

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 May 16, 2019
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,
 Ms. Rodriguez, Mr. Hairston, Mr. Parker

Absent: Ms. Washington

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

Approval of the Minutes

Ms. Rodriguez moved approval of the Regular Board Meeting of 4/18/19; Capital Committee Work Session of 4/13/19; and Finance Committee Meeting of 4/16/19. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

Presentation: CPL Advocacy Update - Shenise Johnson Thomas, Chief of External Relations and Development and Tim Cosgrove, Partner, Squire Patton Boggs

Before Ms. Johnson began her presentation, Director Thomas stated that in order to educate the Board and provide updates on various departments at the Library, staff will give brief presentations at the beginning of future Board Meetings. Next month, Tana Peckham, Chief Marketing & Communications Officer, will give an update on the Strategic Plan.

Shenise Johnson Thomas, Chief of External Relations and Development gave an overview of the presentation agenda that included:

- 2019 Advocacy Priorities
- Advocacy Efforts to Date
- State Budget Update
- Advocacy Next Steps
- Q&A

REGULAR BOARD
 MEETING 4/18/19;
 CAPITAL
 COMMITTEE
 WORK SESSION
 OF 4/13/19; AND
 FINANCE
 COMMITTEE
 MEETING OF
 4/16/19
 Approved

Ms Johnson Thomas stated that the following were 2019 Advocacy Priorities:

- Work with state coalition to maintain/increase Public Library Fund (PLF) and funding for Ohio Library for the Blind and Physically Disabled (OLBPD)
- Increase elected officials and key stakeholders' awareness and understanding of CPL's community impact
- Position CPL to take advantage of traditional and non-traditional government funding opportunities.

Ms. Johnson Thomas gave an overview of the following Advocacy Efforts to date:

- CPL meet & greet with Governor DeWine's Director of Cabinet Affairs Ryan Burgess and the Governor's Assistant Policy Director Devin Babcock
- Director Thomas (and other metro library directors) meet and greet with Governor DeWine's Director of Children's Initiatives LeeAnne Corryn
- Elected Officials Breakfast
- Ohio Library Council Legislative Day
- Follow-up letters to stated elected officials reiterating PLF importance to CPL's work.

Ms. Johnson Thomas gave a detailed overview of the Library's participation at OLC Legislative Day:

- **12 CPL staff attended**
- **Message:**
 - *Restore the PLF*
 - *CPL Community Impact through:*
 - Facilitating learning experiences through our commitment to **education and early childhood literacy**
 - Leveling opportunity through our commitment to **workforce & economic development**
 - **CPL "reach" beyond the City of Cleveland** (i.e. Ohio Library for the Blind and Physically Disabled)

Ms. Johnson Thomas stated that CPL attendees met with the following Ohio House of Representatives and Senators whose offices are located in the Library's footprint:

- Representative Janine Boyd

- Representative Terrence Upchurch
- Representative Stephanie Howse
- Representative Juanita Brent
- Representative Michael Skindell
- Representative Bride Rose Sweeney
- Representative Jeffrey Crossman
- Senator Nickie Antonio
- Senator Sandra Williams
- Senator Kenny Yuko

After an introduction by Ms. Johnson Thomas, Tim Cosgrove, Partner, Squire Patton Boggs gave an update on the State Budget.

Mr. Cosgrove gave an update on the Budget timeline and stated this is the latest the budget has ever arrived in the Senate. There will probably be a vote by the Senate in mid-June and then go to conference committee. Timing is important for the Library in terms of advocacy and reaching out and making touch points in context of that timeframe over the next 6 weeks.

Mr. Cosgrove stated that the Governor's budget is usually controversial as it includes many tax cuts and changes. In this budget, this has not been the case. With bipartisan support, the budget passed the House with a vote of approximately 80:20 with most of the Governor's priorities intact with focus on workforce development around wrap around services. There will be some discussion with issues such as small business tax cut and other cuts which indirectly affect the Library because of their impact on State tax revenues.

Mr. Cosgrove noted that PLF maintains at 1.68%. The goal in the Senate is for an increase. This number is based on projected tax revenue. If there is a decrease in tax revenues, PLF will decrease according. The Ohio Library for the Blind has not changed in the last two budget cycles.

Mr. Cosgrove discussed the status of State Tax Revenues, and highlighted the following:

- Ohio's April tax revenues exceeded estimates for the month by 20 percent or nearly \$414.2 million and nearly 40 percent over estimates for personal income tax, according to OBM

- Ohio is now 3 percent or a half billion dollars over estimates for this fiscal year
- Personal income tax was \$377.4 million over estimates for April
- Commercial Activity Tax exceeded April estimates by \$10.5 million or 17.3 percent
- April 2019 revenues exceeded those collected a year ago in April by \$432.3 million

Mr. Cosgrove discussed Workforce Development Education efforts and stated that the Executive Budget recommended support for continuing workforce development and education efforts (DSA). There is a budget line item "Workforce Development Initiatives" funded at \$800,000 for each FY 20 and 21. This should present many opportunities for the Library as Ryan Burgess, Director of the Governor's Office of Workforce Development has been very supportive of the Library's role in this initiative.

Ms. Johnson Thomas reviewed and explained the following next steps in the Library's advocacy efforts.

- Continue to work with coalition partners to raise PLF
- Submit written testimony to senate finance committee chairman Sen. Dolan
- Outreach to Local Senators
- Outreach to Senate Finance Committee Members:
Chairman Sen. Dolan (R-Chagrin Falls), Sen. Burke (R-Marysville), Sen. Eklund (R-Chardon), Sen. Hottinger (R-Newark), Sen. Kunze (R-Hilliard), Sen. Lehner (R-Kettering), Sen. McColley (R-Napoleon), Sen. Schuring (R-Canton), Sen. Terhar (R-Cincinnati), Sen. Wilson (R-Mainesville), RMM Sen. Sykes (D-Akron), Sen. Antonio (D-Lakewood), Sen. O'Brien (D-Bazetta)
- Conference Committee Members - *unknown at this time*

Ms. Johnson Thomas stated that in the near future, Board Trustees will be requested to reach out to their Senators requesting their support in the increase of the PLF. Talking points and other information will be provided for this outreach effort.

Mr. Cosgrove stated that once the Senate finishes its work, there will be versions from the Governor, the House and Senate. A conference committee appointed with

the following composition of six members: 3 from the House, 3 from the Senate, 4 Republicans and 2 Democrats. Names of conference committee members will be announced once the committee has been formed.

Mr. Cosgrove stated that there have been no changes from the PLF between the Governor's version introduced and the House version. If the Senate does not make any changes, this will probably not be consideration for conference committee.

Ms. Johnson Thomas stated that we will look ahead to Capital Budget opportunities such as the following:

- o Identify potential local partners/projects
- o Process begins in Fall 2019
- o Continue to engage elected officials to build awareness on CPL's community impact

Mr. Cosgrove stated that the Capital Budget will be underway in October or November of this year. Although this has been a challenge for libraries, we look toward partnering with local entities on projects that fits the State's objectives such as a workforce opportunity with a university. It is important that we explore these ideas as soon as the budget process is over.

Ms. Johnson Thomas stated that we will continue to engage elected officials to build awareness on our impact. A part of that would be a menu of engagement opportunities that will bring elected officials in our work. Some examples would be to bring them in for keynotes for specific programs or events, story times, and other opportunities to get them involved so that they can become advocates of our work. This is an ongoing effort.

In response to Mr. Corrigan's inquiry, Mr. Cosgrove stated that if there were additional tax cuts, they will probably be minimal.

Director Thomas stated our push is to get the Senate to go to 1.7% which would require conference committee. 1.7% would bring back an additional \$5 million overall.

Finally, Ms. Johnson Thomas stated that Board support is need and advised Trustees to ask their local senators

and senate finance committee members to restore the PLF and share why it is vital to the Library's work.

Ms. Johnson Thomas and Mr. Cosgrove were available for any questions that Board may have had.

Director Thomas thanked Ms. Johnson Thomas and Mr. Cosgrove for their detailed presentation.

Mr. Corrigan congratulated Mr. Cosgrove on his recent appointment to the Cleveland State University Board of Trustees.

COMMUNICATIONS

Director Thomas acknowledged an email from Christine Polisen, Senior Account Executive, Gallagher Benefit Services, announcing that Cleveland Public Library has been recognized as a "Best in Class" organization in health care cost containment by Gallagher. This honor is based on the Library's responses to the Gallagher 2018 National Benchmarking survey. From those responses Gallagher identified the top quarter of employers who have been able to control health care cost increases over a several year time period and who self-assess health care cost strategy effectiveness. Director Thomas thanked staff for their work.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of April

(See page 831)

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

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

LTR. FROM:
CHRISTINE
POLISENA,
GALLAGHER
BENEFIT
SERVICES
Acknowledged

RESOLUTION
TO ACCEPT
GIFTS FOR
THE MONTH
OF APRIL
2019
Approved

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of April of 2019; now therefore be it

RESOLVED, That the gifts described in the Gift Report for April of 2019 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Year 2020 Tax Budget

(See pages 832-841)

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

WHEREAS, **Ohio Revised Code** Section 5705.28 requires the Board of Library Trustees to submit its Tax Budget for Fiscal Year 2020 to the Board of the Cleveland Metropolitan School District on or before June 1, 2019; and

WHEREAS, **Ohio Revised Code** Section 5705.30 requires the Board of the Cleveland Metropolitan School District to adopt and submit the Library's Year 2020 Tax Budget to the County Fiscal Officer on or before July 20, 2019; and

WHEREAS, **Ohio Revised Code** Section 5705.281 permits the County Budget Commission to waive the filing of tax budgets provided Alternate Tax Budget Information forms are filed; and

WHEREAS, The Cuyahoga County Budget Commission has requested use of Alternate Tax Budget Information forms; and

WHEREAS, The financial needs of Cleveland Public Library from **Tax Sources** for Fiscal Year 2020 have been determined to be at least \$63,400,000; now therefore be it

RESOLVED, That the Year 2020 Tax Budget and Alternate Tax Budget Information Forms for Cleveland Public Library be presented to the Board of the Cleveland

YEAR 2020
TAX BUDGET
Approved

Metropolitan School District and the Cuyahoga County Budget Commission as required by **Ohio Revised Code**.

Resolution to Renew OCLC Cataloging, Worldshare ILL and Access Subscription Services

(See pages 842-843)

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

WHEREAS, The Cleveland Public Library has purchased OCLC cataloging records for many years from OhioNet, a subsidiary of OCLC; and

WHEREAS, The Cleveland Public Library's Interlibrary Loan and resource sharing services use OCLC software and require access to OCLC's WorldCat database; and

WHEREAS, The Cleveland Public Library acquires OCLC cataloging records and resource sharing services on an annual subscription basis; and

WHEREAS, OCLC is a sole source provider for OCLC cataloging records and resource sharing services; now therefore be it

RESOLVED, That the Board of Trustees approves the subscription renewal for the period of July 1, 2019 through June 30, 2020 for OCLC Cataloging and Metadata Subscription of \$257,364.25 and OCLC WorldShare ILL Subscription of \$7,182.91, for a total amount not to exceed \$264,547.16, with the expenditure being charged to the General Fund, Account 14140053-53800 Library Material Control; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into such agreements and execute other instruments or documents necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Mr. Corrigan stated that CLEVNET benefits from the Library's subscription and noted that CLEVNET members get the advantage of access to our major catalog.

RESOLUTION
TO RENEW
OCLC
CATALOGING,
WORLDSHARE
ILL AND
ACCESS
SUBSCRIPTION
SERVICES

Approved

Resolution Approving Budget and Approving Competitive Bidding for Installation of Eastman Reading Garden Improvements

RESOLUTION
APPROVING
BUDGET AND
APPROVING
COMPETITIVE
BIDDING FOR
INSTALLATION
OF EASTMAN
READING
GARDEN
IMPROVEMENTS
Approved

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

WHEREAS, On February 21, 2019, this Board of Trustees adopted a resolution authorizing the Library to enter into an agreement with CT Consultants, Inc. to perform landscape architecture services for the design of improvements to the Eastman Reading Garden (the "Project"), which will include lighting and WIFI upgrades, new site furnishings, replacement of plantings, irrigation, and hardscape repairs; and

WHEREAS, CT Consultants has completed the design and construction drawings and has estimated the total cost of the Project to be \$476,106 including cost of construction, general conditions, change order contingency and fixtures, furniture, and equipment. The Library is requesting that the Board approve a total Project budget of \$526,106 which includes the \$50,000 for CT Consultant's design fees previously approved by this Board; and

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

WHEREAS, In the interests of time, the Library has already begun the process of advertising the bids, and bids are required to be submitted to the Library on May 28, 2019; and

WHEREAS, The terms and conditions of the Beard Endowment Fund provide that the income "be used to purchase or provide floral and plant decorations for display or as exhibits in any or all of the library buildings". The Library Administration deems this improvement beneficial to the Library's Eastman Reading Garden and the Board of Library Trustees has approved the appropriation measure for the Beard permanent fund (503), which includes this improvement expense; now therefore be it

RESOLVED That the Board of Trustees of the Cleveland Public Library approves the Project budget of \$526,106 for the construction of improvements to the Eastman Reading Garden and authorizes the Fiscal Officer to use Beard Endowment funds in the amount not-to-exceed \$100,000, charged to the Beard Endowment Fund 503, deemed beneficial to improve the Library's Eastman Reading Garden, and \$426,106 charged to the Building and Repair Fund 401; and be it further

RESOLVED That the Board of Trustees approves competitive bidding for the construction of this Project.

Mr. Corrigan wanted to be clear that this does not require the Library to go back to the City of Cleveland Planning Commission.

Jeremiah Swetel, Chief Operations Officer, stated that to avoid any confusion, he met with Freddy Collier, Director, City of Cleveland Planning Commission, to update him on the Library's plans for the Eastman Reading Garden. Mr. Collier did not see any issues. There should be no complications when we apply for the building permit.

Mr. Swetel also stated that the statues in the Reading Garden will be refurbished. Timothy Diamond, Chief Knowledge Officer, provided the preventive maintenance and refurbishing details which will be used for the fence and statues.

Resolution to Enter Into an Agreement with KONE Inc. for Repair Service to Elevator Drives in the Main Library and Louis Stokes Wing

(See pages 844-847)

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

WHEREAS, The Property Management Department has determined that the DC drives on the elevators in the Main Library complex are obsolete. The elevator drives are located in the controllers and control the energy necessary to safely and smoothly raise and lower the

RESOLUTION
TO ENTER
INTO AN
AGREEMENT
WITH KONE
INC. FOR
REPAIR
SERVICE TO
ELEVATOR
DRIVES IN THE
MAIN LIBRARY
Approved

elevators. The drives in the elevators are no longer being manufactured and are nearing the end of their product life cycle; and

WHEREAS, The Board of Library Trustees has authorized new drives and software on two elevators in the Main Library complex each year since 2016, and the following elevators have been serviced to date: 20012127, 20090017, 20090019, 20012123, 20090018, and 20012104. Property Management is planning to replace two elevator drives a year until all 10 have been replaced; and

WHEREAS, The Chief Operations Officer recommends installing new drives and software for two (#20012123 and #20090017) out of six elevators in the Main Library complex for a total cost of \$39,028. As each drive is being repaired, the parts will be saved in the event parts are needed for the remaining four drives; and

WHEREAS, KONE Inc. has provided the attached letter attesting that they are the sole source provider for these drives in the Library's elevator system. KONE Inc. has provided good, reliable products and service in the past; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, or his designee, to enter into an agreement with KONE Inc. for the labor and materials to install new drives and software on elevator numbers 20012123 and 20090017 in the amount of \$39,028, subject to approval of the Chief Legal Officer, with the expenditure being charged to 12100053-53310 (Building Repair).

Resolution Designating Additional Depository of Public Monies and Authorizing Commercial Card Account Agreement with Huntington National Bank

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

WHEREAS, The Library Administration has determined that it is in the Library's best interest to implement a purchasing card program (also known as a procurement card or P-Card) to provide an efficient, cost-effective

RESOLUTION
DESIGNATING
ADDITIONAL
DEPOSITORY
OF PUBLIC
MONIES AND
AUTHORIZING
COMMERCIAL
CARD
ACCOUNT
AGREEMENT
WITH
HUNTINGTON
NATIONAL
BANK
Approved

method of purchasing and paying for small-dollar as well as high-volume purchases; and

WHEREAS, On January 18, 2019, the Library sent a request for information to seven financial institutions seeking information on their purchasing card program, and the Library received responses from Fifth Third Bank, Citizens Bank, Key Bank, and Huntington National Bank; and

WHEREAS, The Library Administration favors Huntington National Bank's proposal because of their ease of use and their rebate structure and recommends that the Library enter into a commercial card account agreement with Huntington National Bank; and

WHEREAS, In order to enter into a commercial card account agreement with Huntington National Bank, the Library must appoint Huntington National Bank as an additional depository of public monies; and

WHEREAS, Pursuant to a notice requesting the submission of an application to serve as depository of the public monies of the Cleveland Public Library Board of Trustees, the Library has received the application of an eligible institution, Huntington National Bank, and which application is presently on file in the Office of the Fiscal Officer. Action must be taken on such application to designate Huntington National Bank as a public depository before the Library enters into a commercial card account agreement; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee to execute a commercial card account agreement with Huntington National Bank for the purpose of participating in Huntington National Bank's purchasing card program, which agreement shall be subject to the approval of the Chief Legal Officer; be it further

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby determines that it is necessary and in the Library's best interest to appoint an additional depository of public moneys through August 22, 2021; be it further

RESOLVED, That the application to serve as depository of the active moneys of this Board which has been received from the financial institution referred to below, which is hereby determined to be an eligible institution for the deposit of such moneys, is hereby found to be in conformity with law, including Chapter 135 of the Ohio Revised Code, and the following financial institution is hereby designated as a public depository of the active moneys under the control of this Board for the period from commencing with the approval of this Resolution to and including August 22, 2021:

Huntington National Bank

PROVIDED, HOWEVER, That the foregoing institution shall not be permitted to receive and have on deposit at any one time a greater amount of active deposits of moneys of this Board than that specified in its application for the same; be it further

RESOLVED, That the award of public moneys herein made is subject to the provisions of Chapter 135 of the Ohio Revised Code, including the limitations imposed by, and the variations permitted by Section 135.03 and 135.20 thereof, respectively, and subject to the provisions of such Chapter, deposits of such moneys shall be made pursuant to this resolution from time to time in accordance with the financial requirements of this Board; be it further

RESOLVED, That the Fiscal Officer is hereby directed to keep such application on file in her office; and be it further

RESOLVED, That the Fiscal Officer of this Board is hereby authorized and directed to execute on behalf of this Board such memorandum agreements relating to the designation of such institution as public depository and the securing of deposits therein as are required, authorized or permitted by law.

Resolution Authorizing Agreement with Roetzl & Andress, LPA for Legal Services Related to the Martin Luther King, Jr. Branch of the Cleveland Public Library

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

RESOLUTION
AUTHORIZING
AGREEMENT
WITH ROEZTEL
& ANDRESS,
LPA FOR LEGAL
SERVICES
RELATAED TO
THE MARTIN
LUTHER KING,
JR. BRANCH OF
THE
CLEVELAND
PUBLIC
LIBRARY
Approved

passed unanimously by roll call vote.

