (Editing), W.O.W. Party (Photos), Superman Pop-Up Book (Video), Kids Visit Exhibit (Photos), Kids Visit Exhibit (Video), Superman Opening (Video), Book Binding (Video), Book Binding (Photos), Scanning A Newspaper (Video), \*Superman Is An Immigrant (later in May).

### Scanning Assistance

Cleveland Digital Public Library staff assisted 6 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

*Patron Visits:* Between May 1<sup>st</sup> and May 20<sup>th</sup> the Cleveland Digital Public Library had 404 patron interactions. There were 66 KIC Scanner sessions resulting in 2,861 images/7,126.9.3MB or somewhat more than 7 GB of scan volume.

*Digital Gallery:* For the partial month reported from May 1, 2017-May 20, 2017, Google Analytics (GA) reports 2823 sessions for 2169 users and 14,381 page views. Per **GA**, our user base skews toward males, our users are 54% Male and 46% female. Per **GA**, our age breakdown skews towards youth. The age numbers are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. Per **GA**, the bulk of our users have English set as their language preference; however, we have numbers of Spanish, French, Italian, German, and Chinese speaking users. Additionally, **GA** user statistics related to location indicate that we have users from the US, United Kingdom, Canada, Italy, Saudi Arabia, Spain, France, Australia, the Netherlands, and Germany. Finally, **GA** shows that we have a diverse group of pages that deliver users to CPL's ContentDM. Organic Search channels 43.29% of our accesses, and Google accounts for 38% of those. Direct access through CDM search accounts for 37.58% of our accesses. Referrals through other website are about 24% of our access volume (referrals from, at 5%, Wikipedia are up a few percent, but referrals from our library website have nearly vanished - it is possible that the redesign has eliminated a point of access by removing a main page link to the digital gallery). During this month, social media accounted for 6% of our accesses (of that Facebook accounts for nearly 2/3 and Twitter the remaining 1/3). Also interesting is that nearly a third of our sessions in May occurred on Mobile devices (more than half of these on iPhones and iPads). We are speaking with our vendor, OCLC, about use of responsive design for ContentDM.

### **Outreach**

Cleveland Digital Public Library is now officially a successful partner on an IMLS grant working with the Internet Archives ArchiveIT project to document local web-content and local digital resources. ClevDPL has continued to communicate with Duraspace staff about a hosted Hyku project and will be completing an MOU for that project in early summer. Staff has completed demonstration projects with Euclid Library, the Ukrainian Museum and Archives, Shaker Heights Public Library, Cleveland Orchestra and the South Brooklyn Historical Society. In addition, we facilitated discussions about exhibit multimedia with Cleveland Orchestra and the Federal Reserve Bank.

ClevDPL staff went to a meeting at JFK High School led by the Cleveland Restoration Society, Councilman Pruitt, and several school principals. ClevDPL participated in a teacher development workshop on May 13<sup>th</sup>.

ClevDPL staff went to a meeting at Karamu House regarding re-establishing a partnership for collections management, arrangement, description, preservation, display, and programming on May 16<sup>th</sup>.

Cleveland Digital Public Library, collaborating with Matt Augustine at Euclid Public, has held the first NEO\_DIG (Northeast Ohio Digitization Interest Group) meeting here at Cleveland Digital Public Library in the Learning Commons of ClevDPL at Main Library on May 17, 2017.

Twitter continues to be a successful tool for promoting the Digital Gallery. ClevDPL did 27 tweets, and has 26 new followers for a total of 381. Our top Tweet was Today in CleHistory: League Park opened for its first game with the Cleveland Spiders in 1891.

### **Collection Development**

Library Staff Does Digitization

Cleveland Digital Public Library staff has scanned 146 items (3,473 files), 92 items (2,312 files), did post-metadata for 171 items, and uploaded 138 items (276 files) into the Digital Gallery.

### **Move of ILL/Assistance with ILL**

The Inter-Library Loan Department and Photoduplication unit were physically moved and integrated into Cleveland



Digital Public Library on May 15<sup>th</sup>. The departments will be finishing the move over to ClevDPL during the rest of May, but as of now ILL and Photo Duplication staff report to ClevDPL. Workflows, addresses, delivery, and all necessary departmental functions have been adjusted, and some remaining tweaks need to be made to complete the move. ClevDPL staff will be supporting ILL and taking over Photoduplication Departmental requests.

### **Issues and Concerns**

The preservation staff is working with buildings to obtain a small compressor for the spray booth. Director of Property Management Timothy Murdock said that they will need to run a 3/8" (air) line to the vicinity of the booth.

A panic button has not been installed on the ClevDPL reference desk.

The library disaster plan should be updated and revised.

The library facilities report currently in development for displays in Brett Hall will need input from Legal, SPS, OPS, Property Management, and Library Administration before it is complete.

### **Preservation**

Preservation staff did the following:

Paper treatments: 1 item (1 simple)  
 Book treatments: 44 items (5 simple, 39 complex)  
 Enclosures: 10  
 Labels printed: 24  
 Books received: 37  
 Books returned: 36

Preservation staff is completing disassembly and repair on the American edition of Boydell's Shakespeare Gallery.

### **Disaster Response**

In early March, mold was identified on the upper mezzanine of the 5<sup>th</sup> floor stacks on the fifth floor of Main Building. ClevDPL notified Property Management, and we suspect that the mold issue emerged from a project to replace a water tank in the attic. We are moving to address the issue this month after having received confirmation from Property Management that we are able to address the issue.

**Environmental Monitoring**

Working with buildings including Property Management Supervisor Tim Murdock and Oliver Reyes, Dr. Ewing continues to monitor from 22 placements around Main and LSW using PEM II environmental monitoring devices. We have added an additional five placements at the Lakeshore Facility and have begun monitoring all five of them. We are also monitoring the collections processing room at Lakeshore. We are regularly collecting and uploading data into E-Climate Notebook for sharing and analysis. We have now licensed an additional 10 slots in E-Climate Notebook and have placed them in galleries to gather and share information from exhibit areas monitored by our portable monitors (Artens, Hobos, and PEMIIs)

**Stacks and Collections**

ClevDPL is studying potential stack options for storing oversized maps identified last month. Currently, the best option would be to place appropriate storage racks on the seventh floor of the Lewis Stokes Wing in stack areas currently used for general storage.

**Facility Report**

ClevDPL has begun drafting an American Museum Association facility report for Cleveland Public Library. We are currently working with several units in the library to get the report completed. We have a sketch of our facilities conditions that we have labeled a 'facilities brief' to use as a stop-gap until we have been able to monitor and record conditions for the requisite year.

**Exhibits Monitoring and Install**

ClevDPL has been using Arten devices to monitor light, temperature and humidity levels in Brett Hall, and the John G. White Gallery where materials that might need to be monitored have been installed. These readings are being recorded and maintained for future reference. Brett Hall is also being monitored with a PEM II device which will be concealed within the exhibit hall. Much of the Shakespeare exhibit was de-installed in January in order to make space in Brett Hall for an event. The Shakespeare exhibit was reinstalled soon after. As of now, all Shakespeare exhibits in Brett Halls were de-installed during the last week of May.

**Superman Exhibits**

ClevDPL was involved in repairing, prepping, and preparing items for display for the May 6 Superman opening. ClevDPL is coordinating with the Intermuseum Conservation Association to overseeing boxing of selected items from the collections. The department has been taking part in the planning discussions regarding the exhibit being curated by the library. Currently ClevDPL is serving as the library registrar for exhibit items loaned to the library from external sources, however we are not the initial point of entry for materials into the library and we should be.

**Metadata Revision**

ClevDPL staff members are part of the way through the process of implementing our plan for revising and updating records from the Digital Gallery to make our metadata ready for inclusion in DPLA. We continue to revise metadata in preparation for DPLA.

The hire of the new metadata Archivist, Amia Wheatley, means more time-on-task for metadata. Because the project is time-sensitive, Wheatley will be assisting with coordination, and the department is moving forward with vendors to do portions of our metadata revision. We have submitted the requisitions for the metadata update work and are awaiting approval to move forward.

**Planning Activities**

Inter-Library Loan/Photoduplication Integration  
ClevDPL staff have been working with the library's process improvement group to integrate the Inter-Library Loan and Photoduplication units into ClevDPL. ClevDPL is working with Special Collections to resolve space-allocation concerns. We have developed a plan that will make use of a newly designated area in stacks storage for collections processing. The initial steps in this planning process are complete.

**DPLA Ohio**

Cleveland Digital Public Library continues to strongly participate in the development of the Ohio DPLA. We continue to upgrade our metadata for submission to the DPLA. In preparation for DPLA, we completed an analysis and prioritization of records to upgrade and make ready to contribute to DPLA. We are well on our way in the revision and update process involved in making our metadata ready for DPLA.

#### Internet Archive

ClevDPL had exploratory discussions with the Internet Archive about what it would take to work more closely with them, perhaps as a Satellite Hub.

#### Schools Engagement

ClevDPL is still planning a workshop for 10 Shaker teachers this summer involving teachers obtaining CEU's for curating digitization and developing curricula. We are also working with Hathaway Brown on a similar project.

#### Digital Storage

The department continues to work to develop library wide management of, and long-term storage for, high resolution digital files. The content on Lakeshore08 has been backed up on DuraCloud and ClevDPL is currently vetting and sourcing cost-effective approaches for doing long term back of digital resources. Negotiations regarding renewing our contract for digital back-up with DuraCloud concluded in January, and a contract was finalized on April 28.

### **TechCentral**

#### **Super Saturday Events 5/6**

TechCentral staff participated in the Superman Exhibit opening on Saturday, May 6, as part of the Superhero Carnival games. TechCentral designed and built a superhero/villain bean-bag toss game using equipment and materials from the TechCentral MakerSpace. Additionally, TechCentral staff made buttons featuring the TechCentral bird Mascot, T.C., in a superhero cape to give away as part of the game.

#### **Mobile MakerSpace Showcase**

TechCentral staff have showcased the TechCentral Mobile MakerSpace at the Carnegie West and Woodland Branches throughout the Month of May, including the Mobile 3D printer, Laser Engraver, and 3D printing pens. Once each week, at each branch, TechCentral brought a new combination of mobile equipment for demonstration for patrons, as well as allowing them to interact and create items using the makerspace techniques.

**Staffing Changes**

Interviews for the new positions of Computer and Equipment Technician were held on May 11<sup>th</sup>.

Library Assistant, Computer Emphasis, Lawrence Clark-Bey resigned his position, effective immediately, on May 17<sup>th</sup>.

TechCentral Manager, CJ Lynce, assisted with interviews for the Outreach and Programming Services position of Audio Visual and Event Planning Specialist on May 24<sup>th</sup>.

**Community Engagement: Visits and Outreach**

Library Assistants, Computer Emphasis, Paolo Balboa and Karen Kelly Grasso attended the Arts for All Festival at the Berea Fairgrounds on May 4. This is the fourth year that TechCentral has partnered with NASA in exhibiting at the event focuses for students with developmental disabilities and special needs throughout Cuyahoga County.

TechCentral Coordinator, Forrest Lykins, attended a special hearing on Digital Inclusion at Cleveland City Hall on May 10.

TechCentral Manager, CJ Lynce, along with Assistant Director of Public Services, Outreach and Programming, Aaron Mason and Library Assistants, Computer Emphasis, Paolo Balboa and Julie Gabb visited the Rising Star Roasters main rotary on May 31<sup>st</sup> as part of discussions on a possible upcoming program.

**Professional Development and Meetings**

TechCentral Manager, CJ Lynce, attended two meetings regarding the Xerox MFD Contract renewal on May 2<sup>nd</sup> and 4<sup>th</sup>.

Library Assistant, Computer Emphasis, Paolo Balboa, attended a video conference regarding the Mozilla Web Literacy Leaders program on May 8<sup>th</sup>.

Mr. Lynce along with TechCentral Coordinator, Forrest Lykins, and Mr. Balboa met with Special Assistant to the Director for Education and Learning, Denise Crudup, and Education and Learning Project Coordinator, Marina

Marquez on May 11<sup>th</sup> to discuss ways of incorporating Mozilla Web Literacy topics as part of The People's University.

Mr. Lynce and Mr. Balboa attended a web conference on May 16 regarding the Mozilla Web Literacy Pilot program.

Mr. Lynce met with Assistant Director of Public Services, Outreach and Programming, Aaron Mason, and Library Assistant, Deborah Hajzak on May 17<sup>th</sup> to discuss the 2017 Cleveland Mini Maker Faire website.

### **OLBPD**

For May 2017, OLBPD circulated 41,157 books and magazines directly to patrons. OLBPD registered 101 new readers to the service. The May BARD statistics were not available at the time this report was due.

The Board of the State Library of Ohio met on May 18<sup>th</sup>. As part of their meeting, the Board approved funding for OLBPD in State Fiscal Year 2018. OLBPD will receive \$234,000 in LSTA funding, as well as \$1,274,194 in state subsidies.

OLBPD Manager Will Reed attended the National Library Service (NLS) 2016 Network Library of the Year awards ceremony in Washington, DC on May 19<sup>th</sup>. The ceremony was hosted by NLS in the Whittall Pavilion of the historic Thomas Jefferson Building of the Library of Congress. Mr. Reed was a member of the selection committee, and represented the Midlands region of NLS network libraries. The Washington Talking Book & Braille Library (WTBBL) of Seattle was named the Network Library of the Year for 2016—the second time in eight years WTBBL has received the honor.

OLBPD routinely evaluates patron satisfaction every three years with respect to the library services that it offers and provides in accordance with the Standards and Guidelines of Service as part of the National Library Service network of the libraries. In years past, OLBPD has randomly mailed survey forms that were included with our newsletter to gauge satisfaction. This year, OLBPD has again been evaluating patron satisfaction. However, in lieu of a survey form, OLBPD has been conducting patron interviews, and speaking directly with readers about our library services. Interviews have been and

will continue to be conducted by telephone with OLBDP staff. Our goal is to have meaningful conversations and dialogue with our consumers, and collect feedback from patrons on ways to help improve services in the near future. Interviews will continue throughout the spring and summer.

OLBDP Librarian Michelle Makkos and OLBDP Library Assistant Ken Redd provided information and talks about the service at the Avon Vision Fair on May 5<sup>th</sup>; National Federation of the Blind at Kent State University on May 6<sup>th</sup>; Mother Theresa Commons Low Vision on May 16<sup>th</sup>; Nigerian Health Fair on May 20<sup>th</sup>; Westlake Health & Safety Fair on May 20<sup>th</sup>; Mt. Alverna Village Health Fair on May 21<sup>st</sup>; and City of Cleveland Senior Day on May 24<sup>th</sup>.

## LEARNING AND EDUCATION

### Pre4CLE

Denise Crudup met with Katie Kelly, the Executive Director of Pre4CLE to discuss how CPL could support Pre4CLE's efforts to provide access to high quality, accessible pre-K education in Cleveland.

### District Meeting Work Session

Denise Crudup met with Madeline Corchado, John Skrtic, and Sherrill Marino regarding scheduling district meetings to discuss *The People's University*.

### Cleveland City Council Joint Committee Hearing

Denise Crudup, Marina Marquez, and Forrest Lykins attended the Joint Committee hearing regarding where Cleveland and its residents stand in terms of digital inclusion. Digital inclusion broadly means access to affordable internet access.

### Inspire Family Day at the Cleveland Museum of Natural History

In partnership with the Cleveland Metropolitan School District (CMSD) and the Museum of Natural History (CMNH), Marina Marquez participated in the *Inspire: Reach Every Child* program. Through this program, every second grade student visits the CMNH for a full day of experiential learning. Designed in collaboration between

Museum educators and CMSD staff, *Inspire* is integrated into CMSD's science curriculum and meets Ohio's Academic Content Standards in science. The Cleveland Public Library table was able to provide SRC information, library card sign up, books available for checking out, a water demonstration, and helping teach the 450 CMSD second graders who attended our table about Newton's Third Law of physics by using the rocket straw propulsion activity. After the students tested their rocket straws, they were giving the opportunity to select a free book from the Kids Book Bank to take home.

#### Lee-Harvard Common Heritage Project

At the invitation of Dr. Chatham Ewing, Denise Crudup and Marina Marquez attended Cleveland Restoration Society's planning meeting. Ward 1 is working with the Cleveland Restoration Society to document the history of the area called the Lee-Harvard Common Heritage Project. In addition to working with the residents, the Harvard Community Services Center expressed in interest to include their summer camps in the research and work to conduct a local history project. We discussed how CPL's staff and resources are available to be integrating aspects of *Surrogate Suburbs: Black Upward Mobility and Neighborhood Change in Cleveland, 1900-1980* into JFK E<sup>3</sup>agle Academy and PACT's course curriculum. Marina Marquez created a sample lesson plan (with integrated assessments and rubrics), aligned to Ohio's history and language arts learning standards.

#### Cleveland Museum of Art Collaboration

Denise Crudup and Marina Marquez met with Dale Hilton, CMA's Director of Adult and Distance Learning, to discuss "co-developing" a digital photography learning pathway for TPU|CMA.

Denise Crudup, Chatham Ewing, and Marina Marquez participated in a phone conference with CMA's Department of Adult and Distance Learning: Dale Hilton, Karen Levinsky, and Ariel Levine to continue the discussion co-developing digital photography learning pathway for seniors.



Youth Services

Marina Marquez assisted Youth Services with a library tour of 76 second graders from Lakewood's Emerson Elementary School. The theme of the school's curriculum was Cleveland's architectural treasures.

Cuyahoga Community College

Denise Crudup met with Tri-C's Dr. Andrew Cox (Director, Access and Community Engagement), Kristin Broka (Community Relations & Marketing Manager), and Timothy Dorsey (College Success Program) regarding Tri-C's "Connector" training. The "Tri-C Connector" would serve as a liaison to connect CPL patrons to Tri-C's academic advisors. As a follow-up to that initial meeting, Denise Crudup spent the afternoon with Sherri Jones on Tri-C's Metro Campus getting a tour and to discuss other possible collaborative efforts between CPL and Tri-C.

Denise Crudup participated in a conference call with Pasha Moncrief-Robinson, Tri-C's Dr. Andrew Cox, Tri-C Workforce, Community and Economic Development (WCED) Division's Rena Mason, Shirley Stineman, and Latina Johnson regarding scheduling a WCED recruiter in the Addison and Fleet branches on the opposite days that OMJ is scheduled in those branches.

Connect Your Community

Denise Crudup met with Bill Callahan, Director of Connect Your Community regarding how CPL can complement the digital equity and inclusion efforts in Cleveland.

Understanding Cleveland's Literacy Landscape

Denise Crudup met with Bob Paponetti, Executive Director of The Literacy Cooperative regarding how his organization can support CPL's efforts to enhance and expand upon the literacy-based programming currently offered in our branches.

***The People's University Development Process Update***TechCentral Mozilla Badging

The Office of Education and Learning (Denise Crudup & Marina Marquez) and TechCentral (C.J. Lynce and Paolo

Balboa) met to discuss Mozilla Badging and curriculum design.

Learning Land Lab - Carnegie West

In an effort to develop TPU Learning Pathways that are relevant and directly connected to the communities of the City of Cleveland, Marina Marquez gathered community input and data that supports the Carnegie West Branches priority to design a natural habitat curriculum for an outdoor classroom surrounding the branch. Angela Guinther and Helen Zaluckyj invested in butterfly bushes and milkweed seeds to begin a pollinator garden and started the process to obtain a Monarch Way Station certification.

The People's University Patron Survey

- Attended Senior Day - 13 patrons completed survey
- Attended Inspire Family day at the Cleveland Museum of Natural History - 8 patrons completed survey

Pathways/projects driven by Branch/Main Managers priorities

<b>Branch/Department</b>	<b>Manager(s)</b>	<b>Priorities</b>	<b>Actions/Connections</b>
Carnegie West	Angela Guinther	Turn city property surrounding branch into an educational learning land lab	Purchased pollinator plants to begin garden, started application for Monarch Way Station, began research and planning for using and developing a land lab, generated a list of local partners

Cleveland Digital Public Library	Chatham Ewing	Community outreach and developing partnerships	Assisted with Lee-Harvard Common Heritage Project planning, created lesson plan for JFK E <sup>3</sup> agle Academy and PACT's course curriculum
CLGH/Map Collection/Photo Collection	Olivia Hoge	Highlight photograph collection	Incorporate Jasper Wood collection into digital photography pathway
Mobile Services	Rhonda Pai	Family engagement & early childhood programming	OEL met with Bruening Foundation regarding 0-3 programming
		Urban garden	Began research and planning for using and developing a land lab
Rockport	Amiya Hutson	Expand and redesign teen center	Applied for the Best Buy Teen Tech Center grant

### Ohio Means Jobs

- The OMJ Bolivar office is moving to the Brookpark/Parma location temporarily for about 6-8 months. An increase in patron participation in OMJ services at the Addison and Fleet branches are expected. All inquiries regarding OMJ will be directed to Mrs. Hughley for any and all information.
- Due to the potential increase in patron participation a cordless phone has been ordered to replace the broken phone at the Addison Branch.
- Additional seating has been requested for patrons waiting for OMJ services.

CPL|OMJ Collaboration May 2017 Statistics

Due to lack of staff, statistics regarding participation in OMJ services have not been recorded for the month of May

Book Box

- Worked with Joyce Dodrill, Chief Legal Officer, on the agreement process and submitted documents to the City of Cleveland for a permit. The book box will be located at Wade Oval from June 14<sup>th</sup> to August 30<sup>th</sup>.
- Designed summer programming based on SRC's X.S.T.R.E.A.M. Theme, aligned to Ohio's learning standards.
- Coordinated staffing the book box.
- Worked with Olivia Hoge to set up the Book Box as a borrowing agency in Workflows.
- Generated materials list to be requested from departments.
- Reserved vehicle for transport of materials between Main and Book Box.
- Requested furniture for book box: two wooden chairs, one wooden table, and one plastic table.

Professional Development

- Denise Crudup and Marina Marquez attended The Aspen Institute's National Commission on Social, Emotional, and Academic Development field hearings.
- Along with Outreach and Programming Services staff, Denise Crudup and Marina Marquez completed the Workplace DiSC Assessment and Understanding Work Style Differences with DiSC Part 3: Teambuilding workshop.
- Marina Marquez completed training for the Summer Reading Club

Miscellaneous

- Denise Crudup joined Aaron Mason to greet Sandy Knox, Mobile Services' new Family Engagement Specialist. They had a general conversation regarding On the Road to Reading.
- Denise Crudup joined Aaron Mason in a meeting with Amy Rosenbluth and Ashlie Dyer from Lake Erie Ink to

discuss potential project-based creative writing programming for youth.

- Denise Crudup and Marina Marquez joined Director Thomas and Tracey Martin in a meeting with Albert Ratner, Sari Feldman and other Cuyahoga County Public Library staff.
- Denise Crudup had a phone call with Helen Williams of the Cleveland Foundation to continue their discussion how CPL's programming can best support Cleveland's educational ecosystem.
- Marina Marquez attended the CPL-FIT Committee Meetings (biweekly).
- Marina Marquez participated in the Diversity Walk.

### **TECHNICAL SERVICES**

Acting Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell attended the opening of the Superman Exhibit at the Main Library on May 6th. Ms. Jelar Elwell attended several Process Improvement Committee meetings of the Library Card Application Process team and visited the Eastman and West Park Branches to interview staff and document the workflow for processing library card applications within each of those Branches.

Materials Processing Manager Elizabeth Hegstrom returned briefly from a leave of absence on May 15th and then resumed her leave of absence on May 16th. Ms. Jelar Elwell, High Demand Manager Carole Brachna, and Catalog

Manager Andrea Johnson collectively continued to assume responsibility for handling Ms. Hegstrom's duties during her absence.

**Acquisitions:** The Acquisitions Department ordered a total of 7,407 titles and 10,496 items (including periodical subscriptions and serial standing orders); received 12,013 items, 1,613 periodicals, and 841 serials; added 784 periodical items, 184 serial items, 324 paperbacks, and 1,031 comics; and processed a total of 1,979 invoices.

Acquisitions Librarian Leslie Pultorak returned from a leave of absence on May 8th. The Librarians in the

Department continued to assume responsibility for handling Ms. Pultorak's duties until she returned from her leave.

**Catalog:** Catalog Department staff added 2,703 titles and 3,267 items for the Cleveland Public Library, including 454 books in 18 different languages.

Erin Valentine joined the Department as a Technical Services Librarian on May 15th. Senior Catalog Librarian Regina Houseman began training Ms. Valentine. Catalog Manager Andrea Johnson revised the Department's rotation for handling requests to CPL.Newcat (from CLEVNET staff) and to CPL.Cat, and incorporated them with the weekly schedule for high priority material.

Librarian Perry Huang began creating records based on CLEVNET work forms. Librarian Barbara Satow created her first serial records under Ms. Houseman's direction. Librarians Michael Gabe and Celia Halkovich created original collection level records for the first time. Ms. Halkovich began adding MARC holdings to serial records after an introduction from Ms. Houseman.

**Collection Management:** Collection Management selected 1,480 titles, 12,005 copies, and spent \$198,789 in May. 62 telescopes of materials were relocated.

Department staff continued to select and process Branch discretionary selections for Children's and Young Adult materials and select eBooks, Large Print, and Spanish titles, covering the duties of the retired Children's and Youth Selector and Technical Services Director.

Technical Services Assistant Eric Hanshaw attended the CPL United Way/Community Shares Committee meeting and began its Krispy Kreme Donuts Fundraiser. Mr. Hanshaw also attended a webinar on upcoming Young Adult books and revised the instructions for Collection Management and Branch staff on using the book vendor Ingram's iPage website to select books.

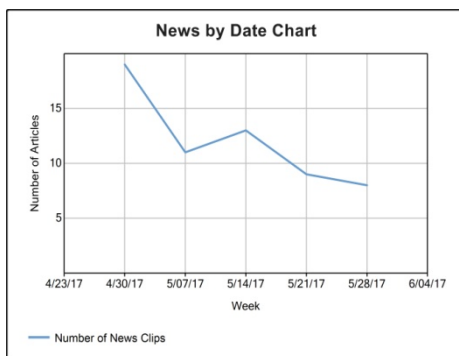
**High Demand:** The High Demand staff ordered 1,375 titles and 12,000 items, received and added 1,122 titles and 12,067 items, and processed 507 invoices worth \$144,435.71.

High Demand Manager Carole Brachna continued to check approximately three trucks of materials a day in the absence of Materials Processing Manager Elizabeth Hegstrom. High Demand Librarian Dale Dickerson helped to troubleshoot problems and bibliographic records for over 100 DVDs for Materials Processing staff. Technical Services Associates Rosalyn Easley and Summer Salem each processed over 60 DVDs and Technical Services Senior Clerk Mya Warner created the labels and added many of the items.

