

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 March 15, 2018
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,
 Ms. Washington, Mr. Parker, Mr. Corrigan
 (arrived, 12:15 p.m.)

Absent: Mr. Hairston

Ms. Rodriguez called the meeting to order at 12:03 p.m.

Approval of the Minutes

Mr. Corrigan moved approval of the minutes for the Regular Board Meeting of 2/15/18 and Finance Committee Meeting of 2/13/18. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

PRESENTATION: Angie Thomas Student Feedback - Deb McHamm, President & CEO, A Cultural Exchange, and Aaron Mason, Assistant Director, Outreach and Programming Services

Aaron Mason, Assistant Director, Outreach & Programming Services, stated that author Angie Thomas visited the Library on February 17, 2018. Erica Marks, Outreach and Programming Coordinator, Youth, forged partnerships with Deb McHamm, A Cultural Exchange and Charles Ellenbogen, Campus International School.

Mr. Mason stated that books were purchased for two groups of students at Cleveland School of the Arts and Campus International High School. As students read *The Hate U Give* by Angie Thomas, they had the opportunity to engage in discussions and events prior to Ms. Thomas' visit to the Library.

Mr. Ellenbogen thanked the Library and A Cultural Exchange for providing books for the students, staff and faculty, which helped create a community of readers Campus International High School. Mr. Ellenbogen introduced Lonneyah Greer and Iyana Hendrix, Campus

REGULAR BOARD
 OF 2/15/18; AND
 FINANCE,
 COMMITTEE
 MEETING OF
 2/13/18
 Approved

International High School students, who spoke about their experiences reading the book and how teachers shaped class lessons around the book.

Deb McHamm, President & CEO, A Cultural Exchange, thanked Meryl Johnson, Member, Ohio School Board, for attending the Board meeting.

Ms. McHamm stated that she wanted to remind the Library of its importance to students in this city and thanked Mr. Mason and the Outreach & Programming staff for their efforts to make this a successful event.

Mr. Hairston expressed his appreciation to Ms. McHamm and thanked her for her significant work in the community

Meryl Johnson, Member, Ohio School Board, District 11, stated that it is an honor to advocate for our children and emphasizes the importance of culturally relevant curriculum as she attends Ohio School Board meetings.

After thanking Ms. Johnson for attending today's Board meeting, Ms. Rodriguez acknowledged Reverend Pamela Pinkney-Butts, who shared information that included but was not limited to her book entitled *Choose Life*, her candidacy for election, passion to address domestic violence, and the distribution of community development funds and resources that may be available for the Library

Ms. Rodriguez acknowledged Ron Thomas, Patron who shared his complaint about a recent experience at the Eastman Branch regarding computer access and a possible disturbance resulting in his temporary suspension from the branch.

Director Thomas asked that John Skrtic, Director of Public Services follow up on Mr. Thomas' concerns.

COMMUNICATIONS

There were no communications to be acknowledged.

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS

Mr. Corrigan stated that because there were few agenda items to be considered, there was no Joint Finance & Community Services Committee Meeting on Tuesday, March 13, 2018, and 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. Parker seconded the motion, which passed unanimously by roll call vote.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of February

(See page 433)

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

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

WHEREAS, Attached to this Resolution are the Gift Reports itemizing the gifts received by the Library for the month of February of 2018; now therefore be it

RESOLVED, That the gifts described in the Gift Report for February of 2018 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Resolution Rejecting Bids and Authorizing Re-Bidding for Lakeshore Facility Roof Replacement Project

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

WHEREAS, On June 13, 2017, this Board authorized the Library to enter into an agreement with Construction Resources, Inc. for construction administration services

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS
Approved

RESOLUTION TO ACCEPT GIFTS FOR THE MONTH OF FEBRUARY 2018
Approved

RESOLUTION REJECTING BIDS AND AUTHORIZING RE-BIDDING FOR LAKESHORE FACILITY ROOF REPLACEMENT PROJECT
Approved

in connection with the Lakeshore Facility roof replacement project; and

WHEREAS, On June 13, 2017, this Board also authorized the Library to solicit competitive bids for the Lakeshore facility roof replacement project following completion of the drawings, construction documents, and bid packages; and

WHEREAS, On January 17 and 24, 2018, a Notice to Bidders was published in the Cleveland Plain Dealer requesting bids for roof replacement and construction, a copy of which is attached to this resolution; and

WHEREAS, Sealed bids were received for the Lakeshore Facility roof repair project by 12:00 Noon (local time) on February 14, 2018 from the following contractors:

<u>Contractor</u>	<u>Bid</u>	<u>Alternate</u>
Warren Roofing & Insulating Co.	\$539,000	\$326,000
N.F. Mansuetto & Sons, Inc.	\$674,500	\$558,800
J. Wilhelm Roofing Company,	\$721,676	\$453,195
Terik Roofing, Inc.	\$753,897	\$495,099

WHEREAS, Under Ohio Revised Code Section 153.12, an estimate of cost for the project must be included with the plans and specifications that are distributed to potential bidders; and

WHEREAS, The cost estimate was not included with the plans and specifications for the Lakeshore Facility roof replacement project, and as a result, the bidding process was not in conformance with statutory requirements; and

WHEREAS, The Library, therefore, requests that this Board reject all these bids and authorize the Library to reissue the solicitation of bids for the Lakeshore Facility roof replacement project; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library, pursuant to its authority under Revised Code Section 3375.41, hereby rejects the four bids described above and opened by the Library on February 14, 2018; and be it further

RESOLVED That the Executive Director, CEO or his designee is authorized to proceed to reissue the solicitation of competitive bids for the roof replacement and construction at the Lakeshore Facility.

Ms. Butts asked if this was the Library's error that has caused us to lose time on this project.

Joyce Dodrill, Chief Legal Officer, explained that the Library hired Construction Resources, Inc. to prepare the bid package for the Lakeshore Facility roof replacement project and there was apparently miscommunication as there was no estimate included in the bid packet. When bids were returned, there was a huge disparity in the bids. Some bidders apparently got some information that the other bidders did not. It has been decided, that in the best interest of the Library, to reject all bids and rebid the project with a correct bid package.

Mr. Corrigan stated that since the advantages of sealed bidding has been lost, everyone now knows what each bidder has previously submitted.

Resolution to Accept Cleveland Foundation Grant for Fellowship Position

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

WHEREAS, The Cleveland Foundation, established in 1914, has a mission to enhance the lives of all residents of Greater Cleveland, now and for generations to come, by working together to address community needs through grant-making, and by providing leadership on key community issues; and

WHEREAS, The Cleveland Public Library applied for a grant to provide funding for a fellowship position with the Office of Community and Government Relations. The successful candidate for the fellowship position will report to the Director of Community and Government Relations and will provide support with developing the Library's Neighborhood and Community Stakeholder Engagement Plan; and

RESOLUTION
TO ACCEPT
CLEVELAND
FOUNDATION
GRANT FOR
FELLOWSHIP
POSITION
Approved

WHEREAS, The Cleveland Foundation agreed to grant the Library up to \$50,000 to cover the cost of the fellow's salary and benefits for the one-year fellowship; 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 grant from The Cleveland Foundation, in the amount of up to \$50,000 for the grant period from September 1, 2018 to August 31, 2019; and be it further

RESOLVED, That 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 the Grant and this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

Shenise Johnson Thomas, Director of Community & Government Relations, stated that she is excited that the Library will receive one of Cleveland Foundation's Public Service fellows. This is the Cleveland Foundation's third cohort and is a very competitive process. Candidates will be identified locally and across the country. The Library looks forward to engaging the public service fellow on various projects.

In response to Mr. Seifullah's inquiry, Ms. Johnson Thomas stated that individuals applied online and explained that the Cleveland Foundation facilitates recruitment through colleges after students graduate and make them aware of this opportunity.

Resolution to Ratify the Agreement with the Center for Families and Children for the Employee Assistance Service Program

(See pages 434-453)

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

WHEREAS, In February 2018, the Executive Director of the Cleveland Public Library entered into an agreement

RESOLUTION
TO RATIFY THE
AGREEMENT
WITH THE
CENTER FOR
FAMILIES AND
CHILDREN FOR
THE EMPLOYEE
ASSISTANCE
SERVICE
PROGRAM
Approved

("Agreement") with The Centers for Families and Children for its Employee Assistance Program known as "ease@work" for a two year period beginning on March 1, 2018. The "ease@work" program consists of a variety of services aimed at improving employee wellness including, but not limited to, counseling, wellness coaching, and referrals to community resources; and

WHEREAS, The total base cost of the Agreement is \$27,400 which is payable in annual installments of \$13,700. The annual cost is based on a rate of \$25 per employee for 548 employees; and

WHEREAS, The total cost of the Agreement exceeds the \$25,000 contracting authority granted to the Director by the Board of Library Trustees by Resolution adopted on April 18, 1996 and reaffirmed by Resolution adopted on May 16, 2002; and

WHEREAS, The Executive Director hereby requests that the Board of Library Trustees ratify the Agreement entered into with The Centers for Families and Children and authorize the expenditure by Cleveland Public Library of funds in the amount of \$27,400 toward the "ease@work" program; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies and approves the agreement entered into with The Centers for Families and Children in the amount of \$27,400 for the "ease@work" program for the period beginning on March 1, 2018 and expiring on February 28, 2020, allocated to object code 51900 (Salaries/Benefits - Other Benefits) based on employee's organizational code.

Resolution Authorizing Consignment and Sale of Bookmobile

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

WHEREAS, The Cleveland Public Library's bookmobile (the "Bookmobile") is a 32-foot long mobile library that was first put into service on November 26, 2001 to serve all neighborhoods of the City of Cleveland on a year-round basis; and

RESOLUTION
AUTHORIZING
CONSIGNMENT
AND SALE OF
BOOKMOBILE
Approved

WHEREAS, The Bookmobile needs significant repairs, and the Library has determined that it is no longer economically feasible to use the Bookmobile. Accordingly, Library Administration has determined that it is in the Library's best interest to sell the Bookmobile; and

WHEREAS, Specialty Vehicle Services, LLC ("Specialty") proposes to market the Bookmobile on consignment for a fee equal to 10% of the gross sales price only if the vehicle is sold. Specialty offers services in designing and managing specialty vehicles including mobile marketing vehicles, mobile food trucks, and bookmobiles, and in selling used specialty vehicles. The Library would like to enter into an agreement with Specialty for the sale of the Bookmobile; and

WHEREAS, The Library intends to also pursue other sales and marketing channels for the Bookmobile simultaneously with listing it with Specialty. Govdeals.com is an online marketplace that specializes in liquidating assets owned by government agencies. Govdeals.com charges a consignment fee equal to 7.5% of the sales price, and allows the fee to be passed on to the purchaser; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO, or his designee, to enter into agreements with Specialty Vehicle Services, LLC and Govdeals.com, subject to the approval of the Chief Legal Officer, for the sales, marketing and consignment of the Bookmobile; and be it further

RESOLVED, That the Board of Trustees of the Cleveland Public Library, pursuant to the authority set forth in R.C. § 3375.33, hereby authorizes the Executive Director, CEO, or his designee, to negotiate and enter into an agreement, subject to the approval of the Chief Legal Officer, for the sale of the Bookmobile in the event a purchaser is identified, under the terms most advantageous to the Library.

Various Trustees shared memories about the Bookmobile.

Director Thomas stated that since the Bookmobile has been sitting, the Library has taken programming inside of locations such as senior citizen facilities and

community centers. Patron and staff have indicated that they like this option better. The Road to Reading van is still being used for parades.

Mr. Hairston stated that this option has given the Library another level of visibility in the communities in which we serve.

In response to Mr. Seifullah's inquiry about the Book Box, Director Thomas stated that the Library will soon have a new Book Box and explained that the Library has a number of mobile options that are used to serve the community.

Fiscal Officer's Report

(See pages 454-463)

Report on Investments

(See page 464)

Report on Conference and Travel Expenditures

(See pages 465-466)

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

(See page 467)

Mr. Seifullah asked if there was an update on the Safe, Warm and Dry Construction Project.

Eric Herman, Capital Projects Manager, stated that the first two buildings are underway. Glenville Branch is on schedule to finish on its originally planned date. However, at Lorain Branch, the following issues have been encountered causing delays in finishing: (1) the ramp must be rebuilt; (2) when opening up walls to do the restrooms, it was discovered that some of the drain pipe had split and needed to be replaced. Lorain will probably be about two weeks out of its originally planned finishing date. It is anticipated that additional costs may be associated with these repairs.

In response to Ms. Rodriguez' inquiry, Mr. Herman confirmed that Glenville Branch is on schedule.

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
SAFE, WARM
AND DRY
CONSTRUCTION
PROJECT
Submitted

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

Report on Expenditures Made from the Owner's Contingency
Fund for South Branch Renovation Project

(See page 468)

Eric Herman, Capital Projects Manager, stated that contractors are on site at South Branch. The regular construction meeting will be held this week. Currently, most of the work is concerning abatement. Various trades have been to the branch to mark where abatement crews need to cut holes so that contractors can work in clean spaces.

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 469-472)

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

Retirement Recognition Citation

Mr. Hairston moved approval of the following resolution. Mr. Parker 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:

Anna K. Ford (12 years of service; Library Assistant Adult; Grade F - South Brooklyn; retires 03/17/2018.

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.

REGULAR
EMPLOYMENT
REPORT
Approved

RETIREMENT
RECOGNITION
CITATION
Approved

Report on Paid Sick Time Used by the Month

(See page 473)

REPORT ON
PAID SICK TIME
SubmittedEmployee Demographics(EEO-4)Report

(See page 474)

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
SubmittedInsurance Summary Report

(See page 475)

INSURANCE
SUMMARY
REPORT
Submitted**COMMUNITY SERVICES**

Mr. Corrigan submitted the following report.

Resolution to Offer a Food for Fines Program

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

RESOLUTION TO
OFFER A FOOD
FOR FINES
PROGRAM
Approved

WHEREAS, The Cleveland Public Library has been an enthusiastic supporter of the Cleveland Foodbank's Harvest for Hunger campaign for several years; and

WHEREAS, The Library expresses the desire to join with organizations in northeast Ohio to collectively raise awareness of the hunger issues faced in our region; and

WHEREAS, The Library wishes to sponsor a program called Food for Fines that will offer overdue fine forgiveness in exchange for food donations of the non-perishable food items most in demand at local hunger centers; and

WHEREAS, The procedures to implement the food for fines program will be developed by Administrative staff; now therefore be it

RESOLVED, The Cleveland Public Library will offer an overdue fine forgiveness program called Food for Fines from April 1-30, 2018, in support of the Cleveland Foodbank's ongoing efforts to address hunger and food insecurity in Northeast Ohio.

**MONTHLY
ACTIVITY
REPORT**
Submitted

Monthly Activity Report

(See pages 476-481)

Mr. Corrigan noted that as the economy improves there is circulation decline in some areas. In addition, eBook and eAudiobook shows a double digit percentage increase. Mr. Corrigan stated that the Inter Library Loan requests show a 29% year to date increase.

Mr. Corrigan stated that when the economy improves, general library use is down. However, specialty library use is greater and specialty use in other libraries that do not have the resources we have increases.

Mr. Corrigan stated that this trend has occurred over the past economy recovery periods. This supports the fact that Cleveland Public Library is the public research library in northeast Ohio.

**BUILDING
STATUS
UPDATE**
Presented

Building Status Update

Mr. Corrigan stated that the Building Status Update has already been presented under Finance Committee portion of the Board Meeting.

**SAFE, WARM
& DRY
UPDATE**
Presented

Safe, Warm and Dry Update

Mr. Corrigan stated that the Safe, Warm and Dry Update has already been presented under Finance Committee portion of the Board Meeting.

Eric Herman, Capital Projects Manager, stated that asphalt plants will be opening either the first or second week in April.

**ADVOCACY
TASKFORCE
UPDATE**
Presented

Advocacy Taskforce Update

Shenise Johnson Thomas, Director of Community & Government Relations, stated that she will be meeting with Tim Cosgrove, Squire Patton Boggs, to develop a strategy for the Library's advocacy efforts.

In response to Mr. Corrigan's inquiry, Ms. Johnson Thomas stated that OLC Legislative Day is set for April 11, 2018 and invited Trustees to join this annual effort to advocate on behalf of Cleveland Public Library.

Foundation Update

In the absence of Gretchen Faro, Executive Director, Cleveland Public Library Foundation, Mr. Corrigan stated that 2019 is a critical year for the Library both in terms of the 105th year celebration and the opportunity that 150 years should provide, for what our goals are on the Foundation, there is a fair amount of pressure on the Foundation that have resulted in some disagreement among their leadership. At this point, it is important that the Foundation be a full partner in 2019 and the Library's efforts to celebrate 150 years of existing as a public library.

Ms. Butts stated that the Library taking part in the Evicted community discussion has been impressive and shared her experience participating in discussions, films and bus tours.

Discussion continued about stakeholder participation, housing court, economic education for tenants, Legal Aid Society and how the Library can be a point of reference for services for tenants.

NEW BUSINESS

Mr. Corrigan presented the following item of New Business.

Resolution Approving An Amendment to the CLEVNET System Agreement

(See pages 482-498)

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

WHEREAS, CLEVNET was launched on December 1, 1982, when Cleveland Heights-University Heights Public Library joined Cleveland Public Library's automation system; and

WHEREAS, CLEVNET has grown to 44 libraries across 12 counties in northeast Ohio and has become the best example of regional collaboration in the state; and

WHEREAS, Over the years, the governance of CLEVNET has evolved from being tightly controlled by CPL to a more open, transparent, and collegial way of sharing responsibility as evidenced in CLEVNET's current strategic plan which invited member libraries to take an active role in creating a new pricing model and revising CLEVNET's provisional bylaws; and

WHEREAS, The agreement that currently exists between CPL and the other CLEVNET member libraries needs to be amended to capture the new term, the new pricing model, and the new operating procedures which give the member libraries a greater voice in the governance of CLEVNET; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO, or his designee, to enter into amendments, substantially in the form attached hereto, to each member library's CLEVNET system agreement, which amendments shall be subject to the approval of the Chief Legal Officer.

Timothy Diamond, Chief Knowledge Officer and CPL's administrative liaison to CLEVNET, explained that the amendment under consideration was the culmination of a long process of strategic planning and the implementation of a series of specific action steps that came out of CLEVNET's strategic planning process. It began in 2012, when Bob Carterette retired after leading CLEVNET for 25 years. By that point, CLEVNET was so closely identified with Mr. Carterette and his vision that Director Thomas knew that the future of CLEVNET would depend on the member libraries participating in the creation of a new vision. Director Thomas charged Ann Palomo who had worked with Mr. Carterette for over 20 years, with the task of creating a process for the member libraries to actively participate in a visioning process. Ms. Palomo coordinated five regional meetings in 2013 throughout northeast Ohio. By this time, Rod Houpe had been hired as CPL's new Chief Technology Officer. Mr. Houpe embraced the process and actively worked with Ms. Palomo to gather as much data from the member libraries as possible. In 2014, Ann Palomo retired and Mr. Houpe left CPL to work for the school district.

Mr. Diamond stated that at this point, administrative responsibilities for IT/CLEVNET were turned over to Mr. Diamond who worked with the members of the CLEVNET

Directors Panel to hire a consultant to bring the visioning process to a close. The Panel hired Wayne Piper, a well known and trusted member of the library community who had worked for Ohio Library Council for many years. Mr. Piper facilitated two retreats for the CLEVNET directors. The second retreat produced the current strategic plan with its five areas of focus and specific action steps related to the first area of focus: governance. Mr. Diamond briefly explained the eight action steps related to governance and the progress that had been made on each. Special attention was given to the revision of CLEVNET's bylaws and the review of the CLEVNET pricing model, as these two action steps are tied to the CLEVNET system agreement, and appear as Schedules B and E. After more than two years of committee work, the CLEVNET directors approved a new pricing model in November 2017 and a new set of procedures to replace the provisional bylaws in February 2018. For the new procedures and the pricing model to go into effect, the CLEVNET system agreement had to be amended. With all of this in place, CLEVNET can continue on "the path, around the obstacles, to the vision" of being open, collegial, and transparent, as was articulated during the 2013 visioning process.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas stated that the Board Work Session has been scheduled for April 5, 2018 and will include topics such as Strategic Plan, Capital Plan, examining statistics, policies working with Minority Businesses Enterprises, and other issues that the Board may request.

Mr. Corrigan stated that his concern is a historical one. The reason the Library got into the position that we had to settle with the County back in a law suit in 1985, was because of what was being used as the metrics to make judgments about us. Because we are different than any other library, as we are the only urban based large metro library that is still a school board district library. It is important that we have our statistics available so that we do not find ourselves in some litigation or policy decision on the state level that suddenly from the local library government fund on the way we raise our taxes from our own voters confronts us in the same way as that litigation in the 1980's. It

**DIRECTOR'S
REPORT**
Presented

is important to have metrics that we can defend and that distinguish us.

Mr. Hairston stated that he agreed with Mr. Corrigan and noted that the Library has partners who need to be educated accordingly.

Mr. Corrigan noted that the County Library appears to be taking a lead on the Evicted initiative while the majority of evictions are inner city.

Mr. Corrigan stated that because of years of effort, the Library is sui generis and has distinguished itself to be one of a kind and the staff and board should protect it. Particularly after getting a levy as the one we just received, there can be a tendency to relax. Although it was critical to pass the levy, we must take what the voters gave us and accept the challenge to do even better.

Ms. Butts stated that she had recently visited a department at the Library and observed approximately 55 carts of books and materials that had not been shelved and asked for an explanation.

Ms. Butts asked about the hiring process for pages during the summer.

Madeline Corchado, Chief of Human Resources & Inclusion Officer, stated that Page recruitment is done every 3 months through a Page Recruitment Committee. Pages are hired from the age of 14+. Page recruitment has resulted in hiring Pages not only at high school level but individuals with various degrees. At this time, we are processing 35 new Pages.

CELEBRATING A GLOBAL PERSPECTIVE

Saturday, February 17th, the Cleveland Public Library welcomed Angie Thomas, Young Adult author of *The Hate U Give*. Over 500 multigenerational patrons attended this event. Local groups/schools in attendance included Campus International, College Now, Case Western Reserve University, Cleveland School of the Arts, PNC Fairfax Community Center, West Side Community House and East Cleveland City Schools. The Cleveland Public Library worked with A Cultural Exchange to purchase books for Campus International and Cleveland School of the Arts

students, who met Ms. Angie Thomas during a meet and greet prior to the main presentation.

Cleveland Public Library's 3rd Man Up, Cleveland empowerment event for males ages 11-17 took place on Friday, February 23rd. This year, the guest speaker was Lamar Giles, author of *Overtuned*. 240 students from Citizens Leadership Academy, Campus International, Martin Luther King Jr., Wade Park, John Marshall, Lincoln West, A.J. Rickoff, Glenville, James Ford and Iowa Maple were in attendance. Various local organizations and Cleveland Public Library staff facilitated breakout sessions for students. Each participant received a copy of *Overtuned*.

An Evening of Excellence celebrated the achievements and contributions of outstanding African Americans in the Cleveland community. A musical performance was provided by The Real Thing Jazz Band, dance performance provided by Cleveland Inner City Ballet, and the Keynote Speaker was Mrs. Romona Robinson, 19 Action News Anchor and author of *A Dirt Road to Somewhere*. Copies of *A Dirt Road to Somewhere* were sold and signed after the keynote presentation.

On February 16, Adult Outreach & Programming Coordinator Shayna Muckerheide worked to host an author visit by

Donald Freeman for his newly published book, *Reflections of a Resolute Radical*. Mr. Freeman's book chronicles his life as a founding member of the Revolutionary Action Movement (forerunner of the Black Panther Party), organizer of Cleveland's Afro-American Institute, former director of the League Park Community Center, and grassroots activist in 1960s Cleveland. Approximately 50 people attended this event.

The International Languages Department hosted the 2018 Lunar New Year Event in the LSW Auditorium on February 3rd. Over 175 patrons attended program and were entertained by over 68 intergenerational performers. The program concluded with the Kwan Family Lion Dance Team. Patrons enjoyed refreshments and cultural demonstrations including calligraphy, origami, and traditional Chinese water color paintings.

International Languages Librarian Caroline Han hosted six Chinese language learning lessons for the month, held in the International Languages department.

FORMING COMMUNITIES OF LEARNING

Youth

College Now SAT preparation classes met Monday - Friday throughout the month of February, with an average attendance was 7 students per class. College Now classes are held on the 2nd floor of the Louis Stokes Wing at Main Library.

Club Create, an interactive creative writing after-school program that reconvened in January for the second session continued through the month of February at Martin Luther King Jr, Harvard Lee, Memorial Nottingham, Jefferson, and Langston Hughes branch locations. All branches have successfully retained 70% of participants, ranging from 10-15 students per session, over a 6-8 week period.

Art Therapy at West Park, Sterling, South Brooklyn and Hough branch locations continued throughout the month of February. Participating branches report that each site has reached its maximum capacity of 20 students per session. Art Therapy began on January 23rd and will continue through the month of May for the first session.

Punch-n-Paints a visual arts-based program developed by OPS staff and facilitated by September Shy, a contractor, occurred at 3 branch locations. This hour and a half introductory program exposed school-aged students to various painting and color-mixing techniques. During the month of February, 15 students at Hough, Union and Walz branch locations painted self-affirmation artwork inspired by African American History Month.

Main Library Tours and School Visits

Main Library staff hosted tours for many schools and groups including the Denbrook DeMolay Youth Group, the Salvation Army, Intermuseum Conservation members, St. Marks, Metro Catholic, Denison Middle School, Horizon Science Academy, and others.

Youth Services conducted tours of the Superman exhibit and hosted several puppets shows, with about 500 students visiting the library. Lending Assistant Supervisor Tracy Isaac spoke to an estimated 245 children, who were on hand for a Lunar New Year celebration with Youth Services, about the importance of obtaining a library card.

TechCentral

Events and Community Engagement

TechCentral and Outreach and Programming staff collaborated to present the forth monthly Maker Monday evening event at the Rice Branch on February 5. Activities included the mobile 3D printer, button making, Sphero Robotics, Lego building, and sewing.

TechCentral Coordinator, Melissa Canan, partnered with Children's Librarian, Cori Mesenger, Jefferson Branch, to represent the Library at the International Women & Girls in Science Day event at the Cleveland Museum of National History on February 10. Around 139 people visited the booth and saw information about the Library's technology and science offerings, including a TechCentral 3D printer.