WHEREAS, Due to the complexity of the new Martin Luther King, Jr. branch project, involving the design and construction of the new Martin Luther King Jr. branch library which must be integrated with components of a multi-story private apartment building owned by UC City Center LLC to be constructed above the library building, the Chief Legal Officer has sought out the legal assistance of attorney Thomas Rosenberg of Roetzel & Andress, LPA; and

WHEREAS, Thomas Rosenberg has extensive experience in construction law, including experience with negotiating and litigating architect/engineer and construction manager at risk contracts, as well as experience with joint public-private construction projects. Mr. Rosenberg is a Fellow in the American College of Construction Lawyers and is the Chair of the American Bar Association Forum on Construction Law; and

WHEREAS, As the Library moves forward with the design and eventual construction phases of the library branch in coordination with the surrounding development, agreements will need to be negotiated and finalized, including agreements for architectural/engineering services and construction manager at risk services, as well as an agreement for allocation of shared costs between the Library and University Circle City Center LLC; and

WHEREAS, The Chief Legal Officer expects that the total amount of fees paid to Roetzel & Andress, LPA will soon reach \$25,000 and is requesting authority to continue to engage the Roetzel & Andress, LPA for up to an additional \$35,000, which the Chief Legal Officer views as reasonable; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or the Chief Legal Counsel to enter into an amendment to the agreement with the Roetzel & Andress, LPA to provide additional legal services in connection with the Martin Luther King Jr. branch relocation project in an amount up to \$35,000.00, for a total contract amount not-to-exceed \$60,000.00, which expenditure shall be charged to the General Fund Account 11400053-53710 (Professional Services), and to

execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Resolution Ranking and Selecting Managed Print Services Vendor and Authorizing Agreement

(See page 848-849)

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

WHEREAS, On December 15, 2011, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement with Xerox to purchase multifunction devices for the Main Library and Library branches; and

WHEREAS, The Library's fleet of multifunction devices and printers are now approaching the end of their useful lives, and the Library Administration has determined that it was in the Library's best interest to seek proposals from vendors for managed print services, including replacing and servicing the Library's multifunction devices, desktop printers, and production printing equipment; and

WHEREAS, In order to ensure that the Library will continue to receive quality managed print services at a competitive price, on November 16, 2018 the Library invited eight firms to participate in a Request for Proposal (RFP) process to replace and service the Library's fleet of multifunction devices and printers and to replace and service the Library's production printers used by the Graphics Department; and

WHEREAS, The Library received six (6) technical proposals in response to the RFP, and the Library's selection committee reviewed the technical proposals for responsiveness to the requirements contained in the RFP, and determined that ACE Meritech, Applied Laser Technologies, and Blue Technologies were the three most responsive firms; and

RESOLUTION
RANKING AND
SELECTING
MANAGED
PRINT
SERVICES
VENDOR AND
AUTHORIZING
AGREEMENT
Approved

WHEREAS, The selection committee interviewed, conducted site visits and demonstrations, and requested price proposals from each of the three most responsive firms; and

WHEREAS, The selection committee summarized the price proposals received from the three most responsive firms and determined that Applied Laser Technologies was the least expensive followed by Blue Technologies and ACE Meritech. A summary of the three firms' price proposals is attached to this Resolution; and

WHEREAS, The selection committee unanimously agreed that the equipment proposed by Applied Laser Technologies was the most user friendly and would benefit the Library's patrons the most; and

WHEREAS, The selection committee recommends that this Board authorize the Library to negotiate an agreement or agreements with Applied Laser Technologies or a related lending institution to replace the Library's multifunction devices, desktop printers, and production printing equipment under either an outright purchase or a three-year lease with two one-year renewal terms and to provide service to such equipment; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby accepts the recommendation of the selection committee, and authorizes the Executive Director, CEO or his designee to negotiate and execute an agreement with Applied Laser Technologies (BSL-Applied Laser Technologies LLC) and/or any related lending institution for the purchase or lease of multifunction devices, desktop printers, and production equipment for a total cost not-to-exceed \$550,000 for outright purchase, or a three-year lease with the option for two one-year renewal terms with such amounts being charged to the General Fund to Capital Outlay if purchased or Purchased/Contracted Services if leased, which agreement shall be subject to the approval of the Chief Legal Officer; be it further

RESOLVED, That the Board of Trustees of the Cleveland Public Library further authorizes the Executive Director, CEO or his designee to negotiate and execute an agreement with Applied Laser Technologies (BSL-

Applied Laser Technologies LLC) for the service and maintenance of the Library's multifunction devices, desktop printers, and production equipment for an annual cost not-to-exceed \$90,000 with such amount being charged to the General Fund 1xxx0053-53350 (Machine Maintenance), where xxx=branch/department, which agreement shall be subject to the approval of the Chief Legal Officer; be it further

RESOLVED, That the Executive Director shall submit such executed agreements to this Board for ratification at the next regularly scheduled Board meeting.

Resolution to Enter into Agreement with Carrier Corporation to Replace Chiller at Lake Shore Facility

(See pages 850-854)

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

WHEREAS, The chiller for the book storage area of the Cleveland Public Library's Lake Shore Facility is needed to maintain a consistent temperature in order to prevent mold and moisture damage to the books in storage; and

WHEREAS, The chiller is not functioning properly, and Property Management has determined that, at this time, the best course of action is to replace the entire chiller; and

WHEREAS, Carrier Corporation has submitted a proposal to replace the existing chiller with a new unit for a total cost of \$74,000 which includes the costs of freight and crane rental to remove the existing chiller and set the new chiller in place; and

WHEREAS, Under R.C. 3375.41, the Library is permitted to repair library facilities without competitive bidding when necessary for the security and protection of Library property; now therefore be it

RESOLVED, That the Board of Trustees determines that the replacement of the chiller is necessary for the security and protection of Library property at the Lake Shore Facility; and be it further

RESOLUTION TO
ENTER INTO
AGREEMENT
WITH CARRIER
CORPORATION
TO REPLACE
CHILLER AT
LAKE SHORE
FACILITY
Approved

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an Agreement with Carrier Corporation, subject to approval of the Chief Legal Officer, to replace the chiller for the Cleveland Public Library Lakeshore Facility in the amount of \$74,000.00 with the expenditure being charged to the Building and Repair Fund account 40141105-55300 (Construction/Improvements).

Resolution Designating Library Employees Who Provide Services to the Cleveland Public Library Foundation as Serving in Their Official Capacities

RESOLUTION
DESIGNATING
LIBRARY
EMPLOYEES
WHO
PROVIDE
SERVICES TO
THE
CLEVELAND
PUBLIC
LIBRARY
FOUNDATON
AS SERVING
IN THEIR
OFFICIAL
CAPACITIES
Approved

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

WHEREAS, The Cleveland Public Library and the Cleveland Public Library Foundation ("Foundation") in 2018 entered into a Staffing Agreement whereby two Library employees, the Director of Development and the Chief of External Relations and Development provide, in addition to their duties as employees of the Library, limited services to the Foundation Board with regard to administrative support and fundraising activities. In consideration for these services the Foundation pays the Library an annual sum in proportion to the amount of time each Library employee allocates to Foundation work. This Staffing Agreement is in the process of being renewed for 2019 through 2020; and

WHEREAS, In May of 2000, the Cleveland Public Library and the Friends entered into an agreement for the donation of discarded library materials to the Friends, the operation of the Friends gift shop, and the provision of supports services between the Library and the Friends, which agreement remains in full force and effect today; and

WHEREAS, The Ohio Ethics Commission and the Ohio Attorney General have opined that a public official may serve as a trustee or executive-director of a nonprofit corporation with which their public entity contracts, provided that certain requirements are met, including the requirement that the public official's governing body formally designates the officer as serving the nonprofit in his or her official capacity, and that it

formally instruct the public official to represent the governmental entity and its interests; and

WHEREAS, This Board of Trustees desires to adopts this Resolution in compliance with the aforementioned opinions; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public retroactively approves and formally designates that, as long as the Chief of External Relations and Development and Director of Development provide services to the Foundation pursuant to an agreement, they provide those services in their official capacities as representatives of the Cleveland Public Library, and further instructs each one to represent the interests of the Cleveland Public Library while so serving.

Fiscal Officer's Report

(See pages 855-864)

Report on Investments

(See page 865)

Report on Conference and Travel Expenditures

(See pages 866-868)

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

(See pages 869-874)

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

(See page 875)

Report on Expenditures Made from the Owner's Contingency Fund for Lake Shore Facility Roof Replacement Project

(See page 876)

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 LAKE
SHORE FACILITY
ROOF
REPLACEMENT
PROJECT

Submitted

REPORT ON
AGREEMENTS
ENTERED INTO
FOR
ENTERTAINMENT
AND VENDORS
FOR 2019 CPL150
ACTIVITIES
Submitted

Report on Agreements Entered into for Entertainment and
Vendors for 2019 CPL150 Activities

(See page 877)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

REGULAR
EMPLOYMENT
REPORT
Approved

Regular Employee Report

(See pages 878-882)

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

REPORT ON
PAID SICK TIME
Submitted

Report on Paid Sick Time Used by the Month

(See page 883)

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

Employee Demographics(EEO-4)Report

(See page 884)

INSURANCE
SUMMARY
REPORT
Submitted

Insurance Summary Report

(See page 885)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

MONTHLY
ACTIVITY
REPORT
Submitted

Monthly Activity Report

(See pages 886-891)

Mr. Corrigan noted increased circulation particularly in Main Library and the branches largely because of the change in policy relative to automatic renewals. There has also been an increase in eMusic, eBooks, eMagazines. Computer usage for the year is slightly down in the Main Library. Walking in count has increased at Main Library.

Building Status Update

Jeremiah Swetel, Chief Operating Officer, stated that we are closed out with the Safe, Warm and Dry and Lake Shore Roof Projects and the punch lists have been completed. Final payments must still be worked out for Safe, Warm and Dry. The punch list for the South Project is currently worked on as some miscellaneous items have not been completed. The façade cleaning has been completed and we are in the close out process. The Eastman Reading Garden Project is coming up next.

**BUILDING
STATUS
UPDATE**
Presented

Safe, Warm and Dry Update

Mr. Swetel stated that item was covered in the Building Status Update.

**SAFE, WARM
& DRY
UPDATE**
Presented

Mr. Corrigan stated that Change Orders for Safe, Warm and Dry had not reached 3% and we are still well under 5% for the South Branch Project.

Mr. Corrigan stated that to do public construction with minimal change orders is a tribute to the staff as well as the professionals we have engaged in these projects.

Advocacy Taskforce Update

Mr. Corrigan thanked Ms. Johnson Thomas for her Advocacy Update provided earlier in the Board Meeting.

**ADVOCACY
TASKFORCE
UPDATE**
Presented

Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that we have been able to secure for CPL150 sponsorship from the CAVS, Dix & Eaton, Mansour Gavin and First Energy in April and the planning for the Anniversary continues.

**FOUNDATION
UPDATE**
Presented

Diversity, Equity & Inclusion Update

Sadie Winlock, Director, Equity & Inclusion Initiatives, reported that there are 22 committee members on the DEI Committee. 20 members were able to attend the first Committee Meeting in May. Membership is inclusive of every population in the community and includes some Library staff, Marcie Blue, Greater Cleveland Partnership; a graduate student from Cleveland State

**DIVERSITY,
EQUITY &
INCLUSION
UPDATE**
Presented

University; and a high school student from the International High School. We are using the DEI Organizational Assessment provided by the Greater Cleveland Partnership as our guide. Assignments were given out. The DEI Committee will be meeting over the next four months to develop a strategy that can be presented for the Board's consideration at the Regular Board Meeting in either September or October.

Ms. Winlock stated that Consultant Cassandra Johnson has been engaged and is working on several pieces for the Library. We are also working to combine lists of minority suppliers from: City of Cleveland, Northeast Ohio Region Sewer District, Crain's Minority Owned Business Directory, Plexus, Kent State University, Cuyahoga County Office of Procurement & Diversity and Builders Exchange. This comprehensive list will help broaden the Library's opportunity to engage. We are also having conversations with the Hispanic Minority Business Center, Minority Business Assistance Center, Minority Business Development Agency, Ohio Minority Suppliers Council, Northeast Ohio Hispanic Chamber of Commerce, National Association of Women Business Owners, President's Council, and the Minority Business Solutions to engage them in building our list.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas announced that Tena Wilson, Deputy Director, would be leaving the Library at the end of May. After Director Thomas expressed his deepest appreciation to Ms. Wilson for her significant contributions to the Library, he invited the Board and staff to join him for a Farewell Reception in her honor immediately following the Board Meeting.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

1. Form communities of learning
2. Fight community deficits

3. Ready for the future: CPL 150
4. Cultivate a global perspective
5. Innovate for efficient and sustainable operations

PUBLIC SERVICES

Programs and Services

Fine Arts Library Assistant Mark Fox Morgan had an Art Lab activity on April 17th based on the art of Edvard Munch and the painting called *The Scream*. Books from Fine Arts were provided and coloring sheets.

Music at Main

For April Jazz month, *The Whitehouse Band* performed selections of jazz and blues music on April 6th for 48 people.

Developing a Winning Business Plan

Business, Economics and Labor Senior Subject Librarian Sandy Witmer hosted the *Developing a Winning Business Plan* workshop on April 20th. This is part of the *Running Your Small Business: Nuts and Bolts* six-part series presented by Business Advisers of Cleveland.

Adult Education

Business Economics and Labor Librarian Susan Mullee taught the ABLE students on April 1st and 15th. The students read the articles *Honey to the Bee* and *Worldwide Loss of Bees a Growing Concern*, obtained by Readworks.org. The students read the text orally, answered the article questions, and engaged in group discussions concerning honeybees.

Money Smart Week

Money Smart Week was March 30th through April 6th this year. Government Documents Supervisor Sarah Dobransky worked with Marketing and Web Manager Michael Young to promote financial literacy through social media. In addition, Ms. Dobransky appeared in a short video posted to Facebook about ways to save money and held a Twitter *Ask Me Anything* later in the week on the Library's accounts.

International Languages Programming

International Languages planned and hosted 32 programs, both in-house and off-site. Senior Subject Librarian

Caroline Han planned 29 of these events which instructed both children and adults in aspects of Chinese language and culture. Subject Librarian Victoria Kabo planned two youth-focused Russian literary events. A total of 360 patrons participated in CPL-sponsored events during the month.

Passport Acceptance Facility

April 1st, The Cleveland Public Library became an official Passport Acceptance Facility for the U.S. Department of State! Passport Application processing and Photo Services will be available in the Lending department (Main Library, Louis Stokes Wing).

Open Mic

Literature Department Librarian Evone Jeffries hosted *Open Mic Monday* on April 1st in honor of National Poetry Month with two participants reading original and favorite works. On April 13th, Literature Department Library Assistant Nick Durda hosted the comics-making workshop *Coffee and Comics* in partnership with Rising Star Roastery in Ohio City. Local Cleveland artist Allie Primisch was the presenter, and twelve people attended the workshop. On April 27th, Ms. Jeffries welcomed award-winning poet Maggie Smith from Columbus who performed a reading of her works with twelve people attending. The event included a Q&A with the poet and ended with several attendees reading their own work to the group. This event was held in honor of National Poetry Month.

Knitting at PAL

Popular Library Manager Sarah Flinn and Public Administration Library Assistant Monica Musser hosted two knitting classes for City Hall employees. A combined 14 attendees were present at the meetings. Group members continue to be generous and a total of twenty-five items were donated to Warm Up Cleveland.

Main Library Tours and School Visits

Fine Arts and Special Collections provided a VIP tour on April 5th for a guest of The Foundation to view treasures in Special Collections. Tours were also provided for 40 high school students from France on April 12th. A group of 9 Girl Scouts came in to view bookbinding samples and some American history pieces by Alexander Hamilton and Thomas Jefferson. They were working on their College Preparation badge and sent a nice thank you note to

Special Collections staff Stacie Brisker and Bill Chase. Over 150 people from the ACRL conference came into Special Collections and were given a tour of the collection. Visitors from Canada, Delaware, CA, Florida, NC, Norway, China, Oregon, MA, Kansas, Washington State and D.C., IL, and Baltimore. School tours included 14 3rd graders from Willo-Hill Christian School, 3 Bard High School Students researching Euclid Beach, 18 students from Emerson Elementary, 37 students from Ruffing Montessori. Dozens of visitors came through Special Collections & Fine Arts due to the long wait for the Tunnel Tour by the Soldiers' & Sailors' Monument on April 27th - the department built a rapport with the Monument staff, who sends over visitors to the Library.

A group of students from BARD High School visited the Main Library for research on an upcoming project on April 24th. Government Documents Supervisor Sarah Dobransky helped coordinate the event. The students visited Social Sciences, the Center for Local and Global History, Government Documents, Photograph, and Special Collections.

Tech Central Library Assistant Alison Guerin, gave a tour of TechCentral and MakerSpace to a group from the Great Lakes Science Center on April 9th. Library Assistants Michael Credico and Denise Williams-Riseng gave a tour to a Montessori School on April 12th.

Main Library Book Clubs

The OLBPD adult book club met on April 12th to discuss *Small Great Things* by Jodi Picoult.

Russian Book Club for Seniors

International Languages Subject Librarian Victoria Kabo planned two youth-focused Russian literary events and held regular meetings of Russian Book Club for Seniors.

Award Winning Book Club

Literature Department Library Assistant Michael Haverman also hosted his monthly Award-Winning Book Club on April 2nd. He and the four participants discussed the novel *Improvement* by Joan Silber.

Get Graphic Book Club

Literature Department Library Assistant Nick Durda and Scholar-In-Residence Valentino Zullo hosted the *Get*

Graphic Book Club on the comic *Don't Go Where I Can't Follow* by Anders Nilsen with six patrons attending on April 4th. The two hosted the second *Get Graphic! Book Club* of the month on the comic *Epileptic* by David B with seven patrons attending on April 18th. Mr. Durda and Mr. Zullo held an experimental pilot Facebook Live session on April 25th summarizing the April *Get Graphic!* book discussions. Forty people viewed the session live, and, by the end of April, the recording had been viewed over 140 times.

Main Library Outreach

Business Economics and Labor Librarian Susan Mullee presented to the Independent Practitioners Group of Cleveland the business research databases: Reference USA, Business Insights: Essentials, Kompass, and Mergent Intellect, giving them the overview of the databases on April 25th.

Government Documents Supervisor Sarah Dobransky and Center for Local and Global History Manager Olivia Hoge spoke at the 2019 Data Days conference, held at Case Western Reserve University. Ms. Dobransky and Ms. Hoge were part of a lightning round session speaking on civic data and resources at the Library. Later they joined the panel of speakers to answer questions from the audience. Ms. Dobransky and Ms. Hoge also held the first of two community civic data workshops, along with help from Web Administrator Will Skora at the Walz Branch.

Government Documents Supervisor Sarah Dobransky served as a judge for the State National History Day competition at Ohio Wesleyan University.

General Research Collections Manager Don Boozer participated in the Western Reserve Historical Society's History on Tap event featuring Cleveland All-Stars on April 13th.

International Languages staff was busy filling Long Loan requests for seven CPL/CLEVNET agencies. Total of 2,503 items were selected, processed and shipped to fill outstanding requests. To promote new materials, encourage greater use of library resources and increase awareness of CPL sponsored events, staff forwarded 9 distinct emails/mailings to 1,593 patrons affiliated with department's mailing lists and listserv databases.

These messages contained booklists of newly arrived materials, notices of upcoming library closings and related CPL news.

Literature Department Library Assistant Nick Durda selected Mike Curtis Superman collection items to be loaned to The Musical Theatre Project for a short-term loan during their production of the musical *It's a Bird, It's a Plane, It's Superman*. The musical ran from April 12 to April 13. Mr. Durda participated in the Public Humanities Symposium at Kent State University. Mr. Durda also gave a presentation at the symposium on archiving the Mike Curtis Superman Collection and preparing the Superman exhibit. Mr. Durda participated in the Ohioana Book Festival at the Columbus Public Library on April 27th. He staffed a table at the festival promoting the Ohio Center for the Book and the Cleveland Public Library. During the course of the festival, Mr. Durda had the serendipitous opportunity to speak with the publicist and specialty sales manager of Ohio University Press about the possibility of having the author of *Comic Shop: The Retail Mavericks Who Gave Us a New Geek Culture* give a talk at Cleveland Public Library in the future.

Literature Department Library Assistant Michael Haverman hosted the *Coffee & Comics* program at Rising Star Roasters on April 27th. The featured presenter, comics writer Tony Isabella, spoke to the audience about his long career in the comics community, his current experience consulting on a television show based on a character he created, and gave advice to freelance artists. Mr. Isabella then provided scripts for the twelve attendees to interpret into comic panels of their own.

OLBPD joined the State Library of Ohio to co-host an art show display and reception with the Ohio State School for the Blind (OSSB) at the State Library on April 25th. This year's display pieces focused on students creating mixed-media, symbolic self-portraits, drawing inspiration from well-known artists like Frida Kahlo and Jean-Michel Basquiat. Each student was provided a blank mask and canvas, where they painted and selected objects that they could contribute a meaningful connection with in their lives. The art work will be on display at the State Library over the next month.

OLBPD staff provided information and talks about the service at the NFB Kent State Presentation and Table on April 7th; and the Independence Village Avon Vision Concerns on April 26th.

CDPL Outreach

ClevDPL has explored continued collaboration with the Edward E. Parker Museum in developing a Cleveland artist related oral history project partnership. Dr. Williams has withdrawn from the project. ClevDPL explored a partnership with East Cleveland Public Library regarding arrangement, description, and digitization of the Icabod Flewollen collection. ClevDPL continues to work with the Cleveland Orchestra to scan scrapbooks. Staff has been working with a vendor and have completed the scanning of Cleveland Scene. QA, markup, metadata review and other aspects of the project should be done by mid-summer. CDPL continues to work with local newspapers to provide access to the back files of member news organizations. CDPL already provides access to Tremonster, Plain Press, and East Side Daily News.

Main Library Displays

Fine Arts Librarian Andy Kaplan set up a display of jazz books and scores for April Jazz Month.

Literature Department Library Assistant Nick Durda created a tabletop display commemorating the fantasy and science fiction author Gene Wolfe who passed away on April 14th. Literature Department Library Assistant Michael Haverman maintained the table displays in the Literature Department lobby featuring the current production of *Tiny Houses* being performed at the Cleveland Playhouse, as well as a display featuring a poster and arrangement of current and upcoming book club books. The current book on display is *Bluebird, Bluebird* by Attica Locke.

Popular continues to share titles for display at PAL. PAL book displays included: Dance, Earth Day, Running Your Small Business and Taking Charge of Your Health.

Social Sciences librarian Mark Moore prepared a display of the 2019 Indians game schedule and soccer across the world poster. Mr. Moore continued the rotation of new

books on display and pulled books for the Bard Early College students' projects.

Business Subject Department Librarian Zachary Hay organized a new display of transportation books. Materials highlighted were retrieved from our "Stack" shelving, with subjects ranging from canals, rickshaws, bicycles, trains, cars, boats and streetcars.

Mr. Hay has regularly maintained Business Department's Career Opportunities bulletin board. Recent job postings found using the Reference USA database are posted every week, as well as job fair and training opportunities advertised by OhioMeansJobs, Cuyahoga County Job & Family Services, the Council for Economic Opportunities in Greater Cleveland, and other area organizations.

Staff in ClevDPL have been instrumental in completing planning and installation of the "CPL: 150 Years through the Eyes of the Staff" and the "John G. White" exhibits. CDPL is also assisting with ongoing tasks and projects related to the year's events for Sesquicentennial, including supporting the multimedia displays done for puppets using the monitors and display kiosk in Brett Hall and the Magic Box in the John G. White Gallery. In terms of media, object registration and preparation we are supporting with significant staff commitments both the John G. White exhibit and the Library History exhibit planned for sesquicentennial. ClevDPL worked with Special Collections on registering, shipping and storing the items and supported the cooperative project with the art museum involving youngsters as curators of art work at our MLK Branch.