**Materials Processing:** The Associates cataloged 757 new titles for the Cleveland Public Library and added 1,190 records for the CLEVNET libraries. The Associates and Sr. Clerks added 4,146 items. The Technicians worked on 22,095 items.

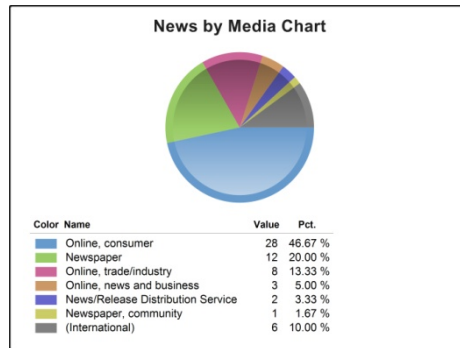
**Shelf/Shipping:** The staff of the Lake Shore Shelf/Shipping Department sent 106 items to the Main Library for requests and 97 items to fill holds. Main Library received 313 telescopes, the Branches received 755 telescopes, CLEVNET received 94 telescopes, CASE received 4 telescopes, CSU received 4 telescopes, and Tri-C received 1 telescope. A total of 1,166 telescopes were shipped out. The Technicians sent out 359 items of Foreign material and in total 15,931 new items were sent to the Acquisitions and High Demand Departments.

## **MARKETING & COMMUNICATIONS**



Media coverage for the month of May included 65 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$94,674.96. In May, the online media outlets that featured CPL events and programs received 113,449,632 unique visitors.

Much of the media attention focused on the current Superman exhibit and CPL's book spine "smack talk" on social media with other public libraries with teams in the NBA playoffs. Online Consumer accounted for most of the media articles.



Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 962 times on average per day, with an average of 135 clicks to the website per day resulting in a 14.07% click-through rate for the month. Nearly one-fourth of the click-through's were from

the keywords *public+libraries*. No special ads were run on cleveland.com.

### Facebook

	2017	2016	YoY	MoM
Net Page Likes	141	101	40%	86%
Avg Post Reach	3,959	1,201	230%	68%
Avg Total Reach	6,461	3,566	81%	76%
Average engagement	123	46	167%	102%
Reactions	97	34	185%	111%
Comments	6	2	200%	100%
Shares	20	10	100%	67%

### Twitter

	2017	2016	YoY
Top Tweet (Impressions)	9,196	5,032	83%
Top Mention (Engagements)	1,180	1,068	10%
Top Media Tweet (Impressions)	8,373	2,681	212%
Summary			
Tweets	77	92	-16%
New Followers	156	NA	NA

### Graphics

Graphics staff filled the regular requisitions for design, printing, and distribution, in addition to designing graphics for ads; the library website; digital signage; social media; staff newsletters; *Off the Shelf* e-newsletter; *UpNext* monthly program guide and MyBranch branch activity fliers; and weekly posting to website home page. Special, labor-intensive projects included



the Annual Report, Summer Reading Club, the Superman exhibit, and the annual Congressional Art Show at Memorial-Nottingham Branch.

### **PROPERTY MANAGEMENT**

#### Painters

- Jefferson- painted parking lot lines and parking lot entrance gate poles.
- Harvard-Lee- resurfaced rotted part of door jamb and painted door.
- Eastman- removed rain guard cover to book drop, patched holes and painted book drop.
- Garden Valley- painted front door entrance, lunchroom, computer room, public restrooms and staff restroom.
- Main- skim coated deteriorated walls on 5<sup>th</sup> floor
- LSW- painted two whiteboards.

#### Carpenters

- Westpark- braced and plywood front wall by book drop, installed soap dispenser in staffroom, repaired lock on men's restroom door and installed new handicap signs in parking lot.
- LSW- leveled patio stone in Eastman Reading Garden, hand whiteboard on 6<sup>th</sup> floor, installed three units of shelving on 3<sup>rd</sup> and 4<sup>th</sup> floors, removed shelving on 5<sup>th</sup> floor and replaced with file cabinets, installed three units of shelving on 7<sup>th</sup> floor and also hang Superman banner, patched drywall on 5<sup>th</sup> floor public men's restroom and installed ceramic tile, installed new mortise lock to room 1048.
- Main- repaired men's restroom door on lower level, replaced twelve ceiling tiles in Literature dept., repaired latch to workroom door in Fine Arts, switched location of magazine shelving in Youth Services and reinstalled elevator sign at top of ramp.
- Carnegie West- made new computer top for community room, trimmed and stained it.
- Woodland- repaired bathroom latch to women's restroom, re-keyed lock to small meeting room.

- Mobile Services- built double sided shelving unit to be used as room divider.
- Rice- repaired lock to front door.
- Lakeshore- restored two wooden benches to garden.
- Rockport- cut hole in countertop for book drop.
- Jefferson- cut and removed parking lot gate.
- Garden Valley- removed front gate and stored in basement of Woodland.
- Collinwood- mounted bracket and installed flat screen T.V.
- E.131- mounted bracket and installed flat screen T.V
- Langston-Hughes- mounted bracket and installed flat screen T.V.
- Walz- cleaned out lunchroom for linoleum floor to be installed, built drywall for teen room.
- Brooklyn- cut hole in brick for A/C unit.

#### Mechanic

- Serviced vehicle #21 brakes and air filter.
- Serviced vehicle #11.
- Repaired Fulton branch lawn mower.
- Took vehicles #1, 21, 24 and 27 in for service.
- Repaired Mt.Pleasant's two wheeler.

#### Maintenance Mechanics

- Lorain - replaced bad smoke detector in staff lunch room.
- Langston Hughes - replaced belts and filters, reset heat pumps.
- Lakeshore - replaced supply fan motor on air handler #1.
- LSW/Main - pre, secondary, and carbon filter delivery for both downtown buildings / moved and sorted into mechanical rooms.
- Main - reconfigured power for new Brett Hall exhibit.
- Collinwood - repaired door alarm.
- LSW - replaced bad GFI's around the Eastman Garden.
- Fleet - replaced existing emergency and exit lights with LED fixtures.

- Brooklyn - installed new HVAC system/ heat pump in employee lounge.
- LSW - removed x-mas lights from trees and fencing around Eastman Garden.
- Union - repaired heating coil leak on main HVAC unit.
- Main - corrected relief valve piping on domestic hot water tanks in the penthouse mechanical room.
- Main - worked with IPS on installing two cameras in Brett Hall for the Superman exhibit.
- Westpark - repaired heating valve actuator for circulation desk reheat coil.
- Carnegie West- repaired meeting room lights.
- Main - replaced stairwell lighting by Brett Hall w/ LED fixtures.
- Brooklyn - repaired and reconnected outside air dampers on main ac unit.
- Union - re-configured old compressor control circuit, removed old timers and time delays, installed new relays and low limit averaging safety control.
- LSW - cleaned Eastman Garden fountain surface, strainers and filters, filled system for season opening.
- Main - started fan coil PM's on the 4<sup>th</sup> floor.
- Union - replaced bad control transformer on meeting room ac.
- LSW - changed pre, secondary and carbon filters for AHU's 1 & 2.
- Eastman - repaired ac, changed belts and filters on main and meeting room units.
- LSW - tagged/labeled floor, wall and pillar outlets for OPS on the 2<sup>nd</sup> floor.
- Lakeshore - replaced broken cooling tower fill valve for main chiller system.
- Mt. Pleasant - replaced existing emergency and exit lights with LED fixtures.
- Sterling - rented man lift and replaced 2 parking lot lights on high wall with LED fixtures.

- Union - replaced sheaves on supply fan to increase velocity/air flow on main ac unit, cleaned condenser coil.
- Jefferson - cleaned condenser and evaporator coils on ac unit, re-piped condensate drain line, started repairing leaks on condenser.
- Hough - repaired branch HVAC system.
- Lakeshore - replaced/reconfigured water lines for icemaker on new refrigerator and insta-hot unit in employee lounge.
- Lakeshore - repaired drinking fountain in Mem Nott.
- Lorain - replaced bad idler pulley and condenser fan relay, cleaned condenser and evaporator coils on ac unit.
- Jefferson - replaced bad condenser fan motor on RTU.
- Westpark - cleaned condenser coils on north and south RTU's.
- LSW - installed/mounted new co2 fire extinguishers in marked locations on the 1<sup>st</sup> floor and lower level (Tech Central, Automation).
- Union - repaired hot water tank.
- Woodland - replaced bad outlet by smart table.
- Lakeshore - replaced bad condenser fan motor and cleaned condenser coil on electrical room ac unit.
- Fleet - cleaned evaporator coils on HVAC units, changed belts and filters.
- Walz - cleaned condenser and evaporator coils, checked/calibrated DX staging controls.
- Lakeshore - replaced bad TEC on meeting room #4 vav box.
- Addison - cleaned evaporator coils on ac units, changed belts and filters.

## **SAFETY & PROTECTIVE SERVICES**

### **SAFETY SERVICES**

- SPS provided surveillance video footage to Cleveland Police, Garfield Hts Police, and Oakwood Village Police. CPD was for a robbery near South

branch and the suspect ran down the alley. Garfield PD was for a murder in Garfield and the victim's vehicle was found across the street from Mt. Pleasant. Oakwood PD was for a missing teen that was last seen at CPL Main bldg. and Tower City.

- Policy and training packet for video retrieval and ID card making were developed and distributed to all SPS officers.

## 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
May 2017	3772	145	85	70	600	83	89	51
April 2017	3609	144	73	63	646	120	57	47
March 2017	4084	151	102	85	728	174	68	48
Feb 2017	3574	155	65	109	586	164	80	40
Jan 2017	2920	127	44	112	470	115	80	93
Dec 2016	3087	123	34	108	372	160	68	29
Nov 2016	3404	155	52	113	568	116	74	40
Oct 2016	4127	165	73	118	707	148	81	49
Sept 2016	4074	163	76	136	604	119	69	63
Aug 2016	4866	175	98	170	784	132	70	117
July 2016	4141	155	87	77	697	105	75	46
June 2016	4307	163	82	50	652	120	70	76
May 2016	4694	196	59	143	713	124	90	68

### Special Attention, Special Events, and Significant Incidents

- 5/1, staff at Lorain branch advised that a patron was returning items with bedbugs. Staff discarded each item and advised property management. SPS officers contacted the patron and "tactfully" notified her that we cannot accept items in that condition.
- 5/4, the tech central SPS Officer noticed a male who was previously expelled. The onsite officer requested assistance because the patron became belligerent and threatened physical harm. Once

- outside this patron became more of a threat spitting and threatening officers with a metal pole. CPD was advised and the patron was arrested. Patron was expelled for an additional 30 days.
- 5/9, at South branch staff reported hearing gun shots fired from nearby; staff examined the front area and didn't see anything. Approximately twenty minutes later a US Bank employee advised that there was a robbery in the alley way near the branch.
  - 5/12, staff at Eastman branch reported that a suspicious vehicle was sitting in the parking lot since the branch opened. A male patron and his son were in the parking lot soliciting for change. They asked an Arabic male in the suspicious car for change and the man suggested something involving his son for money. The father reported the license plate to staff and then left the property.
  - 5/15, at Lorain branch female patron was in the bathroom for ten minutes before branch staff went in to check her. The female left shortly thereafter and the custodian went in to check on the stall which had a foul odor and blood in the toilet and all around the interior stall walls. The restroom was disinfected and closed.
  - 5/19, SPS was dispatched to Collinwood branch for a fight in progress. Multiple juveniles were in a fight in front of the branch. CPD reported that one female (grandmother) was being arrested on disorderly conduct and inciting a riot. EMS arrived and transported a female victim to U.H. Rainbows for treatment due to a nose injury she sustained.
  - 5/22, a male juvenile walked into Lorain branch and stated other kids were bullying him and he wanted to kill himself. Staff called CPD and SPS. SPS arrived and talked with the male who said that after the talk, he felt better and just wanted to hang out with his friends. CPD did not respond.
  - 5/22, tech central staff reported that a male patron was requesting help at the computer, when TC staff Courtney Gatewood attempted to help, the male stated "Go sit your ass down," and also made a comment about "eating between her legs." The patron was removed from Tech Central by SPS.
  - 5/24, staff at Fleet reported a known problem patron came into the branch when it opened and began asking for help. When staff approached him the male had his pants down to the floor and his

genitals were exposed. Staff told the male that he had to leave immediately and they also called CPD and SPS. The male left by the time both agencies arrived.

- 5/31, the Lake Shore Royce guard left the property to go cash her paycheck. The SPS Officer told her she was not to leave and that he was getting off duty at 1730hrs. The Royce guard left anyway, so I had her removed from the CPL account.

#### Protective and Fire Systems

- Harvard Lee doesn't have operational book detectors. I will meet with Tim Murdoch to find out past practices.
- Two bad smoke detectors were found in the basement of Woodland.
- The SPS communications office has new CO2 fire extinguishers. The old extinguishers weren't for electrical components.

#### Contract Security

- Multiple Royce officers have been either re-assigned or removed from the CPL account.

#### Administration

- SPS part time officer interviews are coming up June 9th. SPS part time and full time officer ranks will be one hundred percent staffed if four candidates are hired.
- I found a company that has ID card supplies at a lower price than we currently pay.

#### **INFORMATION TECHNOLOGY & CLEVNET**

On Tuesday, May 30, 2017, Rocky River Public Library reopened after the holiday weekend as a CLEVNET library. The staff and patrons did not experience a single moment of interrupted service. The migration could not have gone more smoothly. This was not due to luck or good fortune; it was due entirely to the planning, coordination and execution of the project. CLEVNET Director Hilary Prisbylla and her staff of four

librarians painstakingly prepared for this day, working on every last detail to make it a success.

- 122,116 bibliographic records were matched against CLEVNET's system; of those records, only 14,218 were newly created in the system (13%)—the rest matched against existing bibliographic records.
- 164,056 items created.
- 32,067 patron records created.
- 25,856 charges created.
- 96,214 bills created.
- 1,759 holds created.

Technical services work at Rocky River Public Library was halted on Thursday, May 25th and their bibliographic data was loaded into the CLEVNET database on Friday, May 26th and indexed after 9pm to prevent interference with the operations of other CLEVNET libraries. Rocky River Public Library continued to check out, place holds, and perform other circulation functions on their system until closing on Saturday, May 27th for the holiday weekend. This data was extracted and loaded into CLEVNET Sunday, May 28th through Monday May 29th.

James Benson, John Pas, Robert Bobik, and Ms. Prisbylla arrived early on Tuesday morning to assist staff with setting up receipt printers, answer questions, and deal with any migration issues throughout the day. Although there were a few data mapping/configuration issues, the system was up and running normally.

The Technical Services Manager at Rocky River had nothing but praise for the CLEVNET staff: "Huge thank you to the four of you...maybe there are others but you're the ones whose names keep popping up on the help desk calls. I estimate we've opened like maybe 50 calls since go-live, and you've all been so great at keeping on top of things and helping us put out all these little fires (and some big ones too, lol). I'm sure you're sick of seeing my name pop up in the queue, but in the meantime, again, just know that we're all very satisfied with the



level of support you're giving us. This is a huge change for so many of us now that it's reality and it helps to know we've got such a responsive support group helping us through."

#### CLEVNET Projects

- Planning continues to move CLEVNET data center to the SOCC (State of Ohio Computer Center).
- Network equipment upgrades at Shaker Heights Main and Bertram Woods branch, Lorain, Wayne Main, Willoughby and Willowick libraries.
- Renumbered Huron IP's to a new range and upgraded Wireless Access Points.
- Converted Fairport Harbor to CLEVNET VoIP.
- The Windows "Automatic Updates" flaw has been resolved for CPL Staff and Public PCs.

The next quarterly of the CLEVNET Directors will be held on Friday, July 28, 2017, at a location to be determined by the Chair of the Directors Panel.

Ms. Rodriguez adjourned the Regular Board Meeting at 1:53 p.m.

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Maritza Rodriguez  
President

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Thomas D. Corrigan  
Secretary

## GIFT REPORT FOR MAY 2017

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	844	4,195
Periodicals	3	429
Publishers Gifts	0	3
Non-Print Materials	194	482
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>1,041</b>	<b>5,109</b>

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 125	\$ 1,310
Library Fund	Restricted	375	1,998
Young Fund	Restricted	0	12,155
Schweinfurth Fund	Restricted	0	2,485
Founders Fund	Restricted	46,500	53,834
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	0	59,826
Lockwood Thompson Fund	Restricted	91,768	91,768
<b>TOTAL MONEY GIFTS</b>		<b>\$ 138,768</b>	<b>\$ 224,277</b>

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	17	79	1,041	5,109
Money Gifts	7	38	7	38
<b>TOTAL GIFTS</b>	<b>24</b>	<b>117</b>	<b>1,048</b>	<b>5,147</b>

835  
Cleveland Public Library  
2017

June 5, 2017

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)
<b>General Fund</b>							
101	General Fund	\$ 21,352,450.41	\$ 26,357,875.29	\$ 26,357,875.29	\$ 1,777,128.61	\$ 1,777,128.61	\$ -
			\$ 22,115,859.96	\$ 22,115,859.96			
<b>Special Revenue Funds</b>							
201	Anderson	\$ 298,256.67			\$ 19,000.00	\$ 19,000.00	\$ -
202	Endowment for the Blind	\$ 2,315,138.10			\$ 145,000.00	\$ 145,000.00	\$ -
203	Founders	\$ 6,519,469.54			\$ 535,656.12	\$ 545,656.12	\$ 10,000.00
204	Kaiser	\$ 63,388.19			\$ 4,000.00	\$ 4,000.00	\$ -
205	Kraley	\$ 186,152.65			\$ 11,000.00	\$ 11,000.00	\$ -
206	Library	\$ 165,285.26			\$ 12,000.00	\$ 12,000.00	\$ -
207	Pepke	\$ 136,083.10			\$ 9,000.00	\$ 9,000.00	\$ -
208	Wickwire	\$ 1,441,278.03			\$ 95,000.00	\$ 95,000.00	\$ -
209	Wittke	\$ 93,248.13			\$ 6,000.00	\$ 6,000.00	\$ -
210	Young	\$ 4,284,457.50			\$ 300,000.00	\$ 300,000.00	\$ -
225	Friends	\$ 5,000.00			\$ 53,000.00	\$ 53,000.00	\$ -
226	Judd	\$ -			\$ 234,733.00	\$ 234,733.00	\$ -
228	Lockwood Thompson	\$ 17,630.70			\$ 183,536.00	\$ 183,536.00	\$ -
229	Ohio Center for the Book	\$ -			\$ 900.00	\$ 900.00	\$ -
230	Schweinfurth	\$ 105,500.75			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 355,090.36			\$ 5,170,434.55	\$ 5,170,434.55	\$ -
251	OLBPD	\$ (7,291.61)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
252	LSTA-Know It Now	\$ -			\$ 35,062.62	\$ 35,062.62	\$ -
254	MyCom	\$ (35,658.92)			\$ 150,000.00	\$ 150,000.00	\$ -
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
		\$ 15,943,028.45			\$ 8,522,516.29	\$ 8,532,516.29	\$ 10,000.00
<b>Capital Projects Funds</b>							
401	Building and Repair	\$ 8,876,395.08			\$ 1,330,000.00	\$ 1,330,000.00	\$ -
<b>Permanent Funds</b>							
501	Abel	\$ 226,173.04			\$ 15,500.00	\$ 15,500.00	\$ -
502	Ambler	\$ 2,193.48			\$ 150.00	\$ 150.00	\$ -
503	Beard	\$ 128,479.79			\$ 9,200.00	\$ 9,200.00	\$ -
504	Klein	\$ 5,163.48			\$ 350.00	\$ 350.00	\$ -
505	Malon/Schroeder	\$ 184,284.84			\$ 17,500.00	\$ 17,500.00	\$ -
506	McDonald	\$ 188,343.08			\$ 12,000.00	\$ 12,000.00	\$ -
507	Ratner	\$ 91,907.78			\$ 6,500.00	\$ 6,500.00	\$ -
508	Root	\$ 35,410.29			\$ 2,500.00	\$ 2,500.00	\$ -
509	Sugarman	\$ 52,295.93			\$ 12,000.00	\$ 12,000.00	\$ -
510	Thompson	\$ 117,350.04			\$ 11,000.00	\$ 11,000.00	\$ -
511	Weidenthal	\$ 6,522.12			\$ 430.00	\$ 430.00	\$ -
512	White	\$ 1,830,468.94			\$ 145,000.00	\$ 145,000.00	\$ -
513	Beard Anna Young	\$ 18,417.34			\$ 4,400.00	\$ 4,400.00	\$ -
		\$ 2,387,010.15			\$ 238,730.00	\$ 238,680.00	\$ -
<b>Agency Funds</b>							
901	Unclaimed Funds	\$ 7,601.54			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ -			\$ -	\$ -	\$ -
		\$ 7,601.54			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-Special Revenue by \$10,000 relating to the Founders fund for the restricted gift from the Believe in Reading Foundation through the Friends of the CPL.

Thank You,  
*Cavie Krenicky*  
Treasurer/CFO  
Cleveland Public Library

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES  
Based on 87.24% current collection of current levy for previous tax year.  
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio



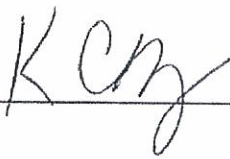
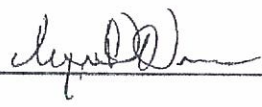
June 5, 2017

To the Board of Library Trustees of the:

Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2017, as revised by the Budget Commission of said County, which shall govern the total of appropriation appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	21,352,450.41	26,357,875.29	22,115,859.96	1,777,128.61	71,603,314.27
Special Revenue	15,943,028.45		0.00	8,532,516.29	24,475,544.74
Capital	8,876,395.08			1,330,000.00	10,206,395.08
Permanent	2,887,010.15			236,530.00	3,123,540.15
Agency	7,601.54			0.00	7,601.54
<b>Totals/Subtotals</b>	<b>49,066,485.63</b>	<b>26,357,875.29</b>	<b>22,115,859.96</b>	<b>11,876,174.90</b>	<b>109,416,395.78</b>

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY  
2017 APPROPRIATION: SIXTH AMENDMENT  
JUNE 15, 2017**

**GENERAL FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	21,352,450.41	0.00	21,352,450.41 (3)
Taxes - General Property	23,957,875.29	0.00	23,957,875.29
Public Library Fund (PLF)	22,115,859.96	0.00	22,115,859.96
State Rollbacks/CAT	2,412,489.54	0.00	2,412,489.54
Fines and Fees	399,000.00	0.00	399,000.00
Earned Interest	387,440.00	0.00	387,440.00
Services	0.00	0.00	0.00
Unrestricted Gifts	0.00	0.00	0.00
Miscellaneous	1,079,699.07	0.00	1,079,699.07
Return of Advances/(Advances Out)	(101,500.00)	0.00	(101,500.00)
<b>TOTAL RESOURCES</b>	<b>71,603,314.27</b>	<b>0.00</b>	<b>71,603,314.27</b>

<b>APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	37,095,163.28	0.00	37,095,163.28
Supplies	1,076,042.00	0.00	1,076,042.00
Purchased/Contracted Services	10,114,403.43	0.00	10,114,403.43
Library Materials/ Information	6,749,723.65	0.00	6,749,723.65
Capital Outlay	1,123,707.87	0.00	1,123,707.87
Other Objects	145,762.38	0.00	145,762.38
<b>SUBTOTAL OPERATING</b>	<b>56,304,802.61</b>	<b>0.00</b>	<b>56,304,802.61</b>
Transfers	1,300,000.00	0.00	1,300,000.00
<b>TOTAL APPROPRIATION</b>	<b>57,604,802.61</b>	<b>0.00</b>	<b>57,604,802.61</b>

**CLEVELAND PUBLIC LIBRARY  
2017 APPROPRIATION: SIXTH AMENDMENT  
JUNE 15, 2017**

**SPECIAL REVENUE FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	24,465,544.74	10,000.00	24,475,544.74
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	297,114.16	0.00	297,114.16
Endowment for the Blind	2,460,138.10	0.00	2,460,138.10
Founders	4,590,463.30	10,000.00	4,600,463.30
Kaiser	67,388.19	0.00	67,388.19
Kraley	197,152.65	0.00	197,152.65
Library	177,285.26	0.00	177,285.26
Pepke	145,083.10	0.00	145,083.10
Wickwire	1,529,025.40	0.00	1,529,025.40
Wittke	99,248.13	0.00	99,248.13
Young	4,584,457.50	0.00	4,584,457.50
Friends	31,500.00	0.00	31,500.00
Judd	234,733.00	0.00	234,733.00
Lockwood Thompson	201,166.70	0.00	201,166.70
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	155,500.75	0.00	155,500.75
CLEVNET	5,525,524.91	0.00	5,525,524.91
LSTA-OLBPD	1,500,902.39	0.00	1,500,902.39
MyCom	74,403.70	0.00	74,403.70
Learning Centers	0.00	0.00	0.00
<b>TOTAL APPROPRIATION</b>	<b>21,871,987.24</b>	<b>10,000.00</b>	<b>21,881,987.24</b> (4)

**CAPITAL PROJECTS FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	10,206,395.08	0.00	10,206,395.08
APPROPRIATION	Prior Fund Balance/	Increase/ Decrease	Amended Fund Balance/
<b>BUILDING &amp; REPAIR</b>	<b>10,206,395.08</b>	<b>0.00</b>	<b>10,206,395.08</b> (5)

**CLEVELAND PUBLIC LIBRARY  
2017 APPROPRIATION: SIXTH AMENDMENT  
JUNE 15, 2017**

**PERMANENT FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,123,540.15	0.00	3,123,540.15
APPROPRIATION	Prior Fund Balance/	Increase/ Decrease	Amended Fund Balance/
Abel	241,673.04	0.00	241,673.04
Ambler	2,343.48	0.00	2,343.48
Beard	137,679.79	0.00	137,679.79
Klein	5,513.48	0.00	5,513.48
Malon/Schroeder	201,784.84	0.00	201,784.84
McDonald	200,343.08	0.00	200,343.08
Ratner	98,407.78	0.00	98,407.78
Root	37,910.29	0.00	37,910.29
Sugarman	64,295.93	0.00	64,295.93
Thompson	128,350.04	0.00	128,350.04
Weidenthal	6,952.12	0.00	6,952.12
White	1,975,468.94	0.00	1,975,468.94
Beard Anna Young	22,817.34	0.00	22,817.34
<b>TOTAL APPROPRIATION</b>	<b>3,123,540.15</b>	<b>0.00</b>	<b>3,123,540.15</b> (6)