TechCentral hosted a demonstration of the Mobile MakerSpace equipment in the North Reading Room for the Lunar New Year school tour groups on February 15.

TechCentral hosted a tour of several people from the Cleveland Foundation on February 16.

TechCentral staff participated in the Man Up!, Cleveland event on February 23. A tour and demonstration of the TechCentral MakerSpace was given to attendees at the session.

Mr. Lynce presented as part of a maker space panel discussion on February 23 for the Alliance for Working Together (AWT) annual meeting at Lakeland Community College. AWT works with manufacturers from Lake, Geauga, and Cuyahoga Counties.

Mozilla LACE Training

A total of 28 Library Assistants, Computer Emphasis completed training on Mozilla Web Literacy in February. This concluded a three-month training program led by TechCentral Manager, CJ Lynce and assisted by TechCentral Coordinator, Melissa Canan. To date, 79 total staff have received Mozilla Web Literacy training.

Research that's Possible Only at Main Library

- Staff assisted a local amateur genealogist with locating and obtaining images for roughly 30 local subjects, ranging from local schools, theaters, and stores.
- Staff assisted a researcher with finding and obtaining images of her father's deli on Lakeview Avenue.
- Staff assisted a researcher with locating images of local bank robber and Alcatraz prisoner Louis Emery Teller.
- Staff provided scans of the Daily True Democrat to a researcher in Washington D.C. who is researching Northeast Ohio abolitionists.
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Cleveland Water Works Department and many mansions throughout Cleveland in the late 1800s.

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Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

CLEVNET

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

GRANTS & DEVELOPMENT

Submitted request to The Cleveland Foundation for their Digital Inclusions Initiative, to implement a mobile HotSpot lending and Digital Literacy training program at CPL.

Submitted preliminary proposal to the Institute for Museum and Library Services for a Laura Bush 21st Century Librarians National Leadership Grants for Libraries to continue working with Mozilla and the Web Literacy Leaders to bring digital literacy education programs to teens at CPL.

Submitted proposal to Shaker Lakes Garden Club to create a pollinator and native plants garden at Carnegie West Branch.

Submitted final report to Mozilla for the web literacy for libraries project.

Best Buy Teen Tech Center - Submitted drawings and a timeline for creation of the Teen Tech Center at Rockport Branch.

CPL 150 - Began planning strategy for CPL150 centered around raising the profile of the CPL Foundation.

Letters of Support

- Dance CLE for their Read to Learn, Dance to Move PreK program
- The National Teachers College for general support of their new initiatives
- Legal Aid Society of Greater Cleveland for their Legal Aid at the Library series

- Center for Arts-Inspired Learning for their ArtWorks program
- The Music Settlement for general support of their programs
- Karamu House for a Save America's Treasures grant to process their historical records
- Community Planners for the 2nd Annual Collinwood Community Potluck
- To Neighborhood Connections for an individual's Guess Who's Coming to Dinner project

PUBLIC SERVICES

Outreach and Programs

In the month of February the Library hosted approximately 168 programs ranging from the annual Lunar New year celebration to an author visits in celebration of Africa-America History Month. Also during the month the Library offered 62 pre-school story times to children. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes were held at 14 branch locations and Main Library. In the month of February the Library encumbered \$60,152.64 in support of library programming; 53% (\$32,432.00) of February total encumbrances was devoted to out-of-school time programming funded by the Cleveland Foundation.

Youth

College Now SAT preparation classes met Monday - Friday throughout the month of February, with an average attendance was 7 students per class. *College Now* classes are held on the 2nd floor of the Louis Stokes Wing at Main Library.

Club Create, an interactive creative writing after-school program that reconvened in January for the second session continued through the month of February at Martin Luther King Jr, Harvard Lee, Memorial Nottingham, Jefferson, and Langston Hughes branch locations. All branches have successfully retained 70% of participants, ranging from 10-15 students per session, over a 6-8 week period.

Art Therapy at West Park, Sterling, South Brooklyn and Hough branch locations continued throughout the month of February. Participating branches report that each site has reached its maximum capacity of 20 students per session. *Art Therapy* began on January 23rd and will continue through the month of May for the first session.

Punch-n-Paints a visual arts-based program developed by OPS staff and facilitated by September Shy, a contractor, occurred at 3 branch locations. This hour and a half introductory program exposed school-aged students to various painting and color-mixing techniques. During the month of February, 15 students at Hough, Union and Walz branch locations painted self-affirmation artwork inspired by African American History Month.

Saturday, February 17th, the Cleveland Public Library welcomed Angie Thomas, Young Adult author of *The Hate U Give*. Over 500 multigenerational patrons attended this event. Local groups/schools in attendance included Campus International, College Now, Case Western Reserve University, Cleveland School of the Arts, PNC Fairfax Community Center, West Side Community House and East Cleveland City Schools. The Cleveland Public Library worked with *A Cultural Exchange* to purchase books for Campus International and Cleveland School of the Arts students, who met Ms. Angie Thomas during a meet and greet prior to the main presentation.

Cleveland Public Library's 3rd Man Up, Cleveland empowerment event for males ages 11-17 took place on Friday, February 23rd. This year, the guest speaker was Lamar Giles, author of *Overtured*. 240 students from Citizens Leadership Academy, Campus International, Martin Luther King Jr., Wade Park, John Marshall, Lincoln West, A.J. Rickoff, Glenville, James Ford and Iowa Maple were in attendance. Various local organizations and Cleveland Public Library staff facilitated breakout sessions for students. Each participant received a copy of *Overtured*.

An Evening of Excellence celebrated the achievements and contributions of outstanding African Americans in the Cleveland community. A musical performance was provided by The Real Thing Jazz Band, dance performance provided by Cleveland Inner City Ballet, and the Keynote Speaker was Mrs. Romona Robinson, 19 Action News Anchor and

author of *A Dirt Road to Somewhere*. Copies of *A Dirt Road to Somewhere* were sold and signed after the keynote presentation.

Adult

The One Community Reads program, a partnership between the Cleveland Public Library, The City Club, Playhouse Square, and Cuyahoga county libraries, continued in February. County residents were encouraged to read *Evicted: Poverty and Profit in the American City* by author Matthew Desmond and join in discussions and related programs. The book chronicles Desmond's experiences living in the poor neighborhoods of Milwaukee, where families spend most of their income on housing, landlords try to make a profit, and evictions are common. His book shows how housing insecurity accelerates health, social, financial, and education problems and how this vicious cycle deepens America's inequality. The goal of One Community Reads was to bring about awareness of housing insecurity and opportunities around the Cleveland area.

CSU Urban Affairs faculty Drs. H. Dennis Keating and Beth Nagy led a book/community discussion on February 2 that garnered 16 people. CSU Urban Affairs Dean Dr. Roland Anglin led another book/community discussion on February 20, drawing nearly 40 people to Carnegie West Branch!

Four additional librarian-led book discussions for partner organizations (Lutheran Metropolitan Ministry, Detroit-Shoreway Community Development Organization-Cogswell Hall, OhioMeansJobs, and Sisters of Charity Foundation) will be hosted after the author's visit on March 15.

On February 16, Adult Outreach & Programming Coordinator Shayna Muckerheide worked to host an author visit by Donald Freeman for his newly published book, *Reflections of a Resolute Radical*. Mr. Freeman's book chronicles his life as a founding member of the Revolutionary Action Movement (forerunner of the Black Panther Party), organizer of Cleveland's Afro-American Institute, former director of the League Park Community Center, and grassroots activist in 1960s Cleveland. Approximately 50 people attended this event.

On February 22nd at the Detroit-Shoreway Community Development Corporation annual meeting the Cleveland Public Library Lorain Branch was awarded a *Community Spirit Award* for the many services and safety forums offered over the past year. Shayna Muckerheide, Adult Programming and Outreach Coordinator OPS and temporary Lorain Branch Manager Crystal Tancak accepted the award on behalf of the Library. The plaque and four proclamations will be displayed in Main's display cases.

Staff

On February 23rd as a panelist at the *Library Journal Think Tank* in Miami, Florida, Aaron Mason, Assistant Director, Outreach & Programming Services gave a presentation on library services to teenage patrons. The emphasis of the presentation was on how topics such as, drug abuse, family discord, and violence are addressed in a library setting.

Erica Marks attended the American Library Association Midwinter Conference in on February 8. Ms. Marks is a member of the Coretta Scott King Book Award Jury and holds a position as the Coretta Scott King Book Awards Executive Board Corresponding Secretary. In addition to attending various meetings throughout the conference, Ms. Marks participated in the 2018 Youth Media Awards on Monday, February 12th.

On Wednesday, February 28th, Erica Marks, Shayna Muckerheide, and Deborah Hajzak, participated in the Change Management training, facilitated by Judy Anderson of *ERCtraining* at the Lakeshore Facility. Detailed information on how to manage and prepare others for change was provided.

Heidi Strickland, Event Services Coordinator, Outreach & Programming Services, attended the library's leadership certification program's Role of the Supervisor and Manager Onboarding on February 8th and 20th.

Meeting Rooms

During the month of February there were 178 reservations for the Louis Stokes Wing, Learning Commons and Main with an estimated total attendance of 3,555.

The Lake Shore Facility was reserved 45 times and there were 505 reservations placed for branches meeting rooms.

African American History Month

Library Assistant Lisa Sanchez's program, *The Legacy of James Baldwin*, hosted on February 24th screened the film *I am Not Your Negro* and was followed by a discussion of the film. Twenty-five people attended the event. Fine Arts Library Assistant Mark Fox Morgan prepared an art session about African American artist Faith Ringgold for the Youth Services Art Lab on February 21st.

GED Aspire

Business, Economics, and Labor Librarian Susan Mullee assisted GED Aspire students in decimals and math word problems on February 5th and 26th.

Lunar New Year

The International Languages Department hosted the 2018 Lunar New Year Event in the LSW Auditorium on February 3rd. Over 175 patrons attended program and were entertained by over 68 intergenerational performers. The program concluded with the Kwan Family Lion Dance Team. Patrons enjoyed refreshments and cultural demonstrations including calligraphy, origami, and traditional Chinese water color paintings.

International Languages Librarian Caroline Han hosted six Chinese language learning lessons for the month, held in the International Languages department.

Poetry of Love - Cleveland Public Poetry Reading

The Literature Department & Ohio Center for the Book hosted an open mic event, *Poetry of Love*, on February 14th. The event was organized by Literature Librarian Evone Jeffries. Guests came to share an original or classic poem that celebrated the romantic tradition of Valentine's Day.

Poetry Out Loud

Literature Manager Amy Dawson hosted the Poetry Out Loud regional competition on February 24th. Poetry Out Loud, the nation's largest youth poetry recitation competition, is presented by the National Endowment for the Arts and the Poetry Foundation in partnership with the Ohio Arts Council.

Genealogy and Family History Research Clinics

The Center for Local and Global History Department hosted Genealogy and Family History Research Clinics on February 10th and February 17th.

Patron Tax Form Service

Business, Economics and Labor Librarian Susan Mullee is again coordinating CPL's Patron Tax Form Service. Ms. Mullee worked with Marketing to develop information for the Staff Intranet and Cleveland Public Library's web site and ordered forms for all CPL patron locations.

Youth Services Programming

Library Assistants Christine Feczkanin & Crystal Huggins and Children's Librarians Eric Hanshaw & Julie Gabb conducted Growing Readers Preschool Storytime.

Music at Main

Jah Messengers performed reggae music as part of African American Heritage Month on February 3rd, with 53 attendees.

Knitting at PAL

Knitting meetings were held on February 7th & 21st at PAL. The meetings are regularly attended by the same group of patrons. Attendees are advancing their skills and working on individual projects. In addition, they are learning baby blanket designs to make donations for the holiday season.

Main Library Book Clubs

CLGH Manager Olivia Hoge held a Brown Bag Book Discussion on February 26th discussing *Jane Crow* by Rosalind Rosenberg and Library Assistant Danilo Milich hosted a program about the 2016 election based on the book *Alexander Hamilton* by Ron Chernow on February 17th. Literature Librarian Tim Phillips hosted the *Friday Literary Frolics* on February 16th and 23rd. The books discussed were Muriel Spark's novel *The Prime of Miss Jean Brodie* and Dame Agatha Christie's *Secret Adversary*.

Get Graphic! With Ohio Center for the Book

Senior Literature Department Librarian Jean Collins hosted, along with Guest Reader Valentino Zullo and Library Assistant Nicholas Durda, a discussion of the book *March Book One* and *Book Two*, by John Lewis and Andrew Aykin on February 1st. Library Assistant Nicholas Durda along with Ms. Collins presented the final two books in the *Black Lives in Comics* series: *Black Panther: A Nation Under Our Feet*, and *Black Panther and the Crew: We Are the Streets*. The book club was held on Thursday, February 15th, the opening day for the new *Black Panther* film.

Main Library Tours and School Visits

Main Library staff hosted tours for many schools and groups including the Denbrook DeMolay Youth Group, the Salvation Army, Intermuseum Conservation members, St. Marks, Metro Catholic, Denison Middle School, Horizon Science Academy, and others.

Youth Services conducted tours of the Superman exhibit and hosted several puppets shows, with about 500 students visiting the library. Lending Assistant Supervisor Tracy Isaac spoke to an estimated 245 children, who were on hand for a Lunar New Year celebration with Youth Services, about the importance of obtaining a library card.

Main Library Blogs

Special Collections Librarian Stacie Brisker posted a blog celebrating *African American History* month about Cleveland author Chester B. Himes and his novel, *A Third Generation*. In the mid-1930s, Himes worked for Cleveland Public Library. <https://cpl.org/the-third-generation-a-novel-by-chester-b-himes/>

Library Assistant Sanchez selected images for Photograph Collection's February TBT images. The images featured cabinet cards, stereographs, and images centered on African American History Month.

Main Library Outreach

International Languages staff Milos Markovic and Chatham Ewing met with community partner Ukrainian Museum

Archives on February 8th to discuss exhibit ideas and digital scanning efforts.

Special Collections Librarian Ray Rozman presented at his alma mater Ohio Wesleyan on February 20th. As a medievalist, he addressed current students about job opportunities in librarianship as medievalists.

Fine Arts Librarian Bruce Biddle and Manager Pam Eyerdam attended the February 15th program of the Community Partnerships for Arts & Culture discussing arts outreach and government policy. Mr. Biddle also participated with a CPAC webinar hosted by the City Club on February 16th entitled *Art Weighs In* about how art can have social, political and civic impact.

Youth Services Manager Annisha Jeffries and Senior Librarian, Lan Gao visited KinderCare Daycare to conduct Storytime to preschoolers.

Popular Library Manager Sarah Flinn spoke about romance books to librarians at the Readers' Advisory Network meeting at the Twinsburg Public Library on February 16th. She discussed the history of the genre, popular subgenres, the appeal to readers, and tools for librarians to find great romances.

Main Library Displays

Fine Arts Library Assistant Mark Fox Morgan created a tabletop display for African American History Month that included books about artist Kehinde Wiley who recently painted President Obama's national portrait. Mr. Fox Morgan also displayed books about drawing super heroes in conjunction with the CDPL program. Social Sciences Librarian Helena Travka created book displays for the *Evicted* book discussion and the Winter Olympics. Youth Services staff created displays for Winter, Valentine's Day, and the Lunar New Year. Special Collections Librarian Ray Rozman set up a tabletop exhibit of love related Special Collections titles for Valentine's Day. Senior Literature Librarian Jean Collins organized displays for the Cleveland Play House production *The Invisible Hand* and the Great Lakes Theater production of

Misery, as well as the upcoming Get Graphic! book club subjects. PAL staff made a display and set up donation for American Heart Month and the American Heart Association.

Collection Development

Center for Local and Global History Librarian Brian Meggitt and Manager Olivia Hoge reviewed the storage conditions for the Poster Collection at the Lakeshore Facility. Afterward, Mr. Meggitt created an item-level inventory for the Collection. The inventory was created to support a digitization program devised by Ms. Hoge and Government Documents Supervisor Sarah Dobransky in collaboration with the Cleveland Digital Public Library. Map Collection Librarian Tom Edwards added metadata to thirty-two plates of the 1988 Historic Aerials of Cuyahoga County in ContentDM and Library Assistant Adam Jaenke processed several boxes of photographs, adding photos into the Subject Cleveland Collection, including restaurants, events, and most notably schools.

Special Collections staff sent several items to be digitized including a framed 1873 lithograph of *Monument Park* (now Public Square, printed by the Morgan Lithograph Co., Cleveland).

Special Collections also received four gifts of rare children books and a rare book from Bali about shadow puppets for the Orientalia collection. A patron donated a dozen books on Islam for the collection.

General Research Collections Manager Don Boozer conferred with CDPL Coordinator Rachel Senese on the feasibility of getting two items scanned: the 97 microfilm rolls of the Cleveland Corporation File and the 13 volume *Scrapbooks of Newspaper Clippings, 1911-1920*, from the Woman Suffrage Party of Greater Cleveland. A retired professor and graduate student from Oberlin College visited Social Sciences to examine the scrapbooks in-depth and stated it was uncommon for a city to have its own suffrage party in the early 1900s.

Research that's Possible Only at Main Library

- Staff assisted a local amateur genealogist with locating and obtaining images for roughly 30 local subjects, ranging from local schools, theaters, and stores.
- Staff assisted a researcher with finding and obtaining images of her father's deli on Lakeview Avenue.
- Staff assisted a researcher with locating images of local bank robber and Alcatraz prisoner Louis Emery Teller.
- Staff provided scans of the *Daily True Democrat* to a researcher in Washington D.C. who is researching Northeast Ohio abolitionists.
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- Science and Technology supplied Interlibrary Loan with a number of books, in particular was *Dining During the Depression* by Karen Thibodeau (CPL owns the only copy in Ohio).
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- A patron requested the oldest grammar books available at the library. Microfilm was available for material dating back to the mid-1600s. Fourteen books from the 1800s were pulled from storage for the patron, all of which were the only Clevnet copies.
- The Patent and Trademark Resource Center (PTRC) in Science and Technology continues strong usage. 20 walk-in customers asked for assistance on PTRC matters in January and more than 12 came in during February. There were also eight phone customers for the first two months of the year.

Staff Development

Assistant Director of Public Services Robin Wood attended the ALA Midwinter Meeting in Denver Colorado February 9th - February 12th. Ms. Wood is a member of the ALA TOLD Committee.

Staff throughout the Main Library completed the on-line training course on Fire Extinguisher safety and also attended various training sessions at the Lakeshore facility, including the BookEnds Customer Service training, CPR/AED Certification, The Role of the Supervisor, and the Change Management workshop.

CLGH Librarian Terry Metter attended the OhioNet webinar *Maps: Interpreting Current & Historical Resources* on February 28th.

Fine Arts staff Ray Rozman and Pam Eyerdam attended the Intermuseum Conservation Association program on February 22nd on *Disaster Management*. Discussions included emergency disaster kits, active shooter and insurance policies.

Social Sciences Librarian Helena Travka attended the NEO-RLS Readers Advisory Network Meeting. The romance genre was presented, and Ms. Travka is working on ways to tie that into Social Sciences topics.

Senior Librarian Jean Collins and Librarian Evone Jeffries attended the YWCA *It's Time to Talk: Forums on Race* program on February 23rd.

Senior Librarian Jean Collins attended the Baker and Taylor webinar: *Comics Build Better Worlds: World Building, Reader Engagement, and Empathy* on February 27th.

Three members of the Greater Cleveland Film Commission did a photo shoot in the Special Collections Reading Room on February 20th.

Branches

District One

Eastman - Children's Librarian Cassandra Feliciano visited Horizon After School Program every Tuesday at 4:45 with 8th graders at Louis Agassiz. A book club was established with students currently reading Bunnica by Deborah Howe. On Wednesday February 14, Ms. Feliciano held a Valentine's Day scavenger hunt in the kids area of the branch. Kids had to follow clues hidden throughout the children's area and received a treat when the clues were collected.

Lorain - The branch was closed for repairs during the month. The internal repairs are part of the Safe, Warm and Dry initiative the library has undertaken.

Rockport - Rockport welcomed three new staff members on February 5, with the temporary closing of the Lorain branch. Rockport also hosted the Great Lakes Science Center for three weeks of S.T.E.A.M programming which began February 12. The Rainey Institute finished their six weeks of Visual Arts and Dance programs on February 15, 2018.

Walz - Daily Trivia Questions and Black History Jeopardy were the highlights of February's Black History month at Walz. St Augustine Towers, St Augustine Manor, Gordon Square Apartments and Algart Health Center all had visits from the Black History Jeopardy Board. Daily Trivia was played by both youth and adult patrons in the library. The Adults won black history themed mugs and the youth won books and candy bars.

West Park - The Lorain Branch's 3D printer is on loan during the temporary closure, we have been excited to share this technology with our patrons. In conjunction with the Virtual Reality and PlayStation, we are seeing more youth visit the library on a daily basis. Manager Michael Dalby attended the Lakewood Area Collaborative Leadership Team meeting and agreed to present to Collab membership in April 2018.

District Two

Brooklyn - On February 13, Brooklyn manager Ron Antonucci, and Children Librarian Laura McShane met with

six Baldwin-Wallace Urban Scholars led by faculty teacher Christy Walkuski to discuss possible programming partnership for the coming year as well as instituting tutoring hours for teens after school. Carlos Laboy from the Old Brooklyn Community Development also attended the meeting. The Urban Scholars is part of Project Affinity; each student is focusing on an aspect of urban living, and is currently assigned to a local non-profit, i.e., the West Side Catholic Center, Malachi House, the Cleveland Food Bank, etc.

Carnegie West - Carnegie West Branch hosted a discussion of the One Community Reads book *Evicted: Poverty and Profit in the American City* by Matthew Desmond on February 20th. Almost forty neighborhood employees, residents, and students from CSU and CWRU enjoyed an often lively discussion moderated by Dr. Roland V. Anglin from CSU. The Ohio Humanities Council provided ten free copies of the book, and the branch and Main Library subject departments, provided an array of related titles for browsing and check-out. Neighborhood families had an overwhelmingly positive response to The Music Settlement educator Pamela Maben's first series of musical story times at Carnegie West on February 21st. Children from birth to age four enjoyed a musically rich story time filled with movement, singing, and early literacy activities. Kentucky Gardens is a decades-old and very large community garden located in the heart of Ohio City at W 38th and Franklin Blvd., and over fifty returning gardeners attended their annual meeting on February 22nd at the Carnegie West Branch.

Fulton - On February 14, staff member Rodney Lewallen partnered with the Cleveland Clinic, Janice Gonzalez, RN to hold a Healthy Heart initiative. Bilingual speaker Dr. Ana Monica Yepes-Rios, Internal Medicine at Lutheran Hospital presented, and health screenings were offered. The branch had greater than 50 participants in attendance. Sewing 101 classes had a steady 10 participants with students making dresses, skirts or shirts. The Mean Green Science Machine (MGSM), entering the 6th season, and is actively attended.

Fulton Branch welcomed back Children's Librarian Beverly Austin.

Jefferson - The temporary closing of the Jefferson Branch for the much needed repairs that will take place for the Safe, Warm and Dry is just a month away. Mr. Declet Branch Manager and Mr. Capuzzo Assistant Manager met various members of the Administrative Team to discuss possible changes to the internal footprint of the collection while the Branch is closed. The Jefferson Branch's Anime Club was held weekly on each Friday with the attendance of 25 to 35 youth. They enjoyed watching Anime and discussing the latest great Manga reads. Children Librarian Cori Mesenger represented the Library at the Cleveland Museum of Natural History's International Women and Girls in Science Day. In partnership with Lake Erie Ink, Club Create was held every Wednesday at the branch. The program engages children with a variety of creative endeavors, crafts, storytelling, and writing, among other activities. In honor of Black History Month, Youth Staff created an informative and inspirational game of Black History Jeopardy.

South - The South Branch welcomed back Joel Lefkowitz from his adventure in Australia. The South Branch kids were very curious of his whereabouts so we held a "Where in the World is Mr. J" contest. The children had the opportunity to guess where Mr. J was based on the clues they received and by looking at a map of the world. There were a lot of great guesses but only one right answer! February also marked the beginning of Black History Month. The South Branch had various displays throughout celebrating Black History Month, representing all facets of Black History, the Civil Rights Leaders, Musicians, Artists and much more. Children designed their own Valentine's Day cards. Excitement filled the Branch when Property Management delivered the brand new Cleveland Public Library Foundation Book sale truck. Finally, a recruiter from El Barrio visited our Branch and held a presentation for our patrons. In her presentation, she talked about the different types of

services El Barrio has to offer their clients; some of those services included job hunting, resume writing, basic computer skills training and much more.

South Brooklyn - During the month of February, the branch was also given a temporary art display from the Earth Day Coalition: EarthFest 2017 (winners of city wide poetry & art contest). Numerous organizations utilized the meeting room for study space, after hours Councilman meeting, nonprofit meetings, AARP Free tax prep every Thursday, workshop for the Mayor's Office of Sustainability, and Art Therapy sessions every Tuesday and Thursday. The South Brooklyn Coffee Cart, in partnership with Recovery resources passed the health inspection and will have a soft opening at end of month. Adult Library Assistant Anna Kaufman Ford had her last monthly book club at a local cheese shop to discuss Baldacci's *No Man's Land*. Assistant Manager Forrest Lykins participated in Rockport Teen Tech Center Design. He also participated in an interview for New Media Advocacy Project for Digital Divide Documentary, and working on Raspberry Pi cohort.

District Three

Garden Valley - For the Month of February, the Garden Valley branch featured a program entitled Moments in Time, a senior program inviting the community to listen to music and remembering and sharing unforgettable moments. A Valentine's Day craft was featured where the kids were able to make hearts with Children's Librarian Ms. Csia and Mr. Burks. Assistant Branch Manager Kevin Ray and Children's Librarian Andrea Csia participated in the True2U training and mentoring sessions at Daniel Morgan and Sterling Schools. Kevin Ray is also attending the Onboarding Cohort. Ms. Csia She attended NEO-RLS workshop: Teen Summer Programming.

Hough

The highlight of February was a program sponsored by Operations, called Punch and Paint. The children were able to paint canvasses while enjoying light refreshments. The kids all had a great time as they explored their creativity. Art Therapy has continued

twice a week and it's been a great opportunity for youth to explore art in different avenues.