Videography and Photography

ClevDPL has taken on the responsibility of doing video work for the Sports Research Center. We have finished loading all of the videos from Sports Research Center, Cleveland Restoration Society, the Andrew Venable Oral History Project, Cleveland Growing Strong, and Library Institutional Oral History interviews onto Internet Archive and YouTube and linked them out of ContentDM records. Working with WebWare, we have used HTML embedding in ContentDM to make video content from these projects more easily available through ContentDM. We are also currently leveraging the automated closed captioning in YouTube to create searchable transcripts for all of the above oral history recordings. We are still converting our audio only recordings to video

formats with slideshows so that they too can be loaded onto YouTube and close captioned. Working with OPS, ClevDPL will be loading patron interviews done for Sesquicentennial into ContentDM and Internet Archive, using the same processes as those used for our other oral history collections. By the end of the year we expect to have 60 or so additional video interviews for the institutional oral history collection.

ClevDPL did a variety of media projects focused mainly on producing video content for Sesquicentennial exhibits in Brett Hall, the John G. White Gallery, and the Library History exhibit. Videos included Sports Interview (video), Sarah Headshots (photos), Linda Headshots (photos), Mini Book Tutorial (video), Music at Main (photos), Music at Main (video), Girls Power 2019 (photos), Girls Power 2019 (video), Glenville (photos), Garden Valley (photos), Mt. Pleasant (photos), Fleet (photos), Eastman (photos), Fulton (photos), and Walz (photos).

Collection Development

Special Collections librarian Stacie Brisker found 2 Ethiopian manuscripts and sent them to Catalog. Ms. Brisker will give the Literature Department copies of the early 20th century newspaper *The New York Clipper* that has lots of theater ads in it. She is also working on the *Ideastream Storytelling Project* and lined up several seniors to interview.

Special Collections staff found a chess tournament ribbon from Cuba tucked in the book called *XVII Schacholympieade, Havanna, 1966*. The ribbon is embossed with "*Bienvenidos Ajedrecistas, Empleados de La Epoca*" and is now included in the bib record. There were 12 blueprint drawings of the *Cleveland Arcade* designed by John Eisenmann cataloged and scanned. Special Collections staff prepared the DACS (Descriptive Archival Content Standard) information for the catalog record. This is the Arcade located across the street from Main Library that opened in 1890.

After the unfortunate fire of Notre Dame in Paris on April 15th, Special Collections staff found a folio of the 19th century renovation designs by architect Eugene Viollet-le-Duc. This folio was a purchase by the Schweinfurth Committee and on view in Special

Collections. A 1630 manuscript bound in vellum was discovered in Special Collections without a bibliographic record (but had a microfilm record). The physical book must have fallen out of Sirsi years ago and needed to be entered back in the catalog. After doing some research, the book (in Dutch, *Belgi Confoederate Republica*) is about Dutch politics during the 17th century and its author, Jan de Laet was one of the founding directors of the Dutch West India Company. An 1851 lithograph of the *Panorama of Cleveland and Ohio taken from Scranton Heights* was purchased for the collection. Collection profile sheets were created for: *Tony Sarg's Marionette poser of Rip Van Winkl* and a profile about a folio featuring the 19th century renovation designs for Notre Dame by Viollet-le-Duc (dated 1880). Special Collections librarian Ray Rozman sent out 18 periodical titles to be bound. Special Collections made corrections and changes to catalog items sent some for repair, received six gifts and sent many items to be digitized.

Literature Department Library Assistant Nick Durda coordinated a donation of Superman items from Ms. Julie Sarka. Ms. Sarka's late-husband was the nephew of Jerry Siegel. Items included in the donation are a Superman movie poster autographed by Kirk Alyn, a Superman drawing signed by Jerry Siegel and Joe Shuster, and Golden Age Superman comic books.

At PAL, the Building and Housing plans were transferred to the third floor of City Hall. Don Petit of Landmarks showed PAL the binders of the City Planning Minutes in hopes that they might become a future digital project.

During his departmental floating this month, Business Subject Department Librarian Zachary Hay worked on a collection maintenance project in Science & Technology, assisting with weeding, shifting, and relocation of various photography books. This project is ongoing and will be continued on future visits to the department. In Government Documents, he continued work on modifying item records for the U.S. Army in World War II series of publications. Many items have cataloging errors or other issues that need adjustment. Many titles in this series were previously reference-use only but are now being added into the department's circulating collection. In collaboration with CDPL staff, Mr. Hay completed work on

the digitization and transcription project of two public domain Garfield-Perry Stamp Club documents held by the Business Department. Both items are now available for viewing in the library's Digital Gallery.

Business, Economics and Labor Senior Subject Librarian Sandy Witmer spent several hours working with the Business, Economics and Labor collection at Lakeshore on April 29th. As part of an ongoing shelf-reading project, she identified items which needed Preservation attention and/or corrections to catalog records and followed through with the appropriate department.

Social Sciences librarian Mark Moore has received the donation bookplates from Graphics for books in the Russ Dahlburg collection. Mr. Moore ordered a collection of Merriwell dime novels for the Sport Research Center's baseball fiction collection. Social Sciences Manager and Mr. Moore continued sorting and processing the 2700 sports book and memorabilia collection donated by Russ Dahlburg. Social Sciences acquired 3 yearbooks for Forrest Kilb for the collection from patron clearing out family estate.

OLBPD circulated 39,260 books and magazines directly to patrons. OLBPD registered 144 new readers to the service. Approximately 640 BARD patrons among 1,460 active users downloaded 11,330 items.

The CDPL has digitized Scene Magazine; a full run of Scene magazine has been re-scanned after a quality control glitch, and is currently in post-production, correction, and revision. Library staff have digitized and revised numerous items including - Cleveland Family Album, Newspapers, CPL Library History, Congregations of Cleveland, Cuyahoga County Planning Commission, Farm to Table, Greater Cleveland and Ohio Architecture, Sports Research Center Gallery.

Research That's Possible Only at Main Library

- Patron requests for the following music scores: Duke Ellington songs, harp music scores, opera piano vocals for girls, Broadway show tunes, songs by Lou Rawls, Beatles songs, music scores by Vivaldi, Beethoven, Mozart Piano Sonatas, Bartok's Romanian Dances, scores from *Dreamgirls* and *The Wiz*

- Patron requests for collectibles, art & architecture books: biography on Sigmar Polke, African sculpture from Zimbabwe, art of the Harlem Renaissance, Bauhaus design, info on framing art, prints by Martin Lewis, African funerary rituals, designs by Viktor Schreckengost of Cleveland, Shirley Temple dolls value, architecture books on tiny homes,
- Patron requests for music books: biography on band called Earth, Wind and Fire, gospel bio of Mahalia Jackson and Mark Buford, bio on Al Jarreau jazz singer,
- Patron looking for information on the 4th United Presbyterian Church on 105th by architect Sidney R. Badgley. Staff found citations in the 1907 *Ohio Architect and Builder*, books on Cleveland Sacred Landmarks, interior design, painting on social realism, books on watercolors and landscape painting,
- Patron from Barberton OH requested books on Phoenician language and African history
- Patron request for 1890 letter posted in the *Baltimore Sunday News* on chess
- Email request for a scan from 1892 issue of *Deutsches Wochensach* (German Chess Weekly)
- Patron request for books on the Hebrew verbal system and the Qumran War scroll
- Students from Bard High School came in to research the Euclid Beach papers
- Local furniture builder and designer looking for research on 19th century furniture maker John Chipman (found some trade catalogs)
- The Associate Editor of the *Hemingway Letter Project* asked if CPL had any letters by Hemingway. Special Collections staff responded that the collection had a pristine copy of Spanish Earth that was a limited edition published by Jasper Wood of Cleveland. Hemingway was not happy with this publication and had the printing ceased. The SpC copy was scanned for the editor.
- Patron request to verify if plates are colored from the 1886 volumes of *The Nests and Eggs of Birds of*

Ohio. She is making a comparison of the various sets that were printed.

- Patron request to see some of the tobacco books from the Griese collection
- Patron request for the 1921 song of *Kharmine: Oriental Novelty for Fox Trot* from the Eyman Dance collection
- Patron request to view old English dictionaries, grammar books and other language materials. Samuel Johnson's 1755 dictionary was pulled for her.
- Patron request for scans of a home from the *Howell & Thomas architectural drawings*
- Local historian requested to view the architectural files of the firm *Bohnard & Parson* that designed various Cleveland factories, churches and homes between 1900-1920s.
- Member of the Ohio MULLUS (Ohio Military Order of the Loyal Legion of the United States) requested to verify information about "Russian tin" roofs from the 19th century. MOLLUS has a building that they are applying for an historical plaque and needs to explain what that means. Staff found that it was a type of metal that was thin but strong enough for cold weather, snow and rain and would not rust.
- Special Collections staff has been assisting a graduate student from Ursuline College on her thesis in regards to Charles Schweinfurth's designs for Trinity Cathedral by the Cleveland State University campus.
- The archivist from the Cleveland Museum of Art requested information about the former partnership the museum had with the Library hosting exhibits. Fine Arts had some catalogs and more information was found in Archives
- Business, Economics and Labor staff requested materials from offsite storage for an out-of-state researcher regarding a Cincinnati company from 1919-1978. The researcher was referred to the Cleveland Public Library as it is the only library with

holdings on OCLC for *Ohio Corporation and director's directory*.

- Social Sciences Librarian Mark Moore assisted Steven Steinglass, a professor at Cleveland-Marshall College of Law, with materials from the "Elections" clipping files about amendments to the Ohio Constitution.
- Social Sciences Manager met with and assisted Morris Eckhouse, the sports researcher/baseball author, from the Baseball Heritage Museum.
- Mr. Kilb assisted a PhD candidate in his ongoing research on Islamic Mysticism and Depth Psychology. Access to, and aid in navigating, CPL's extensive collections relating to this topic has been indispensable to his work.
- Using the Sanborn Map microfilm, patron confirmed that four blocks, Fulton, West 32nd, Chatham and down to Monroe were not mapped. A few days later, patron stopped by looking for Sanborn maps.
- City Hall Archivist, Martin Hauserman called to find the name of the longest serving municipal judge. Martin Hauserman had the name Mary Belle Grossman, PAL provided the name Ronald Adrine; both served 36 years.

Staff Development

Fine Arts & Special Collections Manager Pam Eyerdam attended a workshop about resources at the Cleveland Foundation Center, the Community Engagement Workshop in the Learning Commons, the national ACRL (ALA's Academic and Research Library) conference at the Cleveland Convention Center. Topics on digitization, social networking, space planning, managing change, and working with communities were the highlights. Special Collections staff Pam Eyerdam and Ray Rozman attended the Cleveland Archival Roundtable (CAR) regional meeting at the Rock Hall of Fame archives. The group announced various events and activities and was given a tour of the Archives. Fine Arts librarian Andy Kaplan attended training in TechCentral for the upcoming Events & Room Management software.

Lending Subject Department Clerk Ebony Fields attended BookEnds SIRSI training on April 4th, BookEnds Mental Health Awareness training on April 16th, and BookEnds Operations 101 training on April 18th. Lending Manager Stephen Wohl attended 'Engagement Training' with the Main Manager team on April 9th. The training was facilitated by the Cleveland Leadership Institute.

On April 15th, Don Boozer began serving as the new manager of the Literature Department and The Ohio Center for the Book at Cleveland Public Library. Mr. Boozer had previously served as General Research Collections Manager overseeing Business, Economics and Labor; Social Sciences; Government Documents; and Science and Technology. General Research Collections Manager Don Boozer co-presented a webinar at OhioNET with Librarian Bill Meltzer, Worthington Libraries, entitled Rebooting Reference and the Myth of Technological Neutrality on April 4th. Mr. Boozer participated in the first session of the Cleveland Leadership Center's Community Engagement workshop on April 9th.

Science and Technology Senior Librarian Jim Bettinger attended the 41st Annual Patent and Trademark Resource Center Seminar at US Patent and Trademark Office headquarters in Alexandria, VA from April 8th through the 11th.

Social Science Librarian Forrest Kilb and Business Subject Department Librarian Zachary Hay are floating and cross-training among departments within CPLs general reference collections. This not only increases their knowledge of the work and services offered by others within CPL but theirs as well. Mr. Kilb has enrolled in the 2019 FDO Expert Certification Program and will be completing online courses and tests over the next two to three months to obtain this certification. In addition, his ILEAD's team received a grant of \$3000 from the State Library of Ohio for the development of their project to create tools to train librarians in Asset-Based Community Development. Mr. Kilb attended the training session at The Foundation Center on using the Foundation Directory Online (FDO) and additional resources to help patrons pursue grants and other non-profit funding sources.

TechCentral Manager CJ Lynce worked his final day at Cleveland Public Library on April 1st. TechCentral Coordinator Suzi Perez was promoted to Interim TechCentral Manager on April 1st.

OLBPD Manager Will Reed attended the 2019 Northern-Midlands Conference of National Library Service (NLS) network libraries in New York, New York April 8-10th. This conference featured keynote speaker Adam Linn, author of the novel *American Sexy*, and contributor to *The New York Times* and NPR's *The Moth Radio Hour*, in addition to being a patron of the Andrew Heiskell Braille and Talking Book Library. The conference also featured updates from NLS about activities as a result of the Marrakesh Treaty, and progress reports on future service initiatives, including the braille electronic reader.

BRANCHES

The branches continue to provide effective service and programming for the communities they respectfully serve. There were many highlights during the month of April, two of which were momentous. Our Rockport Branch celebrated its 55th Anniversary! Patrons were treated to refreshments while participating in discussions about their experience with the branch. A slideshow featured photos from archives including the ground breaking ceremony, the first newspaper article showcasing the branch and much more! At our Carnegie West Branch, U.S. Senator Sherrod Brown visited twice for meetings being maintained in the branch. The first meeting, scheduled by Ward 3 Councilman Kerry McCormack, consisted of Ohio City residents, executive director of Ohio City Inc. Tom McNair, and Branch Manager Angela Guinther; the senator asked Ms. Guinther about library programs, educational requirements for managers and librarians, and other particulars of the library profession.

DISTRICT ONE

Eastman - Children's Librarian Cassandra Feliciano and Library Assistant Nancy Smith has worked diligently to create more space for programming and the growing youth maintained in the branch. Shiksha Daan resumed tutoring for Grades 2-12 after being on pring break. The tutoring experience has average 12 youth in attendance.

Lorain - During the month of April 2019, as part of National Crime Victims' Rights Week, the Lorain Branch partnered with the Renee Jones Empowerment Center and the Northeast Ohio Human Trafficking Law Clinic to host a Free Legal Advice Clinic and the Unleashed Art Exhibit opening at the branch. The Rockin' with Rainey visual arts and physical fitness program series also started in April thanks to a partnership with the Rainey Institute. The Cleveland Seed Bank presented an "Introduction to Seed Saving" workshop on April 29, 2019. Branch Manager Crystal Tancak attended the Second District Community Relations meeting, the West Side Collaborative meeting, and received the WOW! Empowerment Award at the April Board of Trustees meeting. Also, Ms. Tancak and Library Assistant, Computer Emphasis Peter Roth participated in Project Red Cord's Night Out to bring awareness to, and help victims of Human Trafficking.

Rockport - The Great Lakes Science Center visited the Rockport Branch to facilitate STEM programs with youth, including making paper towers, designing and launching rockets, pH testing and kite making. The Children's Librarian, Kendra Proctor partnered with West Preparatory School to attend parent night. The Best Buy Teen Tech Center continues to thrive with twenty or more users per day. Over thirty patrons were assisted during tax season for by AARP. Also, the Rockport branch also celebrated its 55th Anniversary! Patrons were treated to refreshments while participating in discussions about their experience with the branch. A slideshow featured photos from archives including the ground breaking ceremony, the first newspaper article showcasing the branch and much more!

Walz - Walz Branch youth staff have been diligent in their outreach services to youth through in-house class visits, free lunches, weekly crafts and training. Additionally, they are in the process of re-envisioning their department area. The branch continues to feature its monthly produce delivery and outreach to nursing homes.

West Park - April is Poetry Month and the West Park Branch allowed patrons the opportunity to create their own "blackout" poems using old book pages. Clerk Phil Creter began an ambitious outreach effort to get local

school children signed up for ConnectEd library cards; 150 new cards are registered. Manager Dalby (along with BBTC Supervisor Jill Pappenhagen) attended The Clubhouse Networks annual conference in San Diego. Also, the branch's ongoing book sale truck has earned more than \$500 in sales this month.

DISTRICT TWO

Brooklyn - During the month of April, Children's Librarian Laura McShane provided outreach to Denison school, curriculum and resource assistance to Horizon Denison, and attended the MetroHealth Patient and Family Appreciation luncheon. LACE Sara Kolonick assembled book-movie bundles as a promotion of the collection. Drawings were held for patrons that checked out the materials. LACE Lana Gionfriddo made preparations for an upcoming May Career Bootcamp series which will be done in partnership with Tri-C West's Career Services department. Interim Branch Manager Ron Roberts worked to connect with the community: he met with City of Cleveland Community Engagement coordinator, Shalenah Williams regarding plans for Book Club to help foster discussions related to Cleveland Consent Decree efforts, and attended Creative Mornings held at South Branch in order to make contact with officials from Dollar Bank for possible financial literacy workshops.

Carnegie West - U.S. Senator Sherrod Brown visited Carnegie West twice for meetings this month. The first meeting, scheduled by Ward 3 Councilman Kerry McCormack, consisted of Ohio City residents, executive director of Ohio City Inc. Tom McNair, and Branch Manager Angela Guinther; the senator asked Ms. Guinther about library programs, educational requirements for managers and librarians, and other particulars of the library profession. The second meeting was organized by Joe Cimperman, former Ward 3 councilman and the current head of Global Cleveland, so the Senator could meet with Muslim residents of Greater Cleveland who were impacted by various immigration policies implemented by President Trump; over thirty attended.

Fulton - The Fulton Branch hosted a variety of activities and programs for patrons of all ages this month. In partnership with Case Western Reserve University, the Mean Green Science Machine program

wrapped up another successful year of providing engaging science programs for youth. The Greater Cleveland Food Bank visited to teach a class on Kids and Healthy Foods. Adults also had the opportunity to participate in a variety of educational opportunities: ASPIRE ESOL class that met twice weekly, and TechCentral's Computer Basics courses. Professionals from the Northeast Ohio Medical University provided free health screenings, and the community room was used daily by a plethora of organizations.

Jefferson - While April showers may bring May flowers, Jefferson Branch hoped that those showers rain down on the seeds being distributed throughout the community in partnership with the Cleveland Seed Bank. The Youth Staff celebrated Earth Day and Arbor Day with books displays and planting activities. National Poetry Month was also observed with a window display and with a poetry contest sponsored by Lake Erie Ink through the Club Create program. The Tremont Think & Drink book club shared a book entitled, "*A Line Becomes a River* by Francisco Cantu." The Greater Cleveland Food Bank presented two sessions this month of their series, "Eat Better to Be Better," which focused on whole grains and lean proteins, along with tasty takeaways like low sodium alternatives to salt in popcorn, and the art of making a customized trail mix.

South - The Rainey Institute Dance and Art Programs at the South Branch concluded. The Vocal Arts Mastery Program continues to recruit children. Our recording Studio continues to be popular amongst patrons; multiple patrons have taken advantage of the Studio Recording classes and the South Studio Orientation. South Branch youth staff continues to serve local schools with story times and activities; they have also welcomed new classes by giving tours and library cards. LAYE Joe Lefkowitz and Page Jeannie Olschlager attend Summer Feeding training. The meeting rooms continue to be on high demand; Creative Mornings met at the Branch with an attendance of at least 110 attendees.

South Brooklyn - South Brooklyn Branch had numerous organizations utilize the meeting room: Fruitful in a Desert Place Ministry held coaching for youth; AARP Tax help, CCA Tax Prep, Councilman Kelley's Ward 13 Democratic Club/Community meeting, and Los Amigos

Spanish Class. Children's Librarian Ronald Palka-Roman provided outreach to Loving Cups Day Care, and Kindergarten Club training, and offered a Movie Craft Day in which children watched *Wreck It Ralph* and made edible cars. LAYE Raymond Cruz visited Benjamin Franklin and William Rainey Harper for story-time. District Manager Luigi Russo participated in LibCal training, Summer Feeding training, Ward 13 Democratic Club, and Page Orientation.

DISTRICT THREE

Garden Valley - For the Month of April 2019, the Garden Valley Branch continued to provide and promote the Cleveland Public Library to the North Central-Kinsman Neighborhood patrons. Ms. Csia conducted the Money, Money, Money Program where young library patrons learned the basics of financial literacy. Mr. Burks also presented the Garden Valley Teen Summit Program where young adults use their creative minds to express ideas, thoughts, and feelings about life challenges in their community. The Youth Services Team also collaborated to facilitate the Rock Hall of Fame Fight the Power program at the Garden Valley Branch.