**AGENCY FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	7,601.54	0.00	7,601.54
APPROPRIATION	Prior Fund Balance/	Increase/ Decrease	Amended Fund Balance/
Unclaimed Funds	7,601.54	0.00	7,601.54
CLEVNET Fines & Fees	0.00	0.00	0.00
<b>TOTAL APPROPRIATION</b>	<b>7,601.54</b>	<b>0.00</b>	<b>7,601.54</b>

**CLEVELAND PUBLIC LIBRARY  
2017 APPROPRIATION: SIXTH AMENDMENT  
JUNE 15, 2017**

- (1) Certificate dated May 16, 2017
- (2) Certificate dated June 5, 2017
- (3) \$21,311,700.41 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$25,000 and \$15,750 to produce the carryover balance available for appropriation in 2017; plus \$5,702,168.24 encumbered cash.
- (4) \$15,983,778.45 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$25,000 and \$15,750 to produce the carryover balance available for appropriation in 2017; plus \$848,312.41 encumbered cash. \$8,431,016.29 additional revenue. 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.  
 $(\$15,943,028.45 + \$8,431,016.29 - \$2,492,057.50 = \$21,881,987.24)$
- (5) \$8,876,395.08 unencumbered cash carried forward; plus \$1,615,639.76 encumbered cash. \$1,300,000.00 transfer from General Fund. \$30,000 additional revenue.  
 $(\$8,876,395.08 + \$1,300,000 + \$30,000 = \$10,206,395.08)$
- (6) \$3,671,326.51 unencumbered cash carried forward; plus \$13,352.22 encumbered cash. \$236,530 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.  
 $(\$3,671,326.51 + \$236,530.00 - \$784,316.36 = \$3,123,540.15)$



THE STATE LIBRARY OF OHIO  
COLUMBUS, OHIO  
43201

OHIO FY 2017  
LSTA  
CFDA 45.310  
PROJECT # VIII-47-17  
SERVICES TO TARGETED  
POPULATIONS PROJECT  
FUNDED WITH FFY 2016  
AND FFY 2017 FUNDS  
IMLS

AGREEMENT

Ohio Library for the Blind and Physically Disabled

Fiscal Year 2018

THIS AGREEMENT, made and entered into this 18th day of May, 2017, between THE STATE LIBRARY OF OHIO, hereinafter referred to as the STATE LIBRARY, and the BOARD OF TRUSTEES OF THE CLEVELAND PUBLIC LIBRARY, hereinafter referred to as the LIBRARY, witnessed:

WHEREAS, it is the policy of the STATE LIBRARY to assure the provision of excellent library service to every resident of the State of Ohio; and

WHEREAS, due to the need for specialized materials and equipment to provide library services for blind and physically disabled residents, individual libraries cannot provide such services; and

WHEREAS, the LIBRARY has been designated by the Library of Congress as a Regional Library for the Blind and Physically Handicapped, and the STATE LIBRARY has concurred in this designation; and

WHEREAS, the STATE LIBRARY has designated the LIBRARY as its agency to provide services for those blind and physically disabled readers who are eligible for the service, and who reside in any of the 88 counties; and

WHEREAS, the services are necessary and valuable to the blind and physically disabled residents of Ohio, and

WHEREAS, such library service is one within the purposes of the law,

NOW THEREFORE, for and in consideration of the mutual undertaking and covenants of the parties as herein set forth, and for other good and valuable consideration, the receipt and sufficiency of which are mutually acknowledged, the parties do hereby agree and covenant as follows:

THAT the LIBRARY shall be administered in the following manner:

Part A

1. The CLEVELAND PUBLIC LIBRARY shall administer the program in accordance with the Annual Plan of Service (Appendix A) and the budget submitted to the STATE LIBRARY as outlined in Appendix B attached to this Agreement. The Cleveland Public Library will serve all 88 counties in Ohio.
2. The CLEVELAND PUBLIC LIBRARY will submit quarterly narrative and financial reports to the STATE LIBRARY by the 15th day of the months of October 2017, January 2018, and April 2018. A termination report will be submitted no later than July 15, 2018 and a close-out financial report will be submitted no later than September 15, 2018. The narrative reports shall describe the activities carried out toward reaching the goals of the project.
3. Staff of the State Library shall visit the CLEVELAND PUBLIC LIBRARY during July 2018 to review the program with personnel of the CLEVELAND PUBLIC LIBRARY. This review shall be based upon the annual budget and plan of service. The STATE LIBRARY shall furnish a written report of this evaluation.
4. The CLEVELAND PUBLIC LIBRARY will work with the State Library by providing publicity, training, monitoring and evaluation of the CLEVELAND PUBLIC LIBRARY.

Part B

The STATE LIBRARY shall:

1. Pay the LIBRARY for expenses for the period of July 1, 2017 - June 30, 2018 an amount not to exceed \$1,508,194.00. \$200,000.00 shall be paid from FFY 2016 LSTA carryover funds, \$34,000.00 shall be paid from FFY 2017 LSTA funds, and \$1,274,194.00 shall be paid from Fund 5GB0 from ALI 350-605.

Payment shall be made as follows:

\$125,682.00	Fund LSTA	July or upon signing of this agreement by both parties.
\$108,318.00	Fund LSTA	August 2017
\$17,364.00	Fund 5GB0	August 2017
\$125,683.00	Fund 5GB0	September 2017
\$125,683.00	Fund 5GB0	October 2017
\$125,683.00	Fund 5GB0	November 2017
\$125,683.00	Fund 5GB0	December 2017
\$125,683.00	Fund 5GB0	January 2018
\$125,683.00	Fund 5GB0	February 2018
\$125,683.00	Fund 5GB0	March 2018
\$125,683.00	Fund 5GB0	April 2018
\$125,683.00	Fund 5GB0	May 2018
\$125,683.00	Fund 5GB0	June 2018

FFY 2016 federal funds will be encumbered by September 30, 2017 and disbursed by October 31, 2017.

The State Librarian, at her discretion, may negotiate the percentage of state funds to be received each quarter by the LIBRARY.

Part C

The LIBRARY SHALL:

1. Make available services outlined under provisions of its annual plan of service for blind and physically handicapped readers as approved by the STATE LIBRARY.
2. Provide to the STATE LIBRARY quarterly financial reports and three narrative reports against the approved plan of service and budget. Fiscal reports must be submitted in reporting format required by the State Library.
3. Provide to the STATE LIBRARY no later than September 1, 2018 a financial and narrative report of all receipts and expenditures incurred pursuant to the implementation of this agreement.
4. Recommend policy for the program to the STATE LIBRARY.

Part D

Conditions:

1. Any special grants or gifts from sources other than the STATE LIBRARY shall not be deducted from the LIBRARY's appropriation as set out in Part B, Section 1 and may be used to further the implementation of the annual plan of service.
2. Any changes either in the operating budget or in the service in general from the approved annual plan of service shall be approved in advance in writing by the STATE LIBRARY.
3. Funds received by the LIBRARY from the STATE LIBRARY under this agreement shall be designated for the LIBRARY and shall be expended pursuant to the provisions of the attached plan of service. FFY 2016 federal funds must be disbursed by October 31, 2017 and FFY 2017 federal funds and SFY 2018 funds must be encumbered by June 30, 2018 and disbursed by August 31, 2018. Any funds not expended shall be returned to the STATE LIBRARY. Said plan of service may be updated or otherwise amended by mutual agreement between the LIBRARY and the STATE LIBRARY to meet ongoing program needs.
4. All receipts and expenditure relating to this program shall be subject to audit. The CLEVELAND PUBLIC LIBRARY agrees to submit to the STATE Library within 30 days from the date the report is issued, one copy of its audit report for each fiscal year which includes any part of this project period.
5. This agreement is subject to annual review by the parties hereto.
6. It is expressly understood and agreed to by the parties that none of the rights, duties, and obligations herein shall be binding on either party, until all statutory provisions of the Ohio Revised Code, including but not limited to section 126.07, have been complied with and until such time as all necessary funds are available or encumbered.

In the event the state and/or federal funds included in this contract become unavailable to the State Library, the STATE LIBRARY shall modify or cease the terms of this agreement based upon the financial restrictions imposed by the State of Ohio or the federal government.

IN WITNESS WHEREOF, the respective parties hereto have caused this Agreement to be executed the day and year first above written.

PUBLIC LIBRARY

THE STATE LIBRARY OF OHIO

A handwritten signature in cursive script that reads "Beverly Cain".

\_\_\_\_\_  
President, Board of Trustees

State Librarian  
June 5, 2017

Appendix A

CLEVELAND

Counties Served by the Ohio Library for the Blind and Physically Disabled

All 88 counties in Ohio are served by the Ohio Library for the Blind and Physically Disabled.

Cleveland Public Library  
 Ohio Library for the Blind and Physically Handicapped  
 FY 2018 Approved Budget

Appendix B

	STATE	FEDERAL	TOTAL
1. Salaries	\$662,056.00	\$177,837.00	\$839,893.00
2. Benefits	270,586.00	46,055.00	316,641.00
3. Computer costs	96,158.00	-0-	96,158.00
4. Space rental	214,629.00	-0-	214,629.00
5. Materials/Equipment/Telephone Services	5,634.00	10,108.00	15,742.00
6. Administrative Services	21,031.00	-0-	21,031.00
7. Travel	2,700.00	-0-	2,700.00
8. Programming and Outreach	1,000.00	-0-	1,000.00
9. Volunteer program	400.00	-0-	400.00
TOTAL	\$1,274,194.00	\$234,000.00	\$1,508,194.00



# Open-End (Equity) Lease Rate Quote

Quote No: 3442338

Prepared For: Cleveland Public Library  
Murdock, Timothy

Date 05/18/2017  
AE/AM MGW/AB4

Unit # 22DRW3  
Year 2017 Make Ford Model Focus  
Series SE 4dr Hatchback

Vehicle Order Type Ordered Term 60 State OH Customer# 470626

\$ 16,864.00	Capitalized Price of Vehicle <sup>1</sup>
\$ 0.00 *	Sales Tax 8.0000% State OH
\$ 44.25 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 200.00	Other: Courtesy Delivery Fee
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive( Taxable Incentive Total : \$0.00 )

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

### Order Information

Driver Name
Exterior Color
Interior Color
Lic. Plate Type Commercial
GVWR 0

\$ 17,064.00	Total Capitalized Amount (Delivered Price)
\$ 230.36	Depreciation Reserve @ 1.3500%
\$ 53.55	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup>

**\$ 283.91 Total Monthly Rental Excluding Additional Services**

### Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00 Commercial Automobile Liability Enrollment

Liability Limit \$0.00

\$ 0.00 Physical Damage Management

Comp/Coll Deductible 0/0

\$ 35.92 Full Maintenance Program<sup>3</sup> Contract Miles 60,000

OverMileage Charge \$ 0.0000 Per Mile

Incl: # Brake Sets (1 set = 1 Axle) 1

# Tires 0

Loaner Vehicle Not Included

**\$ 35.92 Additional Services SubTotal**

\$ 0.00 Sales Tax 8.0000%

State OH

**\$ 319.83 Total Monthly Rental Including Additional Services**

\$ 3,242.40 Reduced Book Value at 60 Months

\$ 395.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 12,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

### ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle.

Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Cleveland Public Library

BY

TITLE

DATE

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

<sup>2</sup> Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor)

<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this invoice/Schedule/Quote, all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate (Maintenance Agreement) entered into by and between Lessee and Enterprise Fleet Management, Inc., provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Printed On 05/18/2017 09:53 AM

Page 1 of 5



# Open-End (Equity) Lease Rate Quote

Quote No: 3442338

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**VEHICLE INFORMATION:**

2017 Ford Focus SE 4dr Hatchback - US  
Series ID: P3K

**Pricing Summary:**

	INVOICE	MSRP
Base Vehicle	\$ 18,876.00	\$ 19,765.00
Total Options	\$ 0.00	\$ 0.00
Destination Charge	\$ 875.00	\$ 875.00
<b>Total Price</b>	<b>\$ 19,751.00</b>	<b>\$ 20,640.00</b>

---

**SELECTED COLOR:**

Exterior: -  
Interior: -

---

**SELECTED OPTIONS:**

CODE	DESCRIPTION	INVOICE	MSRP
200A	Equipment Group 200A	NC	NC
425	50-State Emissions System	NC	NC
44W	Transmission: 6-Speed PowerShift Automatic	Included	Included
992	Engine: 2.0L I-4 GDI Ti-VCT Flex Fuel	Included	Included
PAINT	Monotone Paint Application	STD	STD
STDRD	Radio: AM/FM Single-CD/MP3-Capable	Included	Included
STDTR	Tires: P215/55R16	Included	Included
STDWL	Wheels: 16" Painted Aluminum	Included	Included
SYNC	SYNC Communications & Entertainment System	Included	Included
Y	Cloth Front Bucket Seats	Included	Included

---



CONFIGURED FEATURES:

## Body Exterior Features:

Number Of Doors: 4  
 Rear Cargo Door Type: liftgate  
 Driver And Passenger Mirror: power remote manual folding side-view door mirrors with turn signal indicator  
 Convex Driver Mirror: convex driver and passenger mirror  
 Spoiler: rear lip spoiler  
 Door Handles: body-coloured  
 Front And Rear Bumpers: body-coloured front and rear bumpers  
 Body Material: fully galvanized steel body material  
 Grille: black w/chrome accents grille

## Convenience Features:

Air Conditioning: manual air conditioning  
 Air Filter: air filter  
 Cruise Control: cruise control with steering wheel controls  
 Power Windows: power windows with driver 1-touch down  
 Remote Keyless Entry: keyfob (all doors) remote keyless entry  
 Illuminated Entry: illuminated entry  
 Integrated Key Remote: integrated key/remote  
 Auto Locking: auto-locking doors  
 Trunk FOB Controls: keyfob trunk/hatch/door release  
 Steering Wheel: steering wheel with manual tilting, manual telescoping  
 Day-Night Rearview Mirror: day-night rearview mirror  
 Driver and Passenger Vanity Mirror: illuminated driver and passenger-side visor mirrors  
 Emergency SOS: 911 Assist emergency communication system  
 Front Cupholder: front and rear cupholders  
 Floor Console: full floor console with covered box  
 Overhead Console: mini overhead console with storage  
 Glove Box: glove box  
 Driver Door Bin: driver and passenger door bins  
 Rear Door Bins: rear door bins  
 Seatback Storage Pockets: 2 seatback storage pockets  
 IP Storage: bin instrument-panel storage  
 Driver Footrest: driver's footrest  
 Retained Accessory Power: retained accessory power  
 Power Accessory Outlet: 2 12V DC power outlets

## Entertainment Features:

radio: SiriusXM AM/FM/Satellite with seek-scan, single in-dash CD player  
 MP3 Player: MP3 decoder  
 Radio Data System: radio data system  
 Voice Activated Radio: voice activated radio  
 Speed Sensitive Volume: speed-sensitive volume  
 Steering Wheel Radio Controls: steering-wheel mounted audio controls  
 Speakers: 6 speakers  
 Internet Access: SYNC Services internet access  
 1st Row LCD: 1 1st row LCD monitor  
 Wireless Connectivity: wireless phone connectivity  
 Antenna: integrated roof antenna

## Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off aero-composite halogen headlamps  
 Front Wipers: variable intermittent wipers  
 Rear Window wiper: fixed interval rear window wiper with heating wiper park  
 Rear Window Defroster: rear window defroster  
 Tinted Windows: light-tinted windows  
 Dome Light: dome light with fade  
 Front Reading Lights: front reading lights  
 Variable IP Lighting: variable instrument panel lighting  
 Display Type: analog display  
 Tachometer: tachometer  
 Compass: compass  
 Exterior Temp: outside-temperature display

Low Tire Pressure Warning: low-tire-pressure warning  
 Trip Computer: trip computer  
 Trip Odometer: trip odometer  
 Water Temp Gauge: water temp. gauge  
 Clock: in-radio display clock  
 Systems Monitor: systems monitor  
 Rear Vision Camera: rear vision camera  
 Oil Pressure Warning: oil-pressure warning  
 Water Temp Warning: water-temp. warning  
 Battery Warning: battery warning  
 Lights On Warning: lights-on warning  
 Key in Ignition Warning: key-in-ignition warning  
 Low Fuel Warning: low-fuel warning  
 Low Washer Fluid Warning: low-washer-fluid warning  
 Bulb Failure Warning: bulb-failure warning  
 Door Ajar Warning: door-ajar warning  
 Trunk Ajar Warning: trunk-ajar warning  
 Brake Fluid Warning: brake-fluid warning

#### Safety And Security:

ABS four-wheel ABS brakes  
 Number of ABS Channels: 4 ABS channels  
 Brake Assistance: brake assist  
 Brake Type: front disc/rear drum brakes  
 Vented Disc Brakes: front ventilated disc brakes  
 Spare Tire Type: compact spare tire  
 Spare Tire Mount: spare tire mounted inside under cargo  
 Driver Front Impact Airbag: driver and passenger front-impact airbags  
 Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
 Overhead Airbag: curtain 1st and 2nd row overhead airbag  
 Knee Airbag: knee airbag  
 Occupancy Sensor: front passenger airbag occupancy sensor  
 Height Adjustable Seatbelts: height adjustable front seatbelts  
 Seatbelt Pretensioners: front seatbelt pre-tensioners  
 3Point Rear Centre Seatbelt: 3 point rear centre seatbelt  
 Side Impact Bars: side-impact bars  
 Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks  
 Rear Child Safety Locks: rear child safety locks  
 Ignition Disable: SecuriLock immobilizer  
 Panic Alarm: panic alarm  
 Electronic Stability: electronic stability  
 Traction Control: ABS and driveline traction control  
 Front and Rear Headrests: manual adjustable front head restraints with tilt  
 Rear Headrest Control: 3 rear head restraints

#### Seats And Trim:

Seating Capacity max. seating capacity of 5  
 Front Bucket Seats: front bucket seats  
 Number of Driver Seat Adjustments: 6-way driver and passenger seat adjustments  
 Reclining Driver Seat: manual reclining driver and passenger seats  
 Driver Height Adjustment: manual height-adjustable driver and passenger seats  
 Driver Fore/Aft: manual driver and passenger fore/aft adjustment  
 Front Centre Armrest Storage: front centre armrest  
 Rear Seat Type: rear 60-40 bench seat  
 Rear Folding Position: rear seat flip forward cushion/seatback  
 Leather Upholstery: cloth front and rear seat upholstery  
 Door Trim Insert: cloth door panel trim  
 Headliner Material: full cloth headliner  
 Floor Covering: full carpet floor covering  
 Shift Knob Trim: urethane shift knob  
 Floor Mats: carpet front and rear floor mats  
 Interior Accents: chrome interior accents  
 Cargo Space Trim: carpet cargo space  
 Trunk Lid: plastic trunk lid/rear cargo door

Cargo Cover: rigid cargo cover

Cargo Tie Downs: cargo tie-downs

Cargo Light: cargo light

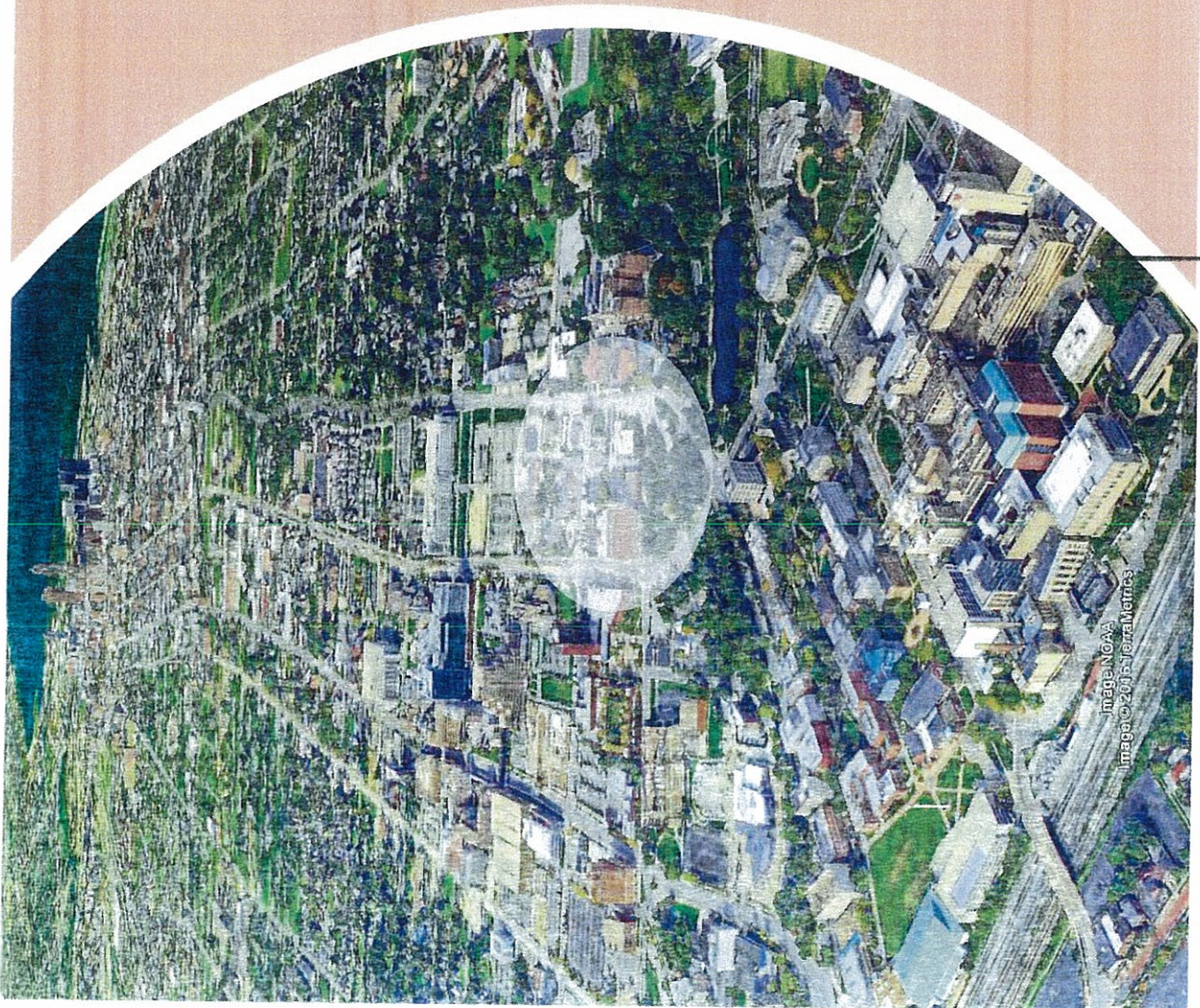
Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 160-hp, 2.0-liter I-4 (regular gas)

Standard Transmission:

Transmission 6-speed auto-shift manual w/ OD

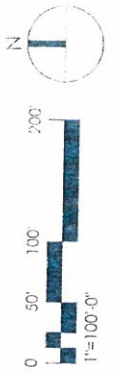
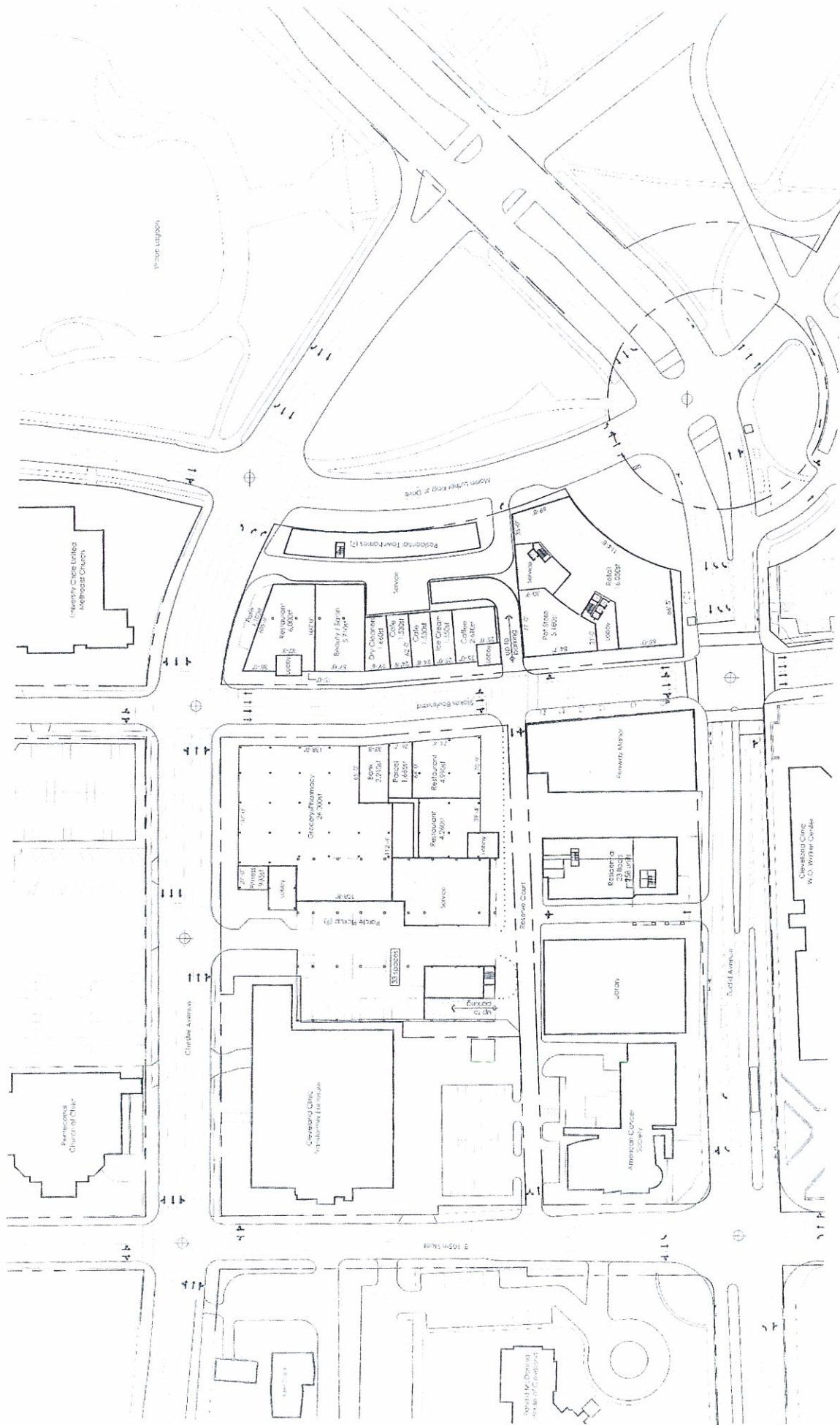