Martin Luther King, Jr. - For the month of February, MLK hosted the 6th Sense Open Mic night. Artists came out and shared their poetry, raps and songs. Ronald Roberts and Shanell Jones visited St. Phillip Neri Elementary School for a black history program which included stories, crafts and games for students. Ronald Roberts continued with outreach in the community visiting daycare for future scholars and PNC for story time. Prince Foster held the weekly video game night for teens. Cynthia Davis met with the young ladies of her N.I.A group where they begin with introductions and goals for their upcoming sessions. Lake Erie Ink continued its partnership with MLK and its creative writing workshops. Each session is designed to engage youth in the various avenues of literary expression.

Sterling - Sterling Branch received two generous donations during February from readers of the September 24, 2017 PD article "Sterling library gives children food for mind, body and soul". Deborah Ratner made a \$1000 gift to the CPL Foundation to purchase a VitaMix for the branch and a stipend for fresh fruits and vegetables for our Saturday Smoothie program. Lois Knife of San Antonio, Texas made a very nice donation to the CPL Foundation in honor of the Sterling Branch. As a child, Ms. Knife resided at Olde Cedar Estates and worked at Sterling during the 1960's. Gretchen Faro, Tracy Martin and Monica Rudzinski met with Marsh Dobrzynski (Executive Director of the Center for art-inspired learning) regarding summer residencies at Sterling.

Woodland - For the Month of February, the Woodland Branch continued to provide outreach at DIKE School of the Arts and George Washington Carver School by Library Assistant-Youth Emphasis, Ms. Whitney Johnson. Nate LaPrairie, Library Assistant-Computer Emphasis, joined the Woodland Branch Team. Stacy Brown, Library Assistant-Computer Emphasis, conducted a workshop on how to utilize Flipster magazines. Public Services Manager, Maria F. Estrella, attended the 2018 American Library Association Midwinter Meeting in Denver, Colorado. She was a speaker in the Symposium on the Future of Libraries Session: A New Generation in Charge: How Millennial Leadership is Changing Library Staffing.

District Four

East 131st Street - During the month of February, through another partnership with Sharp Shooters, youth were able to participate in a Photography class every Thursday afternoon. Children's Librarian Kelli Minter and Library Assistant, Youth Emphasis Rosa Simone led several different themed programs for the youth with topics including Inventions of African Americans, Mardi Gras, and Valentine's Day. Ms. Minter presented story times for Miles Elementary School and Ms. Simone attended a MyCom meeting at the Mt. Pleasant Branch. Acting Branch Manager Kristen Schmidt transferred to the Rice Branch as the Asst. Manager and Crystal Tancak temporarily transferred from Lorain Branch to E131st Street Branch while Lorain undergoes repairs for the Safe, Warm, and Dry project.

Fleet - Pasha Moncrief-Robinson attended an Industrial Roundtable at Third Federal Bank. She and other P-16 Employment Committee members promoted an initiative to help community based manufacturing companies hire residents in the Slavic Village community. The Youth Services Team performed multiple outreaches at neighborhood daycares and preschools. The newly developed Fleet on the Street outreach model continues to be popular with several teachers commenting on how much the children and parents enjoy making a craft together. Monthly branch programs included a 3-week Black History month scavenger hunt, a Mardi Gras celebration, a Valentine's Day party, and Monopoly Mania for teens.

Harvard-Lee - In observance of Black History Month, Ms. Bianca Jackson created a Black History display showcasing the collection. Additionally, Ms. Jackson in collaboration with Ms. Olivia Geaghan, created a Valentine's Day photo frame for patrons to enjoy while taking photos/selfies. The Harvard Lee team participated in the CPL FIT American Heart Association initiative, purchasing hearts to raise money and awareness of the cause. Club Create continues to be a success for the youth of our branch. Mr. Moore and Ms. Geaghan continues to provide effective story times experiences for our youth. Additionally, Mr. Moore attended the Action Team planning meeting for the Louise Stokes Daycare. He continues to serve as a member of the committee. Mr. Moore also met with a representative from COACH Sam, a community partner who sponsors many of the summer

reading programs provided at Harvard-Lee. COACH Sam agreed to sponsor two popular events for 2018: Jungle Terry and Crooked River Comedy Kids Improv. Mr. Zach Hay attended the final two TechCentral training's for the Mozilla Web Literacy project.

Mr. Hay also created a document advertising Ohio Means Jobs and CEOGC's job training opportunities to assist our patrons. A display advertising 2018 Grammy winners and nominees was also created by Mr. Hay to promote and circulate our cd collection; a huge success with our patrons.

Mount Pleasant - During the month of February Mrs. Scurka, MTP Manager, attended her monthly MyCom meeting at the Mt. Pleasant where Ms. Wynetta Cater from the Serenity-Covenant House spoke about their programming for young mothers and parents. Serenity-Covenant House provides emergency housing for young pregnant mothers or mothers with young children. She also attended the monthly Murtis Taylor Community meeting where several community partners such as Thea Bowmen and Youth Opportunities Unlimited discussed their Volunteer In Service to America program. MTP's Youth Services Department continued to visit the local daycares and school such as Brightside, Kidz R Kidz, Kids Corner, and A. J. Rickoff for the Story time and Play N' Learn programs. Two daycares come to the branch for a story time sing along sessions. Healthy meals were served daily courtesy of the Cleveland Food Bank.

Rice - Black History Month started out strong with an art display by local neighborhood artist Mary Kay Thomas. Ms. Thomas provided Rice with hand crafted jewelry, kiln blown pottery, various types of art, photos and books for the display. The display will be in place through February 28, 2018. Four Maker Mondays courtesy of Tech Central and OPS were held for patrons of all ages. DIY Wednesdays were also held weekly for the youth at Rice. During DIY Wednesdays Rice's youth staff provided supplies and empowered youth to make unique crafts using whatever was in front of them. The youth knitting, Line Dancing, Yoga, adult knit, poetic power, meditation continue to draw large crowds.

Union - Branch hosted a Paint-n- Punch program for the youth. Artist September Shy, Owner of Colorful Mess Studios, guided after school students through a fun

filled afternoon of artistic creativity. The students learned how to draw and paint on canvass. Afternoon students continued their artistic creativity during the Valentine's Day Craft where they made cards for their loved ones. Over 300 lunches have been served so far this month during the after school Kids Café program. LA Youth Gregory Parker and LA Computer Emphasis Matthew Love assisted with the Man Up, CLE program to be held at the Main Library. Youth Staff Tamara Steward and Gregory Parker presented outreach story times to CEOGC Head Start, Oakfield Child Enrichment Center and Katai's Child Development Center. Story times were also present at the following schools: Miles Park Elementary, Miles Elementary, and E-Prep/Wooland Hills.

District Five

Addison - Storytimes by Ms. Landskroener and Mr. Clark were held at Superior Academy, New Beginnings, Learning to Grow and St. Philip Neri. Ms. Landskroener provided books for a preschool class at Learning to Grow and visited UPSTREAM. Glenville Branch Manager, Sharon Jefferson, will manage the Addison branch while the Glenville branch is undergoing structural improvements through the Warm, Safe and Dry initiative.

Collinwood - Manager, Caroline Peak, collaborated with the Mobile Unit's Office of Family Engagement via Manager, Rhonda Pai and Sandy Nosse to bring the "Lap Sit" story time to the Branch. Sandy was able to do hands on presentation demonstrating to Children's librarian, Adam Tully how to present one. We welcomed staff from the Glenville branch, Clayton Cunningham, LA Youth and two pages, Andrew Langford and Donoather Page. Computer classes for March will start on Fridays from 11:15 to 12:45. Ms. Peak continues to attend community, committee and faith-based neighborhood meetings.

Glenville - The branch was closed for repairs during the month. The internal repairs are part of the Safe, Warm and Dry initiative the library has undertaken.

Langston Hughes - Dr. Belinson and Ms. Eulinberg from Metroworks met with Mr. Bradford to discuss plans for staffing a table at the branch to offer wellness screenings for patrons that will take place each Monday in March.

Memorial Nottingham - The branch featured programming commemorating the ten year anniversary of the Collinwood School Fire of 1908. Along with an exhibit of historical photographs and a youth program on fire safety, the Collinwood Nottingham Historical Society scheduled a book talk with local writer Edward (Sonny)Kern, author of the book, "The Collinwood School Fire of 1908."

TechCentral

Events and Community Engagement

TechCentral and Outreach and Programming staff collaborated to present the forth monthly *Maker Monday* evening event at the Rice Branch on February 5. Activities included the mobile 3D printer, button making, Sphero Robotics, Lego building, and sewing.

TechCentral Coordinator, Melissa Canan, partnered with Children's Librarian, Cori Mesenger, Jefferson Branch, to represent the Library at the International Women & Girls in Science Day event at the Cleveland Museum of National History on February 10. Around 139 people visited the booth and saw information about the Library's technology and science offerings, including a TechCentral 3D printer.

TechCentral hosted a demonstration of the Mobile MakerSpace equipment in the North Reading Room for the Lunar New Year school tour groups on February 15.

TechCentral hosted a tour of several people from the Cleveland Foundation on February 16.

TechCentral staff participated in the Man Up!, Cleveland event on February 23. A tour and demonstration of the TechCentral MakerSpace was given to attendees at the session.

Mr. Lynce presented as part of a maker space panel discussion on February 23 for the Alliance for Working Together (AWT) annual meeting at Lakeland Community College. AWT works with manufacturers from Lake, Geauga, and Cuyahoga Counties.

Mozilla LACE Training

A total of 28 Library Assistants, Computer Emphasis completed training on Mozilla Web Literacy in February.

This concluded a three-month training program led by TechCentral Manager, CJ Lynce and assisted by TechCentral Coordinator, Melissa Canan. To date, 79 total staff have received Mozilla Web Literacy training.

Staffing Changes

Library Assistant, Computer Emphasis, Julie Gabb, was promoted to the role of Children's Librarian, Youth Services, Main Library, effective February 5.

Library Assistant, Computer Emphasis, PTR, Rockport Branch, Michael Credico transferred into a new role as Library Assistant, Computer Emphasis, PFT, TechCentral effective February 19.

Professional Development and Meetings

TechCentral Manager, CJ Lynce, and TechCentral Coordinator, Melissa Canan, attended a two-day training on the Library's new ShopBot CNC router held at the manufacturer's headquarters in Durham, NC on February 1 and 2.

Library Assistant, Computer Emphasis, Julie Gabb attended *Customer Service BookEnds* training on February 1.

Mr. Lynce, along with Executive Director, Felton Thomas, met with representatives from the Cleveland Foundation on February 5 regarding a possible grant opportunity.

Mr. Lynce attended four supervisor training sessions at the ERC offices on February 6, 13, 20, and 27. Topics included *Communication, Conflict Management, Managing Employee Performance, and Employment Law*.

TechCentral Coordinators, Melissa Canan and Suzi Perez attended the *Role of a Supervisor* training on February 9.

Library Assistant, Computer Emphasis, Jorge Arganza attended *Customer Service BookEnds* training on February 15.

Mr. Lynce attended a phone conference with Executive Director Thomas and several community partners on February 20 regarding increasing city government involvement with digital inclusion.

Ms. Perez attended a meeting of the Winter 2018 Mentoring Cohort on February 20.

Mr. Lynce and Ms. Perez attended a Maker Space research interview along with several Library administrators and managers on February 22.

Library Assistant, Computer Emphasis, Tawana Campbell attended *Customer Service BookEnds* training on February 22.

The following staff complete the *Fire Extinguishers* online safety training in February: Alison Guerin, CJ Lynce, Cortney Gatewood, Denise Williams-Riseng, Jorge Arganza, Joseph Battaglia, Karen Kelly Grasso, Tawana Campbell and Timothy Phelps.

Public Services Technology

Service Ticket and Project Detail

- Assisted with printer and laptop hardware for OPS tax program at Lakeshore Facility.
- Assisted with software installation for upcoming TechCentral MakerLab program.
- Configured new TechCentral staff laptops.
- Corrected login password issue on TechCentral computer class laptop case.
- Diagnosed and resolved issue with third-party software on Conference Room D laptops.
- Evaluated and repaired issue with printing bed on TechCentral 3D printer.
- Investigated and configured imaging station to assist with deployment of laptops.
- Investigated and resolved connectivity issue with new MakerSpace laser engraver.
- Investigated and resolved software issue with MakerSpace 3D printer.
- Moved 3D printer from Lorain branch to West Park branch. (Temporary during Lorain closure)
- Replaced batteries in branch cell phone charging station at E131st Street and Eastman Branches.
- Resolved connectivity issue with TechCentral 3D printer.

- Setup Virtual Reality Equipment for Man-Up, CLE program.
- Tested MyCloud replacement laptops.

Cleveland Digital Public Library

Programs, Services & Exhibits

Learning Commons

Cleveland Digital Public Library regularly hosts classes. During February, we hosted the CPL Fit Yoga series on Wednesdays and Fridays, and the Meditation Monday series. We regularly host CPL Chess Club hosted Northeast Ohio Workshop on Digital Libraries (NewDL), and ran a chess tournament this month. ClevDPL has also developed new curricular offerings related to digitization, including classes on Google apps, and Digital Photography for seniors (with graphics and TechCentral). Future programs will continue to include classes on digitization. Our Learning Commons area has seen significant use of our laptops - which can be reserved for use by the public, and we will continue to offer 3D scanning as a service using the HP Sprout Scanner.

Programs

In partnership with OPS, we hosted the 'Create your own Superhero' program every Saturday this month. We held four meetings of the CPL Chess Club with a total of 9 attendees. Coordinating with CPL FIT, we host Yoga and Meditation offerings MWF at 1:00 and average 10 attendees a session, about half of whom are from downtown offices. The CPL Wikipedians met in in the classroom. We hosted a chess tournament.

Exhibits

ClevDPL continues to assist with Superman exhibits including providing support for the registration of incoming items, support maintaining the three multimedia displays and the Magic Box in Brett Hall, supporting the media content in the John G. White Gallery, and advising on both media conservation & environmental monitoring.

- *Touch Wall*

The touch wall in the third floor space in Cleveland Digital Public Library has been heavily used during the Superman exhibit - the concierge

team has brought groups of children up to interact with content on the wall. The Superman image matching game, the vintage Superman cartoons, and the Superman themed videos for kids have been particularly popular.

- *Magic Box*

Cleveland Digital Public Library has placed the Magic Box exhibit case on display in Brett Hall. We developed and now maintain digital content for the Magic Box for 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.

- *Kiosk*

The kiosk purchased from CCS has been placed in a central position in the John G. White Gallery. Content now on display was produced by ClevDPL as a complement to the Antiquities exhibit. ClevDPL has previously created content for the kiosk, and has refreshed content several times, focusing, as appropriate, on chess, Dr. Zelma George, and general special collections. Feedback on the kiosk has been generally positive - the special collections staff feels it adds new interactive experiences to their exhibits. We met with Special Collections staff to plan uses for the kiosk in upcoming exhibits.

- *Digital Exhibition Tools*

ClevDPL continues to investigate using augmented reality and/or QR codes for the upcoming exhibits. Multimedia might be provided through the Magic Box, the kiosk, and more traditional means.

During February ClevDPL produced the following multimedia: Jah Messengers Music at Main (photos), Jah Messengers Music at Main (video), Go Red (Video), InformaCast (video), Artist Robert T. Lawson (video), Nina Gibans (video), Maria Estrella (photos), Lunar New Year (video), Lunar New Year (photos), Staff Gala (photos), Director's Message Project Outcome (video), Director's Message Read Across America (video), Man Up (photos), Man Up (video), Poetry Out Loud (photos), Superhero drawing class (video), W.O.W. winner party (photos), and Superman Retake (photos).

Public Services Statistics

Patron Visits: During February 23rd Cleveland Digital Public Library had 523 patron interactions. There were 101 KIC Scanner sessions resulting in 2,046 images / 1577.4 MB or somewhat less than 2 GB of scan volume. We had a total of 64 attendees at programs.

Scanning Assistance

Cleveland Digital Public Library staff assisted 13 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 also used the Epson 11000XL flatbed, ATIZ book scanner, and the I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Digital Gallery: For the partial month reported from February 1, 2018-February 27, 2018, Google Analytics (GA) reports 4,802 sessions for 2982 users and 85,503 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, which have remained stable for some time, 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 Korean, French, Italian, German, Croatian, and Chinese speaking users. Additionally, **GA** user statistics related to location indicate that we have users from the US, United Kingdom, Canada, India, Brazil, Spain, France, and Switzerland. Sport, computers, food, and travel seem to be our user's top interests. Finally, **GA** shows that we have a diverse group of channels that deliver users to CPL's ContentDM:

- *Organic Search* channels 36% of our accesses, and Google accounts for 35% of those.
- *Direct Access* through CDM search accounted for 39% of our accesses.
- *Referrals* through other websites are about 15% of our access volume (around 19% of all referrals are from Wikipedia, up 1% from last month. A good trend this month is that referrals from cpl.org have tripled, now accounting for 1.82% of our referral total. After months of decline, this number is slightly increasing. It is useful to note that 22%

of our referrals can from web.ulib.csuohio. We would like to see more engagement with the digital gallery on cpl.org and through the emerging website for the People's University.

- *Social Media* accounted for 11% of our accesses (of that Facebook accounts 60% ,Twitter 35% -- our absolute numbers for Twitter and Facebook flip flopped this month from last, with Pinterest and Blogger being the only other significant referrals).
- *Platform*: about a third of our sessions in February occurred on Mobile devices (more than half of these on iPhones and iPads). Our switch to the responsive design website is borne out by the increasing numbers of mobile users accessing the digital gallery.
- *Browser Use*: This month, 48% of our users use Chrome, 27% Safari (stand alone and in-app), 9% Firefox, and 8% Explorer, and 3% Edge.

Internet Archive: We now have 26 collections in the Internet Archive's ArchiveIT service - we are documenting Cleveland and NEO relevant web collections and have begun cataloging them in their own collection in our ContentDM instance.

Outreach

Cleveland Digital Public Library hosted the second meeting of the Neighborhood & Community Media Association of Greater Cleveland, where the new charter was signed, and will be attending the next meeting as a founding associate member. This association will enable us to make contact with local media producers who can provide content for the digital gallery.

Cleveland Digital Public Library continues curating web-content as part of a 35,000 dollar IMLS grant working with the Internet Archives ArchiveIT project to document local web-content and local digital resources. In February we will create a collection in ContentDM for Web Archives.

Staff have continued to enhance demonstration digitization projects with Euclid Library, the Ukrainian Museum and Archives, Shaker Heights Public Library,

Cleveland Orchestra and the South Brooklyn Historical Society.

Working with Summer on the Cuyahoga, we interviewed several candidates and identified an intern for work on the W. Ward Marsh collection.

ClevDPL met with the Cleveland Restoration Society to plan future collaborations regarding digitization and oral history associated with the Lee-Harvard neighborhood.

We also met with the Ukrainian Museum and Archives to further develop a collaborative project involving the Holocaust Museum in Washington DC, the Ukrainian National Archives, Ohio State, Western Reserve Historical Society, and Cleveland Public Library. Along with Ohio State, UMA is hosting a Fulbright scholar from Ukraine who will be giving a lecture and putting up a small display on Ukrainian film in the United States at Cleveland Public Library this fall.

We met yet again this month with Karamu House regarding strengthening our partnership for collections management, arrangement, description, preservation, display, and programming. This month, ClevDPL provided huge support to Karamu on a *Save America's Treasures* grant application designed to support archival arrangement and description, preservation, storage, and digitization of Karamu collections. CPL, through ClevDPL, is now a partner with the Cleveland Museum of Art and Karamu on the arrangement, description, and digitization of Karamu archives. We are planning to augment the digital surrogates of several hundred Karamu programs online the now established "Cleveland Theater" collection, and we anticipate a rich partnership with Karamu and the Cleveland Museum of Art with regard to digitization. Cleveland Digital Public library will work with Summer on the Cuyahoga to implement an internship with their program this summer at CPL and will also be partnering with Summer on the Cuyahoga and Karamu House on another internship related to the Karamu archives this summer.

Twitter continues to be a successful tool for promoting the Digital Gallery. ClevDPL has 18 new followers and now has 613 followers. Our top Tweet was: On this day

in 1908 the @ThePlainDealer building burnt down, but didn't stop them!

Library Staff Does Digitization

Cleveland Digital Public Library staff has scanned 51 items (2154 files), did post-processing for 71 items (3114 files enhanced), and uploaded 71 items (142 files) into the Digital Gallery.

We touched 13,898 items while doing significant metadata enhancement of digital records (mostly involved with adding locations to records for DPLA) and tested how to make use of the back-end storage field to provide public service staff with access to high end digital files.

Interlibrary Loan

ILL numbers are as follows for January [February unavailable]):

Borrower Activity Overview Report:

CPL Patron Requests Initiated: 38

CPL Requests Filled: 28

Lender Activity Overview Report:

ILL Loans requested of CPL: 1649

ILL Loans filled by CPL: 390

Loans: 382

Copies: 7

Loan request turn-around time for **filled** requests held from December to January, 30% above historical averages for our unit. Using a simple benchmark to turn items around in three days, the two day, 10 hour turnaround in January sustained our December leap forward. It is useful to note that even our slow months are faster than industry average. The introduction of two pages directly fetching books lowered both the average time to completion and the absolute time required fill for our ILL requests. We do need to fill the second page position - our February stats will reflect the loss of the second page. We may be able to take additional steps to increase filled request speed, but the additional page worked.

Staff Development

Several ClevDPL staff and many library staff attended the Disaster Preparedness presentation done by Intermuseum Conservation on Feb. 22.

Preservation

Preservation staff did the following:

Paper Treatment: 18 items/sheets (13 simple treatments, 14 complex treatments)

Book Treatment: 36 (1 simple, 33 complex, 2 digicovers)

Enclosures: 8

Labels: 14

Books received: 66

Book returned: 24

Disaster Response

During January, temperature in Brett Hall fell significantly at times. We reviewed our monitors, took readings with a handheld temp/humidity monitor, and notified buildings.

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). We are currently working with buildings to address the environment out at Lakeshore in the cold room. The Liebert unit has been failing for some time. As of now it looks as if buildings intends to replace the HVAC in the side room that holds collections.

Stacks and Collections

ClevDPL has completed its work on studying potential stack options for storing oversized maps from the maps collection. We have received appropriate conservation housings, but have not obtained appropriate storage racks to be placed on the seventh floor of the Louis Stokes Wing in stack areas currently used for general storage. We will be working with buildings and CLGH to clear the area and store the maps.

IPM monitoring

ClevDPL has placed insect traps appropriate for establishing the detection portion of an integrated pest management (IPM) program in Main, LSW, and Lakeshore Facility. We are currently monitoring LSW, Main, and Lakeshore.

Facility Report

ClevDPL has updated the library's facility brief, a document based on the elements of the American Museum Association facility report for Cleveland Public Library. By the end of February we will have a collected data for a year throughout the library. Depending on planned uses for the spaces in the library, the brief document may serve as a facilities report, and we may not need to produce a full facilities report per AMA.

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 are concealed within the exhibit hall.

Superman Exhibits

ClevDPL was involved in repairing, prepping, and preparing items for display for the Superman opening. 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. The library will be making decisions about de-installing the exhibit this year, and ClevDPL is planning how to participate in this process.

Metadata Revision

ClevDPL has been working with the State Library of Ohio to put final tweaks into implementing our plan for revising and updating records from the Digital Gallery to make our metadata ready for inclusion in DPLA. We are ready to contribute data from selected collections to DPLA. We received notification that the more than 10,000 records we uploaded for DPLA will be included with records from all institutions in Ohio this spring (Hooray!). We have also contributed to WorldCat through OCLC's Digital Collection Gateway. Working with OCLC,

last month we were migrating and consolidating collections in the Digital Gallery to improve ease of access to our digital materials and addressing issue with regard to ingest and description.

Planning Activities

Partner Engagement

We continue to engage local partners, large and small, and are seeking to engage more partners from the local business community. Our partnerships with Karamu, UMA, Old Brooklyn Historical, and others need support in the form of developed plans for the future.

Inter-Library Loan/Photoduplication Integration

We have continued to refine 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 and we are ready to take next steps. We have gotten through several revisions of our standard operating procedure document for ILL, and have a document that nearing completion as first substantial edition. Now we have to review again before finalizing it. We also need to fill out the staff in the ILL group with another page.

DPLA Ohio

Cleveland Digital Public Library continues to strongly participate in the development of the Ohio DPLA. We have completed upgrading our metadata for submission to the DPLA; however, we will continue to enhance and enrich metadata to improve our user's experience of the digital gallery. Our metadata, consisting of over 10,000 records, is a cornerstone of the initial upload by Ohio Institutions to DPLA.

Digital Collection Gateway

Cleveland Digital Public Library has contributed ContentDM metadata to international catalogs through OCLC's Digital Collection Gateway.

856 field corrections

The upgrade to a new responsive interface means that revisions will need to be planned for collections records that refer to the digital gallery using URLs found in the previous iteration of the digital gallery. Right now links to our old site are active as a somewhat disappointing workaround on OCLC's part.

Internet Archive

This month we have initiated planning on how to move forward with digitizing *Scene* back issues, capturing *Scene* through our web-archive, and microfilming *Scene*. We will be contacting history next month in order to proceed.

OLBPD

For February 2018, OLBPD circulated 34,228 books and magazines directly to patrons. OLBPD registered 147 new readers to the service. Approximately 626 BARD patrons among 1,848 active users downloaded 9,998 items.

The National Library Service (NLS) launched its national television and radio campaign designed to educate key audiences about the services provided by NLS and its cooperating libraries around the country on February 26th. OLBPD is receiving phone calls from potential new readers who have heard or seen these commercials. OLBPD will be monitoring and tracking new readership as a result of the NLS campaign. Along with this national commercial kickoff, the Library of Congress Communications Office is planning some outreach to local news media in select communities around the country to pitch stories about the braille and talking book program, network libraries, and their patrons. NLS Publications and Media Section recommended OLBPD as part of this initiative.

On February 1st, OLBPD staff Will Reed and Ken Redd met with staff from the Cleveland Sight Center to discuss potential programming opportunities, and possible collaboration in the future for respective events of interest to our shared audience of blind and visually impaired patrons.

The Ohio Braille and Talking Book Program Consumer Advisory Committee (CAC) meeting was held via teleconference on February 22nd. Consumers were provided updates about the service, including information regarding OLBPD Family Fun and Learning Day 2018, kids and teens summer reading program, and patron satisfaction interviews.