Hough - Children's Librarian Manisha Spivey held the program Egg-cellent, Egg-straordinary Egg-stravaganza. This program included **STEAM** learning with a scavenger hunt and Easter egg treats for our youth. LAYE Romael Young has created literacy displays around the branch using resources available in the branch. The Hough Branch hosted NACA, the Neighborhood Assistance Corporation of America to introduce Hough residents to their program and the possibility of home ownership. Branch Manager Lexy Kmiecik met with community stakeholders to talk about the future of *Hough Reads*. CPL's Director, Mr. Felton Thomas has been invited to be a celebrity guest reader! Mrs. Kmiecik also attended the councilman, Basheer Jones, first State of the Ward. Additionally, the branch has connected with the Ward 7 Observer with the goal of the local paper listing Hough's programming.

Martin Luther King, Jr. - Youth services staff Angela Pope and Eric Eubanks continued to provide story time to PNC participants. Children enjoyed interactive stories while gaining literacy skills. Cynthia Davis visited

Fenway Manor Senior Living for the monthly book club; the book, "Never Tell by Lisa Gardner" was discussed. The Neighborhood Assistance Corporation of America (NACA) held its housing assistance program for upcoming home buyers. CollegeNow facilitated make-up sessions of ACT/SAT prep for area high schoolers before school is dismissed for summer break. Ms. Jones also met with Dr. Sadie Winlock to discuss the University Circle community and its patrons.

Sterling - Lara Troyer (Center for Arts Inspired Learning) returned to Sterling for an interactive performance of Dr. Seuss and Song, music by Eugene Poddany and lyrics by Dr. Seuss. The final sessions of Sterling's Winter/Spring dance and music residencies were held in April. Charles Bailey and Sonja McCord presented the second "Fight the Power! Rock and Civil Rights" program. KPMG renewed its commitment to Sterling's summer reading initiative through the KPMG Family Fund for Literacy.

Woodland - For the Month of April 2019, the Woodland Branch continued to provide and promote the Cleveland Public Library to the Central Neighborhood patrons. In the absence of youth staff, Mr. LaPrairie provided services for our youth. Public Services Manager, Mrs. Maria Estrella, also created a display (Your Future is Created by What You Do Today) with a range of career and job inspired titles. In addition, Mr. Laprairie conducted the Maker Lab: Digital Darkroom program. Children and young adults learned how to take and store their own photos through a photo editing App.

DISTRICT FOUR

East 131st Street - East 131 was assigned an interim manager Marina Márquez. Ms. Marquez has enthusiastically familiarized herself with the various stakeholders of the community. Additionally, Ms. Marquez maintained introductory meetings with Councilmen Kevin Bishop and Kenneth Johnson. Branch clerks Karie Felder and Cathy Jennings facilitated a "My community vision board" program and Terrarium Plant Nite. Also, the East 131st Street Branch hosted a four week workshop entitled, "United for Girls' Pathway 2 Purpose" program. This series provided training and educational instruction to

girls in the areas of etiquette, manners, and basic life skills.

Fleet - The Fleet Team began the month of April creating vibrant displays to promote materials and programs. Branch Manager, Pasha Moncrief Robinson, created a book display entitled "Learn! Create! Prosper!" to showcase books to learn new hobbies that can become lucrative businesses. Mrs. Robinson and The P-16 Employment Committee hosted two Manufacturing Informational Sessions for patrons in the Fleet Branch meeting room. The Fleet Branch partnered with Huntington Bank to host a program for teen patrons entitled Financial Reality: A Game of Games. Teens learned about the importance of making thorough financial decisions. Anna Fullmer attended Regent High School's Community Resource Fair. She spoke with students and distributed materials about library services and upcoming Fleet Branch programs. Also Fleet Branch held a Health and Wellness Program for seniors sponsored by Patricia Gray of University Settlement.

Harvard Lee - In April 2019, Chloe Williams (LACE) attended a Maker Lab training session with TechCentral and conducted the Giant Piano Maker Lab with Harvard-Lee youth. Kristen Schmidt (Interim Branch Manager) attended training for and recorded her first patron interview for the CPL150 storytelling project with ideastream. Ms. Bianca Jackson attended the Food Bank's Summer Feeding training and will use this information to train everyone in the branch to serve summer meals. Ms. Schmidt met with Councilman Joseph Jones in his ward office to discuss plans for the Harvard-Lee Branch.

Mount Pleasant - The youth staff of the Mt. Pleasant Branch hosted an Easter Egg Hunt and the Maker Space Lab entitled, "Make a Giant Piano for a Make and Take Craft." Branch Manager Mrs. Scurka interviewed candidates for her vacant LACE and librarian positions as well as attended her monthly community outreach meetings.

Rice - Rice Branch welcomed Ms. Whitney Johnson as the new Children's Librarian. Ms. Johnson has worked diligently on weeding, and moving the collection for improved browsing. Additionally, she has implemented weekly freeform crafts that the youth are very excited

about. Mark Tidrick (LAYE) and M. Margo (Page) held for National Poetry Month a program entitled 'Let's Get Poetical'. Whitney Johnson and Mark Tidrick began the summer lit league promotion by signing up the children from East End Neighborhood house for ConnectEd cards and SLL summer programs. WVIZ/Ideastream held their "Cat in the Hat" program to teach families the fundamental concepts - the program was geared for children ages 5 to 8.

Union - The Union Branch welcomed new LAYE Valerie Johnson to the team. For the month of April, the branch maintained a Meet and Greet program for Ms. Johnson to introduce her to the community. Youth Librarian Tamara Steward and Ms. Johnson presented story times to community partner schools and organizations throughout the community. Youth staff presented "Egg-Cellent Reading" giving patrons the chance to win one of two Easter baskets created by Ms. Johnson. Ms. Williams and Ms. Johnson attended the final True2U session for the school year at Luis Munoz Marin and Michael R White Elementary schools.

DISTRICT FIVE

Addison - The Addison Branch offered Computer Basics I and II from our Tech Central Department. The Addison branch also hosted the Ohio State University Food and Consumer Science session on budgeting on Saturday, April 13, 2019. Branch Manager, Tonya Briggs, was invited to speak about Addison's library services at the Townsend Learning Center on Friday, April 12, 2019 that included topics: how to get a library card and other reference service databases offered by the library. Ms. Briggs has been invited to give her presentation monthly at the Townsend Learning Center.

Collinwood - The Collinwood Branch was asked to create a literacy plan to increase early childhood learning and make "Literacy Connections" with children and caregivers. This resulted in "Literacy Mondays" to create a new literacy experience each week for kids. Manager, Caroline Peak was among a group of CPL staff to participate in Ohio Library Council (OLC) Legislative Day on April 9, 2019. She was also featured on "We the People" on Friday, April 12, 2019 for a presentation on supporting literacy through the arts.

Glenville - The Tri-C Vocal Arts program took place at the branch with the students performing on the floor on April 30, 2019 for the patrons. The branch also hosted representatives from Legal Aid during the month.

Langston Hughes - The Wednesday afternoon Chess club continues to thrive. This month showcased the thirteenth year of the Oberlin College jazz ensemble that featured Downbeat Magazine's 2018 student music award winner trombone player, Caleb Smith, who has played with the ensemble the last four years. Branch Clerk, Valerie Johnson, was promoted to the new YS Library Assistant for the Union branch. Assistant Manager, Ron Roberts, has been assigned to be the Interim Branch Manager for the Brooklyn Branch. Also, Kyle Auchter joins the branch as the new branch LACE.

Memorial Nottingham - This month we welcomed local author, **Lonnie-Sharon Williams** for a book talk on her religious fiction novel, *Coming Home: the story of the Prodigal Son and The Healing of a Blind Man*. Planning for next month's **Congressional Art Competition** has begun. This year's event will take place on Saturday, May 18, 2019. Also, the Music School Settlement will conduct **Read to the Beat** sessions with preschoolers in partnership with the local Salvation Army.

OUTREACH & PROGRAMMING SERVICES

SUMMARY

In the month of April the Library hosted approximately 257 programs ranging from Legal Aid workshops to outreach to the City's reentry population. The Library offered 73 preschool story times to children throughout the city in addition to food service at all 28 locations. Education services such as GED and ESOL classes, and SAT and ACT preparation classes were held at 14 branch locations and Main Library; K-8 tutoring will resume at 13 locations in the month of March.

ADULT

Amy Stewart, author of *Nature in Your Glass: The Drunken Botanist* to CPL on April 3 as part of the 2019 Cleveland Humanities Festival. An audience of 73 visitors, many

first-time visitors to Main Library, enjoyed an engaging discussion about the many plants from which humans have contrived to brew, distill, or enhance alcoholic beverages throughout our history. The diverse audience enjoyed a scientific and historic discussion as well as excellent tips and recipes for potent potables of all kinds.

Stewart returned to South Branch on Friday, April 5 to discuss her Kopp Sisters novels, based on a real-life trio of sisters who lived in New Jersey during the first quarter of the twentieth century, the eldest of whom served as a full-fledged Deputy Sherriff before women the 1th Amendment gave women the right to vote. Fourteen enthusiastic readers joined the discussion and are eagerly looking forward to the release of the fifth book in the series in September 2019.

The CPL150 ideastream Storytelling Project officially began on April 2, when 21 CPL staff attended a storytelling and audio recording training session led by Justin Glanville and Joseph Frolik, of ideastream. As part of this project, CPL staff will be gathering and recording real-stories from everyday Clevelanders on any topic. All stories will be preserved for future generations in the Cleveland Digital Public Library and Internet Archive. By January 2020, ideastream will fully produce six of the 15-minute stories for broadcasting.

The ACRL (Association of College and Research Libraries) brought more than 3,000 librarians to the Cleveland Convention Center for their annual convention from April 10-13, 2019. A reception was held in Brett Hall on Thursday, April 11 with more than 350 visitors in attendance enjoying the Main Library's classical architecture and the World of Puppetry exhibit.

Director of Outreach and Programming Services, Aaron Mason, participated in a panel discussion as a part of the conference. The presentation: *Beyond Town versus Gown to Local Partner for Student Success* addressed the need for greater collaboration between university libraries and public school systems. Steven Bell, Associate University Librarian at Temple University Libraries and Alison Armstrong Associate Director of

Ohio State University Libraries were also part of the panel.

Creative Mornings Cleveland hosted its April monthly event, *Inclusive*, at the South Branch on Friday, April 19 from 8:30am - 10am with 107 visitors in attendance. Keynote speaker Jenice Contreras, Executive Director of the Hispanic Business Center, educated and excited audience members about the newly-reenergized Villa Hispana/Hispanic Village development in the Clark/Fulton neighborhood. Villa Hispana builds on decades-long dreams of creating a destination and development framework for the neighborhood which celebrates, supports, and sustains the vibrant but struggling Hispanic community that calls Clark/Fulton home. The project is based on real, meaningful grass-roots development, including micro-incubators and an ethnically-appropriate, inclusive focus in order to ensure that the community's long-term residents are the generators and beneficiaries of development rather than the victims of gentrification.

Cuyahoga County Reentry Week

For the first time, CPL hosted an Ohio Ex-Offender Reentry Coalition (ORE) event as part of Cuyahoga County's official Reentry Week. On April 25, OPS Project Coordinator, Sherri Jones coordinated "*How to Start a Business as a Returning Citizen*" at MLK Branch, with approximately 50 people in attendance. Robin Wood, Manager of the Business Department, hosted a table to explain business resources available for patrons from CPL's BEL Department.

Ms. Jones also coordinated and recruited patrons to serve as members of an Ohio Means Jobs focus group facilitated by Maher & Maher under contract with Cuyahoga County, with 10 total staff and patrons.

YOUTH

The 2019 Express Yourself! Youth Art Workshops offered by Art Therapy Studio (ATS) began on January 26, 2019. The workshops are offered two days a week at East 131st Street, Hough, Sterling and West Park branches. In each session, participants learn to develop their art skills using different media - drawing, painting, sculpting - for self-expression. Workshops are

facilitated by licensed art therapists. During the month of April, ATS staff reported an uptick in parent participation, with parents using the group as an opportunity to spend positive time with their children and develop ways to continue using art as a tool at home.

College Now, an ACT/SAT prep program resumed classes on Monday, April 8th at Main Library. After allowing 9th grade students to participate, registration has risen to 35 participants with a weekly average attendance of 25 students. Spring classes are scheduled to conclude Friday, June 14, 2019.

The World of Puppets: From Stage to Screen, an exhibit featuring puppets from around the world, including popular characters from theater, film and television such as Oscar the Grouch (Sesame Workshop), Audrey II (Little Shop of Horrors) and Nutso and Shirley Squirrely from Cleveland's own Hickory Hideout opened on Saturday, March 23. The exhibit celebrates Cleveland Public Library's 150th anniversary, actively reflecting its history of services to children and its longstanding mission to bring public art and performance to a wide range of library visitors. Estimated attendance for the month of April is 2750; including 12 school groups and 406 students.

Through a partnership with the Greater Cleveland Food Bank, after-school snacks are delivered to all Cleveland Public Library branch locations and Main Library daily Monday through Friday. In addition to meal delivery, monthly nutrition education programs are provided. As of April 2019, The Cleveland Public Library served approximately 12,575 after-school meals.

Rainey Institute has explored visual art techniques, physical health and international training, and dance for youth ages 7 & up at Cleveland Public Library branch locations. During the month of April, classes were held at the South Branch on Tuesdays and Thursdays. Approximately 11 students participated. Rainey began classes at the Lorain Branch starting April 16th, with 7 children in attendance.

Sponsored by the Rock and Roll Hall of Fame and PNC, Cleveland Public Library youth staff were trained in

November 2019, to present *Fight the Power* programs at branch locations, making Rock Hall educational resources accessible to all at the Cleveland Public Library. As a result of this training, various Fight the Power presentations are scheduled throughout Cleveland Public Library, starting in January 2019. Programs are scheduled until May 2019. In "Fight the Power," students will think critically about how rock & roll musicians in the 1960s and early 1970s challenged audiences to consider alternatives and make changes in their communities. Students will listen to and view performances by legendary artists as they are engaged in identifying social commentary in lyrics, performance styles, and historical images. In April 2019 Sterling Branch with 16 children in attendance and Langston Hughes Branch with approximately 8 people in attendance for the Fight the Power programs.

Free one-on-one and/or group tutoring and homework help offered in partnership with Cleveland State University's America Reads tutoring services and Braxton Educational and Technology Consulting. The following branches Addison, Collinwood, East 131, Fleet, Fulton, Garden Valley, Glenville, Hough, Langston Hughes, Rice, Rockport, Sterling, Union, Walz and Woodland all host tutoring.

EARLY CHILDHOOD

On the Road to Reading's winter/spring 2019 session servicing 25 childcare classrooms concluded this month. The Bag Only Delivery (BOD) pilot will continue for one more month. At that time the BOD service sites and overall program will be evaluated.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- *External Relations & Advocacy*
 - o Ohio Library Council Legislative Day
 - On April 9th, CPL staff attended the Ohio Library Council (OLC) Legislative Day in Columbus.
 - Staff met with all legislators in CPL's footprint (10 legislator offices) to

advocate for Ohio's public libraries and restoring the Public Library Fund (PLF). Governor Mike DeWine, was the keynote speaker at the OLC Legislative Day luncheon.

- o CPL Retiree Group Quarterly Event
 - The CPL retirees hosted their quarterly event focused on a legal issues workshop provided by a well experienced attorney who focused on wills, trusts, and power of attorney for retirees.

CPL DEVELOPMENT UPDATES:

- *Fundraising*
 - o Participated in the first inaugural national Library Giving Day through electronic appeal; appeared on WKYC's Live on Lakeside program to promote Library Giving Day
 - o Submitted interim reports re: CPL grants to
 - The Cleveland Foundation for Mobile Hotspot Lending program
 - The Bruening Foundation for Early Literacy Training Initiative program

CPL FOUNDATION UPDATES:

- *Fundraising:*
 - o CPL150 Sponsorship Secured in April, 2019:
 - Cleveland Cavs
 - Dix and Eaton
 - Mansour Gavin
 - First Energy
 - o CPL150 Gala planning meetings held with event planner Deb Hermann
- *Marketing:*
 - o Purchased and displayed CPL150 materials in Gift Shop

COLLECTION & TECHNICAL SERVICES

Director of Collection Services Jean Duncan McFarren,
Assistant Director of Collection and Technical Services

and Acquisitions and High Demand Manager Sandy Jelar Elwell met with Brodart Eastern Regional Sales Manager Kim Blazek and Strategic Business Manager Michael Wilder along with the other Collection Services Managers to discuss the selecting and ordering of opening day collections.

Ms. Jelar Elwell worked with Chief Financial Officer Carrie Krenicky to make adjustments to the library materials funds in Munis and Sirsi which needed to be done as a result of the recent reduction to the library materials budget. The Collection Services team worked with representatives from Ingram to negotiate a larger discount yielding approximately \$30,000 in savings over last year.

Ms. McFarren and Ms. Jelar Elwell attended a second meeting with Chief Knowledge Officer Timothy Diamond and Knowledge Manager Nancy Mocsiran to continue the discussion about creating holding codes for leased popular titles in book, Blu-ray, and DVD formats and purchasing and implementing a data dashboard to aid in managing branch collections. Ms. McFarren and Ms. Jelar Elwell also met with Director of Main Library & Research John Skrtic, Center for Local and Global History Manager Olivia Hoge, and Main Library Office Project Manager Michael Ruffing to review CPL's current database subscriptions.

Ms. McFarren and Ms. Jelar Elwell attended a Capital Committee Work Session at the Lake Shore Facility. Ms. Jelar Elwell participated in OhioNET's online training session entitled "Welcome to Consortia Manager" to learn about their new self-service portal for e-resource subscriptions and attended training for the LibCal Events and Room Management software. Ms. McFarren has been participating regularly in the negotiation preparation sessions along with other Administrators.

Acquisitions: The Acquisitions Department ordered 7,021 titles and 29,620 items (including periodical subscriptions and serial standing orders); received 16,988 items, 1,421 periodicals, and 254 serials; added 598 periodical items, 77 serial items, 1,013 paperbacks, and 911 comics; and processed 2,513 invoices and 21 gift items.

Acquisitions Coordinator Alicia Naab worked with Assistant Director of Collection and Technical Services Sandy Jelar Elwell to edit OverDrive encumbrances to reflect the recent reductions that were made to the library materials budget. Ms. Naab also worked with Collections Manager Pam Matthews to determine which OverDrive purchase orders should be utilized and closed. Ms. Naab created a new workflow to store the Information Technology (IT) created Weekly Ordered Titles reports that notify each agency of the titles that were ordered the previous week for their location and informed the other Librarians in the Department of the change.

Acquisitions Librarian Leslie Pultorak continued to assist with the unpacking and verifying of foreign language materials for the Lake Shore Shelf/Shipping Department.

Catalog: Librarians cataloged 4,441 titles and added 5,630 items for Cleveland Public Library, and added 1,950 titles for CLEVNET member libraries.

During March and April, Technical Services Librarian Celia Halkovich created 11 original records for chess books in Italian. Technical Services Librarian Amei Hu created a record for Chinese paper cutouts and cataloged two Japanese rare books for the White collection. Technical Services Librarian Erin Valentine completed separating the title George Szell: the Complete Columbia Collection, which consisted of 106 music CDs and one book, into individual titles for easier circulation. This project originally started in February and required creating 93 original records, and upgrading 13 records.

Collection Management: Collection Management selected 1,327 titles and 12,246 copies, and spent \$239,664 in April.

Collections Manager Pam Matthews worked with the Knowledge Office to create a comprehensive section for Collection Services on the staff intranet. Collection Management Librarian Laura Mommers attended a webinar entitled "Middle Grade Mania" to learn more about upcoming books for elementary-school-aged children.

High Demand: The High Demand Department ordered 1,130 titles and 10,475 items; received and added 10,748 items; and processed 444 invoices.

Materials Processing: Technical Services Associates cataloged 721 new titles for the Cleveland Public Library and added 755 records for the CLEVNET libraries. Technical Services Associates and Senior Clerks added 3,702 items. The Materials Processing Technicians processed 20,960 items for the month.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 79 items to the Main Library for requests and 104 items to fill holds. Main Library received 238 telescopes, the Branches received 511 telescopes, CLEVNET received 64 telescopes, CASE received 6 telescopes, CSU received 3 telescopes, and Tri-C received 1 telescope. A total of 822 telescopes were shipped out. The Receiving and Distribution Technician continued to receive assistance from other Collection Services Departments staff when needed and sent out 392 items of foreign material and in total 14,857 new items were sent to the Acquisitions and High Demand Departments.

Richard Jackson began working in the position of Receiving and Distribution Technician on April 1st. Mr. Jackson previously held the position of Shipping Clerk in the Main Library Shipping Department. Receiving and Distribution Supervisor and Interim Materials Handling Supervisor James Clardy participated in an orientation session for newly hired Pages along with the rest of the Page Committee on April 24th.

MARKETING & COMMUNICATIONS

The Library's 150th anniversary (CPL150) campaign continued its momentum in April.

MEDIA RELATIONS

- The Director appeared on the Harry Boomer show to discuss the Library's 150th anniversary
- In addition to calendar listings, a media release about Cleveland 20/20, the year-long photography project, and CPL150 Storytelling Project, an oral history project, was distributed on April 9th

- For a full list of CPL150 media releases and coverage, visit <https://150.cpl.org/newsroom/>.