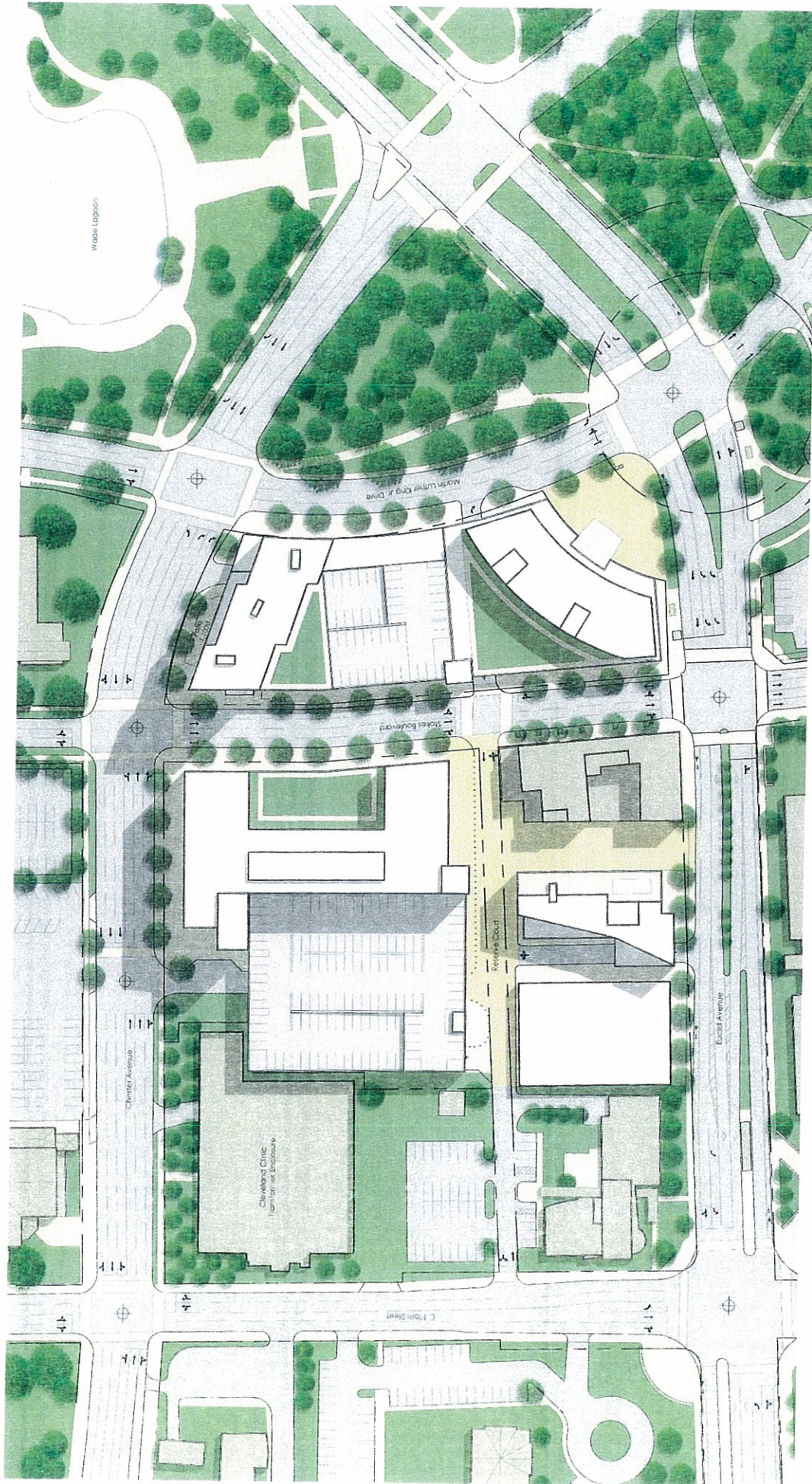
# CIRCLE SQUARE

A new mixed-use neighborhood in the University Circle District of Cleveland—the city’s center of arts, culture, health, education, and lifestyle.



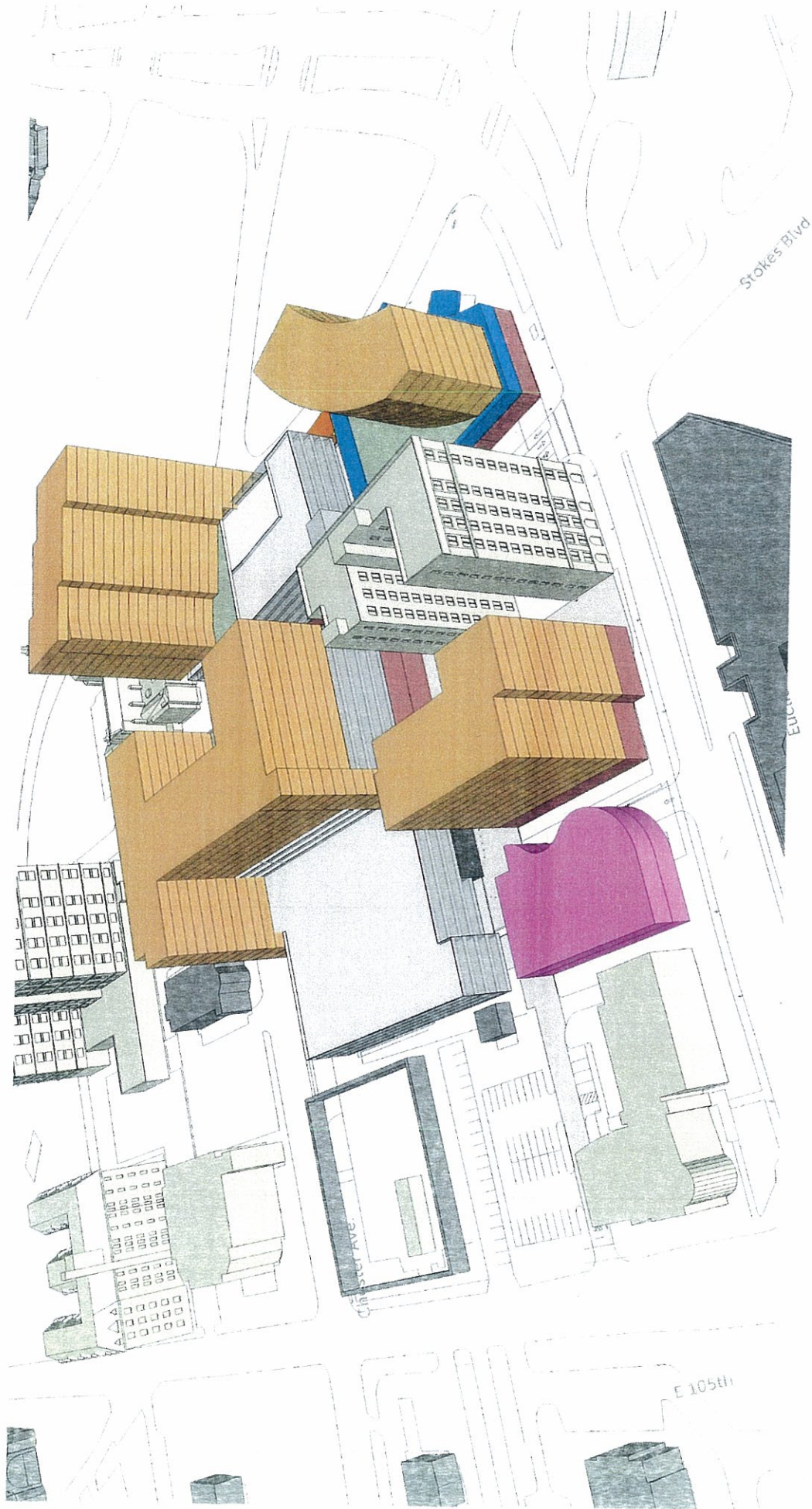
Image NOAA  
Image © 2016 TerraMetrics





**Site Development Plan**

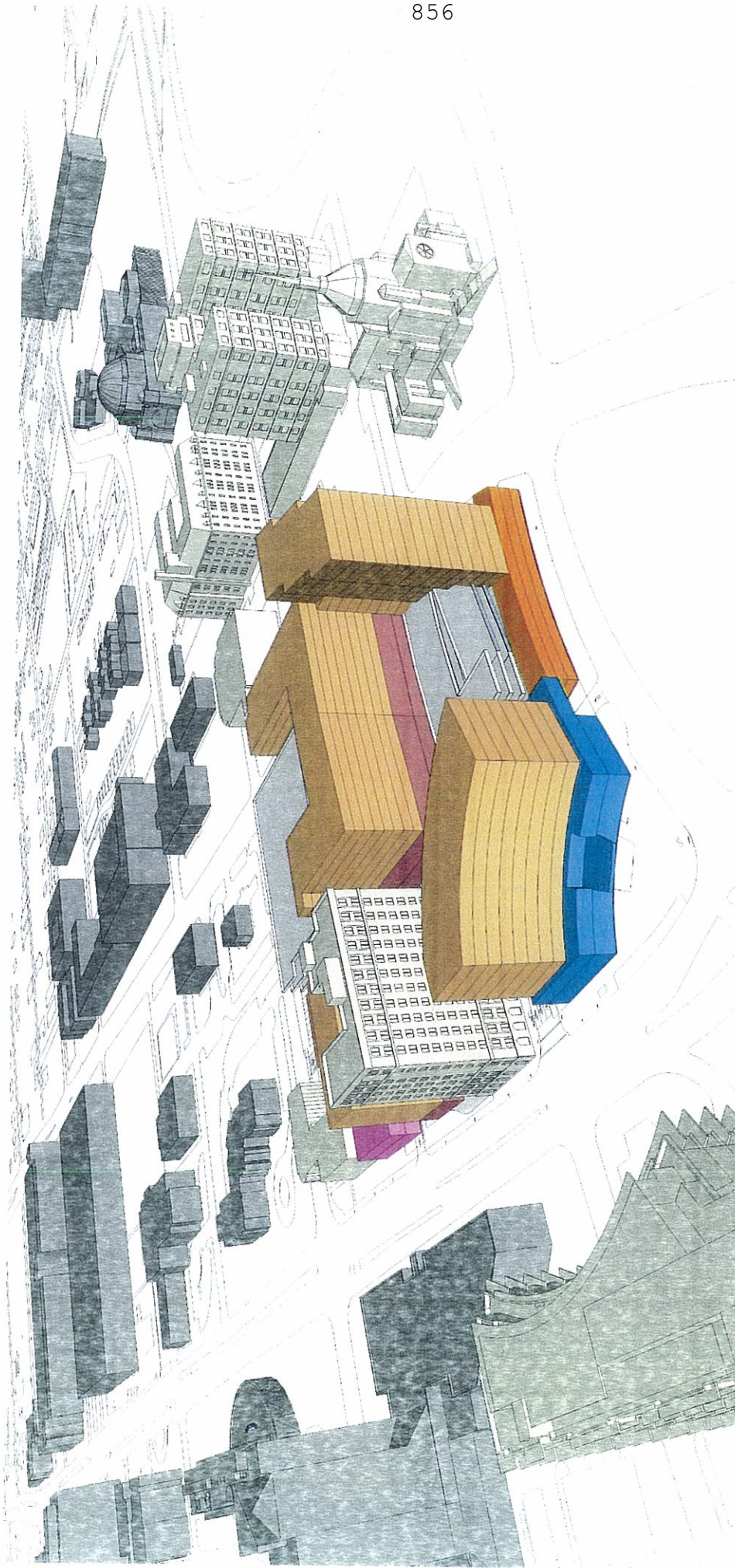




# View Looking Northeast

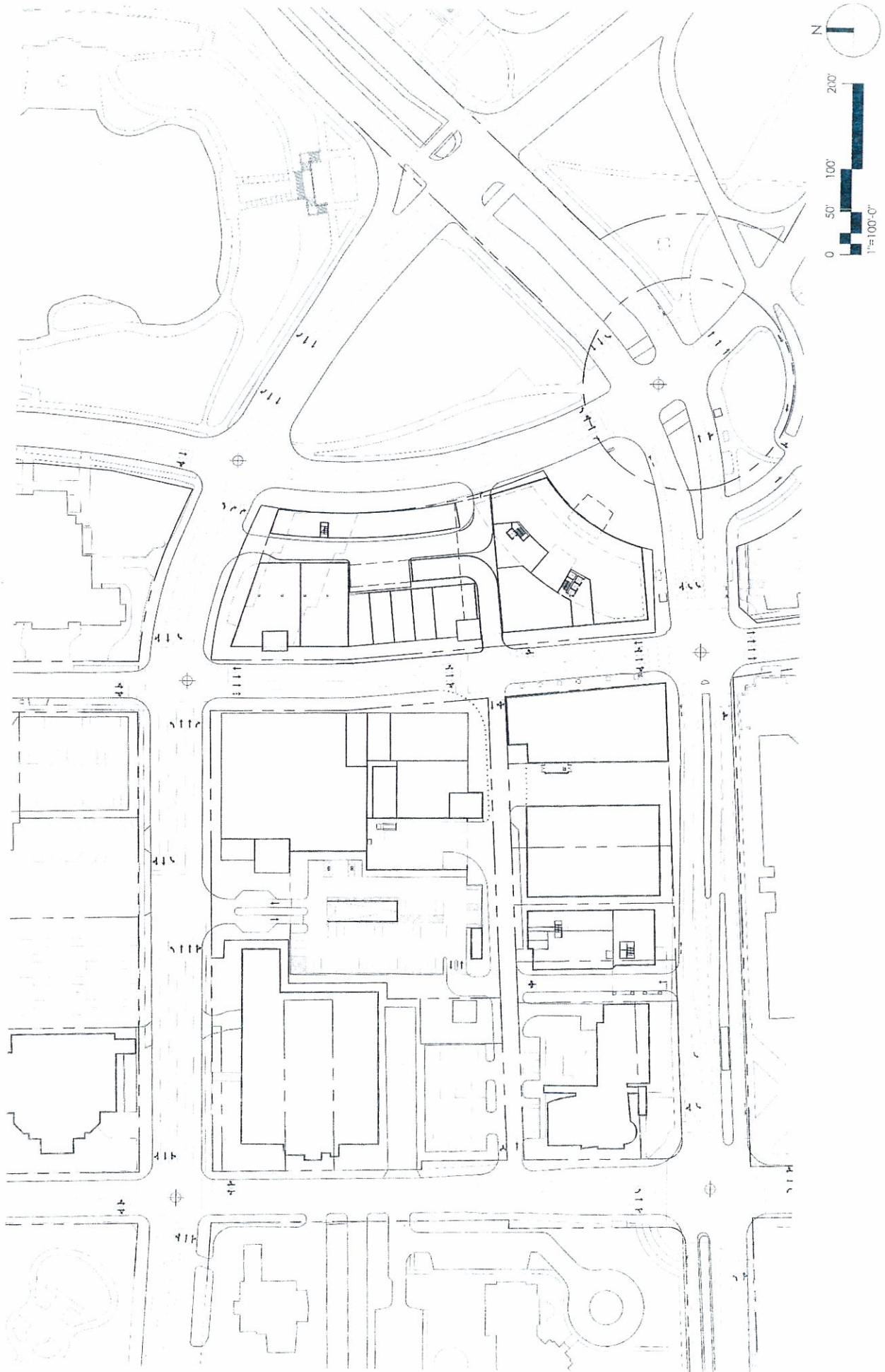
- Retail
- Residential
- Parking
- Library
- Office