The OLBPD adult book club met on February 9th to discuss "The Underground Railroad" by Colson Whitehead.

EDUCATION AND LEARNING

Best Buy Teen Tech Center Grant

Jill Pappenhagen, Tech Center Supervisor, started on Monday, February 5th. The BBTTC grant requires the Tech Center Supervisor to receive extensive training in TechCentral services and to attend a one-week orientation and professional development program at the Museum of Science and MIT's Media Lab in Boston, MA, the global headquarters of the Clubhouse Network. For the month of March Mrs. Pappenhagen will finish up training in TechCentral and assist in the launch of TechCentral's Raspberry Pi program for teens. This will help with recruiting teens to become members of the BBTTC. The months of April and May will be designated for Mrs. Pappenhagen to start working out of the Rockport branch and scheduling onsite visits with the schools, businesses, and organizations within the community. Since Mrs. Pappenhagen will be training in TechCentral for the next couple of months and traveling at the end of February, Denise Crudup will be approving her timesheet until a manager is hired at Rockport.

Marina Marquez along with Tracy Martin and Jill Pappenhagen met with William Woodworth, the Best Buy team and Gail Breslow, Executive Director of the Clubhouse Network, for the standing bi-weekly telephone conference calls. We discussed the agenda for the upcoming Immersion Week in Boston and updates on the construction plans and budget for the Best Buy Teen Tech Center at the Rockport Branch. Harriette Parks, Amiya Hutson, Jill Pappenhagen, Eric Herman, and Marina Marquez met with HBM Architects team: Kevin Kennedy and Brooke Breiner to review and provide feedback about the layout, finish, and furniture options presented. The design has been sent to William Woodworth for review and feedback. Mr. Woodworth will provide feedback at the March 6th conference call.

Marina Marquez and Jill Pappenhagen attended the Clubhouse Network Immersion Week in Boston, MA. Both

explored and experienced the Clubhouse learning model, gained a better understanding of the role of the BBTTTC Supervisor, shared our experiences, knowledge, and resources in a hands-on way, began to utilize Favorite Tools of the Clubhouse, strategized and planned the progress and implementation of the new teen tech center, and intentionally built camaraderie and community across the Clubhouse Network. Below is a list of training topics completed each day.

Monday, February 26

History and Overview of the Clubhouse Gail Breslow
 Tour of the Flagship Clubhouse
 Software Overview and Favorite Tools of the Clubhouse -
 Jeff Arthur, Community Liaison, The Clubhouse Network
 Connecting to the Clubhouse Online - Chris Garrity,
 Village Manager, MIT Media Lab; Brendan Casey
 MIT Media Lab: Visit, History and Overview

Tuesday, February 27

Learn to Juggle with Photoshop - Jeff Arthur
 The Role of the Clubhouse Coordinator A week in the Life
 of... - Jeff Arthur
 Applying the Learning Model - Gail Breslow
 Community Building in the Clubhouse - Brendan Casey,
 Assistant Director, The Clubhouse Network
 Sparking Inspiration - Jeff Arthur and Brendan Casey,
Clubhouse
 Engaging and Empowering Youth - Jeff Arthur, *Clubhouse*

Wednesday February 28

Integrating Your Clubhouse in the Community
 Working within your Host Organization - Gail Breslow,
Clubhouse
 Introduction to Scratch and Beyond - Eric Schilling,
 Jaleesa Trapp, Chris Garrity, MIT Media Lab
 Representing Your Clubhouse to the Public - Tyler
 Armstrong, Marketing Manager, The Clubhouse Network
 Fostering an Inclusive Environment in the Clubhouse -
 Brenda Abanavas, Consultant, The Clubhouse Network
 C2C: Clubhouse to College, Clubhouse to Career - Aviva
 Baff, Program Manager, The Clubhouse Network

Thursday, March 1

Serving the needs of Members' Parents and Families -
Brenda Abanavas

Light it Up! - Stephanie Rosario, Catalyst Program
Manager, and Jeff Arthur, The Clubhouse Network

Create with Purpose, Jeff Arthur

Responsible Internet Usage - Gail Breslow

Working with Mentors - Jenna Nackel, Mentor Program
Manager, The Clubhouse Network

Friday, March 2

Measuring the Impact of the Clubhouse - Gail Breslow
Materials Distribution and Announcements

Nuts and Bolts - William King, Technology Manager, The
Clubhouse Network, Brendan Casey

Feedback/Wrap-up/Next Steps - Gail Breslow

CPL is eligible for an Annual Conference travel grant in the amount of \$1,500 to help cover the costs of travel for the Best Buy Teen Tech Center Supervisor to attend the 2018 Annual Conference in San Antonio, Texas (Best Buy Teen Tech Center Meeting on April 9, Conference April 10-12 & Post Conference April 13).

Additionally, if Jill Pappenhagen is in attendance for the entire 3-day Conference, CPL is eligible for an additional travel grant of \$1,500 to encourage the participation of the Supervisor's manager or supervisor to attend the conference.

The guidelines for receiving Annual Conference travel grants are:

- Travel grants are reimbursed after the conference concludes. Funds will be distributed by check or bank wire in May 2018.
- The BBTTC must be in good standing with the requirements of The Clubhouse Network License Agreement. CPL will not be eligible to receive the travel grant unless the license agreement is signed and returned by March 9.
- The BBTTC Supervisor must attend the entire 3 days of the Conference in order to be eligible to receive a grant. In the case of a second stipend for CBO participation, the CBO representative must also attend the entire Conference.

Book Box - LSTA Competitive Grant

Marina Marquez, Bryan Szalewski and Tracy Martin finalized the negotiation and agreement with Rustbelt Welders to construct a new book box to be located at the Edgewater Live Summer Concert Series at Edgewater Park. Construction of the book box will take place from February 21 to May 21, 2018.

RFP Timeline:

January 16, 2018 - RFP Issued **COMPLETE**

January 23, 2018 at 12:00 PM (EST) - Clarification Questions Due **COMPLETE**

January 24, 2018 - Answers Inquiries emailed **COMPLETE**

February 5, 2018 at 12:00 PM (EST) - Proposals Due **COMPLETE**

February 6, 2018 - Review & Selection **COMPLETE**

February 7 - 21, 2018 - Negotiation Period & Execution of Agreement **COMPLETE**

February 21 - May 21, 2018 - Project Work **IN PROCESS**

May 29 - 30, 2018 - Transport Book Box to Edgewater Beach & Teach Staff How to

Operate Opening and Closing the Book Box

May 31, 2018 - Grand Opening at Edgewater Live

The new Book Box will increase CPL's community outreach efforts by creating a space that is an accessible community gathering spot. In addition to providing library card materials for the whole family to enjoy onsite or for check out, the Book Box will offer library card registration, sign-ups for our popular summer reading club and even programming.

CPL's Office of Education and Learning is partnering with the Department of Physics at Cleveland State University to offer families demonstrations of how physics affect everyday and real life. Programming will be based off the book *The Flying Circus of Physics* written by Dr. Jearl Walker, professor of Physics at CSU. This book makes physics relevant and fun teaching people that physics has everything to do with your life. The demonstrations will answer intriguing questions about relevant, fun, and completely real physical phenomena. Below are examples of questions that will be

answered through the demonstrations: 1. *What causes the pattern of cusps that adorn many beaches?*; 2. *What holds a sandcastle together?*; 3. *How do ducks stay dry when they float or swim?* ; 4. *Why does a V-shape wake form behind objects, such as ducks and boats, moving across water?*

While CSU will provide the physics demonstrations CPL will support the learning taking place by provide physics kits for family engagement and hands-on learning. The Book Box and the services it will provide will help to connect and reconnect people with the library resources by meeting them where they are - Edgewater Live.

Digital Photography Learning Path

Paolo Balboa led the second digital photography class Introduction to Social Media: Instagram that took place on February 20, 2018. This class was designed for intermediate users to use Instagram to share pictures publicly and privately. Twelve participants attended the class and all participants completed the Project Outcome Survey. The call created an Instagram hashtag #digttue to upload photos from the class.

Dance Cleveland

Marina Marquez along with Bryan Szalewski worked with Katie Gnagy Crosby, Community Engagement & Education Coordinator of Dance Cleveland, to finalize agreement for the early childhood literacy program *Read to Learn...Dance to Move*. With the help of Mrs. Parks, Mrs. Moncrief-Robinson, and Mrs. Lefkowitz the Fleet and Walz branches have been confirmed to pilot the *Read to Learn, Dance to Move* program. The program is scheduled to take place at the Fleet Branch from April 6 to May 25, 2018 and the Walz Branch from April 4 - May 23, 2018. Both programs will be offered from 10:30 a.m. to 11:15 a.m. to partnering preschools.

CWRU-IP Venture Clinic (IPVC)

Along with Don Boozer, Jim Bettinger and Sarah Dobransky, CJ Lynce, Suzie Perez, Marina Marquez, Theodore Theofrastous, Managing Attorney, IP Venture Clinic, Zahra Smith, IPVC Director, and Scarlet White, Client Coordinator of the IPVC and the Ohio Patent Pro Bono Programs, Ian Charnas, Manager of the Sears

think[box], and Tiffany McNamara, Outreach Director at the Sears think[box] have continued planning the creation of educational training for entrepreneurs, inventors, and law students to take classes around using CPL's Patent Trademark Center.

Learning Land Lab - Carnegie West

Along with Cathi Lehn, Sustainable Cleveland Coordinator, Amy Roskilly, Education Coordinator at Cuyahoga Soil and Water Conservation, Angela Guinther, Manager of Carnegie West Branch, Helen Zaluckyj, and Tracy Martin, Marina Marquez drafted and submitted a grant proposal to the Shaker Lakes Garden Club, a member of the Garden Club of America, Inc., in the amount of \$5,000.

CPL is participating in the Northeast Ohio Regional Sewer Districts Library Rain Gardens program. Jefferson, Glenville, Langston Hughes, and Woodland are the branches to receive the rain gardens. As part of CPL's learning lab labs these sites will be used to expand educational programming.

Mayor's Office of Sustainability

Along with Mrs. Parks and several branch managers, Marina Marquez was able to confirm the Mayor's Office of Sustainability community workshops on health, community and climate action. The workshops provide learning opportunities about how climate action can improve health, quality of life and community. A majority of time will be dedicated for residents to provide input on the Cleveland Action Plan by working together to turn issues into ideas and opportunities. From this residents will develop climate action projects that have a positive impact on their lives and their community. There are funds available through ioby and the Cleveland Climate Action Fund to help the residents turn their project ideas into action. The Mayor's Office of Sustainability will lead the workshops, provide refreshments and welcome children. Listed below are the workshops hosted by CPL.

Neighborhood: Old Brooklyn Neighborhood

Location: South Brooklyn Branch Library, 4303 Pearl Road

Date: Feb 17, 2018

Time: 10:30-12:30 open to the public (*Sustainability Office will set up 10-10:30am and clean up 12:30-1:30pm*)

Neighborhood: Slavic Village Neighborhood (Marlane Weslian)
 Location: Fleet Branch Library, 7224 Broadway Avenue
 Date: Wed., Mar 7th
 Time: 5:30-7:30 open to the public (*Sustainability Office will set up 5-5:30 and clean up 7:30-8:00pm*)

Neighborhood: Clark-Fulton Neighborhood
 Location: Fulton Branch Library, 3545 Fulton Road
 Date: Saturday, April 14, 2018
 Time: 10:30-12:30 open to the public (*Sustainability Office will set up 10-10:30am and clean up 12:30-1:30pm*)

Starting Point/MyCom: Out-Of-School Database

Tai-Renee King assisted OEL in updating the Out-of-School Time (OST) youth referral database with all the CPL youth programming for Spring 2018. Starting Point and MyCom are partnering to help Cleveland children, youth and their families access quality after-school, holiday and summer activities that supplement and enhance school learning; nurture talents and interests; develop leadership skills and foster 21st century abilities that help young people become productive citizens and future leaders of our community.

Pollinator Plan of North East Ohio

Helen Zaluckyj and Marina Marquez serve on the Education Sub-Committee of the Pollinator Plan of NEO. The Education Sub Committee is planning to participate in Cleveland Museum of Art's Parade the Circle as educational outreach to highlight native pollinators and their native plants. The committee will design and create their costumes for the parade.

Miscellaneous

- Marina Marquez attended bi-weekly CPL-FIT meetings.
- Marina Marquez attended bi-weekly Best Buy Teen Tech Center meetings.
- Marina Marquez and Jill Pappenhagen attended the BBTTC/Clubhouse Network Immersion Week Training
 - o History and online Resources
 - o Community Building, Empowering Youth
 - o Role of the Coordinator
 - o Diversity Training
 - o BBTTC Learning Model

- o Integrating and networking with your Community, CBO, and Globally
- o Marketing
- o Clubhouse to College and Clubhouse to Career: Empowering youth to meet academic goals and aspirations
- o Working with families
- o Responsible Internet Usage
- o Working with Mentors
- o Meeting with Best Buy Teen Tech Center
Coordinator: Progress and updates

Jill Pappenhagen completed training in the following professional development trainings:

- Tech Central shadowing and introduction to CPL Digital collections, Resources, and Data Bases
- Tech Central Laser Engraver and 3D printing: Began Lynda Training
- CPL Orientation with Dawntae Jackson at MLK branch
- Online Training with Lynda: Corel Draw, and vinyl cutter project and MakerLab at Fleet Branch
- Vinyl cutter and intro to 3D Tinkercad
- Heat Press and MakerLab program
- Online Training for TinkerCad, Corel Draw X8, and ESS training
- Tech Central Shadowing and Etching project
- MakerLab training
- Digital Photography and Social Media Class
- Inkscape Essentials and brief introduction at the CPL Trustees meeting
- Experimentation time and Online Training

ADVOCACY & COMMUNITY AND GOVERNMENT RELATIONS

The following are efforts taking place under the direction of Shenise Johnson Thomas in the Office of Community and Government Relations.

ADVOCACY TASK FORCE:

Now that the Advocacy Task Force Charter is complete next steps include defining the organization's advocacy

strategy and aligning all advocacy activities under this strategy. Tim Cosgrove and his team from Squire Patton Boggs will meet with Shenise Johnson-Thomas, director of community and government relations, to work through this process in the coming months.

COMMUNITY AND GOVERNMENT RELATIONS:

I. Sustain and Increase Public Support:

Washington D.C. Visit

Cleveland Public Library along with the other Metropolitan Libraries of Ohio met with federal legislators last month to raise awareness on the importance and impact the following legislation has on libraries:

- **FCC E-rate Program:** The FCC E-rate program has provided CPL more than **\$5million** in savings since 1998. While these savings have steadily declined year after year, existing savings allow the organization not to pull resources from other areas to pay for E-rate supported services. Libraries support the FCC E-rate program.
- **Net Neutrality:** Patrons use our computers and access our internet services for a variety of reasons inclusive of but not limited to completing online job applications and learning digital literacy skills. Of the **1 million computer session** we provided patrons last year, every one of them deserves to have access to competitive online markets for content and services; Net Neutrality affords them this opportunity.
- **Library Services and Technology Act (LSTA):** LSTA provides funding for the Institute of Museum and Library Services (IMLS) and IMLS offers grant

opportunities to libraries across the nation. Currently, CPL is a sub-grantee for a project that will train fifteen public librarians on using web archives to capture historically valuable web materials documenting their local communities. IMLS affords libraries funding to innovate for their communities. President Trump's recent budget proposal significantly cuts LSTA funding.

Cleveland Public Library South Brooklyn Branch to Host City Council President Kevin Kelley's 2018 Ward Meetings

Cleveland Public Library welcomed Ward 13 residents in its doors last month for Councilman Kevin Kelley's ward meeting. The South Brooklyn branch will be home to the city council president's ward meetings for 2018. Cleveland Public Library values the opportunity to be a civic resource for Cleveland residents and our local elected officials.

TECHNICAL SERVICES

Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell met with Materials Processing Manager Elizabeth Hegstrom and Catalog Manager Andrea Johnson to review the Technical Services recommendations from the Improve Consulting and Training Group that could be implemented immediately and determine a targeted date for implementation.

Ms. Jelar Elwell met with Account Executive Brad Simpson and National Sales Manager Ann Ford from the vendor Midwest Tape along with Collections Manager Pam Matthews and Collection Management Librarian Laura Mommers to review CPL's accounts and discuss new services that Midwest Tape can now provide. Ms. Jelar Elwell attended the Branch and Main Managers Meeting along with the other Technical Services Managers and Supervisor. Ms. Jelar Elwell attended the Change Management Workshop.

Technical Services Assistant Eric Hanshaw was promoted to the Children's Librarian position in the Youth Services Department and his last day worked in Technical Services was February 2. Librarian Beverly Austin completed her temporary assignment in Technical Services on Friday, February 16 and returned to her previous Children's Librarian position at the Fulton Branch on February 20.

Acquisitions: The Acquisitions Department ordered 6,303 titles and 32,630 items (including periodical subscriptions and serial standing orders); received 12,215 items, 1,245 periodicals, and 238 serials; added 677 periodical items, 145 serial items, 456 paperbacks, and 991 comics; and processed 1,616 invoices.

Acquisitions Coordinator Alicia Naab edited the holding codes for all funding levels to no longer include the non-holdable codes since the floating collection was eliminated as of January 1, 2018. Ms. Naab met with Collections Manager Pam Matthews to discuss the eMedia funding for the 2018 fiscal year and divide up spending responsibilities. Ms. Naab attended the Book Ends Customer Service Training.

Catalog: Librarians cataloged 2,658 titles and 3,193 items for Cleveland Public Library.

Catalog Manager Andrea Johnson provided instructions on the handling of books accompanying DVD's and CD's to the High Demand Department. She also worked with Materials Processing Manager Elizabeth Hegstrom to update the Catalog Department guidelines to ensure that Technical Services procedures are consistent.

Librarian Michael Gabe created a collection level record for the Photograph Collection based on the first bibliographic template completed by the Photograph Librarian. Mr. Gabe also assisted High Demand Librarian Dale Dickerson with some Polish language titles.

Ms. Johnson attended the first session of CPL's 2018 Leadership Certification training series entitled "Role of the Leader/Supervisor" and CPR / AED Training. Librarians Perry Huang and Barbara Satow attended the Book Ends Customer Service Training.

Collection Management: Collection Management selected 1,220 titles and 10,587 copies and spent \$191,089 in February.

Collections Manager Pam Matthews met with the representative from the vendor Blackstone Audiobooks. Collection Management Librarian Laura Mommers participated in the webinar entitled "Comics Build Better Worlds" and the first session of the online workshop entitled "Diversity and Cultural Competency Training" that was sponsored by Library Journal.

High Demand: The High Demand Department ordered 1,093 titles and 9,348 items; received and added 10,960 items; and processed 482 invoices.

High Demand Department staff continued to assist the Materials Processing Department with the processing of non-book materials. Technical Services Associate Rosalyn Easley and Technical Services Senior Clerk Mya Warner attended the Book Ends Customer Service Training.

Materials Processing: The Technical Services Associates cataloged 888 new titles for the Cleveland Public Library and added 896 records for the CLEVNET libraries. The Technical Services Associates and Senior Clerks added 4,542 items. The Materials Processing Technicians worked on 19,954 items.

Materials Processing Manager Elizabeth Hegstrom met twice with Technical Services Associates Christon Hicks, Dwayne Jones, and Karima Ward, and Technical Services Senior Clerk Shirley Jones to discuss the various projects and changes in the Department. Mr. Hicks began learning how to catalog and classify music CDs.

Materials Processing Technician Douglas Huston, Ms. Jones, and Ms. Ward attended the 2018 Staff Appreciation Gala. Mr. Huston and Ms. Ward both received Service Awards for 30 years of service with the Library. Ms. Hegstrom attended the first session of CPL's 2018 Leadership Certification training series entitled "Role of the Leader/Supervisor." Materials Processing Technician Eric James and Ms. Ward attended the Book Ends Customer Service Training.

Technical Services Senior Clerk Sabrina Rosario-Laureano, who was currently out on a leave of absence,

resigned from her position in the Materials Processing Department after 19 years of services with the Cleveland Public Library. Her last official day of service was February 1.

Shelf/Shipping: The Lake Shore Shelf/Shipping Department staff sent 90 items to the Main Library for requests and 83 items to fill holds. Main Library received 187 telescopes, the Branches received 543 telescopes, CLEVNET received 63 telescopes, CASE received 6 telescopes, CSU received 0 telescopes, and Tri-C received 0 telescopes. A total of 799 telescopes were shipped out. The Receiving/Distribution Technicians sent out 112 items of foreign material and in total 15,408 new items were sent to the Acquisitions and High Demand Departments.

Receiving and Distribution Supervisor James Clardy continued to participate on the Page Interview Committee and assisted with the administering of Page Assessments at three different CPL locations. The assessments resulted in over fifty successful candidates being selected to be interviewed.

Receiving/Distribution Technician Amber Alexander attended CPR / AED Training. Page Sunil Gookool attended the Book Ends Customer Service Training.

MARKETING & COMMUNICATIONS

Media coverage for the month of February included 245 print and online publications as well as TV and radio. The full report, available in the Marketing & Communications Department, shows ad values of \$825,938. The stories that were picked up by multiple outlets included the Martin Luther King, Jr. Branch design competition, the gift from the PPG Foundation to support free computer science workshops and robotics camps for teens at the Rockport Branch, and the interview with writer/artist Brian Michael Bendis in *Forbes* who was inspired by the Superman exhibit to jump ship from Marvel to DC Comics.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 1,200 times on average per day, with an average of 149 clicks to the website per day resulting in a 12.4% click-through rate for the month.

Over 66% of the click-through's were from some combination of the keywords *library, libraries, public, and cleveland oh*. Special ads targeted users who might be interested in the Library's collections and the beauty of the Main Library Building.

A partnership with Cleveland.com where they are now doing podcasts from Main Library continued in February.

Facebook

	2018	2017	YoY
Net Page Likes	275	53	419%
Avg Post Reach	6,063	1,938	213%
Avg Total Reach	6,796	3,731	82%
Average engagement	79	60	24%
Reactions	62	45	38%
Comments	8	6	33%
Shares	9	9	0%

Twitter

	2018	2017	YoY
Top Tweet			
(Impressions)	5,301	9,379	-43%
Top Mention			
(Engagements)	1,556	624	149%
Top Media Tweet			
(Impressions)	4,101	5,724	-28%
Summary			
Tweets	72	130	-45%
New Followers	90	138	-35%

The Library continues to be more active on Instagram with 455 points of engagement, attracting 79 new followers.

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; and weekly postings to the website home page. The new format for *UpNext*, the Library's program guide, continues to be well received with the second issue—Spring 2018—that covers programs and classes in March, April, and May. The cover story, "Peace, Love,

and Video Games," tells how a staff member took an innovation grant from CPL and developed a remarkable eSports program at Main Library.

PROPERTY MANAGEMENT

Painters

- Snow plowing and salt delivery.
- Rice- repaired ceiling in men's restrooms.
- Main- repaired and painted walls on second floor.
- Eastman- removed ceiling vent cover, painted and reinstalled.
- Mobile Services- painted staff restroom and hallway.
- Woodland- painted shelving built by carpenters.

Carpenters

- Walz- installed commercial tile in teen room.
- M.L.K- repaired parking lot door lock.
- Addison- installed new electric strike and button for women's public restroom.
- Westpark- installed wall mount for LED monitors.
- Rice- repaired door locks to meeting room and public men's restroom.
- Woodland- built and installed shelving unit.

Maintenance Mechanics

- Rockport - replaced bad exhaust fan motor for staff and public restrooms.
- Walz - replaced defective boiler reset controller and sensor.
- Main - serviced shop air compressor, repaired air leaks.
- Main - preventative maintenance on 3rd floor fan coils and replaced filters and cleaned drain pans.
- Fleet - replaced bad fan motor and squirrel cage assembly for vestibule heater.
- Main - started eye wash station installations, main bldg. dock/garage completed.

- Fleet - ran CAT6 cable to replace damaged line for security camera.
- Main - make-up air unit wiring/relay installation.
- Sterling - replaced outside air damper motor for main air handler.
- Fleet - repaired/replaced ballasts on children's area light fixtures.
- Main - replaced bad motor on fan powered VAV in property management office.
- Walz - CAT6 run for meeting room access point in basement.
- Westpark - T.V. relocation ran CAT6 and power across to new location.
- Old South - checked basement leak, stairwell drain full of garbage, notified A.M. Higley.
- Mem Nott - replaced broken sink faucet in staff lounge.
- Hough - replaced bad ballasts, bulb terminals (tombstones) and re-lamped main area of branch.
- Rice - setup scaffolding for outdoor/parking lot lighting project.
- Walz - activated new Ethernet enabled HVAC controls for main air handler mixed air/economizer dampers, cooling stage solenoids and hot deck valve.
- Woodland - installed lights for new carpenter's shop office and tool room.
- LSW/Main - continued security camera project/wall & ceiling penetrations.
- Branches - started preventative maintenance on exhaust fans.
- Rice - repaired/replaced halogen lights in front entrance vestibule.
- Branches - continued Digital Signage project, CAT6 cabling & power installation.
- Lakeshore - continued installation
- Main - continued cleaning and organizing maintenance shop/storage room.

SAFETY & PROTECTIVE SERVICES**SAFETY SERVICES**

- Safety & Protective Services has found a remedy to large amount of cell phones in lost and found. There is a company out of Florida that will clear a phone's memory then distribute them to rape crisis centers, family shelters, and abused women centers. The company provides self-addressed postage paid boxes to SPS.
- Safety & Protective Services has also developed a relationship with CPD by donating children books to a CPD supervisor. Mary S. from CPL Friends gives SPS any books that are going to be thrown out and we contact a CPD Sgt. and he comes by LSW to pick them up.

PROTECTIVE SERVICES

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Feb 2018	3386	154	41	67	537	71	56	98
Jan 2018	4098	164	41	55	588	93	85	44
Dec 2017	3743	156	61	77	704	109	73	34
Nov 2017	3929	163	68	78	706	93	70	119
Oct 2017	4092	157	62	65	676	66	65	68
Sept 2017	3900	156	79	55	742	56	65	54
Aug 2017	4173	155	91	59	827	55	58	46
July 2017	3498	140	49	57	679	75	138	53
June 2017	4126	159	111	45	877	107	72	60
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

Activity

Special Attention, Special Events, and Significant Incidents

- 2/7, a tutor at Woodland reported that her wallet stolen. She was in a rear of branch with two individuals and shortly after their departure she discovered her wallet was missing. She went across the street to CMHA police to file a report. On

2/9/18 the suspect returned the branch and police and SPS responded. The wallet was located in the suspect's purse and she was arrested by CMHA police.