Date	Headline	Publication	Reach
04/09/19	'The World of Puppets' comes to Cleveland Public Library	WKYC.com	217,694
04/15/19	Cleveland Public Library celebrates 150 years of history with massive celebration, no more late fees	Cleveland 19 News	173,310
04/24/19	Happenings – what's coming up in Northeast Ohio starting April 26	The News-Herald	66,072
04/22/19	Mentor Public Library branches closing for one day to transition to CLEVNET	The News-Herald	66,072
04/30/19	Cleveland Foundation wins award for public-private partnership	Crain's Cleveland Business	51,671
04/24/19	33 fun things to do in Cleveland through May 1	Crain's Cleveland Business	51,671
04/03/19	34 fun things to do in Cleveland through April 10	Crain's Cleveland Business	51,671
04/10/19	33 fun things to do in Cleveland through April 17	Crain's Cleveland Business	51,671
04/24/19	Happenings – what's coming up in Northeast Ohio starting April 26	The Morning Journal	23,651
04/22/19	Helping ex-convicts rebuild their lives	WTAM 1100	9,206
04/23/19	Learn More About Cleveland's Partnerships at the First Sister Cities Conference	CoolCleveland	3,740

GRAPHICS

In-house graphics fulfilled requisitions for design, printing, and distribution, in addition to designing and updating graphics for cpl.org, digital signage, social media, and CPL's e-newsletter, and *Off the Shelf*.

SOCIAL MEDIA

FACEBOOK

	2019	2018	YoY	NOTES
Net Page Likes	66	94	-30%	Decrease in followers due to two factors: <ul style="list-style-type: none"> • 2018 ads running aimed at new audiences • Increase in deactivated accounts
Avg Post Reach	8353	1952	328%	Paid and organic reach were up over last year Articles about the Library performed the best.
Avg Total Reach	9614	2720	253%	
Avg Engagement	62	34	45%	

TWITTER

	2019	2018	YoY	NOTES
Top Tweet (impressions)	16,000	7,194	40.31%	#TBT continues to perform well
Top Mention (engagements)	1,822	4,605	-60.43%	
Top Media Tweet	7,627	6,942	9.87%	#TBT
Summary Tweets	51	70	-27.14%	While CPL tweeted less in 2019, focusing on engaged conversations has resulted in a better engagement rate (+29.41% v. 2018).
New Followers	114	109	4.59%	

PROPERTY MANAGEMENTPainters

- LSW- painted two black boards, 9th floor and Main first floor.
- Carnegie West- painted Rockwood room.
- Jefferson- scraped, patched and painted break room.
- Rockport- painted Manager's office.
- Shipping- finished tapping and mudding new office.

Carpenters

- Sterling- installed new door closure to meeting room.
- Lakeshore- patched potholes in parking lot.
- Lorain- installed Plexiglas in public restrooms to prevent patron from hiding items in the ceiling.
- Hough- repaired drywall and replaced wall tiles behind the toilet in men's restroom.
- Harvard-Lee- installed sliding bolt latches to parking lot door and lobby door.
- Union- repaired thumb turn lock to front door.

Maintenance Mechanics

- Lakeshore
 - o repaired leaking drinking fountain by staff restrooms.
 - o replaced leaking tube sheet gasket on evaporator section of main chiller, punched/cleaned evaporator and condenser tubes.
 - o continued draining chilled water loop and making necessary repairs in preparation for main chiller seasonal start-up and Chemtreat closed loop treatment program.
 - o repaired/re-installed falling light fixture in admin office.
 - o replaced defective motor starter/contacter on AHU #8.
 - o disconnected supply and returned lines on AHU #4 to check for coil/line restriction.

*Currently reviewing proposal from paving contractor to address poor condition of driveway and parking spaces around the property.

- Woodland - troubleshoot/identified faulty controls on children's area air handler.
- Eastman reading garden - checked outdoor electrical outlets in preparation for Land Studio's art installation, replaced five defective GFCI's and corrected wiring issues.
- Langston Hughes - replaced emergency and exit lighting.
- LSW - excessive noise coming from AHU #10 (lobby unit), checked/lubricated bearings, replaced v-belts.
- Main - repaired leaking toilet in Fine Arts staff workroom.
- Rice - replaced bad ballasts on staff workroom light fixtures.
- Westpark - completed misc. electrical work in branch.
- LSW/Main - continued with security camera cabling (CAT6) and installation.
 - *S.A. Comunale performed quarterly fire pump/sprinkler system test.
- Branches - continued with preventative maintenance/belt and filter replacement on air handlers and RTU's.

SAFETY & PROTECTIVE SERVICES

Safety Services

- SPS is working with Property Management to have key cylinder locks removed from the LSW 8th floor vault doors and LSW 9th floor map vault doors. Access control cards should be the only method used to enter the vaults.
- SPS is working on an Active Shooter training class for the public. We have identified three branches to hold the pilot training. The plan will be presented to the Chief Operating Officer the second week of May.
- SPS has resumed posting expelled patrons' violation's and pictures on the staff intranet under the SPS tab.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
April 2019	1970	22	48	46	90	47
March 2019	126	42	45	79	168	75
Feb 2019	2249	53	117	32	153	178
Jan 2019	2830	36	46	41	84	56
Dec 2018	3166	45	95	90	78	51
Nov 2018	3669	42	51	41	76	51
Oct 2018	4128	25	46	77	77	74
Sept 2018	3463	30	53	68	37	63
Aug 2018	3788	61	65	95	87	71
July 2018	4594	51	62	81	35	106
June 2018	3785	68	54	69	22	42
May 2018	5913	44	60	73	29	33
April 2018	4172	55	56	93	80	53

Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: ALA reception, Walz branch Civic Data Workshop, Rice branch Community Meeting, and Radio One's first time home buyers at Lake Shore.
- Video requests fulfilled for Cleveland Police Department, CPL Human Resources, and CPL Legal team.
- Safety & Protective Services sent three representatives to the Human Trafficking Forum at Tri-C, held by the Cuyahoga County Sheriff's Office. It was reported that seventy eight percent of missing youth pass through a CPL branch.
- Officer Pierson made contact with a representative from Safe Place at the above mentioned forum and received up to date contact information for Safe Place. That information will be disseminated to CPL staff at the next Safe Place committee meeting.

Protective and Fire Systems

- Fire and burglar system troubles were addressed at Woodland, Fulton, Fleet, West Park, South, and Sterling branches.

- SPS officers are inspecting all CPL fire extinguishers, exits signs, and emergency lighting. Inspection forms are being filed and saved by the Safety Manager.
- CPL second quarter fire drills have been started.
- ABCO was contacted to give CPL a quote for the 2019-2020 fire sprinkler inspections.

Contract Security

- Royce Security received a training package assembled by SPS. The modules in the training package will ensure all Royce guards meet a standard set by SPS.
- Lt. Babbitts was chosen to be the point of contact for contract security with CPL.
- At the last SPS-Royce meeting, Royce managers stated their guards made complaints about 1199 SEIU representatives monopolizing their time at branches with questions about joining SEIU.

Administration

- SPS supervisor Gary Harris was introduced at the Branch Manager's meeting.
- SPS and CPL's Legal team meetings resumed in April. A guideline is being developed for non SPS staff regarding when it is appropriate to call CPD instead of SPS.
- There will be a new directive for SPS Supervisors to wear white collared shirts on duty. This will help identify them as supervisors to patrons and staff. This will take place in May.
- SPS met with Human Resources and identified the following times for producing CPL identification cards: Monday thru Friday - 11:00 AM until 12:00 PM and 2:00-5:00 PM

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors held their second quarterly meeting of the year at Madison Public Library on Friday, April 26, 2019, the day of MPL's centennial celebration. Director Dee Culbertson and her administrative staff welcomed everyone to Madison and invited them to share in the brunch buffet and participate in a special commemorative makerspace activity after the meeting.

Lorena Williams, Chair of the CLEVNET Executive Panel and Director of Hubbard Public Library, congratulated Joy Walk on her appointment to director of Ritter Public Library in Vermilion. Director Williams also congratulated Kim DeNero Ackroyd, Deputy Director of Cleveland Heights-University Heights Public Library, for being elected Councilor-at-Large of the American Library Association.

The meeting continued with Timothy Diamond, CPL's Chief Knowledge Officer and liaison to CLEVNET, providing an update on the strategic plan. The current areas of focus continue to be governance and technology. Now that CPL has a new head of Human Resources, Mr. Diamond will finally be able to "review and revise CLEVNET's staff organizational chart and recommend changes to job descriptions, salary grades, and reporting relationships to the CLEVNET Executive Panel

The next part of the meeting focused on the work of the Library Systems Team headed by Hilary Prisbylla, Director of CLEVNET. Ms. Prisbylla updated the CLEVNET directors on the upcoming Mentor Public Library migration; the mobile app; credit card transactions; OverDrive Advantage Plus accounts and their new education app; event management and room booking software; the "go green" campaign to reduce paper notices; CLEVNET databases; Unicode; overlay requests; and Analytics Station training.

Ms. Prisbylla also reported on the COSUGI (Customers of SirsiDynix Users Group, Inc.) Conference held in Minneapolis, March 25-27, 2019. Three CLEVNET team members presented at the conference: Jim Benson, John Pas, and Megan Trifiletti. Their presentations were well attended and well received.

Larry Finnegan, Director of IT, updated the group on special projects and initiatives: expanding capacity of the data center in Columbus; network infrastructure; SharePoint Office 365; Mentor Public Library; VoIP installations; purchasing licenses through TechSoup; the remote monitoring and management solution from ConnectWise Automate; computer and print management; backup and recovery services; InformaCast mass notification of staff; and CLEVNET's multilayered approach to security.

Ms. Prisbylla shared the first reports generated from ConnectWise Manage, CLEVNET's new business management platform that replaced a less sophisticated help desk ticketing system in the third quarter of 2018. (Ms. Prisbylla shared the same information with the CLEVNET Executive Panel at their meeting on March 14, 2019. Details of her presentation to the Panel were provided in the IT/CLEVNET section of the Director's Report submitted at the April 18, 2019, meeting of CPL's Board of Trustees.) In the discussion that followed, everyone agreed that it was time for CPL to establish its own IT department, or find other means, to provide the IT services that it needs that are "beyond the scope" of the services CLEVNET staff provide to all member libraries. The expectation is that this transition process will be clearly defined and ready for implementation by September 2019 when the 2020 budget for CLEVNET will be drafted.

In the next meeting segment, Executive Panel members Laura Leonard (Twinsburg), Nancy Levin (Cleveland Hts-University Hts), and Katie Ringenbach (Burton) used a panel discussion format to brief the other directors on the pro's and con's of going fine free. They discussed statistics, best practices, public relations, challenges, and unexpected outcomes. At this point, nearly 29% of the member public libraries are fine free or soon to become fine free.

The meeting ended with the directors sharing news of their library systems and the cutting of the 100th anniversary cake. Networking followed. The next quarterly meeting of the CLEVNET Directors will be held on Friday, July 26, 2019, at Sandusky Library's Kelleys Island Branch.

Ms. Rodriguez adjourned the Regular Board Meeting at 12:52 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR APRIL 2019

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	919	3,396
Periodicals	7	33
Publishers Gifts	0	4
Non-Print Materials	439	806
Total Library Service Materials	1,365	4,239

TECHNOLOGY RESOURCES

Tech Gifts	2	6
Total Technology Resources	2	6

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 10	\$ 35,085
Library Fund	Restricted	1,000	1,513
Young Fund	Restricted	0	13,163
Schweinfurth Fund	Restricted	0	72,576
Founders Fund	Restricted	0	53,300
Ohio Center for the Book	Restricted	0	2,300
Judd Fund	Restricted	0	61,670
Learning Centers	Restricted	0	25,000
Early Literacy	Restricted	0	150,000
Total Money Gifts		\$ 1,010	\$ 414,606

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	23	71	1,365	4,239
Technology Resources	1	3	2	6
Money Gifts	2	24	2	28
TOTAL GIFTS	26	98	1,369	4,273



325 Superior Ave
Cleveland, Ohio 44114

TO: Members of the Board of Library Trustees
Felton Thomas, Director

FROM: Carrie Krenicky, Chief Financial Officer

RE: Background and Assumptions for the 2020 Tax Budget

DATE: **May 16, 2019 Board Meeting**

Annually, the Cleveland Public Library submits the Alternate Tax Budget Information Forms as requested by the Cuyahoga County Budget Commission. These forms must be approved by the Board of Trustees on or before June 1 each year to allow for sufficient time to have it placed on Cleveland Metropolitan School District's Board agenda prior to the July 20, 2019 deadline for submission to the Cuyahoga County Budget Commission. The Tax Budget (sometimes referred to as the "request" or "needs" budget) documents the Library's need to receive revenue from tax sources, i.e. the Public Library Fund and the Library's general property tax levies, to cover the estimated expenditures for the budget year.

The Library uses a simplified approach for development of its 2020 Tax Budget as reflected in the use of the Alternate Tax Budget Information Forms. In lieu of having administrators develop a "wish list" budget that must be revisited and revised later in the year, we have set the 2020 expenses to \$59,300,000 based on current projections, with minimal program-by-program analysis in order to meet the current estimated revenue along with the planned issuance of debt. In the fall, there will be more information regarding funding and better estimates for CPL's year-end fund balances, and the entire administrative team will participate in the detailed development of the 2020 Appropriation Measure.

Board of Library Trustees

Maritza Rodriguez, President · Alesha Washington, Vice President · Thomas D. Corrigan, Secretary
Alice G. Butts · John M. Hairston, Jr. · Anthony Parker · Alan Seifullah
Felton Thomas, Jr., Executive Director, CEO

Revenue Assumptions (General Fund)

- Amount requested from property tax levies is estimated at \$41,000,000, which exceeds anticipated actual collections. The **full** collection rate (100%) of the 1 mill and the 5.8 mill renewal with the additional 2.0 mill increase continuing levies based on collection year 2019 assessed values is estimated at \$41,000,317 and we are currently certified at 87.89%. Applying this rate brings the estimated amount down to \$36,035,179.
- Amount requested from PLF is \$22,400,000. 2019 PLF was certified for \$22,447,383. 2020 is estimating that the percentage remains at 1.68% of the total General Revenue Fund and assumes no growth.

The total **estimated tax calculations** are **\$58,435,179**.

(\$36,035,179 + \$22,400,000)

The total **2020 Tax Budget request** is **\$63,400,000**.

(\$41,000,000 + \$22,400,000)

- Estimated **other revenues for 2020** from earned interest, fines and fees, etc., are estimated to be **\$1,546,511**.
- Estimated **beginning unencumbered balance** from the General fund is **\$20,428,194**.
- The overall **estimated revenue calculations** total **\$59,981,690** (\$58,435,179 + \$1,546,511).
- The total General Fund **2020 Tax Budget Request** is **\$64,946,511** (\$63,400,000 + \$1,546,511), plus the estimated beginning unencumbered fund balance of \$20,428,194 totals \$85,374,705 of resources available for expenditures.

Cleveland Public Library's currently projected 2020 program of library service needs could greatly exceed anticipated revenues. It is consistent with past practice and expected to request funds in excess of probable collections.

The Resolution for the Year 2020 Tax Budget Request is being distributed with the packet of materials for the May 16, 2019 Board Meeting.

ALTERNATIVE TAX BUDGET INFORMATION

Political Subdivision/Taxing Unit: Cleveland Public Library

For the Fiscal Year Commencing: January 1, 2020

Fiscal Officer Signature: Carrie Krenicky Date: May 16, 2019

COUNTY OF CUYAHOGA

Background

Substitute House Bill No. 129 (HB129) effective June 3, 2002, was enacted by the 124th General Assembly in part to allow a county budget commission to waive the requirement that a taxing authority adopt a tax budget for a political subdivision or other taxing unit, pursuant to Ohio Revised Code (ORC) Section 5705.281.

Ohio Revised Code Section 5705.281

Under the amended version of this section pursuant to HB 129, a county budget commission, by an affirmative vote of a majority of the commission, including an affirmative vote by the county auditor, may waive the tax budget for any subdivision or other taxing unit. However, the commission may require the taxing authority to provide any information needed by the commission to perform its duties, including the division of the tax rates as provided under ORC Section 5705.04.

County Budget Commission Duties

The county budget commission must still certify tax rates to each subdivision or other taxing unit, by March 1 for school districts and by September 1 for all other taxing authorities under ORC Section 5705.35, even when a tax budget is waived. Also, the commission is still required to issue an official certificate of estimated resources under ORC Section 5705.35 and amended official certificates of estimated resources under ORC Section 5705.36.

Therefore, when a budget commission is setting tax rates based on a taxing unit's need, for purposes of ORC Sections 5705.32, 5705.34, and 5705.341, its determination must be based on that other information the commission asked the taxing authority to provide under ORC Section 5705.281, when the tax budget was waived. Also, an official certificate must be based on that other information the commission asked the taxing authority to provide.

County Budget Commission Action

On October 11, 2002, during the Cuyahoga County Budget Commission meeting, the commission with an affirmative vote of all members waived the requirement for taxing authorities of subdivisions or other taxing units (Including Schools) to adopt a tax budget as provided under ORC Section 5705.281, but shall require the filing of this Alternative Tax Budget Information document on an annual basis.

Alternative Tax Budget Information Filing Deadline

For all political subdivisions excluding school districts, the fiscal officer must file one copy of this document with the County Fiscal Officer on or before July 20th. For school districts the fiscal officer must file one copy of this document with the County Fiscal Officer on or before January 20th.

Proposed 2020 Tax Budget With Historical Perspective

Prepared By: Carrie Krenicky

	2018		2019		2020 Proposed
	Tax Budget 2018	Final Actual Budget 2018	Tax Budget 2019	Actual Budget 2019 (1)	Tax Budget 2020
General Fund					
Beginning Unencumbered Balance	\$ 13,998,512	\$ 19,023,254	\$ 11,042,191	\$ 16,754,162	\$ 20,428,194
Property Taxes (includes Rollbacks)	31,100,000	29,359,382	40,650,000	36,035,180	41,000,000 (2)
Public Library Fund (PLF)	21,000,000	22,369,957	21,500,000	22,447,383	22,400,000 (3)
Other Sources	1,721,275	2,498,230	1,430,610	1,943,651	1,546,511
Total Current Revenue	53,821,275	54,227,570	63,580,610	60,426,214	64,946,511
Ret Adv/Advances Out		(255,000)			
Total Revenue With Beg Balance	67,819,787	72,995,824	74,622,801	77,180,375	85,374,705
Expenses & Encumbrances	(57,993,947)	(57,700,109)	(64,000,000)	(56,752,182)	(59,300,000) (4)
Ending Unencumbered Balance	\$ 9,825,840	\$ 15,295,715	\$ 10,622,801	\$ 20,428,194	\$ 26,074,705
Special Revenue Funds					
Beginning Unencumbered Balance	\$ 12,000,000	\$ 17,371,261	\$ 15,000,000	\$ 17,560,018	\$ 16,500,000
Other Sources	8,000,000	8,608,637	8,500,000	8,889,255	8,500,000
Total Current Revenue	8,000,000	8,608,637	8,500,000	8,889,255	8,500,000
Total Revenue With Beg Balance	20,000,000	25,979,897	23,500,000	26,449,273	25,000,000
Expenses & Encumbrances	(8,000,000)	(23,543,495)	(8,500,000)	(23,957,215)	(8,500,000)
Ending Unencumbered Balance	\$ 12,000,000	\$ 2,436,403	\$ 15,000,000	\$ 2,492,058	\$ 16,500,000
Capital Projects Fund					
Beginning Unencumbered Balance	\$ 1,799,370	\$ 5,529,927	\$ 430,802	\$ 2,607,170	\$ 434,131
Other Sources	0	2,050,000	10,000,000	0	500,000
Total Current Revenue	0	2,050,000	10,000,000	0	500,000
Total Revenue With Beg Balance	1,799,370	7,579,927	10,430,802	2,607,170	934,131
Expenses & Encumbrances	(1,799,370)	(7,579,927)	(10,430,802)	(2,607,170)	(934,131)
Ending Unencumbered Balance	\$ -	\$ -	\$ -	\$ -	\$ -

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Proposed 2020 Tax Budget With Historical Perspective

Prepared By: Carrie Krenicky

	2018		2019		2020 Proposed	
	Tax Budget 2018	Actual Budget 2018 Final	Tax Budget 2019	Actual Budget 2019 (1)	Tax Budget 2020	Tax Budget 2020
Permanent Funds						
Beginning Unencumbered Balance	\$ 2,000,000	\$ 3,193,601	\$ 3,000,000	\$ 3,371,202	\$ 3,000,000	\$ 3,000,000
Other Sources	250,000	166,545	340,000	236,350	300,000	300,000
Total Current Revenue	250,000	166,545	340,000	236,350	300,000	300,000
Total Revenue With Beg Balance	2,250,000	3,360,146	3,340,000	3,607,552	3,300,000	3,300,000
Expenses & Encumbrances	(2,250,000)	(3,360,146)	(3,340,000)	(3,607,552)	(3,300,000)	(3,300,000)
Ending Unencumbered Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Agency Funds						
Beginning Unencumbered Balance	\$ -	\$ 15,768	\$ -	\$ 12,095	\$ -	\$ -
Other Sources	0	0	0	0	0	0
Total Current Revenue	0	0	0	0	0	0
Total Revenue With Beg Balance	0	15,768	0	12,095	0	0
Expenses & Encumbrances	0	(15,768)	0	(12,095)	0	0
Ending Unencumbered Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ALL FUNDS						
Beginning Unencumbered Balance	\$ 29,797,882	\$ 45,133,811	\$ 29,472,993	\$ 40,304,646	\$ 40,362,324	\$ 40,362,324
Property Taxes	31,100,000	29,359,382	40,650,000	36,035,180	41,000,000	41,000,000
Public Library Fund (formerly LLGSF)	21,000,000	22,369,957	21,500,000	22,447,383	22,400,000	22,400,000
Other Sources	9,971,275	13,323,412	20,270,610	11,069,256	10,846,511	10,846,511
Total Current Revenue	62,071,275	65,052,751	82,420,610	69,551,819	74,246,511	74,246,511
Ret Adv/Advances Out				75,000		
Total Revenue With Beg Balance	91,869,157	110,186,562	111,893,603	109,931,465	114,608,835	114,608,835
Expenses & Encumbrances	(70,043,317)	(92,199,445)	(86,270,802)	(86,936,214)	(72,034,131)	(72,034,131)
Ending Unencumbered Balance	\$ 21,825,840	\$ 17,987,118	\$ 25,622,801	\$ 22,995,251	\$ 42,574,705	\$ 42,574,705

Proposed 2020 Tax Budget With Historical Perspective

Prepared By: Carrie Krenicky

	2018		2019		2020 Proposed
	Tax Budget 2018	Final Actual Budget 2018	Tax Budget 2019	Actual Budget 2019	Tax Budget 2020
				(1)	

- (1) The 2019 Actual Budget is current as of the April 9, 2019 Certificate of Estimated Resources and April 18, 2019 Board-approved Third Amendment to the Annual 2019 Appropriation.
- (2) Based on Collection Year 2019 effective rates & 100% collection rate of the 1.0 mill, 5.8 mill and 2.0 mill continuing levies as of the 12/14/18 Cuyahoga County Budget Commission's Schedule A with no increase to the assessed values.
- (3) PLF has been estimated, based on the State's budget bill (HB 49) for the FY 2018-2019 biennium including the provision increasing the PLF from 1.66% to 1.68% of the total General Revenue Fund and no growth.
- (4) The proposed 2020 Tax Budget Expenditures/Encumbrances is based on 2020 projected expenditures as currently projecting, including a \$500,000 transfer to the building and repair fund and a debt service payment of \$3,800,000.