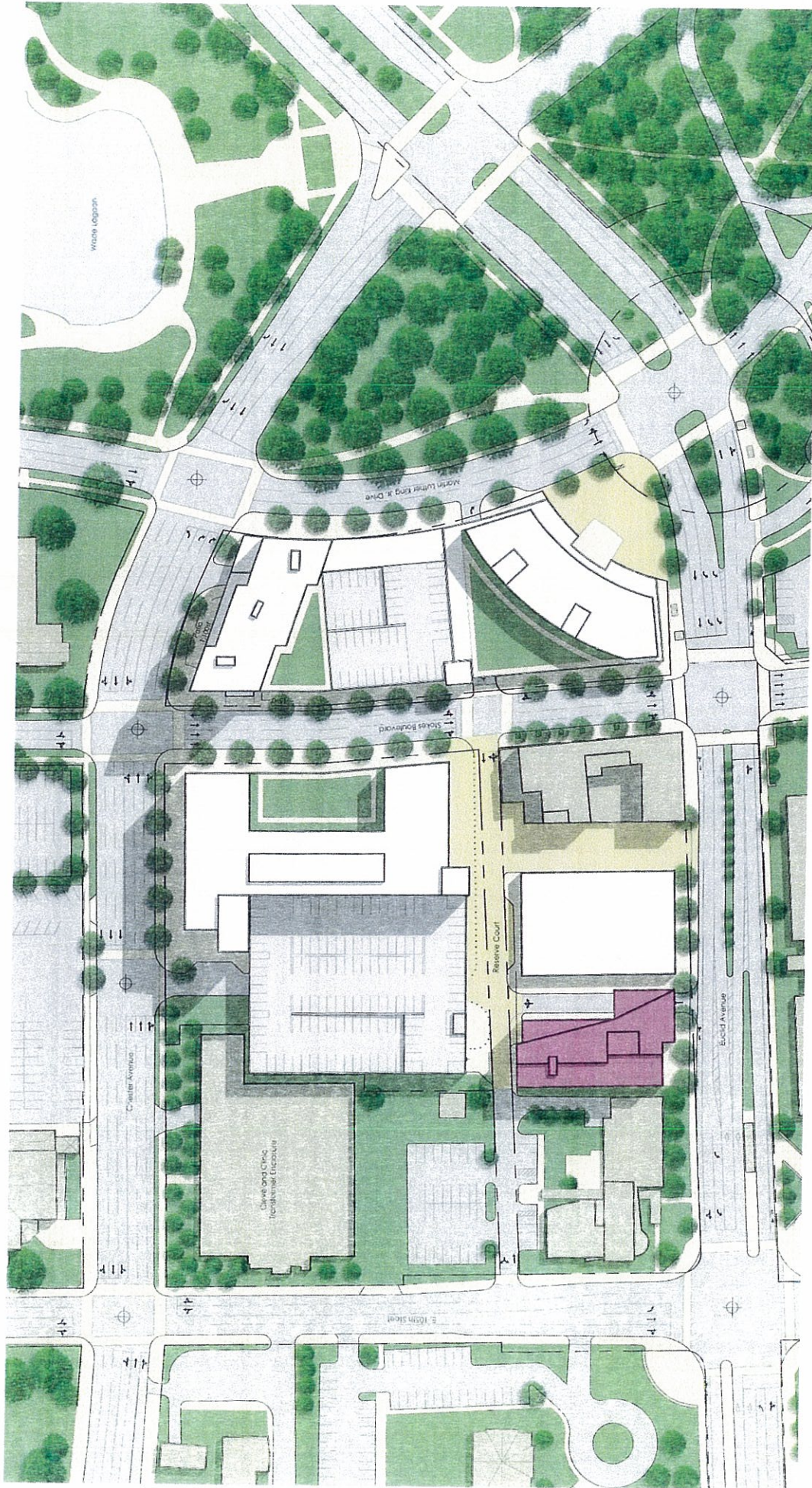




Circle Square – Program Option A





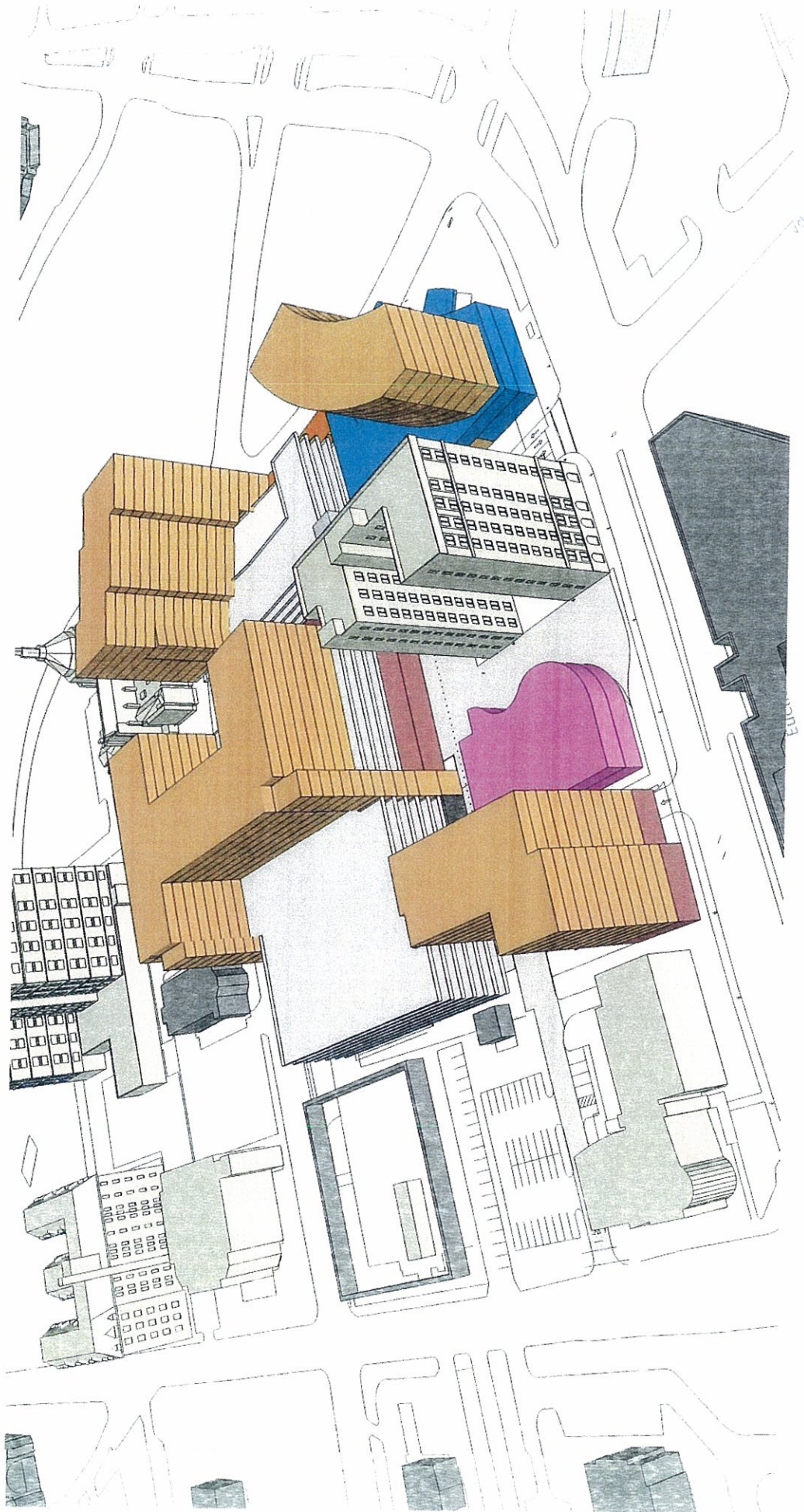


# Site Development Plan

White Oak

Parking Garages

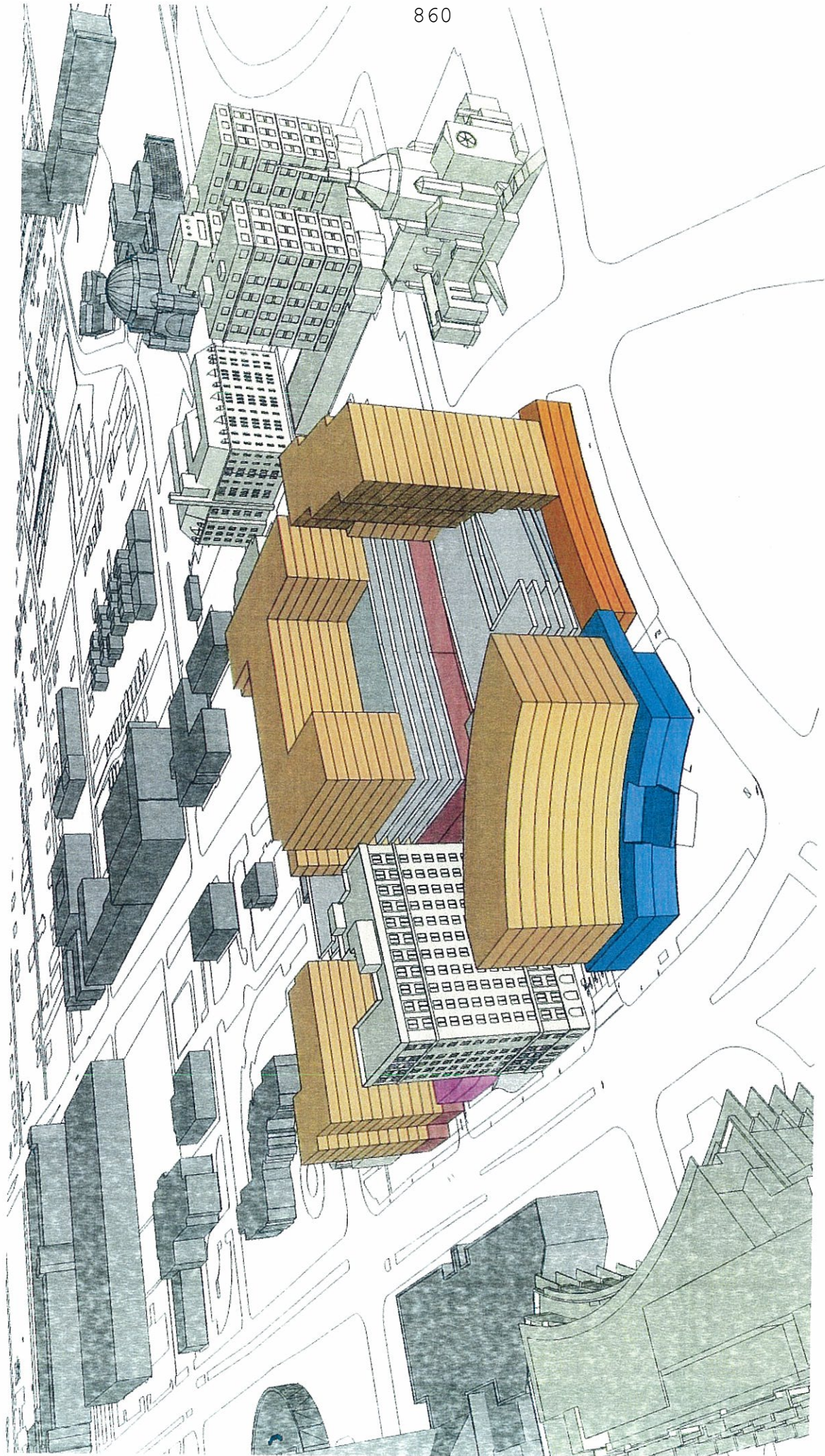
Associated New Mixed Use Buildings

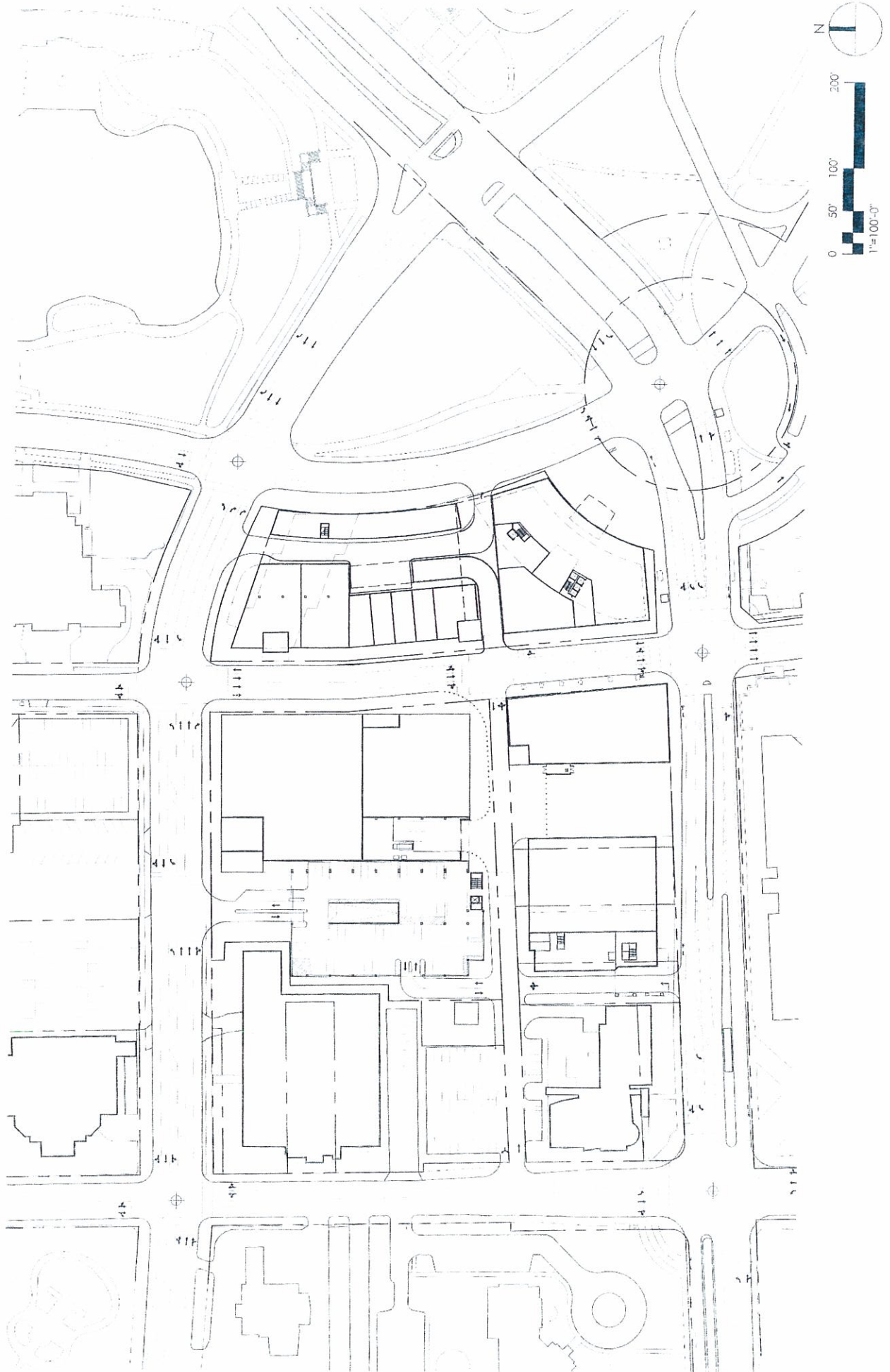


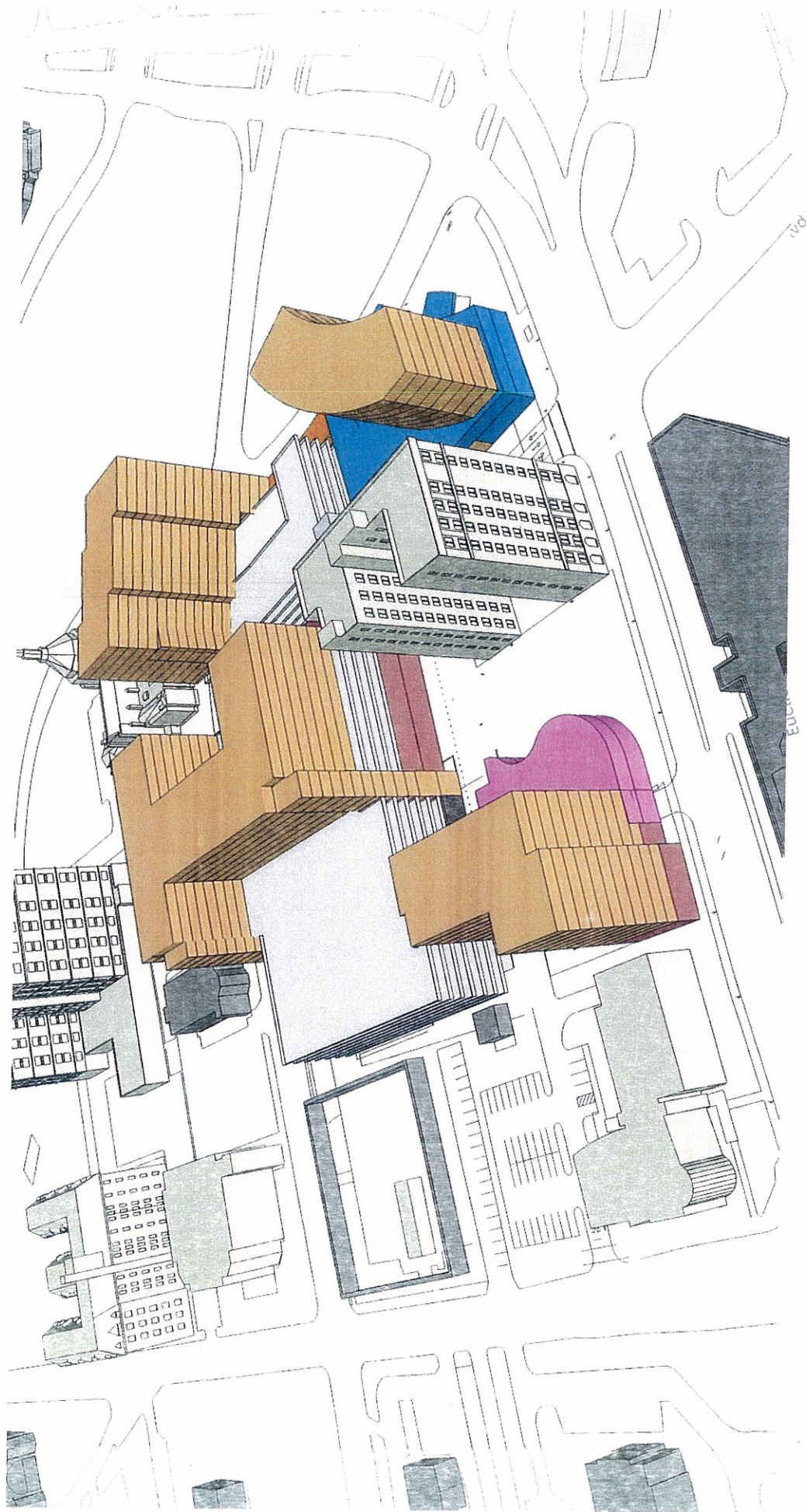
**View Looking Northeast**

- Retail
- Residential
- Parking
- Library
- Office





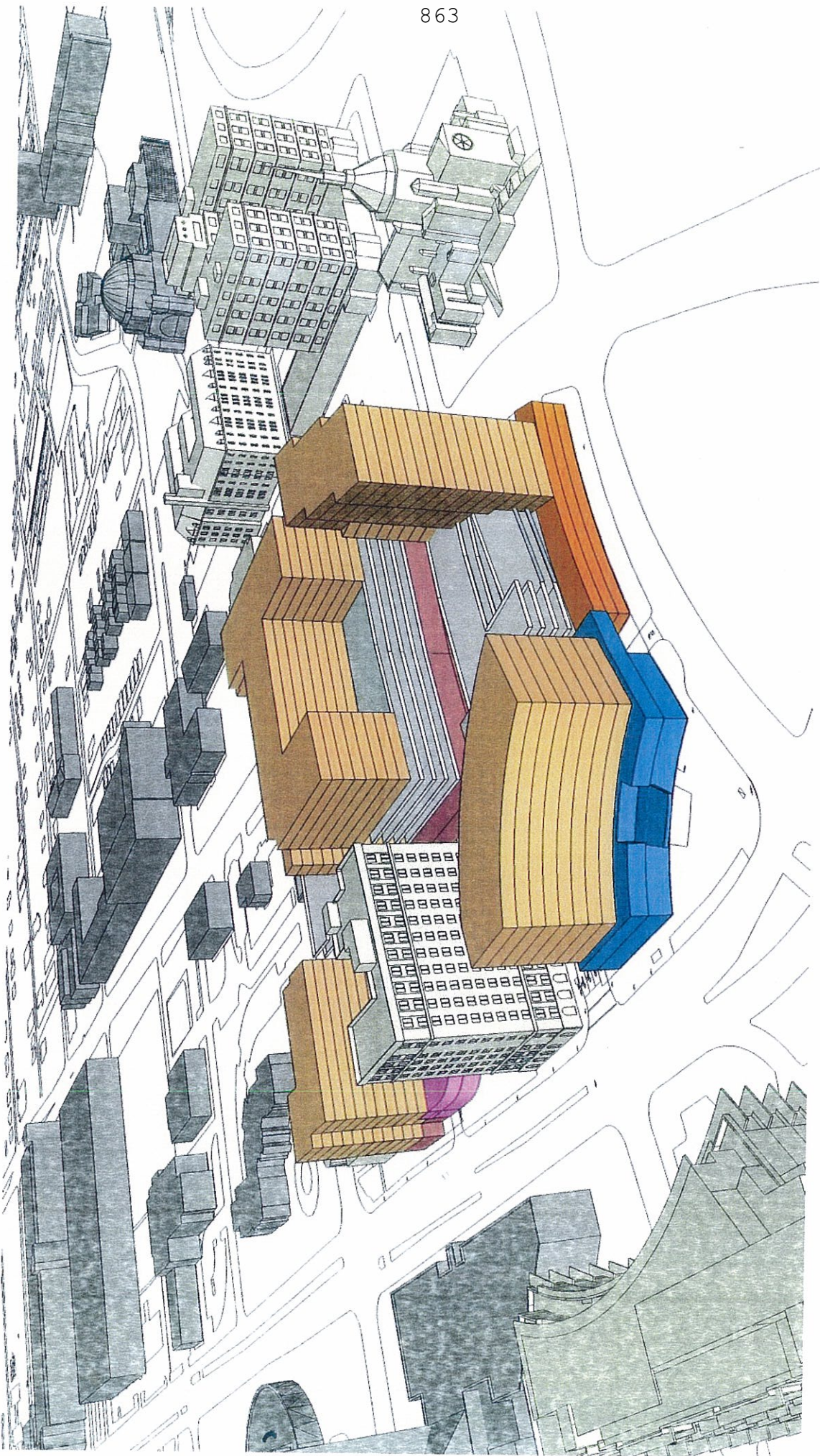




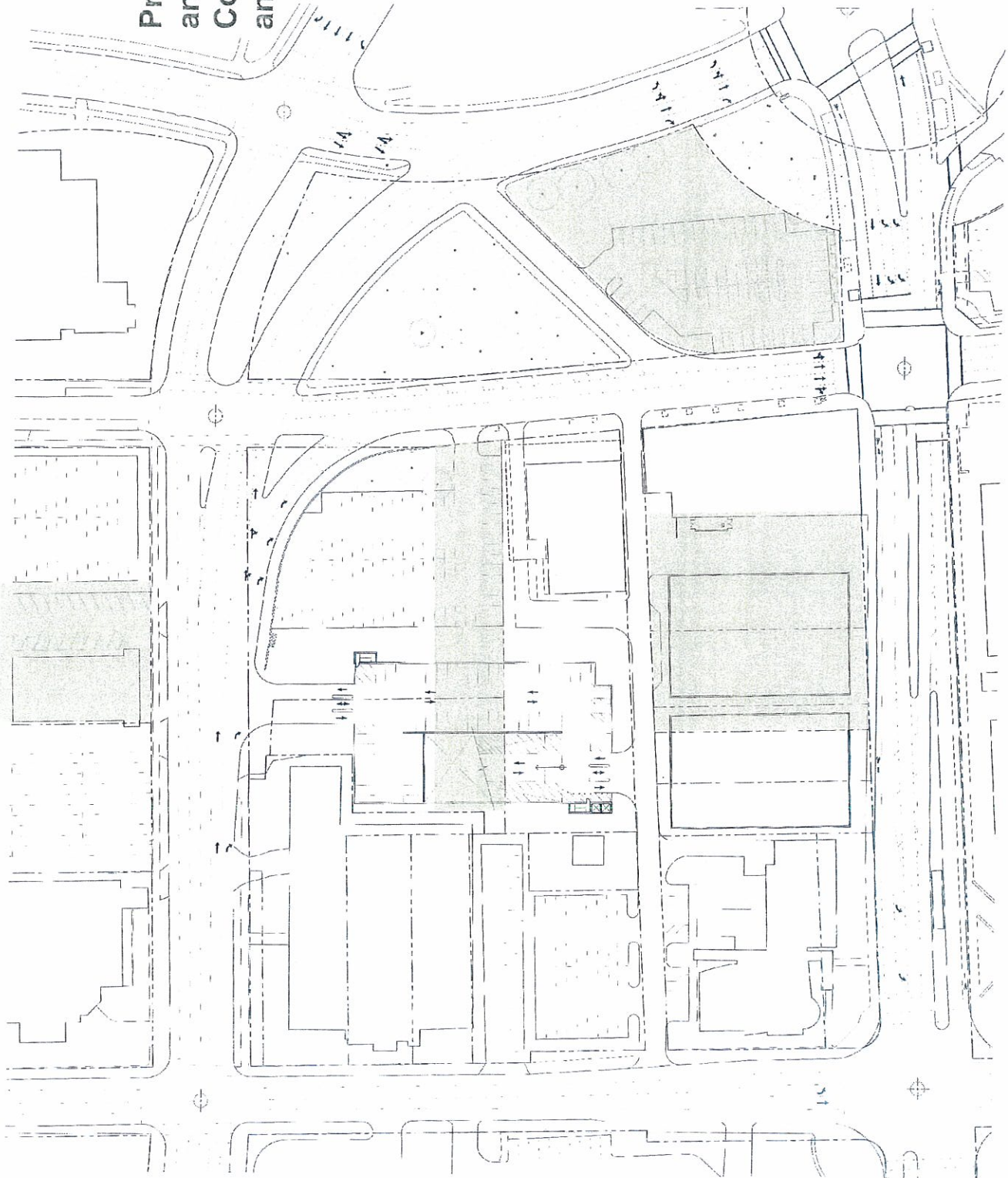
# View Looking Northeast

- Retail
- Residential
- Parking
- Library
- Office





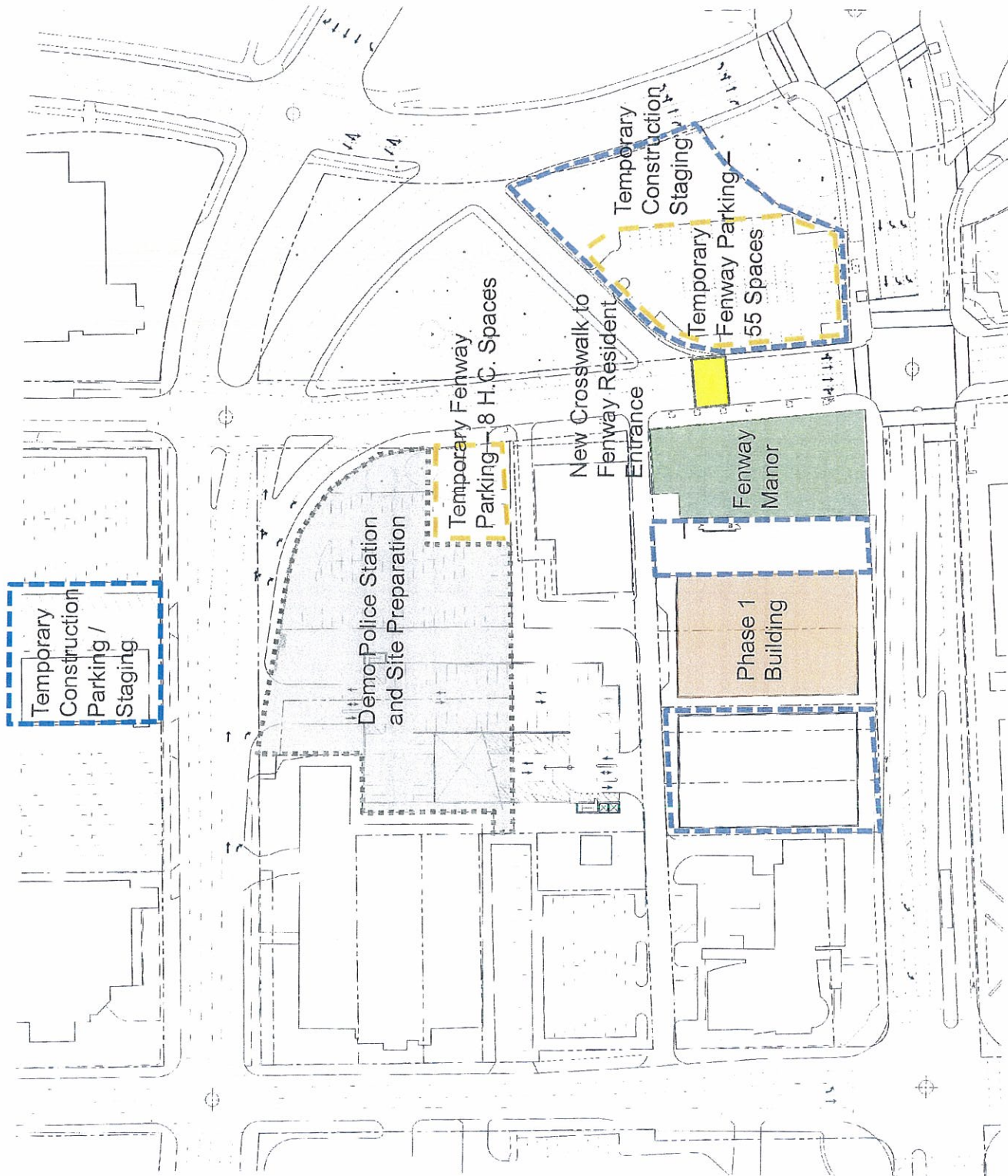
Properties Controlled  
and Available for  
Construction Staging  
and Temporary Parking





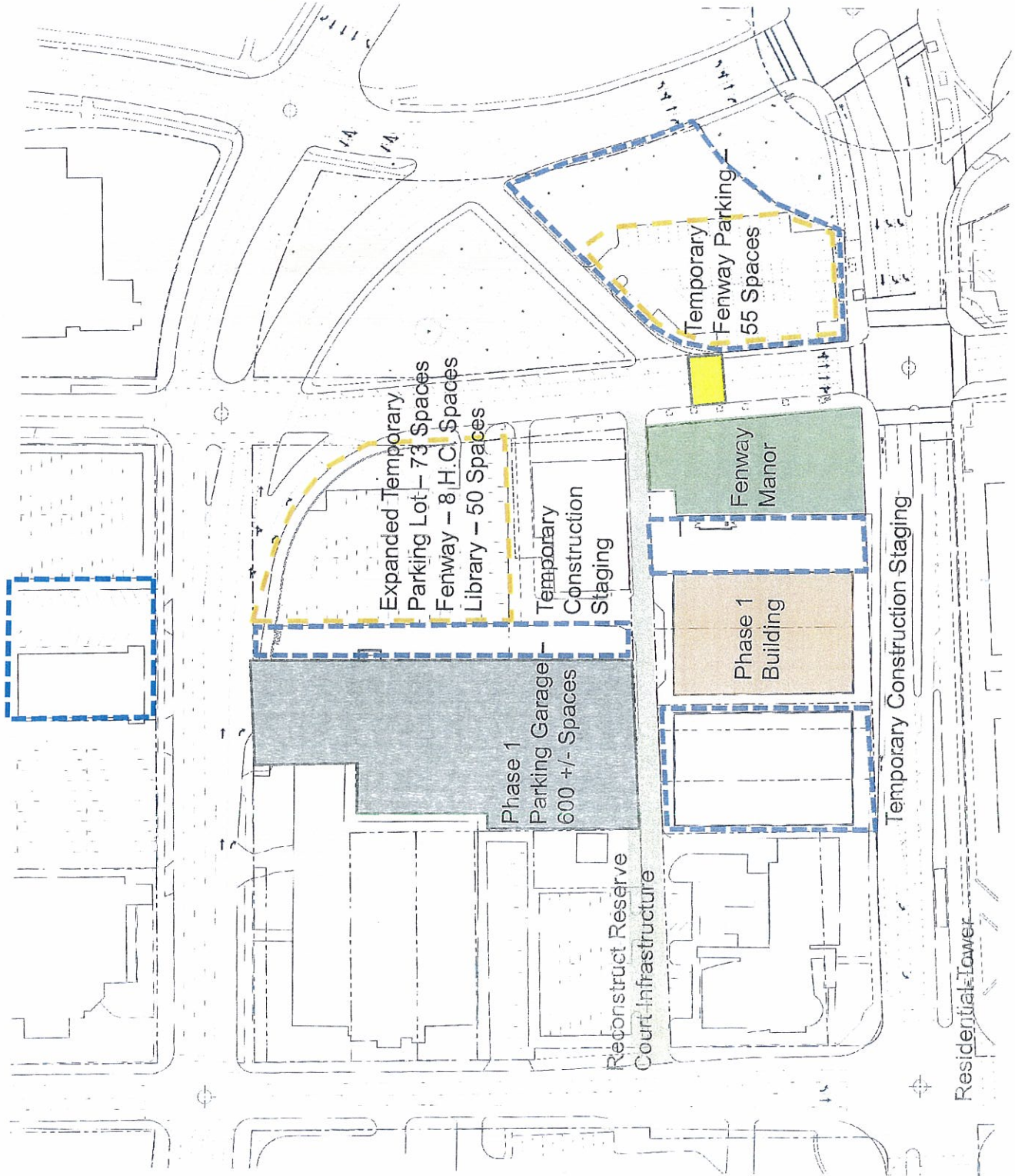
# CONSTRUCTION STAGE 1

Demolish Police Station,  
Prepare Site Areas,  
And Construct Fenway Manor,  
and Residential Tower



# CONSTRUCTION STAGE 2

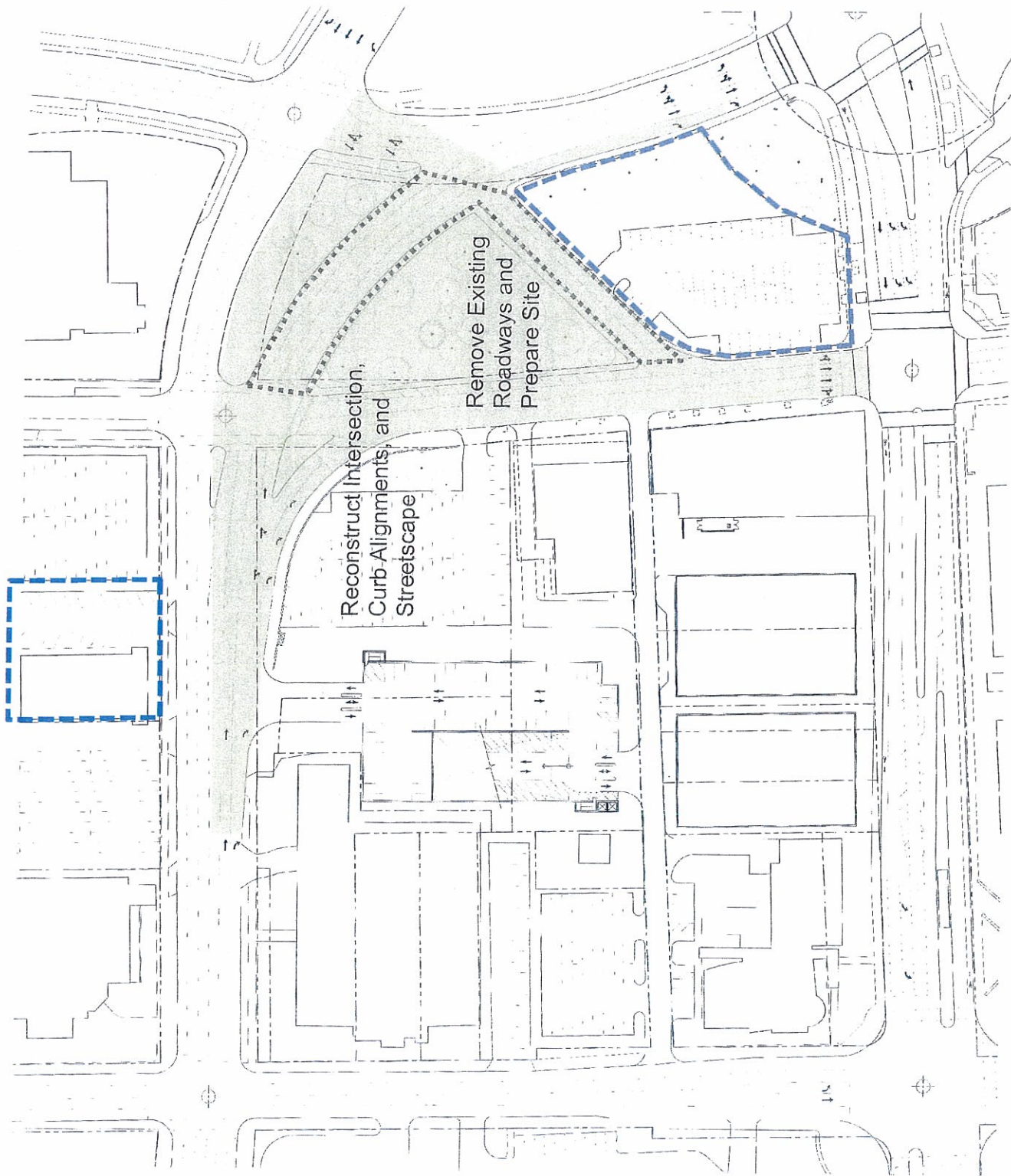
Expand Temporary Parking  
Lot, Construct Garage, and  
Reconstruct Reserve Court