- 2/12, a male patron at Brooklyn branch was dancing and yelling inside the branch. He was asked repeatedly to cease but refused. SPS was notified, responded and escorted the male out.
- 2/9, a male patron was consistently trying to engage a female patron in inappropriate conversation and makes remarks about her appearance. He also asked personal questions. He has been told to stop any further such conversation. She will be told to contact SPS as soon as he is seen so he can be identified.
- 2/15, a male patron was making inappropriate sexual comments to Garden Valley branch staff for months. SPS was notified when was at the branch and the patron was expelled until 4/23/18. The two employees were escorted to CPD to file a report. They were given the option to file charges with the prosecutor.
- 2/14, a group of juveniles at Collinwood were told to leave the branch for the day due to disruptive behavior and foul language. Some of the juveniles blocked the entrance and staff assisted the Royce guards with getting the juveniles to leave. One male said "fuck you, bitch" to a staff member. He then took up an aggressive stance and attempted to challenge the staff member. SPS will issue a 30 suspension and require the juvenile's parent/guardian contact SPS.
- 2/15, a grandmother entered Harvard Lee branch looking for her daughter and grandchildren. The grandmother stated she had custody of her two grandchildren and her daughter took the two kids out of school and brought them to the branch. The daughter and grandchildren were located in the lunchroom. The daughter started to create a scene, but the officer on scene gained control of the situation. An SPS mobile unit responded. Prior to CPD being notified the grandmother took control of the two children and left the branch without incident.
- 2/15, a staff member at Addison reported that a male patron has been leaving her notes for a year. These notes discuss their future and how they will

always be together. Recently the male attempted to give the employee a note and she refused to take it. The male became irate and yelled that she must take the note. SPS will be contacted when the male returns and will expel him. SPS is waiting for the staff member to contact a parent before we transport her to CPD. The staff member is 17 years old.

- 2/20, two juveniles were fighting in a parking lot adjacent to Hough branch. The SPS officer on duty went outside to observe the situation when one of the juveniles fired a weapon. The officer got nearby children inside and put the branch on lockdown. SPS and CPD were notified and responded. No injuries were reported.
- 2/23, two juvenile males intended to fight at South Brooklyn branch and were told by security that this would not be permitted. They left the property crossing the street, and started fighting. SPS was notified and responded. The fight was broken up by SPS and all those who participated, or watched, were sent home for the day. CPD responded later.
- 2/24, two juvenile males at Hough branch were disturbing a third juvenile. The third male called his father who came to the branch. The father invited the first two male outside to fight his child. The first two males remained inside the branch with security. CPD was notified and responded.
- 2/24, South branch staff attempted to notify a patron inside the men's restroom that others needed to use it. There was no response at the door and entry was made. The male was found on the floor with a can and syringe on the sink. EMS administered Narcan and took the male. CPD was on scene and took the evidence.
- 2/28, a male patron at Union began to argue with the Royce officer after he removed another patron for making excessive noise. The patron claimed the guard looked at him or in his direction. The patron challenged the guard to a physical fight and offered the guard to swing first. The guard removed himself from the situation and contacted CPD, while branch staff contacted SPS. The patron left before either department could arrive. SPS will serve patron with a 60 day expulsion upon his return to the branch.

Protective and Fire Systems

- SPS officers have completed Safety Ambassador inspections of fire extinguishers, exit lights, and emergency exit lights at branches for January.

Contract Security

- Royce guards are unarming Glenville and Lorain branches in the morning before the contractors arrive during Safe, Warm, and Dry.
- I removed the Hough Royce guard and her replacement after witnessing both on duty. Both appeared lethargic and un-interested in the post, staff, and patrons.

Administration

- SPS Supervisor Matthew Martin was terminated while on probation last week.
- I will be discussing rear dock authorization tomorrow at the Leadership Meeting. There are no book detectors on the dock and this will eliminate possible thefts out of the dock area.

INFORMATION TECHNOLOGY & CLEVNET

At their regular meeting on December 9, 2016, the Board of Trustees of the Ohio Public Library Information Network (OPLIN) approved a project would provide equipment rack space in the State of Ohio Computer Center (SOCC) free of charge for servers that provide services to more than one library. This allowed CLEVNET to create a plan to place its servers in an extremely stable, protected and secure building at the heart of the OPLIN network in an area dedicated to public libraries.

A year of careful and meticulous planning paved the way for the successful execution of the long-anticipated move of the CLEVNET servers from the lower level of the Louis Stokes Wing to the SOCC the weekend of February 10-11, 2018. CLEVNET services went down on Saturday, February 10 at 6pm to cause the least inconvenience to patrons, and the IT/CLEVNET team worked through the night so services could be restored by 10:30am on Sunday

morning. That the move went so smoothly is a testament to the team's ability to manage a large, complex, multi-phased project that involved multiple stakeholders. The team is especially grateful to Don Yarman, the new executive director of OPLIN who has enthusiastically embraced the new level of collaboration between OPLIN and CLEVNET, championed by his predecessor, Stephen Hedges.

As if moving a large data center to a new location 150 miles away were not enough, IT/CLEVNET staff managed to launch a new CLEVNET app on February 15. The CLEVNET team had been part of the Strategic Partner Program, working with SirsiDynix and their partner, SOLUS UK Ltd, on the development of the new app. This first release does not yet offer fine payments and batch renewals, but those features and others will come with upgrades in future releases.

Hilary Prisbylla, Director of CLEVNET and Larry Finnegan, Director of IT also managed to find time to be the focal point of Morley Library's staff development day on February 14, from 8am-5pm, in Painesville. For more than a year, Director Aurora Martinez has been carefully laying the groundwork for a smooth migration to CLEVNET which is scheduled for September. Director Martinez used staff development day for information sharing and Q&A about CLEVNET, as well as an outlet for staff to voice their anxiety and concerns about the new service model they are adopting when they go live with CLEVNET. This summer, Mr. Finnegan's staff will begin replacing hardware, firewalls, and moving the network.

Other CLEVNET Projects

- Security is a strategic priority and will remain so. To that end, staff set up an ADFS proxy server in the DMZ at the SOCC. This serves two purposes: first for proper security so outside connections go to the proxy server rather than directly connecting to internal servers; the second is this allows two-factor authentication for Office 365 to be bypassed in the CLEVNET network while still allowing two-factor outside of CLEVNET. This will allow two-factor authentication to be turned on for all of CLEVNET at a tremendous cost savings.

- Staff set up a Malwarebytes™ server console and SQL database to prepare for client deployment as another security measure.
- Continued rollout of Traps™ Advanced Endpoint Protection. Geauga County Public Library was the most recent library system added. This product replaces legacy antivirus protection and secures endpoints such as laptops, desktops and servers. IT staff at libraries with Traps are alerted by email when something gets blocked.
- Updating the network infrastructure is another strategic priority. Staff removed racks of old servers and equipment from the server room. They shut down the old CLEVNET VMware, now that all servers have been migrated to the new VMware at the SOCC. Staff also switched the VMware environment from fixed connection to round-robin for network load balancing. Staff set up the Ethernet connections and Hewlett Packard's Integrated Lights-Out (ILO) server management technology at the SOCC as well.
- Migrated all wireless access points to one wireless LAN controller and decommissioned the old one.
- Added 48-port switch to Lorain Public Library to migrate their secondary network to CLEVNET.
- Member libraries are queuing up to access the Singlewire Informacast Mass Notification service for staff. Seven library systems have been added, most recently, Cleveland Heights-University Heights Public Library.
- Cassie computer and print management is another new CLEVNET service that provides member libraries a substantial cost savings. Burton, Orrville and Andover libraries began in February.
- Andover Public Library is the latest member library to move to Rubrik, the backup/recovery solution.

- Set up and deployment of ConnectWise Automate continues with seven more member libraries now able to monitor and update servers and stations remotely.
- SharePoint sites were deployed most recently at Birchard and Geauga County.
- Geauga County's Office 365 migration is complete.

CPL Projects

- Completed Microsoft One Drive set-ups at Main Library: TechCentral, Business, Government Documents, Science & Technology, Social Sciences, and Youth Services.
- Assisted in the interior digital signage rollout at branches, by making the necessary data connections to the centralized software solution in the Marketing and Communications Department.
- Retired, decommissioned and removed 13 rack servers from CPL's data center.
- Malwarebytes installed and running on the majority of staff PCs using the Malwarebytes server at the SOCC.

The next quarterly of the CLEVNET Directors will be held on Friday, April 27, at 9:30 a.m., at Twinsburg Public Library.

EXECUTIVE SESSION

Mr. Corrigan moved to adjourn into Executive Session to consider a personnel matter, specifically, the employment and compensation of a public employee. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:28 p.m.

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

The Regular Board Meeting resumed at 1:34 p.m.

Mr. Rodriguez adjourned the Regular Board Meeting at 1:35 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR FEBRUARY 2018

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	647	799
Periodicals	0	2
Publishers Gifts	3	3
Non-Print Materials	118	127
TOTAL LIBRARY SERVICE MATERIALS	768	931

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 80	\$ 1,080
Library Fund	Restricted	170	485
Founders Fund	Restricted	0	100,000
Ohio Center for the Book	Restricted	0	2,100
TOTAL MONEY GIFTS		\$ 250	\$ 103,665

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	29	39	768	931
Money Gifts	4	13	4	13
TOTAL GIFTS	33	52	772	944

Employee Assistance Service Program Agreement
Between
Cleveland Public Library
And
The Centers for Families and Children

This Employee Assistance Program Agreement ("Agreement") is entered into as of March 1, 2018 ("Effective Date"), by and between The Centers for Families and Children, an Ohio public benefit corporation ("THE CENTERS"), and Cleveland Public Library, ("Client").

1. ease@work. Subject to the terms and conditions of this Agreement, THE CENTERS agrees to make the Employee Assistance Program ("ease@work") available to Client and its Eligible Participants; as such term is defined in Section 3 of this Agreement. Services included in the ease@work Program, and the limitations on the availability of such services are further described in Exhibit A, which is attached hereto and incorporated by reference herein.
2. Compensation. Client agrees to pay THE CENTERS compensation for the services rendered pursuant to this Agreement in an amount determined by the fee schedule set forth in Exhibit B to this Agreement, which is attached hereto and incorporated by reference herein.
3. Eligible Participants. Individuals eligible to participate in the ease@work Program include individuals listed on an eligibility list provided by the Client to THE CENTERS, household members and the dependents of the eligible employee. The eligibility list typically includes client's active, non-retired full-time and part-time employees (collectively, "Eligible Participants"). Client may choose to extend the EAP benefit to additional classes of individuals including volunteers, retirees, board members, long term temporary employees, etc. Client may also choose to exclude some classes of individuals like part-time employees. For purposes of defining Eligible Participants, the term "dependents" includes the spouse of an eligible employee and a child, step-child, adopted child, or foster child of such an employee who is no more than twenty-five (25) years old. The dependent child does not have to live with the parent, be financially dependent on the parent, or be a student.

Client agrees to furnish THE CENTERS with a list of eligible employees no later than ten (10) days following the Effective Date and, thereafter, to provide THE CENTERS with reasonable notice of any modifications to such list.
4. Professional Liability Insurance. THE CENTERS shall maintain professional liability insurance from a commercial carrier, or through a bona fide program of



self-insurance, covering THE CENTERS and its staff against claims arising out of its performance of any professional services included in the ease@work Program.

5. Nondisclosure. The parties and their respective employees shall, at all times during and after the term of this Agreement, hold in strictest confidence any and all confidential or proprietary information of or about another party, including the terms of this Agreement and the mode of service delivery hereunder, within its or their knowledge (whether acquired prior to or during the term of this Agreement), except that the parties may disclose such information to their respective attorneys and advisors that have a duty of non-disclosure in connection with such information.
6. Confidentiality of Eligible Participant Information. THE CENTERS and Client agree that information concerning Eligible Participants shall be kept confidential and shall only be disclosed as authorized by the Eligible Participant or the Eligible Participant's legal guardian or as otherwise required or permitted by law, including without limitation as permitted or required by the Health Insurance Portability and Accountability Act of 1996. THE CENTERS shall defend, hold harmless and indemnify Client, its officers, employees and agents from and against any and all claims, demands, losses, costs, damages, expenses and liabilities including reasonable attorney fees and costs arising out of or attributable to the unauthorized and/or inadvertent disclosure or dissemination of information concerning Eligible Participants by THE CENTERS, its employees and agents.
7. Use of member website. As part of the services included in the ease@work Program, Client may provide Eligible Participants with access to the member website maintained by THE CENTERS ("Site"). Client acknowledges that the information contained on the Site is confidential and proprietary information of THE CENTERS and is being made available to Client for its Eligible Participants solely in accordance with the terms of this Agreement. Client acknowledges further that the unauthorized use or disclosure of the Site, including any information available through the Site, will irreparably harm THE CENTERS. Accordingly, the Client agrees: (a) to inform Eligible Participants that they are permitted to use the Site solely for the purpose of obtaining information concerning their own needs; and (b) to instruct Eligible Participants not to copy, disseminate, or distribute the link to the Site or any information available through the Site to any third party.
8. Dependent Care Providers. As part of the services included in the ease@work Program, THE CENTERS may provide Eligible Participants with information concerning dependent care providers. Client acknowledges and agrees that the information disclosed by THE CENTERS to Eligible Participants concerning such providers is supplied by third parties and that THE CENTERS is under no obligation to verify the accuracy of such information.
9. Independent Contractor. The provisions of this Agreement are not intended to create, and shall not be deemed or construed to create, any relationship between



THE CENTERS and the Client, or between any staff member of THE CENTERS and the Client, other than that of independent entities contracting with each other solely to affect the purposes of this Agreement. THE CENTERS agrees that its employees are not "public employees" for purposes of membership in the Ohio Public Employees Retirement System.

10. Term and Termination. This Agreement shall commence as of the Effective Date and continue for a period of two (2) years, unless earlier terminated as provided in this Section. Either party may terminate this Agreement upon thirty (30) days written notice to the other. If the Client elects to terminate this Agreement, the Client shall pay THE CENTERS for all services rendered through the termination date and agrees that THE CENTERS may retain a pro rata share of any prepaid fees. If THE CENTERS elects to terminate this Agreement, it shall pay to Client the unused portion of any prepaid fees.

11. Limitation of Liability. Client acknowledges and agrees that Client, in its sole discretion, shall make the determination about:

- a. whether an employee must undergo a Fitness for Duty exam and
- b. whether an employee is fit for duty.

THE CENTERS shall have no liability to Client or otherwise for Client's Fitness for Duty determinations whether or not made taking into account information supplied by THE CENTERS or the results of examinations by providers referred by THE CENTERS.

In no event will either party be liable to the other under this agreement for any special, incidental or consequential damages, whether based on breach of contract, tort or otherwise, whether or not the party has been advised of the possibility of such damages. The liability of any party for damages or alleged damages hereunder, whether in contract, tort or any other legal theory is limited to, and will not exceed, the amounts paid and/or due to consultant during the term of this agreement. Notwithstanding the foregoing, the limitations of liability set forth above shall not apply to the following:

- c. THE CENTERS' indemnification obligation;
- d. either party's breach of its confidentiality obligations; and/or
- e. the willful misconduct and/or intentional or grossly negligent actions of either party hereunder.

12. No Fault. No failure, delay or default in performance of any obligation of either party shall constitute an event of default or breach of the Agreement to the extent that such failure to perform, delay or default arises out of a cause, existing or



future, that is beyond the control and without negligence of either party, including, but not limited to: action or inaction of governmental, civil or military authority; fire, strike, lockout or other labor dispute; flood, war; terrorism; riot; theft; earthquake and other natural disaster.

13. Utilization Reporting. THE CENTERS will provide Client with regular utilization review and trend analysis as indicated in Exhibit A ease@work Program Management Services. Utilization will be defined and calculated as follows:
- a. Mental Health Case. A documented record of contact between ease@work and an eligible user. Services provided by an EAP clinician may include an assessment, a plan of action, advice, information, short-term counseling and a follow up plan.
 - b. Work-Life Case. A documented record of contact between ease@work and an eligible user regarding eldercare, childcare, legal, financial, or retirement issues. A minimal level of assessment is conducted and a plan of action is developed, including but not limited to advice, information and referrals.
 - c. Wellness Case. A documented record of contact between ease@work and an eligible user regarding nutrition, fitness, stress reduction, or tobacco cessation. Services provided by a wellness coach may include an assessment, a plan of action, advice, information and a follow up plan.
 - d. Workplace Consultation. Specialized technical consultation provided to a supervisor, work group, union official, or other appropriate individuals in an organization regarding employee performance issues, recommended approaches to situations, and suggestions on how to achieve the most desirable outcome.
 - e. New Case. A new case is defined as a first time request for service for a specific mental health, management, Work-Life, or wellness issue. Case limitations are as follows:
 - i. Mental health and wellness coaching cases are limited to the number of sessions identified in Exhibit B.
 - ii. A dependent care case including childcare resource and referral and eldercare resource and referral is not limited to the number of sessions identified in Exhibit B.
 - iii. A case for legal consultation is one thirty-minute phone consultation per issue and one thirty-minute in-person consultation per issue. If the employee retains the attorney providing the in-person consultation they may receive a discount (generally 25%) off of rates set by that attorney.



- iv. A case for financial consultation is unlimited in duration per issue.
- f. Calculating Utilization. For the purpose of calculating utilization, the total number of cases is divided by the number of eligible employees during a 12-month period. While organizational services such as employee and management orientations, trainings, utilization promotion activities, critical incident services, and website activity are considered to be important services which are noted on the utilization report, they are not calculated into the organization's utilization rate. Employee contacts which do not result in the opening of a case as defined above are also not calculated into the organization's utilization rate. Examples include interactions at an onsite visibility by the account manager which is intended for program promotion and calls to intake for information about the program.
- g. Missed Appointments. An appointment is considered missed if the employee fails to attend a scheduled appointment without a one business day notice being provided to the ease@work Intake department or scheduled provider. ease@work allows each employee at least one missed appointment without affecting the number of sessions that they are eligible to receive within their benefit limit. Beginning with the second missed appointment, the number of eligible sessions will be reduced by one with each missed appointment.

15. General Provisions.

- a. Equal Opportunity Employer. THE CENTERS and Client each acknowledge and agree that it is an Equal Opportunity Employer and that no employee or applicant is discriminated against in employment because of race, religion, national origin or ancestry, sex, sexual orientation, disability or military status.
- b. Legal Construction. This Agreement shall be construed in accordance with the laws of the State of Ohio.
- c. Reformation of Agreement; Severability. In the event that any provision or term of this Agreement is found by a court of competent jurisdiction to be void or unenforceable to any extent for any reason, it is the agreed upon intent of the parties hereto that all remaining provisions or terms of the Agreement shall remain in full force and effect to the maximum extent permitted and that the Agreement shall be enforceable as if such void or unenforceable provision or term had never been a part hereof.
- d. Waiver. The failure of a party at any time to enforce any provision of this Agreement or to require performance by another party of any provision hereof shall in no way affect the validity of this Agreement or any part hereof or the right of a party thereafter to enforce its rights under this Agreement.



- e. Entire Agreement. This Agreement contains the entire understanding and agreement of all parties regarding the subject matter hereof. It may only be modified by an agreement in writing signed by all parties. In the event the parties agree to the provision of additional services not included hereunder, such agreement shall be reflected in a duly executed amendment to this Agreement.
- f. Assignment. This Agreement shall not be assigned by any party without the prior written consent of the others, which consent shall not be unreasonably withheld.
- g. Notice. All notices, requests, and approvals required under this Agreement shall be in writing and shall be deemed to have been properly provided on the date of delivery when delivered in person, three (3) days after the postmark when sent by certified mail, return receipt requested, twenty-four (24) hours after being sent by standard form of telefacsimile to ease@work at 216-432-7255, or the next business day after being sent by courier service providing delivery confirmation, to the following addresses or at such other address as any party, from time to time, may designate by written notice to the other:

The Centers for Families and Children
 Elizabeth M. Hjar
 General Counsel
 4500 Euclid Avenue
 Cleveland, OH 44103

Cleveland Public Library
 Madeline Corchado
 Director of Human Resources
 525 Superior Ave.
 Cleveland, OH 44114

- h. Dispute Resolution. Those disputes which may arise out of the terms and conditions of this Agreement, and which are not resolved through informal discussion, shall be addressed by the parties through mediation conducted in the City of Cleveland by a mediator approved by all parties. The parties shall agree upon a mediator within thirty (30) days of the request for mediation by another party. The proceedings of the mediation shall be confidential and may not be introduced or used in subsequent proceedings by any party. If the parties are unable to resolve any matter through mediation, the remaining matter(s) may, if the parties mutually agree, be submitted to binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association, in effect at the time of the arbitration. The decision of the arbitrator(s) may be entered into judgment in a court of competent jurisdiction. The parties will equally share any costs associated with mediation or arbitration.
- i. Compliance with Law. The Centers agrees that all services provided pursuant to this Agreement shall be performed in compliance with all applicable federal and Ohio state and local laws, regulations, executive orders and ordinances. The Centers has and shall maintain throughout the Term of this Agreement:



- (a) all professional and business licenses, certifications and similar requirements as required by Law and (b) all accrediting requirements to perform the services under this Agreement.
- j. Payment. Client must pay for services within 30 days after the Client's receipt of an invoice. If Client does not pay for services, The Centers reserves the right to withhold services.
- k. Counterparts. This Agreement may be executed in counterparts, each of which taken together shall constitute one single agreement between the parties. Faxed signatures or signatures in PDF copies transmitted via e-mail will be deemed original signatures for all purposes.
- l. Incentives. Client shall not financially incentivize eligible participants to utilize any service under this Agreement, with the limited exception of requiring eligible participants' cooperation with management referrals.



IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their respective and duly authorized representatives in Ohio.

The Centers for Families and Children

Cleveland Public Library

By: *Patrick Gaul*

By: X *Felton Thomas*

Print: Patrick Gaul
Title: ease@work Mgr of Account Services

Print: Felton Thomas

Title: Director

Date: 0/00/00/18

Date: 2/23/18



EXHIBIT A
Cleveland Public Library

Scope of Services

Short-Term Assessment and Referral Services:

Full service Employee Assistance Program (EAP) providing assessment, referral, and problem focused counseling sessions for employees and their family members to help identify problems and develop a plan for resolution.

- Centralized intake screening
- Assessment, referral and short-term problem resolution for mental health concerns including, but not limited to:
 - Alcohol Abuse
 - Coworker Conflict
 - Depression and Anxiety
 - Domestic Violence
 - Drug Abuse
 - Relationship Issues
 - Grief Counseling
 - Marital Relationships
 - Stress
- 24-hour clinician availability
- Referrals to community resources and follow-up
- In-person, telephonic, or online counseling/assessment sessions

Each employee and each family member has access to the number of in-person counseling sessions per issue as identified in Exhibit B.

Management Consultation: *A confidential telephonic consultation between management and an account manager or licensed clinician that can address a variety of challenging situations in the workplace affecting one or more employees.*

- Unlimited, 24/7 access to a licensed clinician specializing in management of workplace behavior and performance issues.
- Common topics for consultation include reasonable suspicion, preparation for difficult conversations, and employee attitude.

Management Referrals: *Referral of employee clients for assistance with performance-based and substance abuse issues for assessment, treatment, case monitoring, and follow-up services. This process includes:*

- Release of information allowing limited communication about the employee to the referring manager, supervisor, or HR rep.
- Additional consultation and feedback with Clinical Coordinator is available.
- Employee psychosocial assessment and substance abuse screening if applicable.
- Counseling sessions (unlimited based on clinical appropriateness).



<ul style="list-style-type: none"> ▪ Referral linkage to services or programs. ▪ Compliance monitoring and reporting. ▪ Recommendation for return to work eligibility.
<p><u>Fitness for Duty Consultation and Support:</u> <i>Consultation with Client regarding Client's concerns of an employee's ability to safely and effectively perform their duties in the workplace.</i></p> <ul style="list-style-type: none"> ▪ Obtain and review documentation regarding recent work-related behaviors and performance concerns. ▪ Recommendation of a management referral of employee client to screen for clinical appropriateness of Fitness for Duty evaluation. ▪ Identify potential Fitness for Duty evaluators. ▪ Share the evaluator's recommendations with Client. ▪ Case management and reporting employee's compliance with evaluator's recommendations for up to 3 months. ▪ Act as custodian of the full Fitness for Duty evaluation.
<p><u>Critical Incident Response:</u> <i>Deployment of personnel following traumatic or life-threatening events at the workplace.</i></p> <ul style="list-style-type: none"> ▪ Consultation when traumatic incident occurs. ▪ Onsite services including professional consultation for human resources and other staff and individual or group counseling sessions for employees.* ▪ Follow up consultation. ▪ Materials/information for participants. <p>*On-site counseling is billed at \$280.00 per hour per counselor.</p>
<p><u>Wellness Coaching (Ask the Coach):</u> <i>Individual coaching addresses a variety of health related issues that may be impacting employee productivity and engagement. Services can positively affect healthcare costs by improving wellness.</i></p> <ul style="list-style-type: none"> ▪ Nutritional coaching, up to three (3) one-hour sessions. ▪ Fitness coaching, up to three (3) one-hour sessions. ▪ Tobacco cessation coaching, up to three (3) one-hour sessions. ▪ Stress reduction coaching, up to three (3) one-hour sessions.



Work-Life Services:

Information and resources to increase productivity and decrease turnover by improving employee work-life integration.

- Legal consultation with attorney: 30 minutes telephonic; 30 minutes in-person, per issue/year.
- Financial consultation with financial professionals: unlimited telephonic assistance.
- Online legal and financial information and resources.
- Childcare Resource and Referral including unlimited telephone consultations with a Childcare Specialist, customized provider recruitment and follow up.
- School Aged Resources Support of employees with school aged children including assistance and advocacy for special needs children.
- Eldercare Resource and Referral including unlimited telephone consultations with an Elder Care Specialist.
- Retirement Coaching for employees preparing for retirement – three (3) sessions/year.