**Revenue Sources Detail
For The
Proposed 2020 Tax Budget
For Board Presentation May 16, 2019**

Prepared By:
Carrie Krenicky

	2018		2019		2020 Proposed			
	Ending Budget 2018	Actual Revenue 2018	Current Budget 2019	Tax Budget 2020				
41200 Property Tax	26,947,794	\$26,947,794	26,947,794	\$26,947,794	\$ 33,635,180	\$33,635,180	\$ 41,000,000	\$41,000,000
41100 PLF (Public Library Fund)	\$ 22,369,957		\$ 22,369,957		\$ 22,447,383		\$ 22,400,000	
41900 Rollbacks	\$ 2,411,588	\$ 2,411,588	\$ 2,411,588	\$ 2,411,588	\$ 2,400,000	\$ 2,400,000	\$ -	\$ -
Total Property Tax & Rollbacks		\$29,359,382		\$29,359,382		\$36,035,180		\$41,000,000
Total Tax Budget Request Per Board Resolution							63,400,000	
Other Sources								
43110 Fines	56,018		55,959		0		0	
43120 Fees	30,597		31,480		31,000		31,000	
43130 Lost Books	34,886		35,270		35,000		35,000	
43150 Products	12,053		12,146		12,000		12,000	
43160 Passport Fee	0		0		0		7,200	
46165 Photo Passport Fee	0		0		0		1,200	
43170 Sales Tax	13,143		13,063		13,400		13,400	
43180 Copiers	164,837		163,058		82,400		160,000	
43195 Dup Services	7,045		7,073		7,000		7,000	
44100 Investment Income	666,608		668,137		574,090		436,144	
46100 Restricted Gifts	85,000		85,000		35,000		0	
46500 Unrestricted Gifts	1,752		1,852		1,400		1,400	
48100 Sales of Surplus Property	8,648		8,648		0		0	
48300 Meeting Rooms	29,639		31,239		29,500		31,000	
48720 Refunds/Reimbursements	1,370,114		1,375,642		1,179,861		791,667	
48900 Miscellaneous	17,892		19,757		18,000		19,500	
49820 Return of Advances			103,500					
Subtotal Other		<u>2,498,230</u>		<u>2,611,824</u>		<u>2,018,651</u>		<u>1,546,511</u>
Total Other Sources (TPP Tax & Other)		2,498,230		2,611,824		2,018,651		1,546,511
Total All Sources	\$ 54,227,570		\$ 54,341,164		\$ 60,501,214		\$ 64,946,511	
Beginning Unencumbered Balance	\$ 18,948,254		\$ 18,948,254		\$ 16,754,162			
Ret Adv/Advances Out	\$ (180,015)				\$ (75,000)			
Total Available Revenue	<u>\$ 72,995,809</u>		<u>\$ 73,289,418</u>		<u>\$ 77,180,375</u>		<u>\$ 64,946,511</u>	



April 12, 2019

OCLC Symbol: CLE

Andrea Johnson
 Catalog Manager
 Cleveland Public Library
 Catalog Department
 17133 Lake Shore Blvd
 Cleveland, OH 44110-4006

Please find your FY2020 OCLC Cataloging and Metadata and WorldShare Interlibrary Loan (ILL) subscriptions renewal notice on the reverse of this letter. With your subscriptions, you continue to have efficient cataloging workflows for both physical and electronic resources, the world's libraries' collections are available to your library users, and your valuable collection is shared with your users and those of other libraries worldwide.

OCLC Cataloging and Metadata Subscription

OCLC now represents a network of more than 18,000 libraries working together to efficiently create and enrich quality records while increasing impact in the communities they serve. With more than 445 million quality WorldCat records at the heart of this network, libraries use their Cataloging and Metadata Subscription to copy catalog more than 94% of their new titles annually. This includes registering new materials in WorldCat to support other OCLC services such as WorldShare ILL and FirstSearch and receiving high-quality WorldCat records with automatic updates to improve discovery. During the past year, OCLC:

- Continued to support library copy cataloging needs by loading titles from seven new vendors/publishers into WorldCat and loading more than 2,100 new collections from 200 new providers into the WorldCat knowledge base
- Continued our work to streamline electronic and print collection workflows with new automated holdings feeds from Springer Nature, Rittenhouse R2 Library, Ovid, and East View Information Services
- Added the ability to add and maintain LC/NACO and Canadiana Name Authority records and to bulk edit select fields in Local Bibliographic Data (LBD)
- Completed our work with academic, research, public, and national libraries to prototype a suite of services (oclc.org/ld-prototypes) to show the production value of linked data. Plus, we completed our third International Linked Data Survey for Implementers

For more information about your OCLC Cataloging and Metadata Subscription, visit oclc.org/cataloging.

WorldShare Interlibrary Loan Subscription

With your WorldShare ILL subscription, **your users have access to the collections of more than 10,300 libraries** through the world's largest resource sharing network. **In 2018, the global library community shared more than 6.8 million monographs, articles, and other materials** using WorldShare ILL. Your subscription includes the following enhancements:

- Ability to add, edit, delete, and search staff notes that are viewable only by your library's staff
- Option to resend requests that were not filled with the initial lender string, keeping the same Request ID
- Support of documents up to 120 MB in a wide range of formats with Article Exchange, which **streamlines document delivery**
- Optional routing of requests to the purchase workflow and easier tracking of details about purchase requests
- View of specific issue information while choosing lenders
- Option to print book stickers for borrowing and to include due date and shelving information on printouts
- Retention of patron data for closed requests from one month up to five years

For more information about your WorldShare Interlibrary Loan subscription, visit oclc.org/ill.

Please contact OCLC's Renewal team at 1-800-848-5878, ext. 5878, or via email at oclc renewals@oclc.org with any questions. **Thank you for your continued participation in the OCLC cooperative.**



FY2020 OCLC Cataloging and Metadata and WorldShare ILL Subscriptions Renewal Notice

Please Note: OCLC will be moving to electronic communication for your Cataloging and ILL renewals over the next year and we would like to confirm/update your contact information. Please review the information below. If needed, please use the link below to update your information:

OCLC Symbol: CLE
Institution Name: Cleveland Public Library
Contact Name: Andrea Johnson
Job Title: Catalog Manager
Email: ajohnson@cpl.org

You can update your institution's information here: <https://www.surveymonkey.com/r/OCLCRenewalNotices>

Effective July 1, 2019, the following subscriptions will renew automatically for the period of July 1, 2019 – June 30, 2020. The new amount will be reflected beginning with your July 2019 OCLC invoice. Please visit www.oclc.org/servicecenter/, and then log on to your OSC account to access the Price List or request a price list at Profiling@oclc.org.

Your FY2020 OCLC Cataloging and WorldShare ILL Annual Subscriptions

FY20 Cataloging and Metadata Subscription:	\$257,364.25
FY20 WorldShare ILL Subscription:	\$7,182.91
FY20 Total:	\$264,547.16

ILL Fee Management (IFM) libraries: Please note that IFM is not included in the above subscription, as activity for IFM is tracked on a transaction basis, and pricing is set by the libraries involved.

OCLC's Renewals team will be happy to answer questions and offer further guidance about this renewal information. Please contact them at 1-800-848-5878, ext. 5878, or send an email to oclc renewals@oclc.org.

THIS IS NOT AN INVOICE

KONE Inc. Proposal/Contract



March 21, 2019

Jeremiah Swetel
CLEVELAND PUBLIC LIBRARY
325 SUPERIOR AVE
CLEVELAND, OH 44114-1902

KONE Inc.
6670 W. Snowville Road
BRECKSVILLE, OH 44141-3242
Tel 440-546-1100 x 216
Fax 440-546-1106
www.kone.com
judy.nowak@kone.com

Subject: Proposal and Contract for Quoted Repair

Property: Cleveland Public Library

Dear Mr. Jeremia Swetel,

KONE Inc. (KONE) is pleased to offer you (Purchaser) this proposal and contract for the repair service described below.

The price stated in this letter is valid for a period of thirty (30) days from the date of the letter.

1. Equipment.

#5 at Louis Stokes and #1 at Main

2. Description of Work. KONE will provide labor and materials to perform the following services:

Install new drives and software. Once complete, KONE will load car to capacity weight and test operation.

The DC Drives on your elevators are obsolete. The elevator drive is located in the controller and controls the energy necessary to safely and smoothly raise and lower the elevator. The drive in your elevator is no longer manufactured, and is nearing the end of its product life cycle.

3. Price. The total price to perform the services described above is \$39,028.00, and is based on 50% down payment.

4. Payment Terms. KONE will invoice Purchaser the down payment amount promptly after Purchaser executes this letter or after KONE starts the services described in this letter. KONE

Confidential – KONE Inc.

will invoice Purchaser for the balance of the total price promptly after completing the services.

- 5. **General Terms and Conditions.** This letter and the General Terms and Conditions below form the contract between Purchaser and KONE. This contract is effective on the earlier of (a) the date KONE's authorized representative signs below; or (b) the date KONE begins the services described in this letter. This contract expires automatically when KONE completes its services.

Kind Regards,

Judy Nowak
Sales Consultant

Accepted for KONE INC.

Signature

Printed Name

Title

Accepted for PURCHASER

Signature

Printed Name

Title

Date of Acceptance (Effective Date)

GENERAL TERMS AND CONDITIONS

Per already agreed upon terms and conditions of existing maintenance agreement.

DOWN PAYMENT INVOICE/RECEIPT

Receipt #: 141803 3/21/2019	Area Office: KONE Federal Tax ID #: 36 2357423
Receipt Date: 3/21/2019	KONE, INC
Customer PO #:	6670 W. Snowville Road BRECKSVILLE, OH 44141-3242
<u>Bill To:</u> CLEVELAND PUBLIC LIBRARY 325 SUPERIOR AVE CLEVELAND, OH 44114-1902	<u>Project Location:</u> CLEVELAND PUBLIC LIBRARY 325 & 525 SUPERIOR AVE CLEVELAND, OH 44114-1902
In reference to proposal dated 3/21/2019	
Contract Price:	\$39,028.00
Down Payment Amount Due:	\$19,514.00
Total Down Payment Amount:	\$19,514.00

Please return this portion with your payment.

<u>Payer:</u> CLEVELAND PUBLIC LIBRARY 325 SUPERIOR AVE CLEVELAND, OH 44114-1902	Receipt #: 141803 11/30/2018
	Date: 3/21/2019
	Customer #: 141803
	Area Office #: 120
<u>Remit To:</u> KONE Inc. 6670 W. Snowville Road BRECKSVILLE, OH 44141-3242	AMOUNT: \$19,514.00



Elevators Escalators

April 15, 2016

Cleveland Public Library
325 Superior Avenue
Cleveland OH 44114

Attn: Myron Scruggs

Dear Mr. Scruggs,

Please be advised KONE Inc. is the sole source of material for the elevator drive upgrade for your KONE MIPROM elevators.

Should you have further questions or concerns please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Judy Foreman" followed by a circled number "3".

Judy Foreman
KONE Inc.
P 440-546-1100
F 440-546-1106
Email: judy.foreman@kone.com

	ACE	ALT	BLUE
ONE TIME CHARGE			
MFD	\$217,752	\$181,922	\$199,701
PAY STA	\$291,384	\$248,285	\$210,292
ONE TIME CHARGE			used Pay-A
DESK TOP	\$55,070	\$63,792	\$60,116
ONE TIME CHARGE			
PRODUCT	\$61,526	\$49,767	\$49,211
ONE TIME CHARGE			
MISC	\$6,785	\$2,500	\$1,118
Total Estimated			
Purchase Price	\$632,517	\$546,266	\$520,438
Total Estimated 3-			
year lease			
MFD Maint	\$673,006	\$543,460	\$562,383
PS MAINT	\$65,546	\$97,506	\$76,000
ANNUAL CHARGES	\$33,630	\$34,200	\$54,720
ANNUAL CHARGES	\$8,047	\$9,734	\$11,356
ANNUAL CHARGES	\$49,464	\$56,170	\$58,133
ANNUAL CHARGES	\$34,392	\$40,557	\$67,430
EXISTING	\$191,079	\$238,167	\$267,639
Estimated Annual Maintenance over 3 years			
Purchase Price - Total estimated cost over 3 years	\$830,381	\$786,932	\$789,195
3-year lease - Total estimated cost over 3 years	\$864,085	\$781,626	\$830,022

NOTES:

PRODUCTION PRINTER STATS FROM 2018 USAGE: B/W ONLY MACHINE = 1,113,929 ; B/W = 22,421 & COLOR = 427,024
MFD USAGE STATS FROM 2017 ALLOCATED ACCORDING TO QUANTITY (IE-MFP-A 49/58 = 85%)
DESKTOP AND EXISTING PRINTER STATS FROM CJ'S AVERAGE OF 108152 PER MACHINE

LOCATION:	TOTAL SUMMARY	ACE		cost of copies B&W/Color	ALT		cost of copies B&W/Color	BLUE		cost of copies B&W/Color
Qty	Proposed Equipment	Unit Price	Total Price	2,098,195 490,010	Unit Price	Total Price	2,098,195 490,010	Unit Price	Total Price	2,098,195 490,010
49	Multi-Function Device Configuration: MFP-A	\$3,327.68	\$163,056.32		\$2,744.70	\$134,490.30		\$3,213.72	\$157,472.28	
3	Multi-Function Device Configuration: MFP-B	\$5,598.27	\$16,794.81		\$4,603.52	\$13,810.56		\$4,226.00	\$12,678.00	
3	Multi-Function Device Configuration: MFP-C	\$5,805.27	\$17,415.81		\$4,809.40	\$14,428.20		\$4,510.67	\$13,532.01	
3	Multi-Function Device Configuration: MFP-D	\$6,828.27	\$20,484.81		\$6,397.64	\$19,192.92		\$5,339.67	\$16,019.01	
58	TOTAL PROPOSED PRICE FOR MFD DEVICES:		\$217,751.75			\$181,921.98			\$199,701.30	
	MFP-A Cost Per Page B&W		\$0.0035	\$6,204.15		\$0.00550	\$9,749.37		\$0.0039	\$6,913.19
	MFP-A Cost Per Page Color		\$0.03	\$12,419.22		\$0.04300	\$17,800.88		\$0.035	\$14,489.09
	MFP-B Cost Per Page B&W		\$0.0029	\$314.73		\$0.00550	\$596.90		\$0.0039	\$423.26
	MFP-B Cost Per Page Color		\$0.03	\$760.36		\$0.04300	\$1,089.85		\$0.035	\$887.09
	MFP-C Cost Per Page B&W		\$0.0029	\$314.73		\$0.00500	\$542.64		\$0.0039	\$423.26
	MFP-C Cost Per Page Color		\$0.03	\$760.36		\$0.04300	\$1,089.85		\$0.035	\$887.09
	MFP-D Cost Per Page B&W		\$0.0029	\$314.73		\$0.00500	\$542.64		\$0.0039	\$423.26
	MFP-D Cost Per Page Color		\$0.03	\$760.36		\$0.04300	\$1,089.85		\$0.035	\$887.09
	TOTAL ESTIMATED ANNUAL COST FOR COPIES:		\$21,848.63			\$32,501.98			\$25,333.31	
	TOTAL MFD ESTIMATED COST:		\$239,600.38			\$214,423.96			\$225,034.61	
38	Pay Station Configuration: PAY-A	\$7,668.00	\$291,384.00		\$6,533.82	\$248,285.16		\$5,534.00	\$210,292.00	
38	Pay Station Configuration: PAY-B	\$8,706.00	\$330,828.00		\$7,147.06	\$271,588.28		\$6,894.29	\$261,983.02	
38	Pay Station Configuration: PAY-C	\$7,668.00	\$291,384.00		\$7,658.82	\$291,035.16		NO BID	NO BID	
38	Pay Station Configuration: PAY-D	\$8,706.00	\$330,828.00		\$8,272.06	\$314,338.28		NO BID	NO BID	
	TOTAL PAY STATION PROPOSED PRICE:		SEE ABOVE			SEE ABOVE			SEE ABOVE	
	Pay Station Maintenance Cost Per Year	\$295.00	\$11,210.00		\$300.00	\$11,400.00		\$720.00	\$27,360.00	PAY-A
								\$864.00	\$32,832.00	PAY-B
64	Desktop Printer Configuration: DESK-A	\$561.00	\$35,904.00		\$680.88	\$43,576.32		\$599.00	\$38,336.00	
4	Desktop Printer Configuration: DESK-B	\$690.00	\$2,760.00		\$792.64	\$3,170.56		\$776.00	\$3,104.00	
4	Desktop Printer Configuration: DESK-C	\$1,986.25	\$7,945.00		\$2,074.70	\$8,298.80		\$2,257.05	\$9,028.20	
4	Desktop Printer Configuration: DESK-D	\$2,115.25	\$8,461.00		\$2,186.46	\$8,745.84		\$2,412.05	\$9,648.20	
	TOTAL PROPOSED PRICE FOR DESKTOP PRINTER DEVICES:		\$55,070.00			\$63,791.52			\$60,116.40	
	DESK-A Cost Per Page B&W		\$0.0069	\$746.25		\$0.00750	\$811.14		\$0.00875	\$946.33
	DESK-A Cost Per Page Color		N/A			N/A			N/A	
	DESK-B Cost Per Page B&W		\$0.0069	\$746.25		\$0.00750	\$811.14		\$0.00875	\$946.33
	DESK-B Cost Per Page Color		N/A			N/A			N/A	
	DESK-C Cost Per Page B&W		\$0.0055	\$594.84		\$0.00750	\$811.14		\$0.00875	\$946.33
	DESK-C Cost Per Page Color		N/A			N/A			N/A	
	DESK-D Cost Per Page B&W		\$0.0055	\$594.84		\$0.00750	\$811.14		\$0.00875	\$946.33
	DESK-D Cost Per Page Color		N/A			N/A			N/A	
	TOTAL ESTIMATED ANNUAL COST FOR COPIES:		\$2,682.17			\$3,244.56			\$3,785.32	
	TOTAL DESKTOP PRINTER ESTIMATED COST:		\$57,752.1696			\$67,036.08			\$63,901.72	
1	Production Black & White Device	\$22,880.00	\$22,880.00		\$18,182.35	\$18,182.35		\$17,308.00	\$17,308.00	
1	Production Color Device	\$38,646.00	\$38,646.00		\$31,584.70	\$31,584.70		\$31,903.00	\$31,903.00	
1	Production Color Device (ALTERNATE BID)	\$26,575.00	\$26,575.00		N/A	N/A		N/A	N/A	
	TOTAL PROPOSED PRICE FOR PRODUCTION PRINTER DEVICES:		\$61,526.00			\$49,767.05			\$49,211.00	
	PRODUCTION B&W DEVICE COST PER PAGE B&W		\$0.0031	\$3,453.18		\$0.00370	\$4,121.54		\$0.0039	\$4,344.32
	PRODUCTION B&W DEVICE COST PER PAGE COLOR		N/A			N/A			N/A	
	PRODUCTION COLOR DEVICE COST PER PAGE B&W		\$0.01	\$224.21		\$0.00370	\$82.96		\$0.0039	\$87.44
	PRODUCTION COLOR DEVICE COST PER PAGE COLOR		\$0.03	\$12,810.72		\$0.03400	\$14,518.82		\$0.035	\$14,945.84
	PRODUCTION COLOR DEVICE (ALTERNATE BID) COST PER PAGE B&W		\$0.0034	\$76.23		N/A	N/A		N/A	N/A
	PRODUCTION COLOR DEVICE (ALTERNATE BID) COST PER PAGE COLOR		\$0.03	\$12,810.72		N/A	N/A		N/A	N/A
	TOTAL ESTIMATED ANNUAL COST FOR COPIES:		\$16,488.11			\$18,723.31			\$19,377.61	
	TOTAL PRODUCTION PRINTER ESTIMATED COST:		\$78,014.11			\$68,490.36			\$68,588.61	
	Existing Equipment Charges:									
	Existing Models									
1	HP LaserJet PRO M501DN									
	Misc Charge to Assume Maint of above Device - PER PRINT MONTHLY									
	COST PER PAGE B&W		\$0.0065	\$702.99		\$0.00750	\$811.14		\$0.009	\$973.37
	COST PER PAGE COLOR		N/A	N/A		N/A	N/A		N/A	N/A
1	HP Color LaserJet PRO M452DN									
	Misc Charge to Assume Maint of above Device - PER PRINT MONTHLY									
	COST PER PAGE B&W		\$0.0065	\$702.99		\$0.00750	\$811.14		\$0.033875	\$3,663.65
	COST PER PAGE COLOR		\$0.08	\$8,652.16		\$0.09500	\$10,274.44		\$0.1452	\$15,703.67
3	HP LaserJet M506									
	Misc Charge to Assume Maint of above Device - PER PRINT MONTHLY									
	COST PER PAGE B&W		\$0.0065	\$702.99		\$0.00750	\$811.14		\$0.0090	\$973.37
	COST PER PAGE COLOR		N/A	N/A		N/A	N/A		N/A	N/A
1	HP LaserJet 3015DN									
	Misc Charge to Assume Maint of above Device - PER PRINT MONTHLY									
	COST PER PAGE B&W		\$0.0065	\$702.99		\$0.00750	\$811.14		\$0.01075	\$1,162.63
	COST PER PAGE COLOR		N/A	N/A		N/A	N/A		N/A	N/A
	TOTAL EXISTING EQUIPMENT ANNUAL MAINTENANCE CHARGES:		\$11,464.11			\$13,519.00			\$22,476.69	
	Miscellaneous Charges:									
	Disposal of old equipment	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	
	Delivery/Installation/Training	\$4,160.00	\$4,160.00		\$0.00	\$0.00		\$0.00	\$0.00	
2	PaperCut Interface for Standalone Printers (InterCard?)	\$1,312.50	\$2,625.00		\$1,250.00	\$2,500.00		\$558.82	\$1,117.64	
	Other Recommendations:	N/A	N/A		N/A	N/A		N/A	N/A	
	TOTAL MISCELLANEOUS CHARGES:		\$6,785.00			\$2,500.00			\$1,117.64	



Address 9800 Rockside Rd, STE 1100
Valley View, Ohio 44125
Phone 216-9049374
Fax
E-mail jason.lockett@carrier.utc.com

Contact Name Oliver Reyes
Account CLEVELAND PUBLIC LIBRARY
Phone (216) 623-2845
Site Address 17109 Lake Shore Blvd
Cleveland, OH, 44110-4006

Estimate Date 04/16/2019

Quote Number 00345638

Job Description Chiller replacement (Lakeshore facility)

Scope of Work

Carrier will replace the Air Cooled chiller located at the Lakeshore facility.