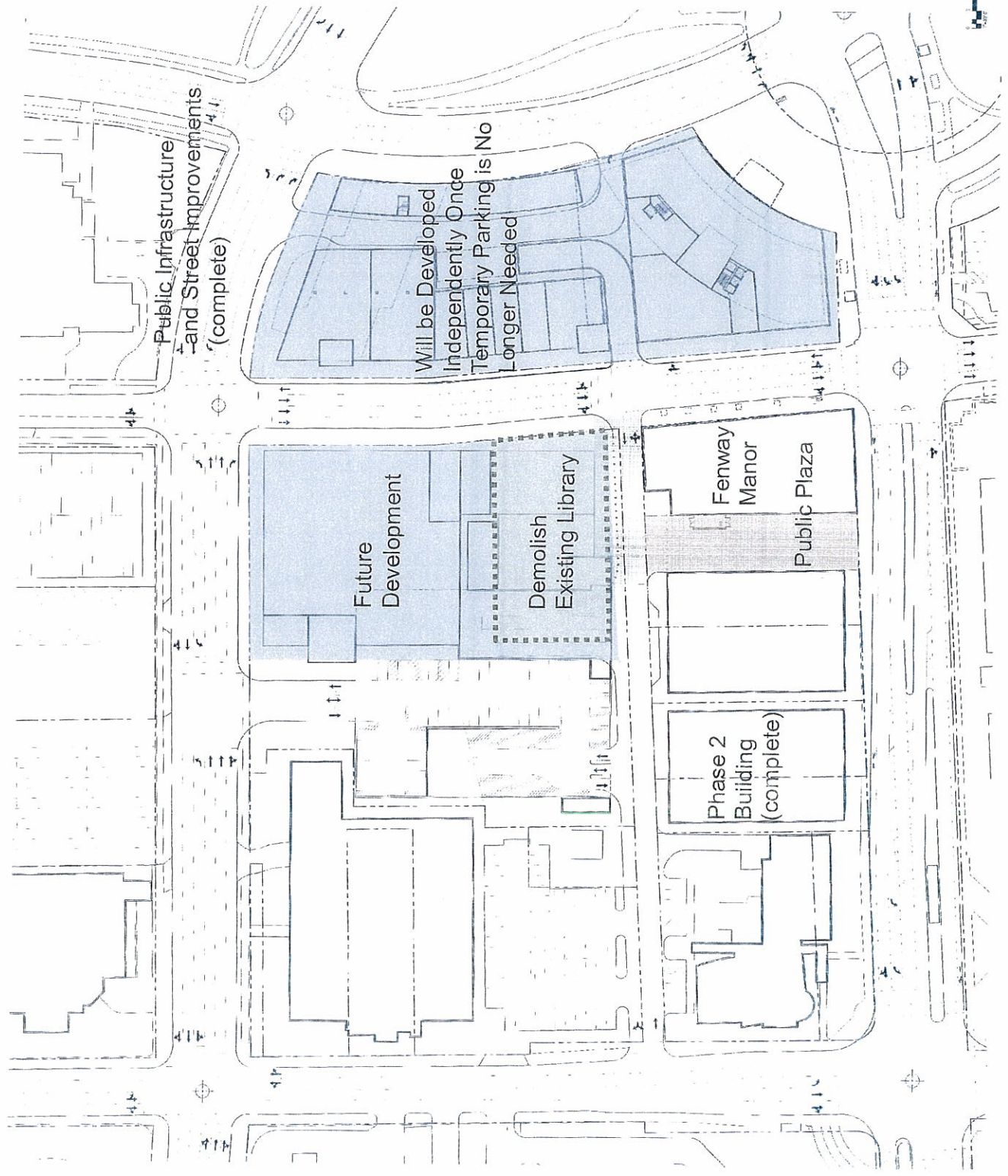
# CONSTRUCTION STAGE 3B

Public Infrastructure  
and Streetscape



# CONSTRUCTION STAGE 4

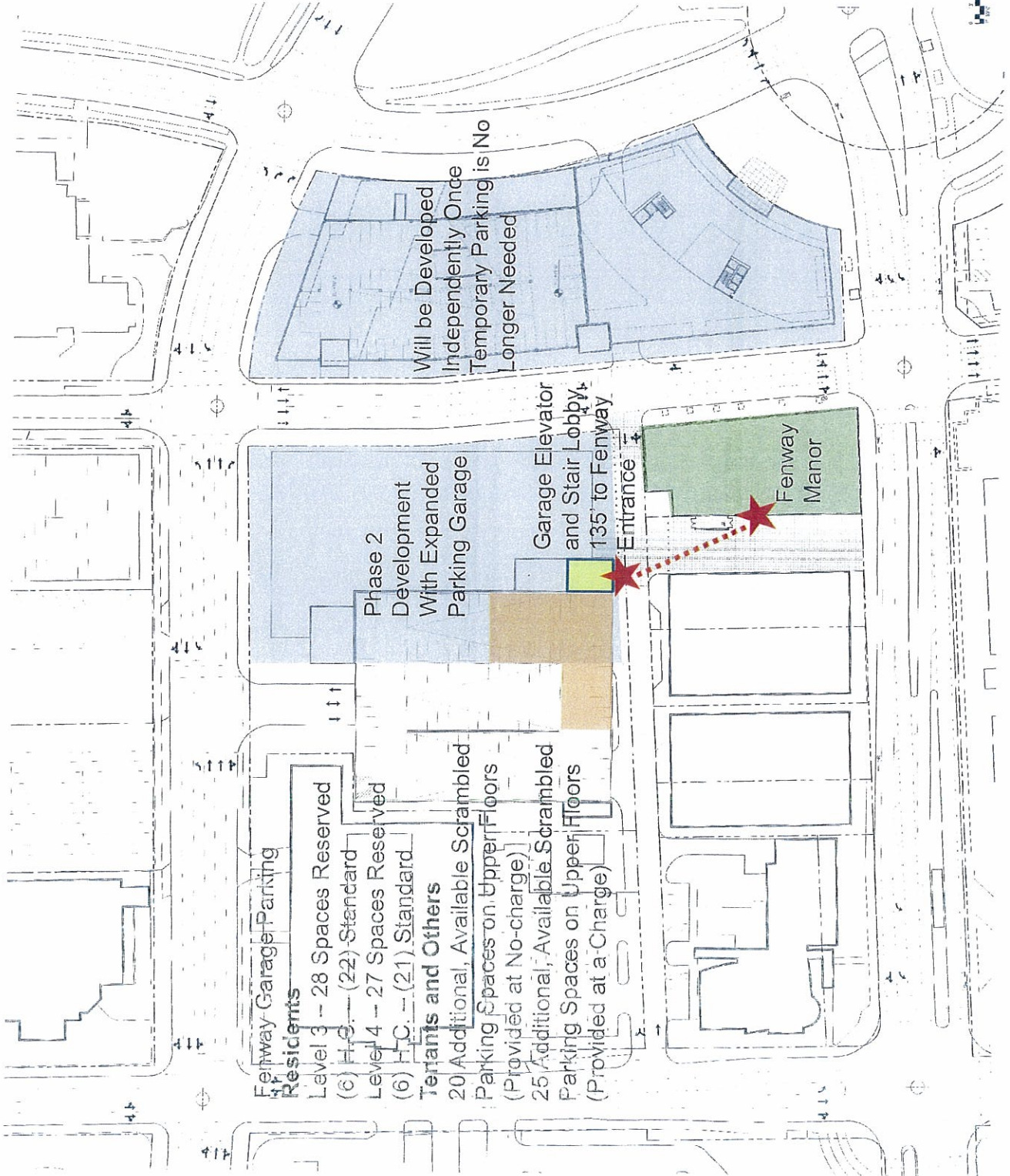
Complete Site Preparation  
and Public Plaza



# CONSTRUCTION STAGE 5

Complete Phase 2 Parking Garage and Related Development

Provide Permanent Fenway Garage Parking



**DECLARATION OF OFFICIAL INTENT**

**For Reimbursement of Expenditures from Bonds/Notes**

This is a Declaration of Official Intent under U.S. Treasury Regulations for purposes of Sections 103 and 141 to 150 of the Internal Revenue Code of 1986, as amended (the Code).

1. The undersigned, on behalf of the Cleveland Public Library, Ohio (the Borrower) declares that the Borrower reasonably expects that the capital and other expenditures described in paragraph 2 (the Project) will be reimbursed with the proceeds of "bonds" (as defined in Section 150 of the Code). The maximum principal amount of bonds expected to be issued for the Project is \$\_\_\_\_\_.

2. Description of capital and other expenditures to be reimbursed. *[Complete either the first option or the second option but do not use the second option unless the functional purpose of the fund or account is generally descriptive of the purpose of the expenditures.]*

Expenditures for (insert a general functional description of property, project, program or purpose):

\_\_\_\_\_

[OR]

Expenditures initially made from and to be reimbursed to the fund or account entitled \_\_\_\_\_, the general functional purpose of which fund or account is \_\_\_\_\_

The undersigned has been authorized by the Borrower to make and sign this Declaration on behalf of the Borrower.

Date of Declaration:

\_\_\_\_\_, 201\_\_

**CLEVELAND PUBLIC LIBRARY, OHIO**

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or print Name and Title)

Caution:

This Declaration of Official Intent will not be effective unless the bonds providing moneys for the reimbursement are issued and the reimbursement for the Project described above is made (by an allocation on the books and records identifying the expenditures as in paragraph 2 above) within the applicable period prescribed in the Treasury Regulations – generally, 18 months after the later of the date of the expenditure or the date the Project is placed in service, but in no event later than three years after the date of the expenditure.



Garland/DBS, Inc.  
 3800 East 91<sup>st</sup> Street  
 Cleveland, OH 44105  
 Phone: (800) 762-8225  
 Fax: (216) 883-2055



## ROOFING MATERIAL AND SERVICES PROPOSAL

Union Branch  
 Cleveland Public Library  
 3463 East 93rd St.  
 Cleveland, OH, 44104

Date Submitted: 06/01/2017  
 Proposal #: 25-OH-170625  
 MICPA # 14-5903

Purchase orders to be made out to: Garland/DBS, Inc.

**Please Note:** The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities. This budget/estimate should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered a competitive bid process for the project with the hopes of providing a lower market adjusted price whenever possible.

### **Scope of Work: Metal Coping - Approximately 266 lineal feet**

1. Seal the entire coping assembly with a peel and stick water proofing membrane.
2. Install a 22-gauge shop fabricated kynar coated metal coping system with a continuous cleat on exterior extension leg.
  - Include wood nailer and the HPR Aquashield Underlayment
  - ALTERNATE – provide a line item price to install coping to the 2 lower flat roof sections as well.
3. Seal the brick masonry brick between the upper roof and the shingles on both sides with a damp proofing emulsion.
4. Clean the masonry weep holes to facilitate proper drainage.

### **Scope of Work: Roof Restoration of all flat setions - 10 Year Warrantable Option**

1. Comply with all housekeeping and OSHA rules.
2. All defects such as deteriorated roof decks, saturated insulation board, etc. must be repaired or replaced per specifications prior to application of the restoration materials.
3. All deteriorated flashing must be replaced/repared prior to application of the restoration materials.
4. All dirt, debris, oils, and contaminants that can interfere with adhesion of coatings must be removed by the most effective method possible.
5. Apply roof primer at the rate of .25 to .5 gallons per square.



6. Brush, spray or squeegee the coating onto the roof surface at a rate of three (3) gallons of Energizer per one hundred (100) square feet for the base coat.
7. Install polyester beginning at the low end of the roof. Embed a full roll of the polyester fabric into the surface and brush firmly into place. All wrinkles should be broomed out immediately. Continue across the roof in similar fashion lapping each successive full width roll of polyester a minimum of four (4) inches on sides and six (6) inches at ends.
8. Apply a second coat of the coating at a rate of three (3) gallons of Energizer one hundred (100) square feet.
  - Roof Flashings – 3 course flashings 100% with all fabric and Silver Flash.
9. Allow the system to cure a minimum of thirty (30) days until it is tack free and will support foot traffic without deformation.
10. Apply top coat of aluminizer at a rate of .5 to .75 gallons per one hundred (100) square feet. 2 coatings are required.
11. Install new roof strainers throughout.
12. Provide a line item price to replace wet insulation with a 2-ply torch system. Extend the base sheet 6" into the roof field, the cap sheet 9", and 3 course the perimeter. Garland to provide a 10 year leak free warranty that covers both labor and material.

**Scope of Work: Roof Repair of all flat sections - Non Warrantable Option**

1. Make visual repairs as needed to the roof membrane – cut out blisters and seal all voids.
2. Prime the entire roof deck with and asphalt based primer at the rate of .5 gallons per square.
3. Torch apply a roof membrane over the entire surface including the flashings.
4. Install new roof strainers throughout.

**Scope of Work: Shingle Roof Replacement**

1. Remove existing shingle roof and underlayments down to plywood deck. The deck is to be inspected for deficiencies and replaced where rotted per the sf price as identified on the bid form. All debris will be hauled away and properly disposed of.
2. Install new HPR Aquashield underlayment over the entire surface as specified at the eaves, ridge, and rake conditions (terminations).
3. Install new gutter and metal accessories to match the existing. The upper gutter of the 2 small roofs to match the lower gutter.
4. Install new 30 year dimensional shingle as offered by GAF, CertainTeed, or Owens-Corning. The color of the shingle is to be selected by the owner as offered by the
5. The shingle metal flashing are to remain.

**Scope of Work: Window Replacement\***

1. Remove window and glass 100%. Clean the opening and ensure it suitable to receive the new curtain wall window system.
2. Install the new aluminum curtain wall framing and new Low-e glass per the specifications.
3. Caulk the window frame where it meets the existing masonry 100% to ensure water tightness.
4. Install an extended aluminum widow still below the newly installed window.
  - Provide a line item price to scrape clean, prime, and repaint the existing window lintel.

\*Note - Window option is only available if roofing portion totals more per US Communities contract.

**Garland/DBS Price Based Upon Local Market Competition: Upper Coping**

<b>Building Technicians</b>	<b>\$ 11,271</b>
DJS Maintenance	\$ 23,620
Terik Roofing (Non Responsive)	

**Garland/DBS Price Based Upon Local Market Competition: Alternate Coping**

<b>Building Technicians</b>	<b>\$ 9,615</b>
DJS Maintenance	\$ 34,145
Terik Roofing (Non Responsive)	

**Garland/DBS Price Based Upon Local Market Competition: Roof Restoration**

<b>Building Technicians</b>	<b>\$ 38,732</b>
DJS Maintenance	\$ 53,266
Terik Roofing (Non Responsive)	

**Garland/DBS Price Based Upon Local Market Competition: Alternate Torch Repair**

<b>Building Technicians</b>	<b>\$ 36,787</b>
DJS Maintenance	\$ 44,448
Terik Roofing (Non Responsive)	

**Garland/DBS Price Based Upon Local Market Competition: Shingle Roof**

<b>Building Technicians</b>	<b>\$ 65,811</b>
DJS Maintenance	\$ 105,027
Terik Roofing (Non Responsive)	

**Garland/DBS Price Based Upon Local Market Competition: Wall Window System**

<b>Miceli Glass Inc</b>	<b>\$ 65,082</b>
VIP Restoration	\$ 69,587

**Unit Costs:**

Lintels	\$ 5,432	
Wood Deck Replacement	\$ 9.12	per Sq.Ft.
Additional Roof Replacement	\$ 10.26	per Sq.Ft.
Thermal Scan	\$ 995	

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Proposal pricing valid through 12/31/2017.

**Clarifications/Exclusions:**

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Permits are included.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is excluded.
6. Temporary protection is excluded.
7. Prevailing Wages are included.
8. Safety perimeter will be set up to enclose working area.
- 9 Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

*Robert Shymske*

Robert Shymske  
Garland/DBS, Inc.  
(216) 430-3509

**FRONT**

Cleveland Public Library

YINKA SHONIBARE, THE AMERICAN LIBRARY

# Yinka Shonibare, MBE

B. 1962 NIGERIA, RESIDES LONDON.

FRONT International Cleveland Triennial for Contemporary Art

**FRONT**

## YINKA SHONIBARE, NEW AMERICAN LIBRARY

British-Nigerian artist Yinka Shonibare, MBE will create a room-sized public art work containing 6000 batik fabric covered books arranged in freestanding bookcases in the ground floor gallery of the Cleveland Public Library. This new commission, an adaptation of the original work commissioned by the British Library in London, will focus on first or second generation Americans whose work has shaped arts and culture in the United States.

The installation includes library tables and chairs, with computers and iPads to support public participation with the work, crucial to its meaning and function. The spine of each book is stamped in gold lettering with the name of a first or second generation American citizen who has made significant contributions to arts and culture in the United States. Visitors may read the list and history of each figure represented in the website component of the project, accessible on terminals in the exhibition. An additional off site component invites all, including virtual visitors, to inscribe the visitor log with stories of their own family's migration and settling in the United States. We hope this work will be placed or gifted to a public institution.

*The (New) American Library* will allow viewers and non viewers alike to engage with the work by articulating their own personal stories of immigration. In addition, viewers will also experience a massive collection of exquisitely adorned material and overwhelmingly supports immigration as foundational to the American psyche.

## YINKA SHONIBARE, *NEW AMERICAN LIBRARY*

The installation of the *(New) American Library* at the Cleveland Public Library will be a beacon for the city at large, a vehicle to experience the powers of art through interaction and community discussion during the summer of 2018 and beyond. The essence of the work is the interplay between the sensual decoration of the books, the ideas marked by the careers and ideas of those recognized, and the tales of movement and migration of actual and virtual visitors to the project.

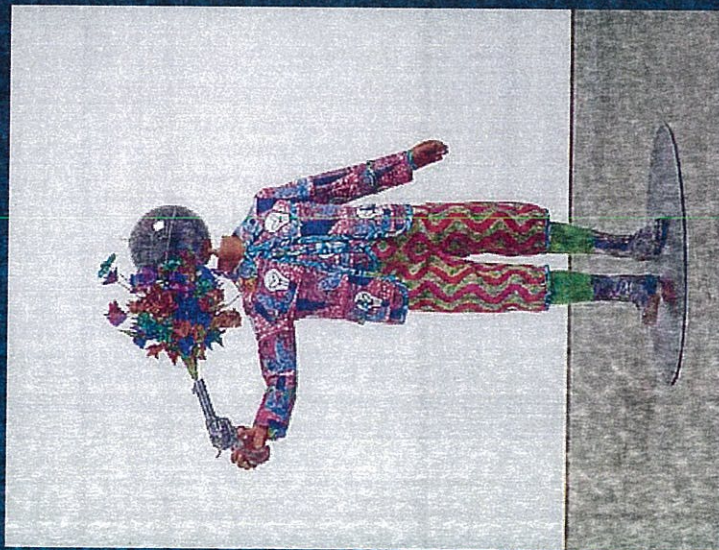
The City of Cleveland has been at the forefront of supporting libraries and literature to empower and educate its citizens. The library was opened in 1869 near Public Square, and in 1935, the Saturday Review awarded the first annual Anisfield-Wolf prize (now administered by the Cleveland Foundation), recognizing literature that illuminates the subjects of racism and cultural diversity. Today, the Anisfield-Wolf book collection belongs to the Cleveland Public Library, which will support Shonibare's installation with robust and layered outreach programming that aligns with their commitment to educating an open civil society.

There is strong interest in Cleveland for finding a permanent home for this work, either at the Cleveland Public Library or at a neighboring public arts institution.

As the first American version of the great project, *The (New) American Library* will be a meaningful addition to the rich tradition of tolerance and artistic excellence in the City of Cleveland.

The logo for FRONT International Cleveland Triennial for Contemporary Art. The word "FRONT" is written in a bold, white, sans-serif font. Below the letters "O" and "N", there are stylized, overlapping horizontal lines that create a sense of depth and movement, resembling a graphic representation of a book or a modern architectural element.

## YINKA SHONIBARE, NEW AMERICAN LIBRARY

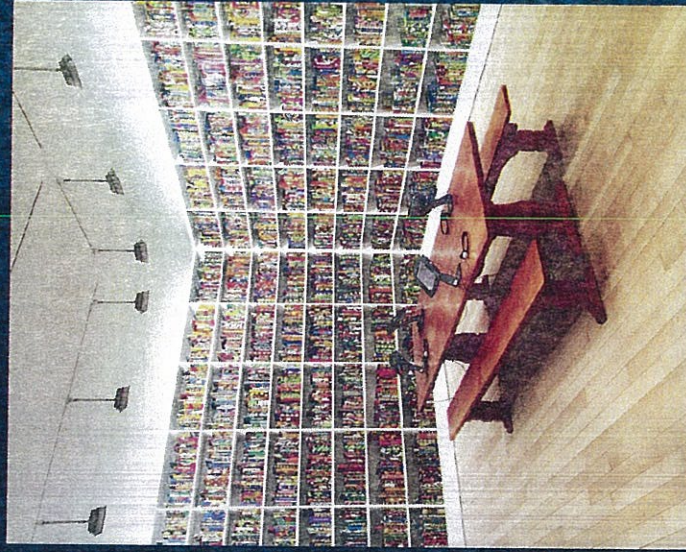


Yinka Shonibare MBE (born 1962 in London, UK) moved to Lagos, Nigeria at the age of three. He returned to London to study Fine Art first at the Byam Shaw College of Art (now Central Saint Martins College of Art and Design) and then at Goldsmiths College, where he received his MFA, graduating as part of the 'Young British Artists' generation. He gained notoriety on the international stage via his commission for Okwui Enwezor's Documenta 10, *Gallantry and Criminal Conversation* (2002), and was a Turner Prize nominee in 2004. In 2005 he was awarded the decoration of Member of the "Most Excellent Order of the British Empire.

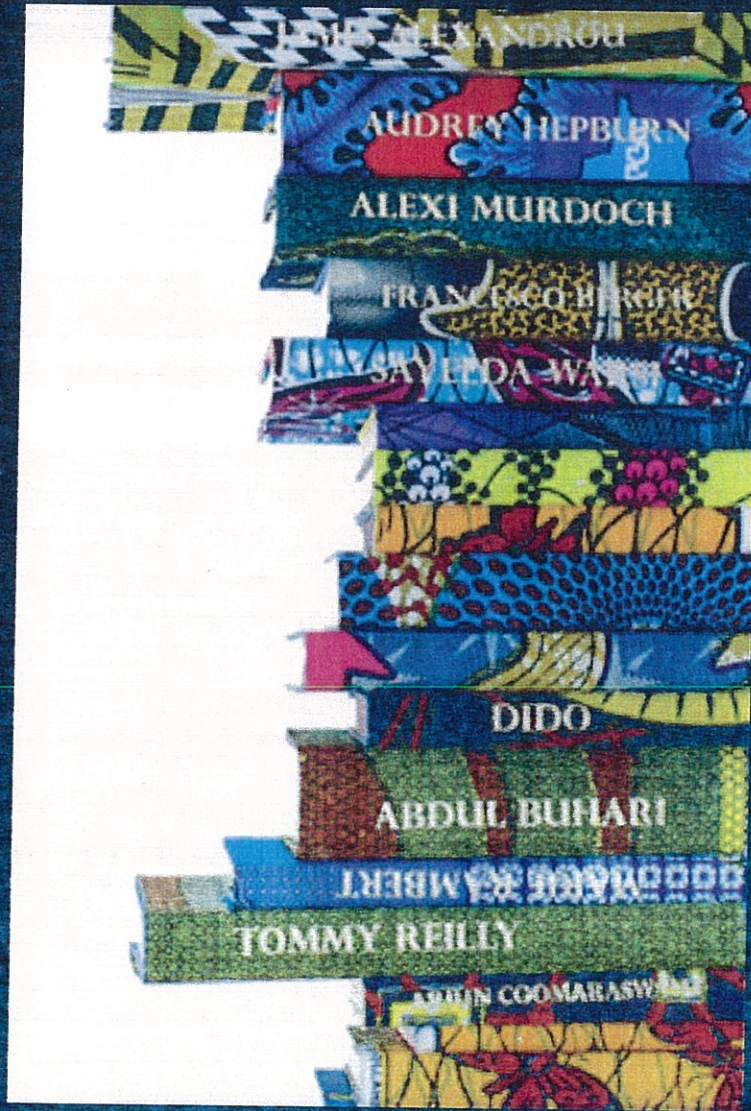
# FRONT



**INSPIRATION:** Yinka Shonibare, *The British Library*, 2014



**INSPIRATION:** Yinka Shonibare, *The British Library*, 2014



**FRONT**

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD MAY 1 – MAY 31, 2017

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library  
 Revenues, Expenditures and Changes in Fund Balance  
 For the Period Ending May 31, 2017

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	14,759,172.16	0.00	0.00	0.00	\$ 0.00	14,759,172.16
42 Intergovernmental	9,881,555.02	713,299.48	0.00	0.00	\$ 0.00	10,594,854.50
43 Fines & Fees	155,525.57	0.00	0.00	0.00	\$ 0.00	155,525.57
44 Investment Earnings	223,795.05	34,188.24	0.00	6,597.59	\$ 0.00	264,580.88
45 Charges for Services	0.00	2,938,671.57	0.00	0.00	\$ 0.00	2,938,671.57
46 Contributions & Donations	1,310.00	222,966.50	0.00	0.00	\$ 0.00	224,276.50
48 Miscellaneous Revenue	155,104.99	90,226.02	30,000.00	0.00	\$ 61,514.07	336,845.08
<b>Total Revenues</b>	<b>\$ 25,176,462.79</b>	<b>\$ 3,999,351.81</b>	<b>\$ 30,000.00</b>	<b>\$ 6,597.59</b>	<b>\$ 61,514.07</b>	<b>\$ 29,273,926.25</b>
51 Salaries/Benefits	13,517,538.41	1,172,894.16	0.00	0.00	\$ 0.00	14,690,432.57
52 Supplies	364,047.41	42,797.12	0.00	1,400.19	\$ 0.00	408,244.72
53 Purchased/Contracted Services	4,700,657.42	748,411.63	0.00	3,092.25	\$ 0.00	5,452,161.30
54 Library Materials	2,963,077.02	372,084.07	0.00	15,968.12	\$ 0.00	3,351,129.21
55 Capital Outlay	538,057.56	263,456.06	529,553.17	0.00	\$ 0.00	1,331,066.79
57 Miscellaneous Expenses	64,085.95	9,564.85	0.00	0.00	\$ 52,338.08	125,988.88
<b>Total Expenditures</b>	<b>\$ 22,147,463.77</b>	<b>\$ 2,609,207.89</b>	<b>\$ 529,553.17</b>	<b>\$ 20,460.56</b>	<b>\$ 52,338.08</b>	<b>\$ 25,359,023.47</b>
Revenue Over/(Under) Expenditures	\$ 3,028,999.02	\$ 1,390,143.92	\$(499,553.17)	\$(13,862.97)	\$ 9,175.99	\$ 3,914,902.79
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(101,500.00)	101,500.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(1,300,000.00)	0.00	1,300,000.00	0.00	\$ 0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$(1,401,500.00)</b>	<b>\$ 101,500.00</b>	<b>\$ 1,300,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 1,627,499.02	\$ 1,491,643.92	\$ 800,446.83	\$(13,862.97)	\$ 9,175.99	\$ 3,914,902.79
Beginning Year Cash Balance	\$ 27,013,868.65	\$ 16,832,090.86	\$ 10,492,034.84	\$ 3,684,678.73	\$ 7,601.54	\$ 58,030,274.62
Current Cash Balance	\$ 28,643,416.27	\$ 18,323,734.78	\$ 11,292,481.67	\$ 3,670,815.76	\$ 16,777.53	\$ 61,947,226.01

Cleveland Public Library  
**Certified Revenue, Appropriations and Balances**  
 General Fund

For the Period Ending May 31, 2017

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	22,115,860	8,662,979	13,452,881	39%	39%
General Property Tax	23,957,875	14,759,172	9,198,703	62%	64%
Rollback, Homestead, CAT	2,412,490	1,218,576	1,193,914	51%	69%
Fines & Fees	399,000	155,526	243,474	39%	41%
Investment Earnings	387,440	223,795	163,645	58%	51%
Contributions	0	1,310	(1,310)	100%	100%
Miscellaneous	1,079,699	155,105	924,594	14%	10%
<b>Total</b>	<b>\$ 50,352,364</b>	<b>\$ 25,176,463</b>	<b>\$ 25,175,901</b>	<b>50%</b>	<b>51%</b>

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	37,271,193	13,550,708	23,720,485	36%	40%
Supplies	1,206,142	771,941	434,200	64%	51%
Purchased Services	11,589,886	8,814,917	2,774,969	76%	76%
Library Materials	10,194,363	5,636,855	4,557,507	55%	51%
Capital Outlay	1,580,995	605,600	975,395	38%	42%
Other	164,393	118,516	45,877	72%	61%
<b>Sub Total</b>	<b>\$ 62,006,971</b>	<b>\$ 29,498,537</b>	<b>\$ 32,508,434</b>	<b>48%</b>	<b>50%</b>
Advances Out	0	101,500	(101,500)	100%	100%
Transfers Out	1,300,000	1,300,000	0	100%	100%
<b>Total</b>	<b>\$ 63,306,971</b>	<b>\$ 30,900,037</b>	<b>\$ 32,406,934</b>	<b>49%</b>	<b>51%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated May 16, 2017 (includes Advances Out).