Account Management Services:

A dedicated contact person to assist with developing, implementing, and monitoring EAP program details and service utilization.

- Onsite employee and supervisory staff orientations.
- Quarterly newsletters and tip sheets for supervisors and employees on current and seasonal issues.
- Electronic healthy tips.
- Monthly flyers with website theme and on-demand webinar information
- Promotional flyers representing program services.
- Promotional wallet cards with service and website contact information.
- Utilization Review and Trend Analysis.
- Assistance with EAP Policy Development.
- Discuss training needs through preliminary needs assessments.



Member Website

- A comprehensive member-only website with easy-to-access content.
- Explanation of ease@work employee services with information on scheduling via telephone or secure e-mail.
- Information and links on a variety of mental health topics.
- Access to an extensive database of legal articles and links.
- Access to an extensive database of financial articles, links and calculators
- Child Care and Eldercare provider database search.
- Supervisors and Managers unique login with information on management referrals, consultations, CIR, drug free workplace training, seminars, and organizational development.
- Work/life content on 6 areas including:
 - Parenting –child care and parenting,
 - Aging – older adults and elder caregiving,
 - Balancing – family, relationships and personal growth,
 - Wellness – wellness and healthful living for all ages,
 - Working – career development and workplace issues,
 - Living – everyday life and convenience,
 - Legal/Financial – articles, downloadable forms, and more
- Web-based training including eLearning courses with printable certificates and a variety of assessments, articles, audio and video presentations.
- Monthly live webinars and a database of recorded webinar content
- Savings Center offers savings from 25% - 70% with membership in Corporate Perks.
- Pet Care Locator, Relocation Center, Tax Center and much more.



EXHIBIT B
Cleveland Public Library

Client shall compensate THE CENTERS at the following rates:

\$25 per employee per year based upon a three (3) session model for _____ employees.

Billing

Client shall be invoiced annually at the inception of the Agreement. Any charges for additional services will be billed monthly.

Billing Contact Name: Madeline Corchado
 Billing Contact Title: Human Resources Director
 Billing Contact email: madeline.corchado@cpl.org (invoice by email? Y – **N**)
 Billing contact phone: (216) 623-2892

Other Service Options:

<p><u>Workplace Training:</u> <i>On site seminars delivered by professional presenters addressing a variety of workplace issues including, but not limited to:</i></p> <ul style="list-style-type: none"> ▪ Compliance Training ▪ Customer Service ▪ Change Management ▪ Conflict Management ▪ Train-the-Trainer ▪ Personal Development ▪ Health & Wellness <p><i>*Includes logistics coordination, vetted presenter/Subject Matter Expert, preplanning discussion to identify scope of work and goals, handouts, and evaluations provided electronically.</i></p>	<p align="center">\$300.00 per seminar*</p>
<p><u>Drug Free Workplace Training:</u> <i>Onsite Training for Employees & Supervisors/Managers as mandated by Ohio Bureau of Worker's Compensation for Drug-Free Workplace Compliance.</i></p> <p>Training Content includes:</p> <ul style="list-style-type: none"> ▪ Effects of drug/alcohol abuse in the workplace/information & facts ▪ Disease Models/signs and Symptoms associated with use ▪ Instituting Reasonable Suspicious procedures ▪ Referring employees to testing and treatment 	<p align="center">\$200 per hour*</p>



<p>Organizational Development: <i>Customized services to facilitate change and enhance performance.</i></p> <ul style="list-style-type: none">▪ Professional Leadership Coaching▪ Project Management▪ Strategic Planning▪ Mediation▪ Organizational Assessment <p><i>All pricing for services are outlined/itemized through a formal proposal.</i></p>	<p><i>From \$200 per hour*</i></p>
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BUSINESS ASSOCIATE AGREEMENT

THIS BUSINESS ASSOCIATE AGREEMENT is entered into as of March 1, 2018 by and between Cleveland Public Library, with administrative offices at 525 Superior Ave. Cleveland, OH 44114 ("Covered Entity") and The Centers for Families and Children, an Ohio nonprofit corporation, with administrative offices at 4500 Euclid Avenue, Cleveland, Ohio 44103 ("Business Associate").

RECITALS

WHEREAS, Covered Entity and Business Associate have entered into an Agreement (as defined below) under which Business Associate provides certain services on behalf of Covered Entity;

WHEREAS, in connection with the services provided by Business Associate pursuant to the Agreement, Covered Entity may provide Business Associate with access to certain Protected Health Information (as defined below);

WHEREAS, to comply with the requirements of the Standards for Privacy of Individually Identifiable Health Information and the Standards for Security of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164 under the Health Insurance Portability and Accountability Act of 1996, as amended from time to time (the "Privacy Rule" and the "Security Rule", respectively), Covered Entity and the Business Associate desire to enter into this Business Associate Agreement documenting the permitted uses and disclosures of Protected Health Information (as defined below) by Business Associate and other rights and obligations of each of the parties to this Business Associate Agreement (collectively the "Parties");

NOW, THEREFORE, in consideration of the mutual promises set forth in this Business Associate Agreement and the Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. Definitions. Terms used, but not otherwise defined, in this Business Associate Agreement shall have the same meaning as those terms in the Privacy and Security Rules.
 - a. Agreement. "Agreement" shall mean the Employee Assistance Program Agreement entered into as of March 1, 2018, by and between Business Associate, and Covered Entity under which Business Associate may have access to certain Protected Health Information created by or for, or maintained by, Covered Entity.
 - b. Individual. "Individual" shall have the same meaning as the term "individual" in 45 C.F.R. § 160.103 of the Privacy Rule and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g) of the Privacy Rule.



- c. Protected Health Information. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 C.F.R. § 160.103 of the Privacy Rule, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
 - d. Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 C.F.R. § 164.103 of the Privacy Rule.
 - e. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his or her designee.
2. Obligations and Activities of Business Associate.
- a. Business Associate agrees to not use or disclose Protected Health Information other than as permitted or required by the Agreement or as Required By Law.
 - b. Business Associate agrees to use appropriate safeguards, and comply with the Security Rule with respect to electronic Protected Health Information, to prevent use or disclosure of the Protected Health Information other than as provided for by this Business Associate Agreement.
 - c. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is or becomes known to Business Associate of a use or disclosure of Protected Health Information by Business Associate or any of its employees, contractors, or subcontractors in violation of the requirements of this Business Associate Agreement.
 - d. Business Associate agrees to report to Covered Entity any use or disclosure of the Protected Health Information not provided for by this Business Associate Agreement of which it becomes aware, including Breaches of Unsecured Protected Health Information (as defined in 45 C.F.R. §164.402).
 - e. Business Associate agrees to report to Covered Entity (i) any actual, successful Security Incident (as defined in 45 C.F.R. §164.304) within thirty (30) days of when Business Associate becomes aware of such successful Security Incident; and (ii) any attempted, unsuccessful Security Incident of which Business Associate becomes aware, in writing, on a reasonable basis, at the written request of Covered Entity.
 - f. Business Associate agrees to require, in accordance with 45 C.F.R. §§ 164.502(e)(1)(ii) and 164.308(b), that any subcontractor who creates, receives, maintains or transmits Protected Health Information on behalf of Business Associate agrees in writing to the same restrictions and conditions



that apply through this Business Associate Agreement to Business Associate with respect to Protected Health Information.

- g. Within thirty (30) days of Covered Entity's request, Business Associate agrees to make available to Covered Entity or, at Covered Entity's direction, make available to Individual, access to Individual's Protected Health Information in accordance with the requirements of and to the extent required by the Privacy Rule.
 - h. Within thirty (30) days of Covered Entity's request, Business Associate agrees to make any amendment(s) to Protected Health Information as directed or agreed to by Covered Entity in accordance with the requirements of and to the extent required by the Privacy Rule.
 - i. Business Associate agrees to make its internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary (or his or her designee) for purposes of determining Covered Entity's compliance with the Privacy Rule.
 - j. Business Associate agrees to document disclosures of Protected Health Information and information related to such disclosures that will enable Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with the Privacy Rule.
 - k. Business Associate agrees to provide to Covered Entity within thirty (30) days of Covered Entity's request, information collected in accordance with Section 2(j) of this Business Associate Agreement, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with the Privacy Rule.
 - l. To the extent Business Associate is to carry out one or more of Covered Entity's obligations under the Privacy Rule, Business Associate will comply with the requirements of the Privacy Rule that apply to Covered Entity in the performance of such obligations.
3. Permitted Uses and Disclosures by Business Associate. Except as otherwise limited in this Business Associate Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the Agreement or in this Business Associate Agreement. In accordance with and to the extent required by the Privacy Rule, Business Associate will use or disclose only the minimum necessary Protected Health Information to accomplish the intended purpose of its uses or disclosures. Business Associate may not use or disclose Protected Health Information in any manner that would constitute a violation of the Privacy Rule if used or disclosed by Covered Entity. Business Associate may also use



and disclose Protected Health Information received by it in its capacity as a business associate of Covered Entity when necessary for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate provided, however, in the case of a disclosure:

- a. The disclosure is required by Law; or
- b. Business Associate obtains reasonable assurances from the person to whom information is disclosed that (i) it will be held confidentially and used or further disclosed only as Required by Law or for the purpose for which disclosed and (ii) such person will notify Business Associate of any instances of which it is aware in which the confidentiality of the Protected Health Information has been breached.

4. Obligations of Covered Entity.

- a. Covered Entity will obtain from Individuals the authorizations and other permissions necessary, **on forms supplied by ease@work**, to make the uses or disclosures of Protected Health Information required in connection with **management referrals under the ease@work program or the Agreement.**
- b. Covered Entity will notify Business Associate promptly in writing of any restrictions on the use or disclosure of Protected Health Information that Covered Entity has agreed to, or any changes in, or revocation of, permission by an Individual for use or disclosure of Protected Health Information, **in each case, with respect to clients referred to Covered Entity under the ease@work program or the Agreement.**
- c. Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would be impermissible under the Privacy Rule if used or disclosed by Covered Entity.

5. Term and Termination.

- a. Term. This Business Associate Agreement shall be effective as of the later of the date first written above or the date as of which the Agreement is first effective ("Effective Date"), and shall remain in effect so long as the Agreement remains in force; provided, however, Covered Entity may immediately terminate the Business Associate Agreement if Covered Entity determines that Business Associate has violated a material term, responsibility, or obligation of this Business Associate Agreement and has failed to provide satisfactory assurances to Covered Entity within thirty (30) days of notice of such violation that the violation has been cured and steps



taken to prevent its recurrence. The provisions of Section 5(b) shall survive any termination of this Business Associate Agreement.

b. Effect of Termination.

- i. Except as provided in Section 5(b)(ii) below, upon termination of this Business Associate Agreement for any reason, Business Associate shall return or destroy all Protected Health Information covered by this Business Associate Agreement. Business Associate shall retain no copies of Protected Health Information.
- ii. In the event that Business Associate reasonably determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity written notification of the conditions that make return or destruction infeasible. Business Associate shall extend the protections of this Business Associate Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

6. Miscellaneous.

- a. Regulatory References. A reference in this Business Associate Agreement to a provision of a law or regulation means the provision as in effect or as amended.
- b. Amendment. The Parties agree to take such action as is necessary to amend this Business Associate Agreement from time to time as may be required for Covered Entity to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 and the regulations issued thereunder (collectively, "HIPAA").
- c. Interpretation. Any ambiguity in this Business Associate Agreement shall be resolved in a manner permitting compliance with HIPAA.
- d. Governing Agreement. The terms and conditions of this Business Associate Agreement shall supersede all conflicting terms and conditions of all prior or other agreements, including the Agreement, with respect to the subject matter set forth herein.



IN WITNESS WHEREOF, the parties hereto have executed this Business Associate Agreement, and it shall be incorporated into and made a part of the Agreement as of the Effective Date.

The Centers for Families and Children

Cleveland Public Library

By: *Patrick Gaul*

By: X *Felton Thomas*

Print: Patrick Gaul
Title: ease@work Mgr. Account Services

Print: *Felton Thomas*

Title: *Director*

Date: *2/22/2018*

Date: *2/23/18*



REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD FEBRUARY 1 – FEBRUARY 28, 2018

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending February 28, 2018

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	12,175,000.00	0.00	0.00	0.00	\$ 0.00	12,175,000.00
42 Intergovernmental	3,981,291.72	257,928.00	25,000.00	0.00	\$ 0.00	4,264,219.72
43 Fines & Fees	56,930.10	0.00	0.00	0.00	\$ 0.00	56,930.10
44 Investment Earnings	62,662.35	96,209.83	0.00	45,177.38	\$ 0.00	204,049.56
45 Charges for Services	0.00	2,187,671.26	0.00	0.00	\$ 0.00	2,187,671.26
46 Contributions & Donations	1,080.00	102,585.00	0.00	0.00	\$ 0.00	103,665.00
48 Miscellaneous Revenue	32,502.50	0.00	0.00	0.00	\$ 26,473.20	58,975.70
Total Revenues	\$ 16,309,466.67	\$ 2,644,394.09	\$ 25,000.00	\$ 45,177.38	\$ 26,473.20	\$ 19,050,511.34
51 Salaries/Benefits	5,752,744.56	530,097.91	0.00	0.00	\$ 0.00	6,282,842.47
52 Supplies	111,686.83	9,521.90	0.00	437.69	\$ 0.00	121,646.42
53 Purchased/Contracted Services	2,533,082.40	216,681.62	1,678.04	1,248.00	\$ 0.00	2,752,690.06
54 Library Materials	1,609,416.11	166,585.62	0.00	8,757.13	\$ 0.00	1,784,758.86
55 Capital Outlay	282,749.73	235,838.37	82,980.72	0.00	\$ 0.00	601,568.82
57 Miscellaneous Expenses	31,387.71	1,656.84	0.00	0.00	\$ 23,629.31	56,673.86
Total Expenditures	\$ 10,321,067.34	\$ 1,160,382.26	\$ 84,658.76	\$ 10,442.82	\$ 23,629.31	\$ 11,600,180.49
Revenue Over/(Under) Expenditures	\$ 5,988,399.33	\$ 1,484,011.83	\$(59,658.76)	\$ 34,734.56	\$ 2,843.89	\$ 7,450,330.85
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(50,015.00)	50,015.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(2,000,000.00)	0.00	2,000,000.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(2,050,015.00)	\$ 50,015.00	\$ 2,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 3,938,384.33	\$ 1,534,026.83	\$ 1,940,341.24	\$ 34,734.56	\$ 2,843.89	\$ 7,450,330.85
Beginning Year Cash Balance	\$ 24,971,598.35	\$ 18,098,603.70	\$ 10,649,453.06	\$ 3,990,707.53	\$ 15,768.15	\$ 57,726,130.79
Current Cash Balance	\$ 28,909,956.15	\$ 19,632,630.53	\$ 12,589,794.30	\$ 4,025,442.09	\$ 18,612.04	\$ 65,176,435.11

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending February 28, 2018

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	21,528,120	3,981,292	17,546,828	18%	18%
General Property Tax	24,914,507	12,175,000	12,739,507	49%	52%
Rollback, Homestead, CAT	2,400,000	0	2,400,000	0%	0%
Fines & Fees	381,034	56,930	324,104	15%	15%
Investment Earnings	524,913	62,662	462,251	12%	18%
Contributions	0	1,080	(1,080)	100%	100%
Miscellaneous	890,487	32,503	857,985	4%	5%
Return of Advances Out	0	75,000	(75,000)	0%	0%
Total	\$ 50,639,061	\$ 16,384,467	\$ 34,254,594	32%	33%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	36,777,430	5,780,313	30,997,116	16%	15%
Supplies	1,140,652	405,264	735,388	36%	40%
Purchased Services	12,215,264	8,001,469	4,213,794	66%	68%
Library Materials	10,625,923	5,142,760	5,483,162	48%	44%
Capital Outlay	1,459,422	392,289	1,067,133	27%	32%
Other	169,764	77,575	92,189	46%	69%
Sub Total	\$ 62,388,453	\$ 19,799,670	\$ 42,588,783	32%	31%
Advances Out	0	125,015	(125,015)	100%	100%
Transfers Out	2,000,000	2,000,000	0	100%	100%
Total	\$ 64,388,453	\$ 21,924,685	\$ 42,463,768	34%	32%

Note (1): Certificate from Cuyahoga County Budget Commission dated February 6, 2018.

Note (2): Subtotal Amended Appropriation of \$58,365,109 plus carried forward encumbrance of \$6,023,344.

Note (3): Subtotal includes 17% expended and 15% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending February 28, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,852,312.86	10,852,312.86	1,620,426.51	0.00	9,231,886.35
51120 Clerical Salaries	10,562,757.75	10,562,757.75	1,650,381.60	0.00	8,912,376.15
51130 Non-Clerical Salaries	1,181,064.81	1,181,064.81	166,951.16	0.00	1,014,113.65
51140 Buildings Salaries	4,382,653.86	4,382,653.86	657,530.55	0.00	3,725,123.31
51150 Other Salaries	616,852.08	616,852.08	91,953.88	0.00	524,898.20
51180 Severance Pay	0.00	125,681.06	134,162.94	0.00	(8,481.88)
51190 Non-Base Pay	210,581.61	210,581.61	76,086.83	0.00	134,494.78
51400 OPERS	3,931,874.91	3,931,874.91	599,707.54	0.00	3,332,167.37
51610 Health Insurance	4,000,682.88	4,000,682.88	650,920.79	0.00	3,349,762.09
51611 Dental Insurance	212,132.16	212,132.16	35,075.25	0.00	177,056.91
51612 Vision Insurance	15,736.44	15,736.44	2,618.58	0.00	13,117.86
51620 Life Insurance	12,852.00	12,852.00	2,278.71	0.00	10,573.29
51625 Short Term Disability Insurance	27,952.56	27,952.56	4,646.96	0.00	23,305.60
51630 Workers Compensation	198,828.78	198,828.78	(1,570.50)	0.00	200,399.28
51640 Unemployment Compensation	10,000.00	28,613.57	249.61	18,363.96	10,000.00
51650 Medicare - ER	377,834.60	379,807.23	58,756.18	120.47	320,930.58
51900 Other Benefits	37,045.20	37,045.20	2,567.97	9,084.43	25,392.80
	\$36,631,162.50	\$ 36,777,429.76	\$ 5,752,744.56	\$ 27,568.86	\$ 30,997,116.34
Salaries/Benefits					
52110 Office Supplies	53,220.00	53,649.46	5,230.67	3,926.10	44,492.69
52120 Stationery	35,022.75	36,536.27	1,078.08	6,441.42	29,016.77
52130 Duplication Supplies	34,950.00	34,950.00	3,720.00	284.61	30,945.39
52140 Hand Tools	7,100.00	7,260.30	59.82	94.22	7,106.26
52150 Book Repair Supplies	71,000.00	71,015.99	9,834.23	4,844.39	56,337.37
52210 Janitorial Supplies	94,500.00	97,927.86	19,899.66	11,488.76	66,539.44

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending February 28, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220 Electrical Supplies	63,909.00	79,627.16	9,026.10	27,437.77	43,163.29
52230 Maintenance Supplies	401,336.00	452,993.81	27,200.96	150,599.11	275,193.74
52240 Uniforms	26,000.00	27,476.55	0.00	5,726.97	21,749.58
52300 Motor Vehicle Supplies	5,200.00	26,064.47	5,074.44	60,486.41	(39,496.38)
52900 Other Supplies	209,300.00	253,149.83	30,562.87	22,247.15	200,339.81
Supplies	\$1,001,537.75	\$ 1,140,651.70	\$ 111,686.83	\$ 293,576.91	\$ 735,387.96
53100 Travel/Meetings	100,000.00	132,511.43	2,631.83	79,879.60	50,000.00
53210 Telecommunications	271,836.00	286,838.52	39,573.90	228,678.05	18,586.57
53230 Postage/Freight	79,500.00	92,179.68	12,404.44	70,975.62	8,799.62
53240 PR/Other Communications	222,000.00	252,614.59	9,487.29	27,770.23	215,357.07
53310 Building Repairs	93,000.00	211,169.78	6,237.16	120,912.33	84,020.29
53320 Machine Repairs	10,000.00	11,150.53	1,008.98	901.86	9,239.69
53340 Building Maintenance	679,918.00	822,440.94	126,262.03	67,563.25	628,615.66
53350 Machine Maintenance	382,861.80	478,337.60	23,978.92	135,480.44	318,878.24
53360 Computer Maintenance	305,759.79	308,014.79	1,074.00	113,799.37	193,141.42
53370 Motor Vehicle Repairs	13,000.00	19,589.80	4,472.91	13,215.06	1,901.83
53380 Contract Security	1,045,000.00	1,093,085.72	154,383.98	923,530.46	15,171.28
53390 Landscaping	87,200.00	90,042.00	0.00	2,842.00	87,200.00
53400 Insurance	475,299.00	475,299.00	346.00	0.00	474,953.00
53510 Rent/Leases	183,008.68	194,845.09	28,988.71	159,146.41	6,709.97
53520 Equipment Rental	54,022.12	66,853.08	648.96	17,922.63	48,281.49
53610 Electricity	1,903,400.00	2,029,686.31	266,746.41	1,692,002.26	70,937.64
53620 Gas	130,500.00	143,804.56	41,983.24	84,073.31	17,748.01
53630 Chilled Water	845,000.00	893,924.16	30,837.13	858,847.29	4,239.74

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending February 28, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	126,000.00	137,313.12	14,055.24	116,740.36	6,517.52
53710 Professional Services	1,135,755.00	1,619,032.49	91,511.74	524,297.80	1,003,222.95
53720 Auditors Fees	622,046.87	694,971.37	0.00	72,924.50	622,046.87
53730 Bank Service Charges	11,000.00	11,000.00	1,874.89	0.00	9,125.11
53800 Library Material Control	265,000.00	408,426.14	20,483.24	122,942.90	265,000.00
53900 Other Purchased Services	1,711,079.15	1,742,132.90	1,654,091.40	33,941.00	54,100.50
Purchased/Contracted Services	\$10,752,186.41	\$ 12,215,263.60	\$ 2,533,082.40	\$ 5,468,386.73	\$ 4,213,794.47
54110 Books	2,084,000.00	2,905,389.65	277,125.46	788,972.19	1,839,292.00
54120 Continuations	316,584.01	584,708.44	94,324.39	192,191.18	298,192.87
54210 Periodicals	785,013.08	1,688,015.32	538,759.22	404,803.81	744,452.29
54220 Microforms	30,625.00	218,768.26	29,291.22	157,314.26	32,162.78
54310 Video Media	1,585,000.00	2,012,703.47	240,997.58	394,334.33	1,377,371.56
54320 Audio Media - Spoken	125,625.00	170,607.03	18,661.46	40,513.17	111,432.40
54325 Audio Media - Music	280,500.00	488,266.53	26,536.55	211,822.99	249,906.99
54500 Database Services	570,000.00	1,186,415.04	235,900.00	437,706.39	512,808.65
54530 eMedia	851,000.00	1,214,981.32	144,661.26	855,251.32	215,068.74
54600 Interlibrary Loan	5,000.00	7,079.00	115.00	4,000.00	2,964.00
54710 Bookbinding	20,000.00	51,422.00	2,904.42	28,517.58	20,000.00
54720 Preservation Services	45,000.00	49,800.00	0.00	5,857.00	43,943.00
54730 Preservation Boxing	6,000.00	6,229.45	65.00	597.25	5,567.20
54790 Preservation Reformatting	30,000.00	41,537.00	74.55	11,462.45	30,000.00
Library Materials	\$6,734,347.09	\$ 10,625,922.51	\$ 1,609,416.11	\$ 3,533,343.92	\$ 5,483,162.48
55300 Construction/Improvements	24,512.00	29,361.49	4,849.49	0.00	24,512.00
55510 Furniture	307,075.00	323,573.50	16,382.49	3,959.46	303,231.55

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending February 28, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	222,880.00	273,249.45	20,931.03	37,799.22	214,519.20
55530 Computer Hardware	392,000.00	656,030.12	237,680.84	37,181.02	381,168.26
55540 Software	144,000.00	177,207.03	2,905.88	30,599.15	143,702.00
Capital Outlay	\$1,090,467.00	\$ 1,459,421.59	\$ 282,749.73	\$ 109,538.85	\$ 1,067,133.01
57100 Memberships	84,974.70	84,974.70	18,015.10	26,145.60	40,814.00
57200 Taxes	15,000.00	15,286.43	2,057.30	11,452.70	1,776.43
57500 Refunds/Reimbursements	55,433.31	69,502.75	11,315.31	8,589.28	49,598.16
Miscellaneous Expenses	\$155,408.01	\$ 169,763.88	\$ 31,387.71	\$ 46,187.58	\$ 92,188.59
59810 Advances Out	0.00	0.00	125,015.00	0.00	(125,015.00)
Advances	\$0.00	\$ 0.00	\$ 125,015.00	\$ 0.00	\$(125,015.00)
59900 Transfers Out	0.00	2,000,000.00	2,000,000.00	0.00	0.00
Transfers	\$0.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 0.00	\$ 0.00
TOTAL	\$56,365,108.76	\$ 64,388,453.04	\$ 12,446,082.34	\$ 9,478,602.85	\$ 42,463,767.85

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2018

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	24,971,598.35	16,384,466.67	12,446,082.34	9,478,602.85	19,431,379.83
Total General Fund	\$ 24,971,598.35	\$ 16,384,466.67	\$ 12,446,082.34	\$ 9,478,602.85	\$ 19,431,379.83
201 Anderson	325,589.18	3,547.40	0.00	0.00	329,136.58
202 Endowment for the Blind	2,532,943.39	(3,776.13)	5,000.00	5,000.00	2,519,167.26
203 Founders	7,008,252.77	190,889.60	98,395.53	248,615.26	6,852,131.58
204 Kaiser	69,460.47	0.00	0.00	0.00	69,460.47
205 Kraley	197,874.90	2,016.47	355.29	248.74	199,287.34
206 Library	167,680.20	5,052.65	89.40	0.00	172,643.45
207 Pepke	148,118.99	2,316.97	0.00	0.00	150,435.96
208 Wickwire	1,554,880.44	3,754.59	179.95	5,257.10	1,553,197.98
209 Wittke	102,130.38	2,368.33	0.00	0.00	104,498.71
210 Young	4,724,548.65	(9,475.05)	5,000.00	5,000.00	4,705,073.60
225 Friends	4,269.44	0.00	1,875.00	2,394.44	0.00
226 Judd	13,363.98	0.00	17,879.05	60,425.00	(64,940.07)
228 Lockwood Thompson Memorial	157,078.11	0.00	28,721.51	130,286.34	(1,929.74)
229 Ohio Center for the Book	25.00	2,100.00	0.00	0.00	2,125.00
230 Schweinfurth	141,254.75	0.00	28,269.13	9,145.00	103,840.62
231 CLEVNET	695,202.80	2,187,671.26	775,543.12	1,158,732.50	948,598.44
251 OLBPD-Library for the Blind	14,843.90	251,366.00	195,516.90	17,061.87	53,631.13
254 MyCom	6,050.00	81,577.00	74,627.75	0.00	12,999.25
256 Learning Centers	86,208.85	0.00	0.00	61,826.35	24,382.50
257 Tech Centers	0.00	50,000.00	3,929.63	6,931.64	39,138.73
258 Early Literacy	148,827.50	0.00	0.00	0.00	148,827.50
Total Special Revenue Funds	\$ 18,098,603.70	\$ 2,769,409.09	\$ 1,235,382.26	\$ 1,710,924.24	\$ 17,921,706.29