- Evacuate chiller of refrigerant and dispose of per EPA guidelines
- Recover glycol from system
- Disconnect all electrical, control and chilled water piping
- Remove existing chiller via crane (parking lot will need to be blocked off accordingly) We will lift and set in place
- Manufacture & install a structural base support for the new chiller
- Set new Carrier packaged chiller on pate rails
- Reconnect electrical, piping and install new insulation

All work to be performed during normal business hours

We'll rig the chiller into place and not slide the new/old chillers across the roof. Since the capacity of the roof is unknown, we prefer to play it safe unless advised by CPL of this method.

Chiller lead time is 7-9 weeks.

30RAP A/C Rotary Scroll Chiller 70 Tons Cooling 460-3-60

- Non-Fused Disconnect
- Ultra-Low Sound
- Low Ambient Cooling down to -20-dF
- Digital Scroll Compressors
- Vibration Isolation Package
- Wind Baffle Kit

1YR parts & labor warranty (entire machine)

5YR compressor warranty (parts only after 2nd year)

Exclusions / Clarifications

This quote does not include the waste disposal and labor performed outside normal business hours unless otherwise noted. In addition, the quoted price does not include any sales, excise, or similar taxes, any that apply will be added at cost.

Total Quoted Price

Total Price for Scope of Work excluding applicable taxes:

\$74,000.00

This proposal is valid for 30 days from the date of proposal. Carrier's terms and conditions will govern in lieu of any other terms and conditions contained in any resulting Purchase, Order, Contract, Agreement, etc. Carrier would like to thank you for the continuing opportunity to be of service.

Sincerely,

Jason Lockett

Carrier Commercial Service

Title

Customer Acceptance (signature)

Date

Purchase Order

The attached Terms & Conditions shall govern.

CARRIER CORPORATION
TERMS AND CONDITIONS OF SALE – EQUIPMENT AND/OR SERVICE

1. PAYMENT AND TAXES - Payment shall be made net 30 days from date of invoice. Carrier reserves the right to require cash payment or other alternative method of payment prior to shipment or completion of work if Carrier determines, in its sole discretion, that Customer or Customer's assignee's financial condition at any time does not justify continuance of the net 30 days payment term. In addition to the price, Customer shall pay Carrier any taxes or government charges arising from this Agreement. If Customer claims that any such taxes or government charges do not apply to the transactions governed by this Agreement, Customer shall provide Carrier with acceptable tax exemption certificates or other applicable documents.

2. EXTRAS - Equipment, parts or labor in addition to those specified in this Agreement will be provided upon receipt of Customer's written authorization, paid for as an extra at Carrier's prevailing labor rates and equipment/parts charges, and subject to the terms of this Agreement.

3. RETURNS - No items will be accepted for return without prior written authorization. Returned goods may be subject to a restocking charge. Special order and non-stock items cannot be returned.

4. SHIPMENT - All shipments shall be F.O.B. shipping point, freight prepaid and allowed to the job site. Shipment dates quoted are approximate. Carrier does not guarantee a particular date for shipment or delivery.

5. PARTIAL SHIPMENT - Carrier shall have the right to ship any portion of the equipment, goods or other materials included in this Agreement and invoice Customer for such partial shipment.

6. DELAYS - Carrier shall not be liable for delays in manufacturing, shipping or delivery by causes beyond the control and without the fault or negligence of Carrier, including but not restricted to acts of God, acts of a public enemy, acts of government, acts of terrorism, fires, floods, epidemics, quarantine restrictions, freight embargoes, supplier delays, strikes, or labor difficulties (collectively "Force Majeure Events"). Carrier agrees to notify Customer in writing as soon as practicable of the causes of such delay. In the event that any materials or equipment to be provided by Carrier under this Agreement become permanently unavailable as a result of a Force Majeure Event, Carrier shall be excused from furnishing such materials or equipment.

7. WARRANTY - Carrier warrants that all equipment manufactured by Carrier Corporation and all Carrier equipment, parts or components supplied hereunder will be free from defects in material and workmanship. Carrier shall at its option repair or replace, F.O.B. point of sale, any equipment, part or component sold by Carrier and determined to be defective within one (1) year from the date of initial operation or eighteen (18) months from date of shipment, whichever is earlier. Carrier does not warrant products not manufactured by Carrier Corporation, but it does pass on to Customer any transferrable manufacturer warranties for those products. Carrier warrants that all service provided by Carrier hereunder shall be performed in a workmanlike manner. In the event any such service is determined to be defective within ninety (90) days of completion of that service, Carrier shall at its option re-perform or issue a credit for such service. Carrier's obligation to repair or replace any defective equipment, parts or components during the warranty period shall be Customer's exclusive remedy. Carrier shall not be responsible for labor charges for removal or reinstallation of defective equipment, parts or components, for charges for transportation, handling and shipping or

refrigerant loss, or for repairs or replacement of such equipment, parts or components, required as a consequence of faulty installation, misapplication, vandalism, abuse, exposure to chemicals, improper servicing, unauthorized alteration or improper operation by persons other than Carrier. THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

8. WORKING HOURS - All services performed under this Agreement, including but not limited to, major repairs, are to be provided during Carrier's normal working hours unless otherwise agreed.

9. CUSTOMER RESPONSIBILITIES (Service Contracts only) - Customer shall:

- Provide safe and reasonable equipment access and a safe work environment.
- Permit access to Customer's site, and use of building services including but not limited to: water, elevators, receiving dock facilities, electrical service and local telephone service.
- Keep areas adjacent to equipment free of extraneous material, move any stock, fixtures, walls or partitions that may be necessary to perform the specified service.
- Promptly notify Carrier of any unusual operating conditions.
- Upon agreement of a timely mutual schedule, allow Carrier to stop and start equipment necessary to perform service.
- Provide adequate water treatment.
- Provide the daily routine equipment operation (if not part of this Agreement) including availability of routine equipment log readings.
- Where Carrier's remote monitoring service is provided, provide and maintain a telephone line with long distance direct dial and answer capability.
- Operate the equipment properly and in accordance with instructions.
- Promptly address any issues that arise related to mold, fungi, mildew or bacteria.
- Identify and label any asbestos containing material that may be present. The customer will provide, in writing, prior to the start of a job, a signed statement regarding the absence or presence of asbestos for any job where the building or the equipment to be serviced is older than 1981. Should this document state that no asbestos is present, the customer will also provide in writing the method used to determine the absence of asbestos.

10. EXCLUSIONS - Carrier is not responsible for items not normally subject to mechanical maintenance including but not limited to: duct work, casings, cabinets, fixtures, structural supports, grillage, water piping, steam piping, drain piping, cooling tower fill, boiler tubes, boiler refractory, disconnect switches and circuit breakers. Carrier is not responsible for repairs, replacements, alterations, additions, adjustments, repairs by others, unscheduled calls or emergency calls, any of which may be necessitated by negligent operation, abuse, misuse, prior improper maintenance, vandalism, obsolescence, building system design, damage due to freezing weather, chemical/electrochemical attack, corrosion, erosion, deterioration due to unusual wear and tear, any damage related to the

presence of mold, fungi, mildew, or bacteria, damage caused by power reductions or failures or any other cause beyond Carrier's control. Carrier shall not be required to perform tests, install any items of equipment or make modifications that may be recommended or directed by insurance companies, government, state, municipal or other authority. However, in the event any such recommendations occur, Carrier, at its option, may submit a proposal for Customer's consideration in addition to this Agreement. Carrier shall not be required to repair or replace equipment that has not been properly maintained.

11. EQUIPMENT CONDITION & RECOMMENDED SERVICE (Service Contracts only) - Upon the initial scheduled operating and/or initial annual stop inspection, should Carrier determine the need for repairs or replacement, Carrier will provide Customer in writing an 'equipment condition' report including recommendations for corrections and the price for repairs in addition to this Agreement. In the event Carrier recommends certain services (that are not included herein or upon initial inspection) and if Customer does not elect to have such services properly performed in a timely fashion, Carrier shall not be responsible for any equipment or control failures, operability or any long-term damage that may result. Carrier at its option will either continue to maintain equipment and/or controls to the best of its ability, without any responsibility, or remove such equipment from this Agreement, adjusting the price accordingly.

12. PROPRIETARY RIGHTS (Service Contracts only) - During the term of this Agreement and in combination with certain services, Carrier may elect to install, attach to Customer equipment, or provide portable devices (hardware and/or software) that shall remain the personal proprietary property of Carrier. No devices installed, attached to real property or portable device(s) shall become a fixture of the Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices that are used in connection with providing service on Customer equipment.

13. DATA RIGHTS (Service Contracts only) - Customer hereby grants and agrees to grant to Carrier a worldwide, non-exclusive, non-terminable, irrevocable, perpetual, paid-up, royalty free license to any Source Data, with the right to sub-license to its affiliates and suppliers for (i) Carrier's performance of services pursuant to this Agreement, (ii) the improvement of Carrier services, and Carrier's Analytics Platform; (iii) improving product performance, operation, reliability, and maintainability; (iv) to create, compile, and/or use datasets and/or statistics for the purposes of benchmarking, development of best practices, product improvement; (v) the provision of services to third parties, (vi) research, statistical, and marketing purposes, and/or (vii) in support of Carrier agreements.

Source Data – shall mean data that is produced directly from a system, or device and received at a collection point or a central server (e.g. a Carrier database, data lake, or third party cloud service).

Analytics Platform – shall mean server algorithms or web interface systems used to (i) interpret, convert, manipulate, or calculate data, (ii) perform data processing, and/or (iii) the delivery of data to Carrier, affiliates or suppliers of Carrier, and/or customer.

14. RETURN OF DATA (Service Contracts only) - Customer understands and acknowledges that the portable devices will collect Source Data that will be stored on and/or transmitted to Carrier's servers and to suppliers or affiliates that are contracted by Carrier and used to transmit, process, extract or store such Source Data for purposes of Carrier's performance of the service in accordance with this Agreement. Once such data and information has been stored

and/or transmitted to Carrier's servers, Customer agrees that such data and information shall become part of Carrier's database and therefore subject to the license terms under section 13.

15. DATA DELIVERY - During the term of the Agreement Customer shall (i) make reasonable efforts to ensure that the hardware remains powered on, (ii) avoid intentional action to impede, block or throttle collection and transmission of Source Data by Carrier, and (iii) avoid intentional action to disable, turn off, or remove the hardware without Carrier's express written consent, which consent shall not be unreasonably withheld.

16. REVERSE ENGINEERING - Customer shall not extract, decompile or reverse engineer any software included with, incorporated in, or otherwise associated with the hardware and shall not reverse engineer any reports or analytics provided to or received by Customer from Carrier.

17. WAIVER OF DAMAGES - Under no circumstances shall Carrier be liable for any incidental, special or consequential damages, including loss of revenue, loss of use of equipment or facilities, or economic damages based on strict liability or negligence.

18. LIMITATION OF LIABILITY - Carrier's maximum liability for any reason (except for personal injuries) arising from this Agreement shall not exceed the value of the payments received by Carrier under this Agreement.

19. CANCELLATION - Customer may cancel this Agreement only with Carrier's prior written consent, and upon payment of reasonable cancellation charges. Such charges shall take into account costs and expenses incurred, and purchases or contract commitments made by Carrier and all other losses due to the cancellation including a reasonable profit.

20. CUSTOMER TERMINATION FOR CARRIER NON-PERFORMANCE - Customer shall have the right to terminate this Agreement for Carrier's non-performance provided Carrier fails to cure such non-performance within thirty (30) days after having been given prior written notice of the non-performance. Upon early termination or expiration of this Agreement, Carrier shall have free access to enter Customer locations to disconnect and remove any Carrier personal proprietary property or devices as well as remove any and all Carrier-owned parts, tools and personal property. Additionally, Customer agrees to pay Carrier for all incurred but unamortized service costs performed by Carrier including overheads and a reasonable profit.

21. CARRIER TERMINATION - Carrier reserves the right to discontinue its service any time payments have not been made as agreed or if alterations, additions or repairs are made to equipment during the term of this Agreement by others without prior agreement between Customer and Carrier.

22. CLAIMS - Any lawsuits arising from the performance or nonperformance of this Agreement, whether based upon contract, negligence, strict liability or otherwise, shall be brought within one (1) year from the date the claim arose.

23. GOVERNMENT PROCUREMENTS - The components, equipment and services provided by Carrier are "commercial items" as defined in Section 2.101 of the Federal Acquisition Regulations ("FAR"), and the prices of such components, equipment and services are based on Carrier's commercial pricing policies and practices (which do not consider any special requirements of U.S. Government cost principles, FAR Part 31, or any similar procurement regulations). As such, Carrier will not agree to provide or certify cost or pricing

data, nor will Carrier agree to comply with the Cost Accounting Standards (CAS). In addition, no government procurement regulations, such as FARs or DFARs, shall apply to this Agreement except those regulations expressly accepted in writing by Carrier.

24. HAZARDOUS MATERIALS - Carrier is not responsible for the identification, detection, abatement, encapsulating or removal of asbestos, products or materials containing asbestos, similar hazardous substances, or mold, fungi, mildew, or bacteria. If Carrier encounters any asbestos or other hazardous material while performing this Agreement, Carrier may suspend its work and remove its employees from the project, until such material and any hazards associated with it are abated. The time for Carrier's performance shall be extended accordingly, and Carrier shall be compensated for the delay.

25. WASTE DISPOSAL - Customer is wholly responsible for the removal and proper disposal of waste oil, refrigerant and any other material generated during the term of this Agreement.

26. SUPERSEDE, ASSIGNMENT and MODIFICATION - This Agreement contains the complete and exclusive statement of the agreement between the parties and supersedes all previous or contemporaneous, oral or written, statements. Customer may assign this Agreement only with Carrier's prior written consent. No

modification to this Agreement shall be binding unless in writing and signed by both parties.

27. CUSTOMER CONSENT - Customer consents and agrees that Carrier may, from time to time, publicize Carrier related projects with Customer, including the value of such projects, in all forms and media for advertising, trade, and any other lawful purposes.

28. FOR WORK BEING PERFORMED IN CALIFORNIA - Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

29. INTELLECTUAL PROPERTY - Notwithstanding anything to the contrary stated herein, Carrier retains ownership of its intellectual property and no license to Carrier's intellectual property is granted except as necessary for Customer to use any deliverables and/or services provided hereunder.

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD APRIL 1 – APRIL 30, 2019

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending April 30, 2019

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	19,301,534.72	0.00	0.00	0.00	\$ 0.00	19,301,534.72
42 Intergovernmental	8,221,656.63	543,693.60	0.00	0.00	\$ 0.00	8,765,350.23
43 Fines & Fees	107,904.95	0.00	0.00	0.00	\$ 0.00	107,904.95
44 Investment Earnings	155,426.92	77,297.27	0.00	9,860.73	\$ 0.00	242,584.92
45 Charges for Services	0.00	2,735,469.68	0.00	0.00	\$ 0.00	2,735,469.68
46 Contributions & Donations	35,085.00	379,521.44	0.00	0.00	\$ 0.00	414,606.44
48 Miscellaneous Revenue	98,833.97	0.00	0.00	0.00	\$ 32,207.26	131,041.23
Total Revenues	\$ 27,920,442.19	\$ 3,735,981.99	\$ 0.00	\$ 9,860.73	\$ 32,207.26	\$ 31,698,492.17
51 Salaries/Benefits	11,525,034.29	1,038,519.50	0.00	0.00	\$ 0.00	12,563,553.79
52 Supplies	211,895.51	19,935.31	0.00	484.15	\$ 0.00	232,314.97
53 Purchased/Contracted Services	4,447,785.10	1,476,779.53	133,341.10	6,088.16	\$ 0.00	6,063,993.89
54 Library Materials	3,091,744.07	301,104.65	0.00	16,233.96	\$ 0.00	3,409,082.68
55 Capital Outlay	430,695.03	39,505.89	1,642,696.02	0.00	\$ 0.00	2,112,896.94
57 Miscellaneous Expenses	47,674.91	10,662.09	0.00	0.00	\$ 33,095.83	91,432.83
Total Expenditures	\$ 19,754,828.91	\$ 2,886,506.97	\$ 1,776,037.12	\$ 22,806.27	\$ 33,095.83	\$ 24,473,275.10
Revenue Over/(Under) Expenditures	\$ 8,165,613.28	\$ 849,475.02	\$(1,776,037.12)	\$(12,945.54)	\$(888.57)	\$ 7,225,217.07
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	180,015.00	(180,015.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$ 180,015.00	\$(180,015.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 8,345,628.28	\$ 669,460.02	\$(1,776,037.12)	\$(12,945.54)	\$(888.57)	\$ 7,225,217.07
Beginning Year Cash Balance	\$ 22,691,431.19	\$ 19,102,200.53	\$ 5,532,079.99	\$ 4,180,956.91	\$ 12,095.10	\$ 51,518,763.72
Current Cash Balance	\$ 31,037,059.47	\$ 19,771,660.55	\$ 3,756,042.87	\$ 4,168,011.37	\$ 11,206.53	\$ 58,743,980.79

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending April 30, 2019

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	22,447,383	6,935,957	15,511,426	31%	32%
General Property Tax	33,635,180	19,301,535	14,333,645	57%	57%
Rollback, Homestead, CAT	2,400,000	1,285,699	1,114,301	54%	50%
Fines & Fees	180,800	107,905	72,895	60%	32%
Investment Earnings	574,090	155,427	418,663	27%	35%
Contributions	36,400	35,085	1,315	96%	100%
Miscellaneous	1,227,361	98,834	1,128,527	8%	13%
Return of Advances Out	0	255,015	(255,015)	0%	0%
Total	\$ 60,501,214	\$ 28,175,457	\$ 32,325,757	47%	45%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	37,182,278	11,549,921	25,632,356	31%	31%
Supplies	926,512	598,528	327,984	65%	42%
Purchased Services	11,742,382	8,627,762	3,114,620	73%	70%
Library Materials	10,928,033	5,932,203	4,995,830	54%	53%
Capital Outlay	1,989,586	605,357	1,384,229	30%	29%
Other	175,676	73,011	102,666	42%	61%
Subtotal	\$ 62,944,466	\$ 27,386,781	\$ 35,557,685	44%	43%
Advances Out	0	75,000	(75,000)		
Transfers Out	0	0	0		
Total	\$ 62,944,466	\$ 27,461,781	\$ 35,482,685	44%	44%

Note (1): Certificate from Cuyahoga County Budget Commission dated April 9, 2019.
 Note (2): Subtotal Amended Appropriation of \$6,752,181.79 plus carried forward encumbrance of \$6,192,284.63.
 Note (3): Subtotal includes 31.4% expended and 12.1% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund