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending May 31, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,966,049.11	10,966,049.11	3,858,888.58	0.00	7,107,160.53
51120 Clerical Salaries	10,947,183.68	10,947,183.68	3,943,584.64	0.00	7,003,599.04
51130 Non-Clerical Salaries	1,230,677.60	1,230,677.60	423,768.96	0.00	806,908.64
51140 Buildings Salaries	4,488,079.03	4,473,554.03	1,507,818.53	0.00	2,965,735.50
51150 Other Salaries	548,735.93	548,735.98	193,150.98	0.00	355,585.00
51180 Severance Pay	0.00	141,660.75	218,906.10	0.00	(77,245.35)
51190 Non-Base Pay	311,881.13	311,881.13	77,033.54	0.00	234,847.59
51400 OPERS	4,006,560.61	4,006,560.61	1,407,913.24	0.00	2,598,647.37
51610 Health Insurance	3,775,744.03	3,775,744.08	1,627,130.30	0.00	2,148,613.78
51611 Dental Insurance	202,006.32	202,006.32	86,448.14	0.00	115,558.18
51612 Vision Insurance	14,781.84	14,781.84	6,317.40	0.00	8,464.44
51620 Life Insurance	12,420.00	12,420.00	5,298.74	0.00	7,121.26
51625 Short Term Disability Insurance	28,563.36	28,563.36	11,775.78	0.00	16,787.58
51630 Workers Compensation	163,599.67	176,033.51	(2,409.31)	0.00	178,442.82
51640 Unemployment Compensation	20,200.00	26,757.87	220.88	26,557.87	(20.88)
51650 Medicare - ER	381,531.21	383,878.79	134,484.71	203.33	249,190.75
51900 Other Benefits	11,674.66	24,703.97	17,207.20	6,408.12	1,088.65
<b>Salaries/Benefits</b>	<b>\$37,109,688.28</b>	<b>\$37,271,192.63</b>	<b>\$13,517,538.41</b>	<b>\$33,169.32</b>	<b>\$23,720,484.90</b>
52110 Office Supplies	51,637.75	59,393.97	26,064.38	677.41	32,652.18
52120 Stationery	42,700.00	52,206.47	20,458.60	2,807.60	28,940.27
52130 Duplication Supplies	39,850.00	40,959.30	9,095.89	714.70	31,148.71
52140 Hand Tools	3,200.00	3,015.66	317.42	11.50	2,686.74
52150 Book Repair Supplies	72,100.00	82,382.76	34,683.50	7,590.33	40,108.93
52210 Janitorial Supplies	118,800.00	122,938.28	54,807.99	12,190.29	55,940.00

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending May 31, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	63,750.00	69,865.80	23,862.23	27,242.68	18,760.89
52230	323,954.00	353,334.82	86,231.64	264,297.77	2,805.41
52240	23,000.00	23,000.00	1,131.64	2,584.07	19,284.29
52300	78,000.00	101,334.05	17,933.69	54,733.61	28,666.75
52900	259,050.25	297,710.46	89,460.43	35,043.94	173,206.09
<b>Supplies</b>	<b>\$1,076,042.00</b>	<b>\$ 1,206,141.57</b>	<b>\$ 364,047.41</b>	<b>\$ 407,893.90</b>	<b>\$ 434,200.26</b>
53100	125,000.00	143,524.79	18,882.39	84,642.40	40,000.00
53210	288,616.00	307,648.07	123,810.97	173,315.32	10,521.78
53230	89,000.00	98,376.85	31,449.06	51,775.61	15,152.19
53240	153,000.00	174,133.72	24,430.82	37,152.12	112,550.78
53310	480,800.00	531,989.90	98,298.69	106,105.67	327,585.54
53320	21,200.00	26,848.47	4,516.01	5,698.27	16,634.19
53340	267,000.00	286,053.74	54,141.43	56,206.93	175,705.38
53350	262,286.46	381,918.12	93,154.21	95,745.72	193,018.19
53360	179,847.00	240,228.78	227,630.00	2,534.78	10,064.00
53370	37,000.00	40,958.92	6,133.27	12,132.95	22,692.70
53380	950,000.00	970,819.40	405,273.11	565,546.29	0.00
53390	62,210.00	65,052.00	3,745.00	10,722.00	50,585.00
53400	451,885.00	510,524.92	58,985.92	0.00	451,539.00
53510	182,632.64	198,056.94	81,979.67	108,769.74	7,307.53
53520	30,853.20	34,353.78	12,901.34	14,396.70	7,055.74
53610	1,859,045.00	1,984,365.83	743,071.70	1,215,993.27	25,300.86
53620	125,750.00	137,782.40	81,603.31	55,239.56	939.53
53630	787,000.00	810,555.68	111,403.26	692,228.47	6,923.95

Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending May 31, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	119,621.28	127,192.40	50,657.59	70,918.67	5,616.14
53710	1,009,985.00	1,661,322.21	333,422.07	604,475.06	723,425.08
53720	653,595.00	740,295.00	346,060.94	85,850.00	308,384.06
53730	11,000.00	11,000.00	4,074.05	0.00	6,925.95
53800	255,000.00	394,370.46	79,371.01	61,484.45	253,515.00
53900	1,712,076.85	1,712,513.35	1,705,661.60	3,325.25	3,526.50
	<b>\$10,114,403.43</b>	<b>\$11,589,885.74</b>	<b>\$4,700,657.42</b>	<b>\$4,114,259.23</b>	<b>\$2,774,969.09</b>
<b>Purchased/Contracted Services</b>					
54110	2,130,000.00	2,795,869.07	794,252.68	712,557.01	1,289,059.38
54120	318,723.65	673,700.02	133,891.49	298,913.65	240,894.88
54210	760,000.00	1,076,484.24	79,665.69	240,779.75	756,038.80
54220	31,000.00	230,878.22	30,835.74	168,287.22	31,755.26
54310	1,765,000.00	2,293,401.76	874,086.24	284,000.50	1,135,315.02
54320	136,000.00	183,737.46	62,311.38	51,831.14	69,594.94
54325	332,000.00	535,171.67	116,302.05	211,289.83	207,579.79
54500	570,000.00	1,212,873.41	546,566.33	90,505.49	575,801.59
54530	602,000.00	1,030,747.12	310,349.78	576,134.03	144,263.31
54600	4,000.00	5,391.50	706.00	4,685.50	0.00
54710	20,000.00	52,356.69	3,775.48	28,581.21	20,000.00
54720	45,000.00	47,269.24	0.00	1,924.14	45,345.10
54730	6,000.00	6,328.89	1,394.16	2,015.37	2,919.36
54790	30,000.00	50,153.33	8,940.00	2,273.33	38,940.00
	<b>\$6,749,723.65</b>	<b>\$10,194,362.62</b>	<b>\$2,963,077.02</b>	<b>\$2,673,778.17</b>	<b>\$4,557,507.43</b>
<b>Library Materials</b>					
55300	20,452.87	38,963.21	3,985.21	0.00	34,978.00
55510	210,025.00	269,263.02	48,086.45	34,714.95	186,461.62



Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending May 31, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	187,505.00	226,325.86	74,832.55	8,075.13	143,418.18
55530 Computer Hardware	568,200.00	883,167.81	389,925.93	6,117.21	487,124.67
55540 Software	123,000.00	163,275.01	21,227.42	18,635.02	123,412.57
<b>Capital Outlay</b>	<b>\$1,109,182.87</b>	<b>\$ 1,580,994.91</b>	<b>\$ 538,057.56</b>	<b>\$ 67,542.31</b>	<b>\$ 975,395.04</b>
57100 Memberships	71,451.78	72,993.24	42,274.45	20,642.79	10,076.00
57200 Taxes	13,000.00	13,305.67	5,308.35	7,997.32	0.00
57500 Refunds/Reimbursements	61,310.60	78,094.47	16,503.15	25,790.11	35,801.21
<b>Miscellaneous Expenses</b>	<b>\$145,762.38</b>	<b>\$ 164,393.38</b>	<b>\$ 64,085.95</b>	<b>\$ 54,430.22</b>	<b>\$ 45,877.21</b>
59810 Advances Out	0.00	0.00	101,500.00	0.00	(101,500.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 101,500.00</b>	<b>\$ 0.00</b>	<b>\$(101,500.00)</b>
59900 Transfers Out	0.00	1,300,000.00	1,300,000.00	0.00	0.00
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 1,300,000.00</b>	<b>\$ 1,300,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$55,304,802.61</b>	<b>\$ 63,306,970.85</b>	<b>\$ 23,548,963.77</b>	<b>\$ 7,351,073.15</b>	<b>\$ 32,406,933.93</b>

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending May 31, 2017

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	27,013,868.65	25,176,462.79	23,548,963.77	7,351,073.15	21,290,294.52
<b>Total General Fund</b>	<b>\$ 27,013,868.65</b>	<b>\$ 25,176,462.79</b>	<b>\$ 23,548,963.77</b>	<b>\$ 7,351,073.15</b>	<b>\$ 21,290,294.52</b>
201 Anderson	298,256.67	(985.49)	0.00	383.90	296,887.28
202 Endowment for the Blind	2,315,138.10	9,039.89	1,037.50	0.00	2,323,140.49
203 Founders	6,708,521.05	119,451.50	207,799.12	139,375.76	6,480,797.67
204 Kaiser	63,388.19	0.00	0.00	0.00	63,388.19
205 Kralley	186,463.48	475.81	1,089.61	87.96	185,761.72
206 Library	168,490.28	4,782.70	5,335.65	248.98	167,688.35
207 Pepke	136,083.10	(766.79)	0.00	0.00	135,316.31
208 Wickwire	1,442,137.22	6,885.68	3,773.89	9,109.45	1,436,139.56
209 Wittke	93,248.13	0.00	0.00	593.84	92,654.29
210 Young	4,284,704.41	13,114.80	0.00	0.00	4,297,819.21
225 Friends	13,194.64	26,500.00	8,633.22	5,575.57	25,485.85
226 Judd	4,336.84	59,825.50	71,635.15	42,611.36	(50,084.17)
228 Lockwood Thompson Memorial	157,800.92	91,768.00	99,360.57	87,615.82	62,592.53
229 Ohio Center for the Book	0.00	900.00	875.00	0.00	25.00
230 Schweinfurth	122,685.75	2,485.00	22,100.00	15,340.00	87,730.75
231 CLEVELNET	745,447.81	3,028,897.59	1,566,453.92	1,186,181.87	1,021,709.61
251 OLBPD-Library for the Blind	5,613.04	628,415.00	554,567.03	60,708.00	18,753.01
254 MyCom	21,065.13	110,062.62	27,312.00	38,662.05	65,153.70
256 Learning Centers	65,516.10	0.00	39,235.23	26,280.87	0.00
<b>Total Special Revenue Funds</b>	<b>\$ 16,832,090.86</b>	<b>\$ 4,100,851.81</b>	<b>\$ 2,609,207.89</b>	<b>\$ 1,612,775.43</b>	<b>\$ 16,710,959.35</b>
401 Building & Repair	10,492,034.84	1,330,000.00	529,553.17	1,065,452.08	10,227,029.59
<b>Total Capital Project Funds</b>	<b>\$ 10,492,034.84</b>	<b>\$ 1,330,000.00</b>	<b>\$ 529,553.17</b>	<b>\$ 1,065,452.08</b>	<b>\$ 10,227,029.59</b>
501 Abel	236,173.04	197.71	0.00	0.00	236,370.75

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending May 31, 2017

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	2,393.48	0.00	0.00	0.00	2,393.48
503 Beard	139,651.53	992.30	1,535.22	3,750.59	135,358.02
504 Klein	5,663.48	0.00	0.00	0.00	5,663.48
505 Malon/Schroeder	294,339.66	923.42	1,700.19	713.16	292,849.73
506 McDonald	197,274.68	(991.32)	0.00	0.00	196,283.36
507 Ratner	96,907.78	(618.62)	0.00	0.00	96,289.16
508 Root	41,410.29	0.00	0.00	0.00	41,410.29
509 Sugarman	201,173.37	0.00	0.00	500.00	200,673.37
510 Thompson	164,220.74	679.72	3,862.13	0.00	161,038.33
511 Weidenthal	7,022.12	0.00	0.00	0.00	7,022.12
512 White	2,210,080.02	5,194.62	12,140.99	765.17	2,202,368.48
513 Beard Anna Young	88,368.54	219.76	1,222.03	3,836.16	83,530.11
<b>Total Permanent Funds</b>	<b>\$ 3,684,678.73</b>	<b>\$ 6,597.59</b>	<b>\$ 20,460.56</b>	<b>\$ 9,565.08</b>	<b>\$ 3,661,250.68</b>
901 Unclaimed Funds	7,601.54	63.99	0.00	0.00	7,665.53
905 CLEVNET Fines & Fees	0.00	61,450.08	52,338.08	0.00	9,112.00
Others	<b>\$ 7,601.54</b>	<b>\$ 61,514.07</b>	<b>\$ 52,338.08</b>	<b>\$ 0.00</b>	<b>\$ 16,777.53</b>
<b>Total All Funds</b>	<b>\$ 58,030,274.62</b>	<b>\$ 30,675,426.26</b>	<b>\$ 26,760,523.47</b>	<b>\$ 10,038,865.74</b>	<b>\$ 51,906,311.67</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending May 31, 2017

Balance of All Funds	\$ 61,947,226.01
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	1,010,397.15
KeyBank - Merchant Acct	0.00
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,585.00
KeyBank-Payroll Account (ZBA)	255.52
<b>Cash in Library Treasury</b>	<b>\$ 1,017,764.86</b>
PNC - Money Market	10,051.40
PNC - Investments	37,391,765.82
PNC - Investments Money Market	35,563.18
STAR Ohio Investment	5,666,888.49
STAR Plus Program	0.00
<b>Investments</b>	<b>\$ 43,104,268.89</b>
PNC- Endowment Account	17,825,192.26
<b>Endowment Account</b>	<b>\$ 17,825,192.26</b>
<b>Cash in Banks and On Hand</b>	<b>\$ 61,947,226.01</b>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – May 2017

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 May 1, 2017 through May 31, 2017.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
05/01/17 - 05/31/17	31	Various	STAR Ohio	Various	5,428.64	Investment Pool
05/01/17 - 05/31/17	31	Various	STAR Plus	Various	0.00	Bank Deposit Program
05/01/17 - 05/31/17	31	Various	PNC	Various	13.47	Sweep Money Market
05/01/17 - 05/31/17	31	Various	PNC	Various	1.36	Money Market
10/30/16 - 04/30/17	183	500,000	Federal National Mortgage Assn.	1.150%	2,875.00	Federal Agency
04/30/17 - 05/25/17	26	500,000	Federal National Mortgage Assn.	1.150%	5,699.31	Federal Agency
10/29/16 - 04/29/17	183	250,000	Federal Home Loan Bank	1.050%	1,312.50	Federal Agency
11/07/16 - 05/07/17	182	1,000,000	Federal Farm Credit Bank	1.300%	6,500.00	Federal Agency
11/14/16 - 05/14/17	182	520,000	Federal Home Loan Mortgage Corp.	1.000%	2,600.00	Federal Agency
10/29/16 - 04/29/17	183	500,000	Federal Home Loan Bank	1.300%	3,250.00	Federal Agency
10/29/16 - 04/29/17	183	1,000,000	Federal National Mortgage Assn.	1.300%	6,500.00	Federal Agency
11/21/16 - 05/21/17	182	500,000	Federal Home Loan Bank	1.000%	2,500.00	Federal Agency
11/25/16 - 05/25/17	182	540,000	Federal Home Loan Mortgage Corp.	1.500%	4,050.00	Federal Agency
11/30/16 - 05/30/17	182	500,000	Federal National Mortgage Assn.	1.270%	3,175.00	Federal Agency
11/29/16 - 05/29/17	182	2,000,000	Federal National Mortgage Assn.	1.500%	15,000.00	Federal Agency
11/06/16 - 05/06/17	182	500,000	Federal National Mortgage Assn.	1.250%	3,125.00	Federal Agency
11/18/16 - 05/15/17	179	550,000	Federal Home Loan Bank	1.375%	3,718.23	Federal Agency
11/21/16 - 05/06/17	167	1,000,000	Federal National Mortgage Assn.	1.250%	5,729.17	Federal Agency

Earned Interest May 2017 \$ 71,477.68  
 Earned Interest Year To Date \$ 223,795.05

## CLEVELAND PUBLIC LIBRARY

REPORT C

## Finance Committee

June 13, 2017

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MAY 2017

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
Ohio Society of Certified Public Accountants Cleveland Spring CPE Conference Independence, Ohio	5/23/2017	Laura Armstrong	269.00
Tyler Technologies Tyler Connect 2017 San Antonio, Texas	5/7/2017 - 5/10/2017	Angelina Bueno	1,348.67
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Melissa Canan	35.00
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Steven Capuozzo	35.00
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Judy Daniels	35.00
Library of Congress Idea Exchange 2017 Washington, D.C.	5/1/2017 - 5/3/2017	Amy Dawson	700.00
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Jaime Declet	66.03
Hispanic Alliance Incorporated Leadership Development Initiative Cleveland, Ohio	8/18/2016 - 4/21/2017	Maria Estrella	10.69
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Maria Estrella	59.08
Northeast Ohio Regional Library System Engaging Special Needs Youth Stow, Ohio	5/11/2017	Christine Feczkanin	15.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Tyler Technologies Tyler Connect 2017 San Antonio, Texas	5/7/2017 - 5/10/2017	Melinda Graves	950.00
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Amiya Hutson	68.92
Ohio Library Council North Chapter Conference Independence, Ohio	4/27/2017	Alexandra Kmiecik	145.00
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Kenneth Knape	35.00
Auditor of State of Ohio Ohio Library Fiscal Officer's Association Spring Meeting Zanesville, Ohio	5/19/2017	Carrie Krenicky	20.00
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Jamie Lauver	35.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/7/2017	Joel Lefkowitz	38.31
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Pasha Moncrief-Robinson	35.00
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Shayna Muckerheide	118.99
Ohio Library Council Northwest Chapter Conference Bowling Green, Ohio	5/12/2017	Shayna Muckerheide	57.78
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Shannon Muhammad	55.54
Ohio Library Council North Chapter Conference Independence, Ohio	4/27/2017	Toni Parker	151.53
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Salt Lake City, Utah	4/10/2017 - 4/14/2017	Marlene Pelyhes	1,494.10

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Monica Rudzinski	35.00
City of Cleveland CommUNITY Conference 2017 Cleveland, Ohio	4/29/2017	Luigi Russo	4.44
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Jeanna Sauls	35.00
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Lori Scurka	46.98
Ohio Digitization Interest Group May Meeting: Digital Storytelling Dayton, Ohio	5/4/2017	Rachel Senese	214.00
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Lakitha Tolbert	35.00
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Helena Travka	35.00
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Sandra Witmer	35.00
<b>TOTAL</b>			<b>\$6,219.06</b>

## SUMMARY

FUND	MAY	YEAR TO DATE
General	\$2,426.29	\$18,882.39
Lockwood Thompson	2,298.67	7,311.06
Library for the Blind and Physically Disabled	0.00	134.82
CLEVNET	1,494.10	8,309.16
<b>TOTAL</b>	<b>\$6,219.06</b>	<b>\$34,637.43</b>



## CLEVELAND PUBLIC LIBRARY

## Finance Committee

June 13, 2017

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, any change order in excess of \$50,000 would be submitted to the Board for approval, which increase the GMP (2), is hereby submitted:

## For the Period Ending May 31, 2017

\$250,000.00 (1)

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>
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	-	9,708.00
3/29/2016		151965-1	Add'l repairs needed that were covered on (2) smaller rugs by bookcases	-	810.00
12/31/2015	Barrie Projects, LLC	151998	To assist in the transformation of Brett Hall into a state-of-the-art gallery facility	-	20,000.00
3/1/2016	Barrie Projects, LLC	151998-1	1st Amendment-work with design and fabrication to assure timely delivery, fabrication and installation of exhibit systems in Brett Hall..	-	25,000.00
2/24/2016	The Ohio Desk Company	160447	Thread Power Distribution System	-	30,305.19
6/28/2016	Plantscaping	161103	Indoor plants	-	71,408.04
9/16/2016	Ohio Desk	161414	Recover Lending chairs	-	816.56
9/16/2016	IPS	161419	entrances at Main Partitions to reconfigure	-	12,474.26
9/29/2016	Ohio Desk	161465	OPS LSW2	-	16,730.31
9/30/2016	Karen Skunta & Company	161479	Design and installation of the Andrew J. Venable, Jr. exhibit	-	10,685.00
1/17/2017	Karen Skunta & Company	170256	LSW Self Check Out Sign	-	650.00
				-	232,210.22
				<b>Available Balance</b>	<b>\$17,789.78</b>

<u>Date</u>	<u>Change Order</u>	<u>PO</u>	<u>Description</u>	<u>Amount</u>	
2/5/2016	1	151476	AV owner increase	11,789.38	
2/5/2016	2	151476	Added power in Security	741.47	
2/5/2016	3	151476	Added door hardware in Security	1,425.34	
2/5/2016	4	151476	Added millwork	1,900.47	
2/25/2016	8	151476	Roof Access Ladder	5,719.84	
2/25/2016	9	151476	Millwork and Security Desk	2,823.56	
3/3/2016	7	151476	Millwork Shops Revisions	5,096.51	
3/3/2016	11	151476	New door frame	508.32	
3/22/2016	14	151476	Added under counter organizer	988.36	
4/13/2016	15	151476	New security desk for LSW	38,650.59	
4/13/2016	16	151476	Design assist adds	66,771.46	App'd by Board 3/29/16
4/13/2016	17	151476	Electrical work for th Thread system	5,154.66	
4/22/2016	18	151476	Paint tickets	1,108.81	
4/22/2016	19	151476	Extra wall protection	7,415.25	
4/22/2016	20	151476	Water pump move Extra time for Owner adds	5,233.09	
4/22/2016	21	151476	Extend contract 30 days Power and lighting for	-	
5/3/2016	22	151476	Welcome Room	7,528.96	
6/6/2016	23	151476	Added wayfinding signs	3,990.53	
6/19/2019	24	151476	Added sink on LSW 2	7,199.80	
				<b>Available Balance</b>	<b>\$75,953.60</b>
<b>Executed Guaranteed Maximum Price (GMP) - Approved by the Board 11/19/15:</b>				<b>\$</b>	<b>3,356,247.00</b>
<b>Change Orders paid from Contingency Fund</b>				<b>\$</b>	<b>174,046.40</b> 5.19%
<b>Updated GMP as of June 30, 2016:</b>				<b>\$</b>	<b><u>3,530,293.40</u></b>

Additionally, within the same resolution, the Board authorized the Executive Director, CEO or his designees, to make expenditures and enter into contracts in excess of \$25,000 for the purchase of furniture for the Project (an allowance of \$535,000 was granted).