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2018

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
401 Building & Repair	10,649,453.06	2,025,000.00	84,658.76	8,566,665.53	4,023,128.77
Total Capital Project Funds	\$ 10,649,453.06	\$ 2,025,000.00	\$ 84,658.76	\$ 8,566,665.53	\$ 4,023,128.77
501 Abel	258,034.08	(971.53)	0.00	0.00	257,062.55
502 Ambler	2,615.85	0.00	0.00	0.00	2,615.85
503 Beard	150,457.55	13,611.14	500.00	6,126.00	157,442.69
504 Klein	6,187.98	0.00	0.00	0.00	6,187.98
505 Malon/Schroeder	316,064.52	1,681.14	726.69	420.77	316,598.20
506 McDonald	214,987.95	2,351.61	0.00	0.00	217,339.56
507 Ratner	105,560.62	1,221.57	0.00	5,000.00	101,782.19
508 Root	45,288.56	0.00	0.00	0.00	45,288.56
509 Sugarman	217,853.42	1,695.26	0.00	0.00	219,548.68
510 Thompson	175,569.78	2,129.23	2,374.99	2,615.16	172,708.86
511 Weidenthal	7,668.86	0.00	0.00	0.00	7,668.86
512 White	2,398,348.43	23,683.30	6,382.14	4,425.00	2,411,224.59
513 Beard Anna Young	92,069.93	(224.34)	459.00	2,990.00	88,396.59
Total Permanent Funds	\$ 3,990,707.53	\$ 45,177.38	\$ 10,442.82	\$ 21,576.93	\$ 4,003,865.16
901 Unclaimed Funds	6,372.39	0.00	0.00	0.00	6,372.39
905 CLEVNET Fines & Fees	9,395.76	26,473.20	23,629.31	0.00	12,239.65
Others	\$ 15,768.15	\$ 26,473.20	\$ 23,629.31	\$ 0.00	\$ 18,612.04
Total All Funds	\$ 57,726,130.79	\$ 21,250,526.34	\$ 13,800,195.49	\$ 19,777,769.55	\$ 45,398,692.09

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending February 28, 2018

Balance of All Funds	<u><u>\$ 65,176,925.41</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	(306,666.59)
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,585.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u><u>\$(299,298.88)</u></u>
PNC - Money Market	10,074.86
PNC - Investments	37,739,043.41
PNC - Investments Money Market	58,863.61
STAR Ohio Investment	8,716,337.70
STAR Plus Program	0.00
Investments	<u><u>\$ 46,524,319.58</u></u>
PNC- Endowment Account	18,951,904.71
Endowment Account	<u><u>\$ 18,951,904.71</u></u>
Cash in Banks and On Hand	<u><u>\$ 65,176,925.41</u></u>

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – February 2018

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 February 1, 2018 through February 28, 2018.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
02/01/18 - 02/28/18	28	Various	STAR Ohio	Various	5,591.09	Investment Pool
02/01/18 - 02/28/18	28	Various	STAR Plus	Various	0.00	Bank Deposit Program
02/01/18 - 02/28/18	28	Various	PNC	Various	23.78	Sweep Money Market
02/01/18 - 02/28/18	28	Various	PNC	Various	3.86	Money Market
08/28/17 - 02/28/18	185	625,000	Federal Home Loan Bank	1.060%	3,312.50	Federal Agency
08/23/17 - 02/23/18	185	100,000	Federal Home Loan Mortgage Corp.	1.400%	700.00	Federal Agency
08/12/17 - 02/12/18	185	1,000,000	Federal Home Loan Mortgage Corp.	1.125%	5,625.00	Federal Agency
08/23/17 - 02/23/18	185	1,000,000	Federal Farm Credit Bank	1.990%	9,950.00	Federal Agency
08/28/17 - 02/28/18	185	500,000	Federal Home Loan Mortgage Corp.	2.000%	5,000.00	Federal Agency
				Earned Interest February 2018	\$ 30,206.23	
				Earned Interest Year To Date	\$ 62,662.35	

CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

March 15, 2018

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR FEBRUARY 2018

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
ShopBot Tools ShopBot Basic Training Durham, North Carolina	1/31/2018 - 2/2/2018	Melissa Canan	424.11
Northeast Ohio Regional Library System Teen Summer Reading 2018: Libraries Rock! Twinsburg, Ohio	2/1/2018	Andrea Csia	25.30
Northeast Ohio Regional Library System Teen Summer Reading 2018: Libraries Rock! Twinsburg, Ohio	2/1/2018	Christine Feczkanin	15.00
Music Library Association Annual Meeting Portland, Oregon	1/31/2018 - 2/3/2018	Andrew Kaplan	1,102.14
ShopBot Tools ShopBot Basic Training Durham, North Carolina	1/31/2018 - 2/2/2018	CJ Lynce	538.41
Best Buy Clubhouse Network Immersion Week Boston, Massachusetts	2/26/2018 - 3/2/2018	Marina Marquez	1,139.43
Cisco Implementing Cisco IP Switched Networks Cleveland, Ohio	1/16/2018	Darren Novak	320.92
Best Buy Clubhouse Network Immersion Week Boston, Massachusetts	2/26/2018 - 3/2/2018	Jill Pappenhagen	1,116.03
American Graphics Institute Information Architecture Course for Application and Web Design UX Class: UX Design Principles Cleveland, Ohio	1/18/2018 - 1/19/2018	John Pas	990.00
Ohio Library Council Technical Services Division Action Council Meeting Columbus, Ohio	1/16/2018	Barbara Satow	139.52

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Digitization Interest Group January Meeting Columbus, Ohio	1/24/2018	Rachel Senese	131.89
Northern Ohio Technical Services Librarians Board Meeting Cleveland, Ohio	1/26/2018	Erin Valentine	38.80
American Library Association Mid-Winter Conference Denver, Colorado	2/8/2018 - 2/11/2018	Robin Wood	1,097.10
TOTAL			\$7,078.65

SUMMARY

FUND	FEBRUARY	YEAR TO DATE
General	\$2,410.13	\$2,631.83
Lockwood Thompson	1,102.14	1,102.14
CLEVNET	1,310.92	1,475.92
Tech Centers	2,255.46	2,255.46
TOTAL	\$7,078.65	\$7,465.35

CLEVELAND PUBLIC LIBRARY

Board Meeting
March 15, 2018

Safe, Warm and Dry Construction Project

In accordance with the Board resolution adopted on December 21, 2017, a report to the Board of Trustees on direct expenditures for the materials and services as budgeted for the Project and not covered by the GMP and expenditures made from the Owner's Contingency Fund resulting from changes and additions to the Project that have already been made by the Library, and will be made in the future, and which are not included in the GMP, is hereby submitted:

For the Period Ending February 28, 2018

				Owner's Contingency and Permit Fund		\$76,288.69
<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Decription</u>	<u>Encumbered</u>	<u>Expended</u>	
11/3/2017	City of Cleveland	171701	Building Plan Processing Fee	\$ -	\$ 3,280.00	
			Permits for Glenville, Harvard			
1/22/2018	City of Cleveland	180314	Lee, Lorain and Rockport	-	21,066.30	
				\$ -	\$ 24,346.30	
Owner's Contingency and Permit Fund Available Balance						\$51,942.39
Safe, Warm and Dry Construction Initiative Budget						\$5,000,000.00
				<u>Encumbered</u>	<u>Expended</u>	
URS Corporation - Asbestos Survey and Testing				\$ 14,221.79	\$ 33,728.21	
Osborn Engineering Company - Professional Architectual and Engineering Services				138,404.01	311,525.99	
Regency Construction Services, Inc. - Construction Manager at Risk				4,410,282.10	15,549.21	
Direct Expenditures paid from Contingency Fund				-	24,346.30	
				\$ 4,562,907.90	\$ 385,149.71	
Available Budget as of 01/31/2018						\$51,942.39

CLEVELAND PUBLIC LIBRARY

Board Meeting
March 15, 2018

South Branch Renovation Project

In accordance with the Board resolution adopted on January 18, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from permitting and changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending February 28, 2018

				Owner's Contingency and Permit Fund		\$156,131.37
<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ 3,650.00	\$ 6,500.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
				\$ 3,650.00	\$ 44,272.92	
				Owner's Contingency and Permit Fund Available Balance		\$108,208.45
				South Branch Renovation Project Budget		\$ 4,500,000.00
				<u>Encumbered</u>	<u>Expended</u>	
HBM Architects, LLC - Architectural Design Services				\$ 56,205.23	\$ 261,294.77	
The Albert M. Higley Co., LLC - Construction Manager at Risk				3,751,960.42	53,040.21	
Furniture, Fixtures, Equipment and Technology				-	-	
Direct Expenditures paid from Contingency Fund				3,650.00	44,272.92	
				\$ 3,811,815.65	\$ 358,607.90	
				Available Budget as of 02/28/2018		\$ 329,576.45

CLEVELAND PUBLIC LIBRARY
Regular Employment Report
2/01/2018 TO 2/28/2018

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
BROWN, MATTHEW R	Security	SAFETY&PROTECTIVE SVC OFFICER	02/03/2018
NELSON, CLARK	Custodial A	CUSTODIAN II (DAYS/BRANCHES)	02/08/2018
ROSARIO-LAUREANO, SABRIN	Materials Processing	TECHNICAL SERVICES SENIOR CLER	02/01/2018
WINSTEAD, LAKEISHA C	Social Sciences	LIBRARY ASSISTANT (SUBJ DEPT)	02/23/2018

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 02/01/2018 TO 02/28/2018**

EMPLOYEE: AUSTIN, BEVERLY R CURRENT GRADE: H EFFECTIVE DATE
JOB TITLE: CHILDRENS LIBRARIAN CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	55,754.92	55,754.92	TRANSFER

EMPLOYEE: CREDICO, MICHAEL P CURRENT GRADE: F EFFECTIVE DATE
JOB TITLE: LIBRARY ASST-COMP EMPH CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	34481.72	46178.60	TRANSFER
Annual Pay	34481.72	46178.60	VACANCY

EMPLOYEE: CROMPTON, EMILY B CURRENT GRADE: F EFFECTIVE DATE
JOB TITLE: LIBRARY ASST SUBSTITUTE CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	28.59	23.44	DEMOTION

EMPLOYEE: GABB, JULIE A CURRENT GRADE: H EFFECTIVE DATE
JOB TITLE: CHILDRENS LIBRARIAN CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	35,861.02	55,754.92	PROMOTION

EMPLOYEE: HANSHAW, ERIC C CURRENT GRADE: H EFFECTIVE DATE
JOB TITLE: CHILDRENS LIBRARIAN CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	45,716.58	55,754.92	PROMOTION

EMPLOYEE: SMITH, LANECIA S CURRENT GRADE: B EFFECTIVE DATE
JOB TITLE: LENDING DEPARTMENT CLERK CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	33,803.12	33,803.12	TRANSFER

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 2/01/2018 TO 2/28/2018**

EMPLOYEE:	PAPPENHAGEN, JILL N	CURRENT GRADE:	E	HIRE DATE:	2/04/2018
JOB TITLE:	TECH CENTER SUPERVISOR	CURRENT STEP:	1		
LOCATION:	ROCKPORT	SALARY:	41,892.76	HOURLY RATE:	21.48
EMPLOYEE:	PETERSON, DELSHUN L	CURRENT GRADE:	B	HIRE DATE:	2/04/2018
JOB TITLE:	CUSTODIAN II (DAYS/BRANCHES)	CURRENT STEP:	1		
LOCATION:	CUSTODIALA	SALARY:	33,803.12	HOURLY RATE:	17.33
EMPLOYEE:	WILSON, TENA J	CURRENT GRADE:	O	HIRE DATE:	2/04/2018
JOB TITLE:	DEPUTY DIRECTOR, COO	CURRENT STEP:	6		
LOCATION:	DEPUTY DIRECTOR	SALARY:	151,532.46	HOURLY RATE:	77.71

CLEVELAND PUBLIC LIBRARY

REPORT F

Human Resources Committee Report
 Meeting Date: March 15, 2018
 Report Period: February 2018

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

MONTH	2017 SICK LEAVE HOURS USED	2018 SICK LEAVE HOURS USED	2018 TOTAL HOURS
January	3694.16	3931.18	98438.20
February	4134.06	4368.48	94464.23
March	3876.96		
April	3739.41		
May	3819.00		
June *	5529.04		
July	3388.19		
August	3775.11		
September	3806.95		
October	3946.00		
November*	3767.85		
December	6026.33*		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
February 1, 2018 - February 28, 2018
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT G**Human Resources Committee Report**

March 15, 2018

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	80	24	11	2			24	15	4				
Professionals	73	13	1			1	36	12	6	4			
Technicians	21	13	2	1			3	1	1				
Protective Service	32	10	14	3			1	4					
Para-Professionals	137	30	29	2	2		38	28	7	1			
Administrative Support	276	31	48	5	1		41	101	13	2		1	
Skilled Craft	13	7	4	1				1					
Service Maintenance	46	8	32	1			1	3	1				
Grand Total	645	136	141	15	4	0	144	165	32	7	0	1	0

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

Insurance Report for the Month of February 2018

Human Resources Committee Report
March 15, 2018

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	5	2	7
Essential	43	10	53
Standard	243	150	393
Standard with OAD		1	1
Total MMO			454
Dental Insurance	304	187	491
Vision Employee			267
Vision Children			40
Vision Spouse			55
Vision Family			80
Total Vision			442
Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR FEB 2018**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	2018	2017	
Main Library	100,768	104,121	548	566	207,100	214,570	-3.5%
Branches	177,524	217,688	910	1,117	383,214	457,214	-16.2%
Mobile Units	4,089	3,014			6,647	4,586	44.9%
Library for the Blind	34,453	42,310			75,915	85,714	-11.4%
OLBPD BARD	9,998	10,929			22,113	23,230	-4.8%
eMedia	34,646	29,782			73,705	62,863	17.2%
TOTAL CIRCULATION	361,478	407,844			768,694	848,177	-9%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
eBook	19,915	17,909	42,576	37,556	13.4%
eAudiobook	12,641	8,627	26,533	19,323	37.3%
eMusic	334	1,125	708	1,596	-55.6%
eVideo	550	705	1,278	1,565	-18.3%
eMagazines	1,206	1,416	2,610	2,823	-7.5%
TOTAL eCIRCULATION	34,646	29,782	73,705	62,863	17.2%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2018	2017	2018	2017	
Main Library	107	50 minutes	14,946	19,974	13,277	15,260	-13.0%
Branches	569	40 minutes	114,024	136,080	78,974	92,409	-14.5%
TOTAL USAGE	676		128,970	156,054	92,251	107,669	-14.3%

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
	2018	2017	2018	2017	
TOTAL SESSIONS	206,074	77,745	401,356	151,825	164.4%

Each session represents a unique user of public wireless internet.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	2018	2017	
Main Library	28,303	33,383	154	181	56,995	66,837	-15%
Branches	138,200	174,982	709	897	293,316	355,766	-18%
TOTAL VISITS	166,503	208,365			350,311	422,603	-17.1%

REPORT I

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR FEB 2018**

BRANCH	a	b		c	d		e	f		g
	Branch Circulation	Sent from Other Branches	Sent from Main	Sent from Other CLEANET Systems	Total Direct Circulation (a+b+c+d)	Sent to Other CLEANET Systems	Total Circulation (e+f)			
Addison	4,172	528	417	842	5,959	385	6,344			
Brooklyn	1,800	206	263	445	2,714	331	3,045			
Carnegie West	5,277	633	1,096	1,521	8,527	845	9,372			
Collinwood	2,932	433	626	1,109	5,100	388	5,488			
East 131st	2,050	233	245	315	2,843	225	3,068			
Eastman	8,110	732	963	1,510	11,315	1,477	12,792			
Fleet	5,863	436	603	1,050	7,952	575	8,527			
Fulton	5,514	424	465	833	7,236	744	7,980			
Garden Valley	1,851	162	149	212	2,374	164	2,538			
Glenville	322	113	85	255	775	195	970			
Harvard-Lee	3,889	391	606	897	5,783	596	6,379			
Hough	2,874	503	184	479	4,040	242	4,282			
Jefferson	2,007	467	695	1,072	4,241	648	4,889			
Langston Hughes	3,858	354	360	569	5,141	359	5,500			
Lorain	1,319	133	93	157	1,702	286	1,988			
Martin Luther King, Jr.	2,807	420	490	687	4,404	491	4,895			
Memorial-Nottingham	5,589	578	812	1,599	8,578	947	9,525			
Mt. Pleasant	1,976	298	267	427	2,968	213	3,181			
Rice	4,985	380	576	1,093	7,034	563	7,597			
Rockport	7,574	692	1,114	1,852	11,232	1,248	12,480			
South	3,766	526	483	807	5,582	547	6,129			
South Brooklyn	7,220	785	1,240	2,016	11,261	1,242	12,503			
Sterling	2,435	169	184	262	3,050	295	3,345			
Union	2,328	244	215	415	3,202	271	3,473			
Walz	6,305	863	1,057	1,588	9,813	828	10,641			
West Park	7,167	868	2,203	3,100	13,338	1,681	15,019			
Woodland	4,059	318	328	529	5,234	340	5,574			
TOTAL	108,049	11,889	15,819	25,641	161,398	16,126	177,524			

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR FEB 2018

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2018	2017	2018	2017		
Addison	6,344	7,825	13,274	15,925	-2,651	-17%
Brooklyn	3,045	4,678	7,118	9,755	-2,637	-27%
Carnegie West	9,372	12,064	19,250	24,650	-5,400	-22%
Collinwood	5,488	5,070	10,735	10,502	233	2%
East 131st	3,068	3,262	6,887	7,067	-180	-3%
Eastman	12,792	15,892	26,270	32,610	-6,340	-19%
Fleet	8,527	9,602	17,785	20,089	-2,304	-11%
Fulton	7,980	9,800	16,559	22,476	-5,917	-26%
Garden Valley	2,538	3,354	5,261	7,034	-1,773	-25%
Glenville	970	4,985	5,159	10,628	-5,469	-51%
Harvard-Lee	6,379	7,117	13,210	14,921	-1,711	-11%
Hough	4,282	4,236	9,169	9,292	-123	-1%
Jefferson	4,889	6,600	11,078	13,917	-2,839	-20%
Langston Hughes	5,500	5,923	11,199	12,522	-1,323	-11%
Lorain	1,988	7,092	8,898	14,545	-5,647	-39%
Martin Luther King, Jr.	4,895	6,093	9,917	12,143	-2,226	-18%
Memorial-Nottingham	9,525	10,711	20,275	22,151	-1,876	-8%
Mt. Pleasant	3,181	3,196	6,517	7,367	-850	-12%
Rice	7,597	8,734	16,502	18,928	-2,426	-13%
Rockport	12,480	15,014	26,833	31,451	-4,618	-15%
South	6,129	6,809	12,687	15,060	-2,373	-16%
South Brooklyn	12,503	14,575	26,857	30,644	-3,787	-12%
Sterling	3,345	4,686	8,205	9,618	-1,413	-15%
Union	3,473	4,460	7,144	9,319	-2,175	-23%
Walz	10,641	12,211	22,320	24,691	-2,371	-10%
West Park	15,019	16,775	32,037	34,253	-2,216	-6%
Woodland	5,574	6,924	12,068	15,656	-3,588	-23%
TOTAL	177,524	217,688	383,214	457,214	-74,000	-16%

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE FEB 2018**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2018	2017	2018	2017			
Addison	3,695	4,618	7,645	9,595	-1,950	-20%	
Brooklyn	2,361	3,433	5,123	6,624	-1,501	-23%	
Carnegie West	4,990	9,149	13,882	18,696	-4,814	-26%	
Collinwood	4,837	5,925	9,154	11,906	-2,752	-23%	
East 131st	6,767	5,574	12,893	11,568	1,325	11%	
Eastman	8,202	9,368	16,774	18,668	-1,894	-10%	
Fleet	7,411	8,622	15,183	17,442	-2,259	-13%	
Fulton	5,703	6,561	11,823	13,597	-1,774	-13%	
Garden Valley	3,144	2,928	6,295	6,115	180	3%	
Glenville	509	3,932	4,965	8,351	-3,386	-41%	
Harvard-Lee	6,435	7,404	12,877	14,205	-1,328	-9%	
Hough	6,354	5,957	13,264	12,355	909	7%	
Jefferson	3,524	4,203	7,114	8,591	-1,477	-17%	
Langston Hughes	5,690	6,601	11,183	13,847	-2,664	-19%	
Lorain	800	4,525	6,344	8,804	-2,460	-28%	
Martin Luther King, Jr.	4,903	7,128	9,986	14,450	-4,464	-31%	
Memorial-Nottingham	2,005	4,824	5,081	9,184	-4,103	-45%	
Mt. Pleasant	3,068	4,021	6,343	8,358	-2,015	-24%	
Rice	8,909	10,388	17,648	21,025	-3,377	-16%	
Rockport	6,223	7,618	12,700	15,202	-2,502	-16%	
South	4,028	5,562	8,754	11,216	-2,462	-22%	
South Brooklyn	6,695	13,034	12,632	25,890	-13,258	-51%	
Sterling	6,049	7,979	13,669	15,881	-2,212	-14%	
Union	5,421	4,286	10,363	9,341	1,022	11%	
Walz	6,749	7,010	13,329	14,826	-1,497	-10%	
West Park	6,852	6,914	13,750	13,896	-146	-1%	
Woodland	6,876	7,418	14,542	16,133	-1,591	-10%	
TOTAL	138,200	174,982	293,316	355,766	-62,450	-18%	

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS FEB 2018**

Branch	Total Circulation
1 West Park	15,019
2 Eastman	12,792
3 South Brooklyn	12,503
4 Rockport	12,480
5 Walz	10,641
6 Memorial-Nottingham	9,525
7 Carnegie West	9,372
8 Fleet	8,527
9 Fulton	7,980
10 Rice	7,597
11 Harvard-Lee	6,379
12 Addison	6,344
13 South	6,129
14 Woodland	5,574
15 Langston Hughes	5,500
16 Collinwood	5,488
17 Martin Luther King, Jr.	4,895
18 Jefferson	4,889
19 Hough	4,282
20 Union	3,473
21 Sterling	3,345
22 Mt. Pleasant	3,181
23 East 131st	3,068
24 Brooklyn	3,045
25 Garden Valley	2,538
26 Lorain	1,988
27 Glenville	970
	177,524

Branch	Attendance
Rice	8,909
Eastman	8,202
Fleet	7,411
Woodland	6,876
West Park	6,852
East 131st	6,767
Walz	6,749
South Brooklyn	6,695
Harvard-Lee	6,435
Hough	6,354
Rockport	6,223
Sterling	6,049
Fulton	5,703
Langston Hughes	5,690
Union	5,421
Carnegie West	4,990
Martin Luther King, Jr.	4,903
Collinwood	4,837
South	4,028
Addison	3,695
Jefferson	3,524
Garden Valley	3,144
Mt. Pleasant	3,068
Brooklyn	2,361
Memorial-Nottingham	2,005
Lorain	800
Glenville	509
	138,200

Branch	2010	2000	Population
1 South Brooklyn	32,043	34,217	34,217
2 West Park	27,814	29,398	29,398
3 Fleet*	26,727	34,598	34,598
4 Eastman	23,674	25,873	25,873
5 Rockport	19,896	21,467	21,467
6 Fulton	19,647	22,575	22,575
7 Rice	19,462	25,893	25,893
8 Memorial-Nottingham	19,271	22,598	22,598
9 Harvard-Lee	17,655	21,246	21,246
10 Walz	16,063	18,497	18,497
11 Collinwood	14,769	19,377	19,377
12 Langston Hughes	14,439	21,224	21,224
13 Glenville	14,006	20,302	20,302
14 Addison	13,603	19,263	19,263
15 East 131st	13,025	18,001	18,001
16 Mt. Pleasant	12,792	17,155	17,155
17 Lorain	12,588	14,589	14,589
18 Martin Luther King, Jr.	12,392	15,483	15,483
19 Carnegie West	10,487	11,716	11,716
20 Union	8,416	12,603	12,603
21 Sterling	8,267	8,712	8,712
22 Woodland	7,946	7,213	7,213
23 South	6,325	7,729	7,729
24 Hough	5,667	7,845	7,845
25 Brooklyn	5,524	6,430	6,430
26 Jefferson	3,515	3,987	3,987
27 Garden Valley	2,310	3,220	3,220
28 Broadway*	388,323	473,177	1,966

*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 JAN 2018**

OTHER TRANSACTIONS

Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
CLEVNET	58,086	60,483	119,913	125,428	-4%
Other Libraries	523	461	1,048	954	10%
TOTAL	58,609	60,944	120,961	126,382	-4%

*Totals included in Main Library and Branch circulation counts

**ANALYSIS OF MAIN LIBRARY
REFERENCE QUESTION LOAD**

Projected	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
Mail and Email Reference	14,657	13,336	31,887	29,400	8%
Interlibrary Loan Requests	44	360	435	728	-40%
TOTAL	1,115	879	2,281	1,769	29%
	15,816	14,575	34,603	31,897	8%

**CHANGES IN PERMANENT
COLLECTION**

New Titles Added	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
Total Items Added	4,152	4,253	8,714	8,511	2%
	19,804	18,816	40,133	51,742	-22%

HOURS OPEN

Main Library Branches	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
	184	184	384	384	0%
	5,265	5,264	10,989	11,002	0%

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

Downloads Users	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
	9,998	10,929	22,113	23,230	-5%
	626	641	1,282	1,296	-1%

Included in circulation activity

AMENDMENT TO CLEVNET SYSTEM AGREEMENT

This Amendment ("Amendment") to the CLEVNET System Agreement between _____ (the "Contract Library") and the Cleveland Public Library ("CPL") is made and entered into as of the __ day of _____ 2018.

RECITALS

WHEREAS, CPL administers the CLEVNET System and provides member libraries with services and access to the CLEVNET System. Costs of the CLEVNET System are allocated among CPL and member libraries by formula on a cost recovery basis.

WHEREAS, The Contract Library and CPL entered into the CLEVNET System Agreement (the "Agreement") on _____.

WHEREAS, CPL and the Contract Library desire to make certain changes to the Agreement including, without limitation, updates to the Provisional Bylaws, Itemized Fees, and Term.

NOW, THEREFORE, for and in consideration of the mutual promises and conditions contained in this Amendment, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. Section 5 of the Agreement, titled "Term and Termination," Part (a), titled "Term," shall be modified to provide that Renewal Terms shall commence each January 1st and shall terminate each December 31st of any given year.
2. Schedule B of the Agreement, titled "Provisional Bylaws of CLEVNET Directors' Advisory Panel and CLEVNET Directors' Advisory Group," shall be replaced in its entirety with the document attached to this Amendment as the new "Schedule B" and titled "CLEVNET Operating Procedures," and all references in the Agreement to the "Provisional Bylaws" shall be modified to refer to the "CLEVNET Operating Procedures."
3. Schedule E of the Agreement, which contains the Itemized Fees, shall be replaced in its entirety with the document attached to this Amendment as the new "Schedule E."
4. All other terms and conditions of the Agreement which are not expressly modified herein shall remain in full force and effect, and all defined terms used herein shall have the same meaning as in the Agreement.
5. In the event of a conflict between this Amendment and the Agreement, this Amendment will control.
6. This Amendment may be executed in counterparts, each of which taken together shall constitute one single agreement between the parties. The parties consent to the use of scanned/facsimile/copied signatures in this Amendment and agree that such

signatures shall have the same legal effect as if the parties mutually signed this Amendment.

By the signatures of their duly authorized representatives below, the Contract Library and CPL, intending to be legally bound, agree to all of the provisions of this Amendment, including any and all exhibits attached hereto.

“CPL”

“CONTRACT LIBRARY”

The Cleveland Public Library

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

Date: _____

Date: _____

SCHEDULE B

CLEVNET OPERATING PROCEDURES

These operating procedures, as adopted by the CLEVNET Directors Group, serve as the operating procedures for all CLEVNET Member Libraries. The Operating Procedures shall be included as an attachment to the CLEVNET System Agreement.

I. PURPOSE

CLEVNET is a resource-sharing cooperative whose Member Libraries share one primary purpose, which is to cooperate to bring the finest library resources and services to the citizens of the region. In order to do this, the CLEVNET community actively works to share expertise and resources to the benefit of all library patrons.

II. LEADERSHIP AND ADMINISTRATION

In order to achieve the stated purpose of regional cooperation, CLEVNET is composed of a number of key entities with unique purposes.

- A. CLEVNET Directors Group** – The Directors Group is the decision-making body of CLEVNET. It is made up of the current director (or director designee) of each Member Library.

1. Meetings

- a. Annual Meeting. An annual meeting of Member Libraries shall be held each October at the time and place determined by the Executive Panel.
- b. Regular meetings. Regular meetings shall be held quarterly in the months of January, April, July and October at locations determined by the Panel Chair with input from the Director of CLEVNET. Elections for terms commencing January of following year will be held in October.
- c. Voting Rights. At any meeting, each Member Library shall be entitled to one (1) vote cast by the library director or designee. Cleveland Public Library (CPL) is a Member Library of CLEVNET.
- d. Quorum. The quorum at any annual, regular, or special meeting shall be a simple majority of the Member Libraries.
- e. Elections. The outcome of all elections shall be determined by a simple majority of Member Libraries present.
- f. Chair. Meetings are chaired by the Executive Panel Chair (Section II.B4) and organized by the Executive Panel (Section II.B).

2. Meeting Goals

- a. Because CLEVNET values Member Library participation, a primary meeting objective is to discuss Member Library concerns, solve problems, and share ideas.
- b. To regularly review the current Strategic Plan and communicate progress.
- c. To provide a forum for IT/CLEVNET and Member Libraries to discuss new project ideas and future system development or improvement.

- d. To provide a forum for discussion of potential CLEVNET-wide projects that fall outside the CLEVNET System Agreement, but offer opportunities for collaboration to the benefit of all.
- e. To review or revise the CLEVNET Operating Procedures.

B. CLEVNET Executive Panel – The Executive Panel is the elected leadership of the Directors Group and consists of seven (7) members. All members are voting members. One (1) member is the designee from Cleveland Public Library and six (6) are elected from the three regional Communities: Eastern, Western, and Southern. Should the distribution of libraries throughout the Communities shift substantially, the allocation of the six (6) Regional Representatives may be redistributed by Panel majority vote, on the recommendation of the Director of CLEVNET.

Optimal representation includes a balanced variety of Executive Panel members who can advocate for the diverse CLEVNET community. Some factors to consider when nominating representatives include: size of library or library system; county; rural or urban library location; CLEVNET experience of the individual; and CLEVNET membership length of the library.

1. Election

- a. Regional Representatives. Six Regional Representatives are elected by the Member Libraries of their region, and serve three-year terms, with two members starting their term each year. Term expirations will be noted on the CLEVNET member site for each representative. There is no term limit on re-election.
 - (1) Group 1: One Western director and the Southern director will have terms that begin every three years starting in January 2019, with elections held in October 2018.
 - (2) Group 2: Two Eastern directors will have terms that begin every three years starting in January 2020, with elections held in October 2019.
 - (3) Group 3: One Western director and one Eastern director will have terms that begin every three years starting in January 2021, with elections held in October 2020.
- b. Transition from Two-Year Terms to Three-Year Terms. As of January 2018, current Panel members are serving two-year terms that started immediately after election or appointment and therefore have no coordinated staggering of terms. Two current members have terms that end in 2018 (James Tolbert, West, and Carole Kowell, South), and four current members have terms that end in 2019 (Nancy Levin, East; Lorena Williams, East; Stephanie Buchanan, West; and Katie Ringenbach, East). To make the transition to staggered three-year terms, the following assignments are made:
 - (1) James Tolbert (West) and Carole Kowell (South) have terms that end in 2018 and will be assigned to Group 1. They or their successors will serve a three-year term beginning in January 2019 and ending in December 2021. Group 1 elections will be held in October 2018.

- (2) Nancy Levin and Lorena Williams have terms that end in 2019 and will be the two Eastern Directors assigned to Group 2. The next term of they or their successors will begin in January 2020 and end in December 2022. Group 2 elections will be held in October 2019.
- (3) Stephanie Buchanan (West) and Katie Ringenbach (East) also have terms that end in 2019. They will be assigned to Group 3. Their current terms will be extended through 2020. They or their successors will serve a three-year term beginning in January 2021 and ending in December 2023. Group 3 elections will be held in October 2020.
- c. Vacancies. When a Regional Representative resigns from Executive Panel or leaves employment with the current library, the community represented will elect a new Regional Representative for the balance of the unexpired term; subsequently, the replacement may opt to run for a full, three-year term.

2. Meetings

- a. The Executive Panel will meet prior to each quarterly Directors Group meeting. An organizational meeting will be held each year prior to the January meeting of the Directors Group to elect an Executive Panel Chair and an Executive Panel Secretary. The organizational meeting may be held by phone/web conference. Additional meetings may be scheduled if required.
- b. Minutes will be taken by the Executive Panel Secretary.

3. Duties

- a. Working with the CLEVNET/IT staff to resolve user and operational issues.
- b. Acting as liaisons between the Special Interest Groups (SIGs), committees and the Directors Group.
- c. Assisting in the hiring and annual evaluation of the Director of CLEVNET and the Director of IT, per the CLEVNET System Agreement.
 - (1) Hiring. In the event of a vacancy in either the Director of CLEVNET position or Director of IT position, the CLEVNET Panel will appoint an ad hoc search committee composed of five (5) individuals including the Panel Chair, CPL director or designee, and three (3) Member Library directors. The search will be funded from within the CLEVNET special fund. The search committee will select the search firm. CPL Human Resources will be engaged in the process in order to assure legal compliance and compliance with CPL policy. The search committee will screen the applications, conduct the interview process, and make the final hiring decision. The hiring process will then be completed by CPL.
 - (2) Performance. All evaluations will be shared with Panel for input which will be documented to accompany the Human Resources record. The purpose is to encourage dialog.
- d. Set Directors Group quarterly meeting agendas.

- e. Create a strategic framework to guide future actions and evaluate proposed projects and initiatives brought to the Panel for consideration. The Director of IT and the Director of CLEVNET will bring new ideas and proposals to the Panel that may affect the ILS, the network, the CLEVNET budget, or the use of staff time and resources. The criteria used to vet new ideas and proposals will address questions such as resource availability, cost-effectiveness, scalability, sustainability, alignment, user experience, and what serves the greater good. The Panel will update the strategic framework as needed and make it a familiar discipline for decision making.
 - f. Approve any changes to the ILS.
 - g. Align the budget with CLEVNET's strategic priorities.
 - h. Review and approve requests from libraries that wish to join CLEVNET. The Panel must approve the request before a resolution to enter into an agreement with the requesting library may be brought to the Board of Trustees of Cleveland Public Library for consideration.
4. **Chair** – At its annual organizational meeting, held prior to the January meeting of the Directors Group, the Executive Panel will, from its members, elect an Executive Panel Chair.
- a. One year term.
 - b. No term limit on re-election.
 - c. If the Chair resigns from the Executive Panel or leaves employment at the represented library, the Executive Panel will elect a new Chair from the remaining Panel members to serve the balance of the unexpired term.
 - d. Duties of the Chair include:
 - (1) Set Executive Panel meeting locations and agendas in cooperation with Director of CLEVNET and Executive Panel Representatives;
 - (2) Set Directors Group meeting locations;
 - (3) Chair meetings of the Executive Panel and the Directors Group;
 - (4) Report to the Directors Group on Executive Panel activities;
 - (5) Meet annually with the Cleveland Public Library Director to discuss progress on CLEVNET's strategic plan and topics of interest to or affecting CLEVNET Member Libraries.
5. **Secretary** – At its annual organizational meeting, held prior to the January meeting of the Directors Group, the Executive Panel will, from its members, elect an Executive Panel Secretary.
- a. One year term.
 - b. No term limit on re-election.
 - c. If the Secretary resigns from the Executive Panel or leaves employment at the represented library, the Executive Panel will elect a new Secretary to serve the balance of the unexpired term.
 - d. Duties of the Secretary include:
 - (1) Filling in for the Chair as needed;
 - (2) Taking minutes of the Executive Panel meetings and presenting them to Panel for approval; and coordinating with CLEVNET staff to put Panel minutes on the website.

C. CLEVNET Administration

CLEVNET is administered by the Director of CLEVNET and the Director of IT, employees of Cleveland Public Library whose salaries and benefits are funded by the CLEVNET special revenue fund. The Director of CLEVNET and the Director of IT report to a member of Cleveland Public Library's executive team who serves as Cleveland Public Library's liaison to CLEVNET and acts as the designee for the Director of Cleveland Public Library at CLEVNET Directors Group meetings.

The Director of CLEVNET is responsible for CLEVNET's Integrated Library System (ILS), online databases, and eMedia, including the budget, staff, maintenance agreements, vendor performance, planning, and project management.

The Director of IT is responsible for CLEVNET's network and telecommunications system, including the budget, staff, maintenance agreements, vendor performance, planning and project management.

Any proposed changes by Cleveland Public Library to CLEVNET's administrative team in terms of organizational structure or reporting structure will be brought to the CLEVNET Executive Panel for discussion and input. Any proposed changes by Cleveland Public Library to the job descriptions of the Director of CLEVNET or the Director of IT will be brought to the CLEVNET Executive Panel for approval.

III. FISCAL ADMINISTRATION

Cleveland Public Library (CPL) provides and administers the CLEVNET system on a cost recovery basis to the CLEVNET member libraries.

CLEVNET Special Revenue Fund

Cleveland Public Library's major funds are the general fund, the CLEVNET special revenue fund, and the building and repair capital projects fund. Detailed information about these funds is provided in the *Comprehensive Annual Financial Report* of the Cleveland Public Library.

The CLEVNET fund accounts for and reports financial resources received from member libraries and entities on a contractual basis that include itemized fees assessed during the contract term and charges for additional products, materials or services that are not contemplated in the itemized fees. Cleveland Public Library's Board of Trustees imposed internal constraints on the use of these resources beginning with the 2015 calendar year. The CLEVNET fund balance is committed to Cleveland Public Library for the purpose of CLEVNET associated activities. The budget includes salaries/benefits, supplies, purchased/contracted services, library materials (databases and eMedia), capital outlay (hardware and software), and miscellaneous expenses.

Agency funds are purely custodial (assets equal liabilities) and thus do not involve measurement of results of operations. The CLEVNET Fines & Fees Fund accounts for and reports resources that belong to the member libraries of the CLEVNET consortium, accounting for the collection of online payments of fines and fees until they are distributed to the proper organization.

Role of Cleveland Public Library Director

The Director of the Cleveland Public Library is authorized by the Board of Trustees of the Cleveland Public Library to execute on behalf of the Board all contracts, agreements, documents, and other instruments necessary to effectuate expenditures made for CLEVNET goods and services, including the Integrated Library System (ILS).

Because the ILS is generally the most substantial CLEVNET expenditure, and because of regional impact of potential changes to it, any proposed change to the ILS will be brought to the CLEVNET Executive Panel for approval. Approval will be sought at least one year in advance of the proposed change, exigent circumstances excepted.

The Director of Cleveland Public Library will meet with the Chair of the CLEVNET Executive Panel at least once a year to discuss CLEVNET's strategic plan and other agenda items agreed upon before the scheduled meeting.

Role of Cleveland Public Library Fiscal Officer

Assists CLEVNET management staff with the annual budget.

Performs pricing calculations based on the CLEVNET Pricing Model in effect to be distributed to CLEVNET directors by October 31st.

- Billing year begins with January services which are billed to member libraries in February;
- Maintains charge codes to current pricing;
- Invoices CLEVNET member libraries monthly.

Monitors revenue and expenditure budget of the special revenue fund which includes:

- Verifying invoices are current monthly;
- Assisting with the purchasing process from negotiating contracts to requisition entry to payment of goods and services;
- Monitoring agreements;
- Month-end closing of special revenue fund and issuing monthly Year-To-Date Budget Report;
- Preparing quarterly report for the Cleveland Public Library Board of Trustees of purchases exceeding \$25,000 for CLEVNET goods and services.

Reconciles patron credit card payments monthly for CLEVNET libraries and submits collections monthly to each library, which is maintained in a separate agency fund.

Performs year-end GAAP conversion and reports the CLEVNET special revenue fund as a major fund in the Comprehensive Annual Financial Report.

Attends the Annual Meeting of the CLEVNET Directors Group to present the budget for the upcoming year.

CLEVNET Budget

The CLEVNET annual budget is prepared in September by the CLEVNET administrative team with assistance from Cleveland Public Library's Chief Financial Officer, based on CLEVNET's strategic directives and other guidelines provided by the CLEVNET Executive Panel.

As digital resources (including but not limited to e-media and databases) are a substantial budgetary consideration, the Director of CLEVNET will distribute a survey each year to all Member Library Directors to gather input on the needs and preferences of each Member Library. The Director of CLEVNET will compile results and present them to the Executive Panel for consideration during the budget process.

By the end of the first quarter of each calendar year, the Executive Panel will receive a summary of legal and human resources services provided to CLEVNET by Cleveland Public Library in the previous calendar year as part of the CLEVNET administrative costs.

Draft budgets will be shared with the Executive Panel as they are submitted to Cleveland Public Library's Chief Financial Officer, giving Panel members the opportunity to ask questions and verify that the budget reflects CLEVNET's strategic directives and other guidelines provided by the CLEVNET Executive Panel. Once the final draft is submitted, the CLEVNET budget is handled as part of Cleveland Public Library's budget process. The CLEVNET special revenue fund, however, is not subject to the same alterations as the Cleveland Public Library's general fund or its building and repair capital projects fund; nor is it subject to the same restrictions (e.g. hiring freezes, overtime limits) Cleveland Public Library may place on salaries and wages paid from its general fund.

IV. WORK GROUPS

- A. Special Interest Groups (SIGs)** - SIGs are work groups focusing on various topics of interest to all of CLEVNET. The purpose is to exchange information, resolve issues, share best practices, and work on projects to increase the overall effectiveness of CLEVNET efforts.
1. SIGs may be established or abolished by the Executive Panel annually at their organizational meeting to meet changing needs of Member Libraries.
 2. SIGs will meet at least annually and will notify all libraries of meeting specifics.
 3. Minutes of each SIG meeting will be made available on the CLEVNET member site.
 4. Attendance at SIG meetings is open to all Member Libraries.
 5. SIG Chairs or Co-chairs are chosen by SIG attendees annually for a one-year term. One or two representatives from any library may serve as chair or co-chairs of a SIG for a one-year term.
 6. A member of the Executive Panel will act as liaison to each SIG.

V. GENERAL COOPERATION

- A. Member Libraries will work with CLEVNET staff to simplify and streamline the circulation map in order to optimize the system and make the best use of staff time. In order to provide a uniform positive customer experience for users at all Member Libraries, it is strongly advised that all Member Libraries adhere as closely as possible to the CLEVNET Preferred Circulation Policies. The Panel will from time to time seek input from Member Libraries regarding changes to the Preferred Circulation Policies, which may be updated as needed. The Preferred Circulation Policies will be posted to the CLEVNET members site.
- B. Member Libraries should not contract locally for new services which could impact CLEVNET services as a whole without evaluation by IT/CLEVNET staff. Automation products, whether used by one Member Library or all, may impact server maintenance, network capacity, and support.

VI. AMENDMENT

Changes or amendments to the CLEVNET Operating Procedures may be proposed by any Member Library. The proposed change or amendment should be communicated to the Member Library's Regional Representative who will bring it to the Executive Panel for discussion. The Executive Panel will decide if the proposal should be brought to a meeting of the Directors Group for a vote. The CLEVNET Operating Procedures may be amended at a regular, annual, or special meeting of the Directors Group where at least half of the Member Libraries are present. The change must be approved by two-thirds (2/3) of the votes present. Proposed changes or amendments to the Operating Procedures must be submitted to each Member Library at least thirty (30) days prior to the meeting at which a vote on the amendment is scheduled.

Drafted by the CLEVNET ad hoc bylaws committee:

Julianne Bedel, Chair and Director of Barberton Public Library
 Molly Carver, Director of Sandusky Public Library
 Holly Lynn, Director of Ritter Public Library
 Jennifer Shatzer, Director of Wayne County Public Library
 Rick Werner, Director of Willoughby-Eastlake Public Library

With direction from Timothy Diamond, Chief Knowledge Officer at Cleveland Public Library, and Hilary Prisbylla, Director of CLEVNET.

Adopted: February 28, 2018

Amended:

Appendix A: CLEVNET MEMBER LIBRARIES
as of January 2018

Andover Public Library (East)

www.andover.lib.oh.us

142 W. Main St., P.O. Box 1210, Andover, OH 44003-9727

Barberton Public Library (South)

www.barbertonlibrary.org

602 West Park Avenue, Barberton, OH 44203-2458

Bellevue Public Library (West)

www.bellevue.lib.oh.us

224 E. Main St. Bellevue, OH 44811

Birchard Public Library (West)

www.birchard.lib.oh.us

423 Croghan Street, Fremont, OH 43420

Bristol Public Library (East)

www.bristol-libraryoh.org

Box 220 1855 Greenville Rd. N.W., Bristolville, OH 44402

Burton Public Library (East)

www.burton.lib.oh.us

14588 W. Park St. Burton, OH 44021

Cleveland Heights-University Heights Public Library (East)

www.heightslibrary.org

2345 Lee Road, Cleveland Heights, Ohio 44118

Cleveland Law Library (East)

www.clevelandlawlibrary.org

1 W. Lakeside Ave., Floor 4 Cleveland, OH 44113

Cleveland Public Library

www.cpl.org

325 Superior Ave., Cleveland, OH 44114

Clyde Public Library (West)

www.clydelibrary.org

222 W. Buckeye St., Clyde, OH 43410

Conneaut Public Library (East)

www.conneaut.lib.oh.us

304 Buffalo Street, Conneaut, OH 44040

East Cleveland Public Library (East)
www.ecpl.lib.oh.us
14101 Euclid Ave., East Cleveland, OH 44112

Elyria Public Library (West)
www.elyria.lib.oh.us
320 Washington Ave., Elyria, OH 44035

Euclid Public Library (East)
www.euclidlibrary.org
631 E. 222nd St., Euclid, OH 44123

Fairport Harbor Public Library (East)
www.fairport.lib.oh.us
335 Vine St., Fairport Harbor, OH 44077

Geauga County Public Library (East)
www.geaugalibrary.net
12701 Ravenwood Dr, Chardon, OH 44024

Girard Free Library (East)
www.girard.lib.oh.us
105 E. Prospect St., Girard, OH 44420

Harbor-Topky Memorial Library (East)
www.harbortopky.lib.oh.us
1633 Walnut Blvd., Ashtabula, OH 44004

Henderson Memorial Public Library (East)
www.henderson.lib.oh.us
54 E. Jefferson St., Jefferson, OH 44047-1198

Hubbard Public Library (East)
www.beyond-books.org
436 W. Liberty St., Hubbard, OH 44425

Hudson Library & Historical Society (South)
www.hudsonlibrary.org
96 Library St., Hudson, OH 44236

Huron Public Library (West)
www.huronlibrary.org
333 Williams St., Huron, OH 44839

Kingsville Public Library (East)
www.kingsville.lib.oh.us
6006 Academy St, Kingsville, OH 44048

Kinsman Free Public Library (East)
www.kinsmanlibrary.org
6420 Church St., P.O. Box 166, Kinsman, OH 44428

Kirtland Public Library (East)
www.kirtland.lib.oh.us
9267 Chillicothe Rd., Kirtland, OH 44094

Lorain Public Library (West)
www.lorain.lib.oh.us
351 Sixth St., Lorain, OH 44052

Madison Public Library (East)
www.madison-library.info
6111 Middle Ridge Rd., Madison, OH 44057

McKinley Memorial Library (East)
www.mckinley.lib.oh.us
40 N. Main St., Niles, OH 44446

Medina County District Library (South)
www.mcdl.info
210 S. Broadway, Medina, OH 44256

Milan-Berlin Library District (West)
www.milan-berlin.lib.oh.us
19 E. Church St., Milan, OH 44846

Newton Falls Public Library (East)
www.newtonfalls.org
204 S. Canal St., Newton Falls, OH 44444

Norwalk Public Library (West)
www.norwalk.lib.oh.us
46 West Main Street, Norwalk, Ohio 44857

Orrville Public Library (South)
www.orrville.lib.oh.us
230 North Main Street, Orrville, OH 44667

Peninsula Public Library (South)
www.peninsulalibrary.org
6105 Riverview Rd., Peninsula, OH 44264

Perry Public Library (East)
www.perrypubliclibrary.org
3753 Main St., Perry, OH 44081

Ritter Public Library (West)
www.ritterpubliclibrary.org
5680 Liberty Ave., Vermilion, OH 44089

Rock Creek Public Library (East)
www.rockcreekpl.com
2988 High St., Rock Creek, OH 44084-9703

Rocky River Public Library (West)
www.rrpl.org
1600 Hampton Road, Rocky River, Ohio 44116

Sandusky Library (West)
www.sandusky.lib.oh.us
114 W. Adams St., Sandusky, OH 44870

Shaker Heights Public Library (East)
www.shakerlibrary.org
16500 Van Aken Blvd., Shaker Heights, OH 44120

Twinsburg Public Library (South)
www.twinsburglibrary.org
10050 Ravenna Rd., Twinsburg, OH 44087

Wayne County Public Library (South)
www.wcpl.info
220 West Liberty Street, Wooster, OH 44691

Wickliffe Public Library (East)
www.wickliffe.lib.oh.us/
1713 Lincoln Rd., Wickliffe, OH 44092

Willoughby – Eastlake Public Library (East)
www.we247.org
35150 Lakeshore Blvd, Eastlake, Ohio 44095

Appendix B: CLEVNET ORGANIZATIONAL CALENDAR

January	Executive Panel Organizational Meeting Elect Executive Panel Chair Review SIGs (abolish any not needed; form those needed) Quarterly Meeting of the Directors Group Executive Panel Chair for the year will be introduced/chair the meeting.
February	
March	Executive Panel Meeting
April	Quarterly Directors Group Meeting
May	Annual SIG meetings
June	Digital services survey Executive Panel Meeting
July	Quarterly Directors Group Meeting
August	
September	Executive Panel Meeting
October	Annual Meeting Election of Regional Representatives whose terms commence the following January.
November	
December	Executive Panel Meeting

SCHEDULE E**CLEVNET ITEMIZED FEES**

Utilizing the Government Finance Officers Association (GFOA) cost-sharing model approved by the CLEVNET Directors Group on November 30, 2017, itemized fees will be calculated based on the following formulae:

Circulation Fee	25% total CLEVNET costs/total CLEVNET circulation
Inventory Fee	25% total CLEVNET costs/total CLEVNET items inventoried
Active User Fee	25% total CLEVNET costs/total CLEVNET active users
Square Footage Fee	25% total CLEVNET costs/total CLEVNET square footage

In addition, CLEVNET member libraries will be charged fees for Cataloging Services provided by Cleveland Public Library (CPL) including, without limitation, transfers from OCLC, original cataloging, and cataloging revisions. Fees for Cataloging Services are approved by the Board of Trustees of the Cleveland Public Library and are listed on CPL's Fines and Fees Schedule.

Cleveland Public Library will provide revisions to the Itemized Fees at least sixty (60) days prior to the Effective Date, or prior to the expiration of the Initial Term or any Renewal Term, as the case may be.