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
4/7/2016	Environments 4 Business, LLC	160670	For LSW2, Front Lending, LSW Entry Lobby	-	34,098.67	
4/5/2016	Contract Source, Inc.	160665	For LSW2, Security, Front Lending, LSW Entry Lobby	-	209,136.62	
4/5/2016	Ohio Desk	160658	For LSW2, Indoor Garden, LSW Conference 1	-	73,078.79	
				-	316,314.08	
				<b>Available Balance</b>	<b>\$218,685.92</b>	

In accordance with the Board resolution adopted on February 18, 2016, the Board of Trustees authorized the Executive Director to make expenditures and enter into agreements in excess of \$25,000 each in a combined amount not to exceed \$300,000 for the purchase of exhibit furniture and equipment for Brett Hall from the lowest and best exhibit furniture vendors. A report of such expenditures is hereby submitted:

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
4/26/2016	Benchmark Craftsman, Inc.	160768	Exhibit Furniture for Brett Hall	1,900.00	167,870.00	
3/8/2017	Benchmark Craftsman, Inc.	170506	Movable Wall Storage for Brett Hall	8,981.00	8,981.00	
				10,881.00	176,851.00	
				<b>Available Balance</b>	<b>\$112,268.00</b>	

CLEVELAND PUBLIC LIBRARY  
Regular Employment Report  
5/01/2017 TO 5/31/2017

EMPLOYEE NAME	DEPARTMENT	JOB TITLE	TERM/INACT DATE
<b>RESIGNATIONS</b>			
CLARK-BEY, LAWRENCE	Tech Central	LIBRARY ASST-COMP EMPH	05/17/2017
COOPER, WANDA	Shelf Pages	PAGE	05/22/2017
JAMES, TRACI N	Mobile Services	LIBRARY ASSISTANT-YOUTH	05/17/2017
KRUZ, PAUL J	Shelf Pages	PAGE	05/06/2017
SHABAZZ-TOLBERT, NICHOLE	Outreach & Programm	OUTREACH & PROG CO YOUTH	05/24/2017
WHEELER, JESSICA D	Social Sciences	PAGE	05/24/2017

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 05/01/2017 TO 05/31/2017**

EMPLOYEE: BARKACS, MICHAEL E      CURRENT GRADE: F EFFECTIVE DATE  
JOB TITLE: LIBRARY ASST SUBSTITUTE      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	9.76	22.42	PROMOTION

EMPLOYEE: NOSSE, SANDRA L      CURRENT GRADE: I EFFECTIVE DATE  
JOB TITLE: FAMILY ENGAGEMENT SPECIA      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	52,540.28	59,476.82	PROMOTION

EMPLOYEE: ODUM, JESSICA      CURRENT GRADE: F EFFECTIVE DATE  
JOB TITLE: ADMINISTRATIVE ASSISTANT      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	40,069.38	43,727.06	PROMOTION

EMPLOYEE: PAS, JOHN J      CURRENT GRADE: K EFFECTIVE DATE  
JOB TITLE: LIBRARY SYS & APP ANALYST      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY NON BASE WAGE	51,513.70	69,973.21	PROMOTION

EMPLOYEE: SMITH, ERICKA      CURRENT GRADE: F EFFECTIVE DATE  
JOB TITLE: LIBRARY ASST SUBSTITUTE      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	0.00	22.42	PROMOTION
SALARY AFFECTS BASE W	9.76	22.42	PROMOTION

CLEVELAND PUBLIC LIBRARY  
NEW HIRE REPORT  
FROM 5/01/2017 TO 5/31/2017

EMPLOYEE:	VALENTINE, ERIN E	CURRENT GRADE:	H	HIRE DATE:	5/14/2017
JOB TITLE:	TECH SERVICES LIBRARIAN	CURRENT STEP:	1		
LOCATION:	CATALOG	SALARY:	53,328.34	HOURLY RATE:	27.35

EMPLOYEE:	VAUGHN, CHARLES K	CURRENT GRADE:	F	HIRE DATE:	5/14/2017
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	21,426.34	HOURLY RATE:	22.42

**HUMAN RESOURCES MANUAL**  
**ALCOHOL AND DRUG ABUSE POLICY APPLICABLE TO NON-BARGAINING**  
**UNIT EMPLOYEES**

Section 1.     Purpose.     The Library is concerned about the safety and welfare of employees whose well-being may be detrimentally affected by the abuse of illegal drugs and alcohol. The term “drug” includes cannabis (of which marijuana is a derivative), as well as other controlled substances as defined by the Ohio Revised Code Sections 2925.01 and 3719.01. “Illegal drug usage” includes the use of cannabis or any controlled substance which has not been legally prescribed and/or dispensed, or the abuse of a legally prescribed drug. Abuse of these substances affects work performance and the safety of others. Therefore, the parties support this policy and other reasonable efforts to maintain a drug-free workplace.

Section 2.     Testing.     Testing for illegal substance abuse may be done on all applicants who qualify for an open position.

Testing will be done on employees after drug/alcohol rehabilitation and at the Library’s discretion. Testing will be done on any employee if a supervisor, after consultation with the Director of Human Resources or designee of the Director of Human Resources, reasonably believes such employee is under the influence of alcohol and/or illegal drugs. Such consultation will be conducted with the Director of Human Resources or designee when such consultation is practicable. Reasonable belief on the part of a supervisor and/or the Director of Human Resources or designee that an employee is under the influence of illegal drugs and/or alcohol includes, but is not limited to, the following:

- A. Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or the illegal use or sale of prescription drugs;
- B. Apparent physical state of impairment of motor functions;
- C. Marked changes in personal behavior not attributable to other facts, either over a period of time or on a particular occasion;
- D. Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes; and
- E. Employee involvement in any accident occurring on Library property or in the course of the employee's job duties which may or may not result in personal injury, equipment damage, or damage to the property of the Library, its employees, or patrons.

All testing will be done by a laboratory that meets the same criteria as those established by any federal guidelines for workplace drug testing programs, at the Library's expense. Testing may include, but is not limited to, taking blood or urine samples. The Library will not require employees to submit to random or blanket drug screening.

Upon request of the employee, a split screen or other applicable method of dividing a sample shall be utilized, to enable the employee to take a separate sample or portion of a sample for purposes of a separate test which shall be conducted at the employee's expense.

Section 3. Post-Accident Testing

- A. Employees will be drug/alcohol tested if the following conditions occur (where permitted by applicable law):
  - 1. there is a reasonable degree of possibility that drug and/or alcohol use may have been a contributing factor to the reported injury or accident, and

2. the injury or accident resulted in medical treatment beyond first aid or property damage in any amount greater than \$500.00.
- B. Drug testing under this Section will be applied in a neutral fashion, to foster a safe work environment, and only to identify drug/alcohol use in the recent past. All drug testing shall be conducted in Ohio Department of Health licensed or SAMHSA accredited alcohol or drug laboratories.
- C. The Employer may test for the presence of alcohol through the collection of urine or testing of breath. All procedures and protocols for testing of an employee's urine for alcohol shall conform to the methods and procedures set forth in federal regulations. Regardless, the Employer shall always be required to collect a split specimen. The threshold concentration level for a positive test will be 0.04 g/dL.
- D. The Employer will test for the use of controlled substances or the unlawful use of prescription drugs through the collection of urine, or blood, if the employee is unable to provide a urine sample within two (2) hours. All procedures and protocols for collection and testing of an employee's urine, or blood, if applicable, for controlled substances or the unlawful use of prescription drugs shall conform to the methods and procedures set forth in applicable federal regulations. Regardless, the Employer shall always be required to collect a split specimen. Except as noted below, the threshold concentration levels for positive tests will be as follows:

*Marijuana	See below		
Cocaine metabolites	150 ng/mL	Benzoylcegonine	100 ng/mL
Opiate metabolites			
Codeine/Morphine	2000 ng/mL	Codeine	2000 ng/mL



		Morphine	2000 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines			
AMP/MAMP	500 ng/mL	Amphetamine	250 ng/mL
		Methamphetamine	250 ng/mL
MDMA			
	500 ng/mL	MDMA	250 ng/mL
		MDA <sup>7</sup>	250 ng/mL
		MDEA <sup>8</sup>	250 ng/mL

- E. The term “controlled substance” shall mean any drug included in Schedules I through V, as defined by Section 802(6) of Title 21 of the United States Code [21 U.S.C. 802(6)], (e.g., cocaine, marijuana, valium, morphine) the possession of which is unlawful under Chapter 13 of that title. The term does not include the use of prescribed drugs that have been legally obtained and are being used for the purpose for which they were prescribed unless the employee does not notify the Employer’s privacy officer of his or her prescription for medicinal marijuana.
- F. Testing under this section will not be undertaken to retaliate against employees for reporting workplace injuries.
- G. Once an employee is notified of a post-accident drug and/or alcohol test, the employee must immediately report to the testing facility.
- H. If the post-accident drug and/or alcohol test result is negative, the employees must report back to work immediately following the drug and/or alcohol testing.
- I. Testing Procedures
1. Any employee who is sent for drug and/or alcohol testing must adhere to the following procedures:

- a. Once the employee arrives at the testing facility, he or she must remain within the testing facility department.
  - b. The employee may not leave the testing facility department for any reason.
    - i. The employee may not go to the restroom outside of the testing facility department.
    - ii. The employee may not drink water or any other liquids without direction from a testing facility employee.
    - iii. The employee may not drink any water or other liquids outside of the testing facility.
  - c. If the employee engages in any of the conduct listed in paragraph 1(b) above, this action or action of this type will be considered a refusal to test, and the employee will be subject to discharge.
2. Any employee who refuses a drug and/or alcohol test or produces a sample that is deemed altered or substituted by the testing facility and/or MRO, is subject to discharge.
  3. Employees have two (2) hours to provide a sample. Within these two (2) hours, no more than forty (40) ounces of water is permitted for testing.
  4. The testing facility will notify CPL within one (1) hour if the employee sent for testing is unable to produce a sample.
  5. Employees must present identification at the time of the test. If an employee fails to provide proper identification, this will be considered a refusal to test.

6. Employees must inform the testing facility and or the Medical Review Officer (MRO) of any medications that he or she takes that may alter the test results and/or any medical conditions that may delay testing.
  7. The testing facility shall collect a split specimen.
- J. Positive Test
1. Any employee whose test result is positive will be relieved from duty and ordered to contact CPL's Director of Human Resources.
  2. If a test is positive, an employee shall have the right to require the Employer to test the split specimen for the presence of prohibited levels of unlawful drugs or alcohol. If the split specimen is negative, then the Employer shall conclude the employee tested negative.

Section 4. Disciplinary Action. Admission of substance abuse or test results indicating alcohol and/or illegal drug use will result in the employee being granted disability leave to seek authorized medical treatment and rehabilitation.

Disability leave will be granted for drug and/or alcohol rehabilitation one (1) time only and will be for a maximum of thirty (30) days unless extended by mutual agreement. If an employee completes such rehabilitation and subsequently tests positively for drug and/or alcohol use, the employee will be immediately discharged.

Refusal of an employee to undergo testing for alcohol and/or illegal drugs at the request of the supervisor and/or the Director of Human Resources or designee will result in immediate discharge.

If an employee admits to drug use or intoxication while on the job, or if test results indicate alcohol and/or illegal drug use, but he/she refuses to seek authorized medical treatment, he/she will be discharged.

Any employee found possessing or using illegal drugs and/or alcohol, or purchasing or transferring illegal drugs on Library premises, or while on Library business, will be discharged.

*Effective June 13, 2017 by Resolution of the Board of Trustees*

## CLEVELAND PUBLIC LIBRARY

REPORT E

Human Resources Committee Report  
 Meeting Date: June 15, 2017  
 Report Period: May 2017

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

<b>MONTH</b>	<b>2016 SICK LEAVE HOURS USED</b>	<b>2017 SICK LEAVE HOURS USED</b>	<b>2017 TOTAL HOURS</b>
January	3,679.06	3,694.16	96,216.46
February	4,071.17	4,134.06	91,563.99
March	3,109.32	3,876.96	90,793.59
April	3,657.15	3,739.41	92,542.91
May	3,883.60	3,819.00	93,774.06
June *	2,939.22		
July	5,035.66		
August	3,271.22		
September	3,728.05		
October	3,447.60		
November	3,861.75		
December *	5,835.93		

\*Covers three pay dates

CLEVELAND PUBLIC LIBRARY  
 May 1, 2017 - May 31, 2017  
 EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT  
 FULL/PART-TIME EMPLOYEES

REPORT F

## Human Resources Committee Report

June 15, 2017

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	86	25	11	1			27	18	4				
Professionals	70	13	1			1	33	13	5	4			
Technicians	19	10	2	2			3	1	1				
Protective Service	28	9	12	2			1	4					
Para-Professionals	141	26	28	2	3		42	29	9	1	1		
Administrative Support	276	39	54	3	1		48	115	11		2	1	1
Skilled Craft	13	7	4	1				1					
Service Maintenance	51	8	35	1			2	4	1				
<b>Grand Total</b>	<b>683</b>	<b>137</b>	<b>147</b>	<b>12</b>	<b>5</b>	<b>0</b>	<b>156</b>	<b>185</b>	<b>31</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>1</b>

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

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

# Insurance Report for the Month of May 2017

Human Resources Committee Report

June 15, 2017

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
<b>Basic</b>	6	3	9
<b>Essential</b>	33	11	44
<b>Standard</b>	245	153	398
<b>Standard with OAD</b>	0	2	2
<b>Total MMO</b>			453
<b>Dental Insurance</b>	289	193	482
<b>Vision Employee</b>			256
<b>Vision Children</b>			40
<b>Vision Spouse</b>			54
<b>Vision Family</b>			80
<b>Total Vision</b>			430
<b>Workers' Compensation Lost Time Report</b>			
			<i>Total days missed during report month</i>
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR MAY 2017**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library	107,317	115,024	516	575	545,459	602,168	-9.4%
Branches	210,872	254,240	962	1,194	1,112,415	1,306,202	-14.8%
Mobile Units	3,112	1,707			13,202	8,834	49.4%
Library for the Blind	44,009	45,040			220,347	236,620	-6.9%
OLBPD BARD	12,164	13,261			62,542	59,583	5.0%
eMedia	32,502	30,701			159,917	151,531	6%
<b>TOTAL CIRCULATION</b>	<b>409,976</b>	<b>459,973</b>			<b>2,113,882</b>	<b>2,364,938</b>	<b>-11%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2017	2016	2017	2016	2017	2016
eBook	19,345	18,606	95,322	82,970	14.9%	
eAudiobook	11,180	8,570	51,540	48,686	5.9%	
eMusic	340	278	3,266	972	236.0%	
eVideo	433	467	3,028	2,528	19.8%	
eMagazines	1,204	2,780	6,761	16,375	-58.7%	
<b>TOTAL eCIRCULATION</b>	<b>32,502</b>	<b>30,701</b>	<b>159,917</b>	<b>151,531</b>	<b>5.5%</b>	<b>Included in circulation activity</b>

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2017	2016	2017	2016	
Main Library	100	45 minutes	50,823	52,184	38,519	41,531	-7.3%
Branches	530	40 minutes	337,671	379,959	227,470	254,247	-10.5%
<b>TOTAL USAGE</b>	<b>630</b>		<b>388,494</b>	<b>432,143</b>	<b>265,989</b>	<b>295,778</b>	<b>-10.1%</b>

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
	2017	2016	2017	2016	
<b>TOTAL SESSIONS</b>	<b>154,400</b>	<b>74,609</b>	<b>604,929</b>	<b>348,964</b>	<b>73.3%</b>

Each session represents a unique user of public wireless internet.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library	42,645	36,613	205	183	183,374	181,675	1%
Branches	186,903	198,556	852	932	933,335	1,070,852	-13%
<b>TOTAL VISITS</b>	<b>229,548</b>	<b>235,169</b>			<b>1,116,709</b>	<b>1,252,527</b>	<b>-10.8%</b>



CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR MAY 2017

BRANCH	a Branch Circulation	b		c		d		e		f		g Total Circulation (e+f)
		Sent from Other Branches	Sent from Main	Sent from Other CLENVET Systems	Total Direct Circulation (a+b+c+d)	Sent to Other CLENVET Systems	Total Circulation (e+f)					
Addison	4,394	474	494	663	6,025	521	6,546					
Brooklyn	2,573	302	401	412	3,688	291	3,979					
Carnegie West	8,222	572	1,177	1,375	11,346	934	12,280					
Collinwood	3,190	314	409	737	4,650	600	5,250					
East 131st	2,163	351	199	402	3,115	213	3,328					
Eastman	9,331	904	1,063	1,656	12,954	1,741	14,695					
Fleet	6,077	529	612	975	8,193	790	8,983					
Fulton	6,161	556	592	829	8,138	758	8,896					
Garden Valley	1,526	162	116	208	2,012	145	2,157					
Glenville	3,821	291	234	579	4,925	309	5,234					
Harvard-Lee	4,533	473	695	888	6,589	602	7,191					
Hough	2,189	312	245	309	3,055	223	3,278					
Jefferson	3,605	512	772	859	5,748	524	6,272					
Langston Hughes	4,011	449	533	617	5,610	419	6,029					
Lorain	4,005	572	719	949	6,245	492	6,737					
Martin Luther King, Jr.	2,847	546	636	919	4,948	537	5,485					
Memorial-Nottingham	6,263	622	1,021	1,540	9,446	954	10,400					
Mt. Pleasant	1,892	265	202	294	2,653	182	2,835					
Rice	6,525	527	711	1,095	8,858	686	9,544					
Rockport	10,282	873	1,139	1,641	13,935	1,464	15,399					
South	4,575	527	450	563	6,115	500	6,615					
South Brooklyn	9,112	784	1,397	1,851	13,144	1,525	14,669					
Sterling	2,762	329	330	518	3,939	197	4,136					
Union	2,781	255	291	357	3,684	251	3,935					
Walz	7,982	686	1,534	1,612	11,814	1,012	12,826					
West Park	8,137	1,006	2,661	3,090	14,894	1,804	16,698					
Woodland	5,442	473	477	603	6,995	480	7,475					
<b>TOTAL</b>	<b>134,401</b>	<b>13,666</b>	<b>19,110</b>	<b>25,541</b>	<b>192,718</b>	<b>18,154</b>	<b>210,872</b>					

CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR MAY 2017

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	6,546	8,449	36,627	41,100	-4,473	-11%
Brooklyn	3,979	5,234	22,194	28,368	-6,174	-22%
Carnegie West	12,280	11,870	63,941	63,451	490	1%
Collinwood	5,250	7,005	27,048	34,886	-7,838	-22%
East 131st	3,328	3,854	17,020	20,376	-3,356	-16%
Eastman	14,695	19,561	79,437	99,414	-19,977	-20%
Fleet	8,983	10,753	47,212	58,879	-11,667	-20%
Fulton	8,896	14,177	51,735	72,677	-20,942	-29%
Garden Valley	2,157	2,985	15,308	15,826	-518	-3%
Glenville	5,234	5,658	25,702	31,634	-5,932	-19%
Harvard-Lee	7,191	10,113	37,844	47,365	-9,521	-20%
Hough	3,278	4,600	20,099	25,045	-4,946	-20%
Jefferson	6,272	5,831	33,792	34,030	-238	-1%
Langston Hughes	6,029	6,493	30,876	30,379	497	2%
Lorain	6,737	9,364	34,749	46,437	-11,688	-25%
Martin Luther King, Jr.	5,485	9,786	29,561	40,536	-10,975	-27%
Memorial-Nottingham	10,400	11,809	53,712	61,323	-7,611	-12%
Mt. Pleasant	2,835	3,436	16,506	17,387	-881	-5%
Rice	9,544	9,460	47,169	52,093	-4,924	-9%
Rockport	15,399	16,083	78,876	85,774	-6,898	-8%
South	6,615	8,687	36,870	42,783	-5,913	-14%
South Brooklyn	14,669	16,880	77,007	92,442	-15,435	-17%
Sterling	4,136	4,325	22,883	22,136	747	3%
Union	3,935	6,445	21,963	31,544	-9,581	-30%
Walz	12,826	14,099	61,366	67,981	-6,615	-10%
West Park	16,698	18,956	86,423	100,422	-13,999	-14%
Woodland	7,475	8,327	36,495	41,914	-5,419	-13%
<b>TOTAL</b>	<b>210,872</b>	<b>254,240</b>	<b>1,112,415</b>	<b>1,306,202</b>	<b>-193,787</b>	<b>-15%</b>

CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE MAY 2017

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016			
Addison	4,884	5,001	24,433	25,858	-1,425	-6%	
Brooklyn	3,561	3,365	17,890	18,938	-1,048	-6%	
Carnegie West	8,329	8,874	46,181	53,203	-7,022	-13%	
Collinwood	5,661	6,823	30,957	38,137	-7,180	-19%	
East 131st	5,156	6,280	28,041	40,823	-12,782	-31%	
Eastman	9,767	10,433	48,498	53,539	-5,041	-9%	
Fleet	8,683	8,789	44,773	50,282	-5,509	-11%	
Fulton	6,612	7,504	34,850	37,720	-2,870	-8%	
Garden Valley	2,798	3,657	16,301	20,760	-4,459	-21%	
Glenville	4,380	5,021	21,669	33,064	-11,395	-34%	
Harvard-Lee	8,100	7,246	37,714	39,358	-1,644	-4%	
Hough	7,432	5,765	34,112	36,245	-2,133	-6%	
Jefferson	5,472	4,401	24,162	31,625	-7,463	-24%	
Langston Hughes	6,444	7,209	33,827	33,342	485	1%	
Lorain	6,434	7,159	28,727	35,947	-7,220	-20%	
Martin Luther King, Jr.	6,795	8,315	35,791	42,516	-6,725	-16%	
Memorial-Nottingham	5,541	5,053	25,089	25,736	-647	-3%	
Mt. Pleasant	4,059	5,212	21,041	28,513	-7,472	-26%	
Rice	11,801	11,156	55,633	56,924	-1,291	-2%	
Rockport	8,297	10,822	40,689	52,444	-11,755	-22%	
South	5,320	5,946	29,632	30,231	-599	-2%	
South Brooklyn	12,648	13,717	66,732	76,374	-10,642	-14%	
Sterling	8,574	9,817	41,929	50,173	-8,244	-16%	
Union	5,684	5,916	26,254	30,484	-4,230	-14%	
Walz	8,594	8,686	41,048	43,456	-2,408	-6%	
West Park	7,164	9,813	36,512	52,485	-15,973	-30%	
Woodland	8,713	6,576	41,850	32,675	9,175	28%	
<b>TOTAL</b>	<b>186,903</b>	<b>198,556</b>	<b>933,335</b>	<b>1,070,852</b>	<b>-137,517</b>	<b>-13%</b>	

CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS MAY 2017

Branch	Total Circulation
1 West Park	16,698
2 Rockport	15,399
3 Eastman	14,695
4 South Brooklyn	14,669
5 Walz	12,826
6 Carnegie West	12,280
7 Memorial-Nottingham	10,400
8 Rice	9,544
9 Fleet	8,983
10 Fulton	8,896
11 Woodland	7,475
12 Harvard-Lee	7,191
13 Lorain	6,737
14 South	6,615
15 Addison	6,546
16 Jefferson	6,272
17 Langston Hughes	6,029
18 Martin Luther King, Jr.	5,485
19 Collinwood	5,250
20 Glenville	5,234
21 Sterling	4,136
22 Brooklyn	3,979
23 Union	3,935
24 East 131st	3,328
25 Hough	3,278
26 Mt. Pleasant	2,835
27 Garden Valley	2,157
	210,872

Branch	Attendance
1 South Brooklyn	12,648
2 Rice	11,801
3 Eastman	9,767
4 Woodland	8,713
5 Fleet	8,683
6 Walz	8,594
7 Sterling	8,574
8 Carnegie West	8,329
9 Rockport	8,297
10 Harvard-Lee	8,100
11 Hough	7,432
12 West Park	7,164
13 Martin Luther King, Jr.	6,795
14 Fulton	6,612
15 Langston Hughes	6,444
16 Lorain	6,434
17 Union	5,684
18 Collinwood	5,661
19 Memorial-Nottingham	5,541
20 Jefferson	5,472
21 South	5,320
22 East 131st	5,156
23 Addison	4,884
24 Glenville	4,380
25 Mt. Pleasant	4,059
26 Brooklyn	3,561
27 Garden Valley	2,798
	186,903

Branch	Population 2010	Population 2000
1 South Brooklyn	32,043	34,217
2 West Park	27,814	29,398
3 Fleet*	26,727	34,598
4 Eastman	23,674	25,873
5 Rockport	19,896	21,467
6 Fulton	19,647	22,575
7 Rice	19,462	25,893
8 Memorial-Nottingham	19,271	22,598
9 Harvard-Lee	17,655	21,246
10 Walz	16,063	18,497
11 Collinwood	14,769	19,377
12 Langston Hughes	14,439	21,224
13 Glenville	14,006	20,302
14 Addison	13,603	19,263
15 East 131st	13,025	18,001
16 Mt. Pleasant	12,792	17,155
17 Lorain	12,588	14,539
18 Martin Luther King, Jr.	12,392	15,483
19 Carnegie West	10,487	11,716
20 Union	8,416	12,603
21 Sterling	8,267	8,712
22 Woodland	7,946	7,213
23 South	6,325	7,729
24 Hough	5,667	7,845
25 Brooklyn	5,524	6,430
26 Jefferson	3,515	3,987
27 Garden Valley	2,310	3,220
28 Broadway*	388,323	473,177

\*Broadway and Fleet service areas merged

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

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR MAY 2017**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
CLEVNET	63,279	75,516	321,204	381,568	-16%
MORE	275	282	1,794	1,951	-8%
Other Libraries	429	420	2,821	2,448	15%
<b>TOTAL</b>	<b>63,983</b>	<b>76,218</b>	<b>325,819</b>	<b>385,967</b>	<b>-16%</b>

\*Totals included in Main Library and Branch circulation counts

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Projected	15,994	19,931	79,479	108,265	-27%
Mail and Email Reference	373	161	1,931	914	111%
Interlibrary Loan Requests	704	702	4,615	4,399	5%
<b>TOTAL</b>	<b>17,071</b>	<b>20,794</b>	<b>86,025</b>	<b>113,578</b>	<b>-24%</b>

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
New Titles Added	4,634	5,065	22,678	27,928	-19%
Total Items Added	20,294	19,532	112,353	100,274	12%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Main Library	208	200	1,008	1,008	0%
Branches	5,921	5,751	28,803	28,881	0%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Downloads	12,164	13,261	62,542	59,583	5%
Users	641	629	3,263	3,203	2%

Included in circulation activity