For the Period Ending April 30, 2019

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	12,241,512.39	11,181,392.39	3,420,513.50	0.00	7,760,878.89
51120 Clerical Salaries	10,760,259.04	10,405,209.04	3,205,086.12	0.00	7,200,122.92
51130 Non-Clerical Salaries	1,306,477.03	1,102,217.03	336,587.34	0.00	765,629.69
51140 Buildings Salaries	4,354,116.00	4,086,439.94	1,253,479.23	0.00	2,832,960.71
51150 Other Salaries	534,924.26	527,934.26	162,332.56	0.00	365,601.70
51180 Severance Pay	0.00	122,881.68	122,971.53	0.00	(89.85)
51190 Non-Base Pay	475,000.00	888,690.00	221,213.32	0.00	667,476.68
51400 OPERS	4,181,573.32	3,937,757.27	1,207,176.29	0.00	2,730,580.98
51610 Health Insurance	4,299,714.82	4,050,224.82	1,348,999.34	0.00	2,701,225.48
51611 Dental Insurance	225,998.16	206,578.16	68,192.51	0.00	138,385.65
51612 Vision Insurance	17,528.88	17,158.88	5,176.84	0.00	11,982.04
51620 Life Insurance	13,644.00	14,144.00	4,476.20	0.00	9,667.80
51625 Short Term Disability Insurance	27,792.24	29,032.24	9,409.30	0.00	19,622.94
51630 Workers Compensation	155,341.02	161,792.64	5,631.76	0.00	156,160.88
51640 Unemployment Compensation	10,000.00	29,702.66	27,327.23	5,569.03	(3,193.60)
51650 Medicare - ER	399,237.08	387,175.11	117,766.11	414.82	268,994.18
51900 Other Benefits	21,251.64	33,947.51	8,695.11	18,903.07	6,349.33
Salaries/Benefits	\$39,024,369.88	\$ 37,182,277.63	\$ 11,525,034.29	\$ 24,886.92	\$ 25,632,356.42
52110 Office Supplies	45,647.34	51,385.98	11,741.08	6,060.59	33,584.31
52120 Stationery	30,745.00	31,884.29	13,749.57	4,100.00	14,034.72
52130 Duplication Supplies	24,400.00	25,065.84	6,082.43	634.96	18,348.45
52140 Hand Tools	1,500.00	1,500.00	32.26	337.08	1,130.66
52150 Book Repair Supplies	66,000.00	66,507.30	15,565.32	5,241.68	45,700.30
52210 Janitorial Supplies	100,700.00	105,596.57	38,720.15	12,274.78	54,601.64

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund

For the Period Ending April 30, 2019

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	42,000.00	47,097.25	12,577.56	26,992.72	7,526.97
52230	293,500.00	347,353.24	77,086.15	247,259.04	23,008.05
52240	7,000.00	8,164.14	0.00	2,868.74	5,295.40
52300	58,000.00	63,980.98	12,654.44	46,890.32	4,436.22
52900	169,974.66	177,976.48	23,686.55	33,972.48	120,317.45
Supplies	\$839,467.00	\$ 926,512.07	\$ 211,895.51	\$ 386,632.39	\$ 327,984.17
53100	100,000.00	117,023.72	28,971.47	31,258.87	56,793.38
53210	272,836.00	297,253.07	84,721.22	184,141.00	28,390.85
53230	78,600.00	92,875.36	16,154.36	68,034.19	8,686.81
53240	273,000.00	316,832.82	40,006.69	51,276.54	225,549.59
53310	132,028.00	142,248.25	30,781.44	71,823.40	39,643.41
53320	21,000.00	26,433.62	7,008.53	1,618.41	17,806.68
53340	502,000.00	623,962.78	144,377.94	72,484.14	407,100.70
53350	176,961.70	276,061.84	78,115.90	85,773.78	112,172.16
53360	336,694.90	347,344.94	124,873.50	10,295.84	212,175.60
53370	27,000.00	31,938.23	6,785.35	18,716.18	6,436.70
53380	680,000.00	729,958.82	332,291.65	381,854.86	15,812.31
53390	10,000.00	10,450.00	2,880.00	450.00	7,120.00
53400	421,856.00	421,856.00	496.00	0.00	421,360.00
53510	154,127.49	158,484.08	46,514.95	109,599.59	2,369.54
53520	279,346.12	114,563.14	6,330.59	13,131.36	95,101.19
53610	1,914,664.00	1,960,138.93	563,750.19	1,371,892.01	24,556.73
53620	135,594.00	158,258.49	88,189.65	68,153.59	1,915.25
53630	795,776.00	904,311.44	64,103.12	792,085.46	48,122.86

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund

For the Period Ending April 30, 2019

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	125,273.00	143,841.94	35,265.10	92,875.05	15,701.79
53710	1,125,605.00	2,151,232.36	662,011.06	589,991.69	899,229.61
53720	695,000.00	750,353.50	502,471.74	52,753.50	195,128.26
53730	11,000.00	11,000.00	2,669.99	0.00	8,330.01
53800	286,500.00	436,497.64	63,747.05	107,735.59	265,015.00
53900	1,519,212.61	1,519,460.61	1,515,267.61	4,091.75	101.25
	\$10,054,074.82	\$ 11,742,381.58	\$ 4,447,785.10	\$ 4,179,976.80	\$ 3,114,619.68
Purchased/Contracted Services					
54110	2,085,000.00	2,480,741.32	596,314.61	514,885.90	1,369,540.81
54120	291,000.00	486,205.10	127,248.66	174,643.66	184,312.78
54210	790,000.00	1,648,065.69	654,378.10	213,320.84	780,366.75
54220	30,600.00	69,249.00	18,461.61	21,479.00	29,308.39
54310	1,615,000.00	1,978,823.35	566,647.71	308,403.72	1,103,771.92
54320	90,150.00	117,693.90	37,025.73	19,482.41	61,185.76
54325	172,650.00	260,490.65	52,567.06	84,989.95	122,933.64
54350	0.00	729.88	693.38	0.00	36.50
54500	570,000.00	1,223,120.47	526,634.47	155,815.32	540,670.68
54530	1,622,600.00	2,289,454.39	470,739.00	1,149,855.09	668,860.30
54600	3,000.00	4,135.00	1,094.50	3,040.50	0.00
54710	20,000.00	46,455.69	4,228.79	22,226.90	20,000.00
54720	20,000.00	53,993.71	15,351.65	18,893.55	19,748.51
54730	5,000.00	14,339.60	4,314.50	5,031.95	4,993.15
54790	25,000.00	50,515.20	12,627.60	13,393.80	24,493.80
54905	200,000.00	200,000.00	0.00	134,996.00	65,004.00
54910	0.00	4,019.70	3,416.70	0.00	603.00

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund

For the Period Ending April 30, 2019

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
Library Materials	\$7,540,000.00	\$ 10,928,032.65	\$ 3,091,744.07	\$ 2,840,458.59	\$ 4,995,829.99
55300 Construction/Improvements	0.00	26,144.12	0.00	26,144.12	0.00
55510 Furniture	219,787.80	262,584.97	44,520.28	21,388.41	196,676.28
55520 Equipment	358,256.77	428,974.43	90,163.00	18,928.96	319,882.47
55530 Computer Hardware	585,825.52	821,209.13	284,845.86	4,315.02	532,048.25
55540 Software	106,400.00	136,699.25	11,165.89	29,911.25	95,622.11
55700 Motor Vehicles	240,000.00	313,974.00	0.00	73,974.00	240,000.00
Capital Outlay	\$1,510,270.09	\$ 1,989,585.90	\$ 430,695.03	\$ 174,661.76	\$ 1,384,229.11
57100 Memberships	87,767.38	89,478.68	41,095.46	12,100.22	36,283.00
57200 Taxes	15,000.00	15,487.89	4,180.90	10,229.90	1,077.09
57500 Refunds/Reimbursements	71,232.62	70,709.82	2,398.55	3,005.86	65,305.41
Miscellaneous Expenses	\$174,000.00	\$ 175,676.39	\$ 47,674.91	\$ 25,335.98	\$ 102,665.50
59810 Advances Out	0.00	0.00	75,000.00	0.00	(75,000.00)
Advances	\$0.00	\$ 0.00	\$ 75,000.00	\$ 0.00	\$(75,000.00)
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$59,142,181.79	\$ 62,944,466.22	\$ 19,829,828.91	\$ 7,631,952.44	\$ 35,482,684.87

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2019

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	22,691,431.19	28,175,457.19	19,829,828.91	7,631,952.44	23,405,107.03
Total General Fund	\$ 22,691,431.19	\$ 28,175,457.19	\$ 19,829,828.91	\$ 7,631,952.44	\$ 23,405,107.03
201 Anderson	346,454.39	13.09	0.00	528.08	345,939.40
202 Endowment for the Blind	2,653,421.78	(4,530.42)	0.00	0.00	2,648,891.36
203 Founders	7,113,384.74	143,560.83	492,261.27	787,844.15	5,976,840.15
204 Kaiser	73,325.37	0.00	0.00	0.00	73,325.37
205 Kralej	206,681.24	504.31	0.00	0.00	207,185.55
206 Library	177,000.37	1,206.10	0.00	4,275.00	173,931.47
207 Pepke	158,161.91	(1,265.77)	0.00	0.00	156,896.14
208 Wickwire	1,629,879.06	3,419.24	0.00	11,498.31	1,621,799.99
209 Wittke	99,729.36	0.00	0.00	0.00	99,729.36
210 Young	5,007,491.72	2,365.58	0.00	0.00	5,009,857.30
225 Friends	4,490.87	0.00	0.00	100.00	4,390.87
226 Judd	63,460.85	61,669.75	41,553.96	38,511.61	45,065.03
228 Lockwood Thompson Memorial	158,275.27	0.00	60,440.03	95,780.58	2,054.66
229 Ohio Center for the Book	64.50	2,300.00	0.00	0.00	2,364.50
230 Schweinfurth	84,166.12	72,576.00	18,354.00	0.00	138,388.12
231 CLEVNET	926,146.62	2,735,469.68	1,697,759.07	1,299,036.06	664,821.17
251 OLBPD-Library for the Blind	52,461.90	502,732.00	464,886.88	22,784.60	67,522.42
254 MyCom	33,938.93	115,961.60	80,215.00	44,800.00	24,885.53
256 Learning Centers	49,264.60	25,000.00	13,115.34	29,880.35	31,268.91
257 Tech Centers	170,000.00	0.00	180,000.00	0.00	(10,000.00)
258 Early Literacy	94,400.93	150,000.00	92,936.42	0.00	151,464.51
Total Special Revenue Funds	\$ 19,102,200.53	\$ 3,810,981.99	\$ 3,141,521.97	\$ 2,335,038.74	\$ 17,436,621.81

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2019

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
401 Building & Repair	5,532,079.99	0.00	1,776,037.12	1,994,887.66	1,761,155.21
Total Capital Project Funds	\$ 5,532,079.99	\$ 0.00	\$ 1,776,037.12	\$ 1,994,887.66	\$ 1,761,155.21
501 Abel	271,024.22	0.00	0.00	0.00	271,024.22
502 Ambler	2,757.40	0.00	0.00	0.00	2,757.40
503 Beard	163,891.13	7,794.35	1,874.15	8,488.33	161,323.00
504 Klein	6,521.81	0.00	0.00	0.00	6,521.81
505 Malon/Schroeder	324,456.49	475.60	1,350.00	0.00	323,582.09
506 McDonald	228,826.19	69.11	0.00	5,538.55	223,356.75
507 Ratner	110,935.10	(490.78)	0.00	0.00	110,444.32
508 Root	47,757.00	0.00	0.00	0.00	47,757.00
509 Sugarman	218,704.11	(34.57)	906.00	0.00	217,763.54
510 Thompson	178,304.90	4,093.37	2,442.16	8,714.84	171,241.27
511 Weidenthal	8,080.50	0.00	0.00	0.00	8,080.50
512 White	2,523,609.44	(2,046.35)	16,233.96	5,902.00	2,499,427.13
513 Beard Anna Young	96,088.62	0.00	0.00	0.00	96,088.62
Total Permanent Funds	\$ 4,180,956.91	\$ 9,860.73	\$ 22,806.27	\$ 28,643.72	\$ 4,139,367.65
901 Unclaimed Funds	5,400.04	21.28	0.00	0.00	5,421.32
905 CLEVNET Fines & Fees	6,695.06	32,185.98	33,095.83	0.00	5,785.21
Others	\$ 12,095.10	\$ 32,207.26	\$ 33,095.83	\$ 0.00	\$ 11,206.53
Total All Funds	\$ 51,518,763.72	\$ 32,028,507.17	\$ 24,803,290.10	\$ 11,990,522.56	\$ 46,753,458.23

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending April 30, 2019

Balance of All Funds	<u><u>\$ 58,743,980.79</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	1,007,141.48
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,620.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u><u>\$ 1,014,544.19</u></u>
PNC - Money Market	10,188.87
U.S. Bank - Investments	34,018,455.52
U.S. Bank - Inv - Money Market	16,748.19
STAR Ohio Investment	4,532,558.75
STAR Plus Program	0.00
Investments	<u><u>\$ 38,577,951.33</u></u>
PNC- Endowment Account	19,151,485.27
Endowment Account	<u><u>\$ 19,151,485.27</u></u>
Cash in Banks and On Hand	<u><u>\$ 58,743,980.79</u></u>

CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

May 16, 2019

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR APRIL 2019

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Trustee Dinner Independence, Ohio	4/25/2019	Alice Butts	40.00
Ohio Library Council Legislative Day Columbus, Ohio	4/9/2019	Melissa Canan	45.00
Northeast Ohio Regional Library System Critical Conversations Conference: Mental Health Awareness Twinsburg, Ohio	4/4/2019	Steven Capuozzo	35.79
Cleveland State University Public Management Academy Cleveland, Ohio	5/15/2019 - 2/19/2020	Michael Dalby	2,700.00
Northeast Ohio Regional Library System Critical Conversations Conference: Mental Health Awareness Twinsburg, Ohio	4/4/2019	Judy Daniels	25.00
Northeast Ohio Regional Library System Critical Conversations Conference: Mental Health Awareness Twinsburg, Ohio	4/4/2019	Jaime Declet	25.00
Ohio Library Council Legislative Day Columbus, Ohio	4/9/2019	Jaime Declet	45.00
Ohio Library Council Legislative Day Columbus, Ohio	4/9/2019	Sarah Dobransky	45.00
Northeast Ohio Regional Library System Difficult Conversations re: Corrective Action and Termination Rocky River, Ohio	3/12/2019	Maria Estrella	6.96
American Library Association Mid-Winter Conference Seattle, Washington	1/24/2019 - 1/26/2019	Eric Hanshaw	1,190.60
Cleveland State University Public Management Academy Cleveland, Ohio	5/15/2019 - 2/19/2020	Amiya Hutson	2,700.00
Ohio Library Council Membership Committee Meeting Columbus, Ohio	3/14/2019	Alexandra Kmiecik	146.74

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Auditor of State of Ohio Local Government Officials Conference Columbus, Ohio	3/7/2019 - 3/8/2019	Carrie Krenicky	421.82
Cleveland State University Legal Reference Workshop Cleveland, Ohio	3/27/2019	Jamie Lauver	6.00
Infopeople Getting Started with User Experience Cleveland, Ohio	2/19/2019 - 3/18/2019	Pamela Matthews	200.00
American Payroll Association Chapter Meeting Independence, Ohio	4/11/2019	Ronelle Miller-Hood	35.00
Ohio Library Council Legislative Day Columbus, Ohio	4/9/2019	Rhonda Pai	45.00
Best Buy Teen Tech Center and Clubhouse Network Annual Conference San Diego, California	4/8/2019 - 4/12/2019	Jill Pappenhagen	1,009.65
Ohio Library Council Trustee Dinner Independence, Ohio	4/25/2019	Anthony Parker	40.00
Greater Cleveland Safety Council Joint Safety Luncheon Meeting Euclid, Ohio	3/14/2019	Sherry Parker	22.00
Ohio Library Council Legislative Day Columbus, Ohio	4/9/2019	Caroline Peak	45.00
OPLIN/State Library of Ohio OPLIN Content Advisory Committee Meeting and Demonstration of Relais Product at State Library of Ohio Columbus, Ohio	4/3/2019 - 4/4/2019	Hilary Prisbylla	293.68
Ohio Library Council Legislative Day Columbus, Ohio	4/9/2019	Kenneth Redd	45.00
Ohio Public Facilities Maintenance Association Annual Conference and Trade Show Columbus, Ohio	10/21/2018 - 10/23/2018	Oliver Reyes	380.00
Cleveland Museum of Natural History Fly Fishing Film Festival Cleveland, Ohio	3/2/2019	Rachel Senese	30.00
Northeast Ohio Regional Library System Critical Conversations Conference: Mental Health Awareness Twinsburg, Ohio	4/4/2019	Rosa Simone	25.00
Next Library 2019 Conference Aarhus, Denmark	5/30/2019 - 6/7/2019	Jeremiah Swetel	2,442.16

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Public Facilities Maintenance Association Annual Conference and Trade Show Columbus, Ohio	10/21/2018 - 10/23/2018	Jeremiah Swetel	380.00
Cleveland Metropolitan Bar Association Annual Presidents' Day Municipal Law Update Cleveland, Ohio	2/21/2019	Bryan Szalewski	80.00
Cleveland State University Legal Reference Workshop Cleveland, Ohio	3/27/2019	Crystal Tancak	8.36
Ohio Library Council Trustee Dinner Independence, Ohio	4/25/2019	Felton Thomas	40.00
Siemens Arc Flash Safety Training Garfield Heights, Ohio	3/12/2019	Michael Ucic	5.16
TOTAL			\$ 12,558.92

SUMMARY

FUND	APRIL	YEAR TO DATE
General	\$4,423.08	\$28,971.47
Lockwood Thompson	5,400.00	\$5,400.00
CLEVNET	293.68	\$1,843.68
Thompson	2,442.16	\$2,442.16
TOTAL	\$12,558.92	\$38,657.31

CLEVELAND PUBLIC LIBRARY

Board Meeting
May 16, 2019

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 April 30, 2019

		Safe, Warm and Dry Construction Initiative Budget		\$5,000,000.00
		Encumbered	Expended	
URS Corporation - Asbestos Survey and Testing		\$ -	\$ 33,728.21	
Osborn Engineering Company - Professional Architectural and Engineering Services		31,579.05	418,350.95	
Regency Construction Services, Inc. - Construction Manager at Risk		445,331.97	3,827,642.08	
Direct Expenditures paid from Contingency Fund		-	51,278.50	
		\$ 476,911.02	\$ 4,330,999.74	
Available Budget from Owner's Contingency and Permit Fund				\$192,089.24

		Owner's Contingency and Permit Fund		\$381,871.15	
Direct Expenditures					
Date	Vendor	PO	Description	Encumbered	Expended
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 Jefferson	-	19,256.25
			Permits for Collinwood, Fulton,		
7/15/2018	City of Cleveland	181262	and Langston Hughes	-	18,752.25
			Upgrade/Replace existing		
			indoor wall mount fixtures for		
			Addison Branch that should		
			have been part of Safe, Warm		
10/22/2018	Grainger	181752	and Dry project	-	9,990.00
				\$ -	\$ 51,278.50

Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18: \$ 4,425,831.31

Change Orders	Description	Amount
PCO #2 02/21/18	Credit for not performing the demo, rework and soil infill of the masonry planters at Rockport	\$ (17,122.53)
PCO #4 02/21/18	Change from wall-hung to floor-mounted water closets at Lorain	(1,191.80)
PCO #5 02/21/18	Lorain pump changes per the returned submittal	(460.56)
PCO #6 02/21/18	Lorain additional work associated with the existing light ballasts located in the basement in lieu of light fixtures	2,865.81
PCO #7 02/21/18	Credit for hand dryers furnished by CPL in lieu of Regency	(3,535.00)
PCO #8 02/21/18	Two additional precast concrete bumper blocks at Glenville per the returned submittal	252.50
PCO #9 02/28/18	Additional lighting control to create 4 lighting zones at Glenville	2,038.21
PCO #10 02/28/18	Glenville Emergency Lighting: Furnish and install emergency lights that are required	1,078.14
PCO #11 02/28/18	Revisions to electrical panel work at Lorain	(774.67)
PCO #12 02/28/18	Credit for attaching to basement lights to existing circuit at Lorain	(356.53)
PCO #13 02/28/18	Complete installation of emergency exit lighting at Lorain	4,672.07
PCO #14 03/21/18	Replace 1" water valve at Lorain that failed and needed to be replaced	716.09
PCO #15 03/21/18	Additional painting at Lorain behind existing removed light fixtures where walls were not painted	1,187.76
PCO #16 03/21/18	Furnish and install materials to repair the Lorain ramp	6,077.71
PCO #17 03/21/18	Added occupancy indicators at Lor, Jeff, and Rock	169.42

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #18 03/21/18	Credit for Jefferson thermostats as requested by CPL	(1,864.46)
PCO #19 03/21/18	Replace additional GFCI receptacle on the Glenville roof that was in need of replacement	445.32
PCO #20 03/21/18	Revisions for Harvard Lee dorrs/hardware per the returned HL doors, frames, hardware submittal	2,578.89
PCO #21 03/21/18	Plumbing camera and investigation work for the sanitary lines completed on 3/6/18 and vent pipe completed on 3/16/18 as requested by CPL	1,483.69
PCO #25 04/10/18	Repair/infill abandoned window opening that was discovered under the exterior ramp during ramp rework	805.84
PCO #26 04/10/18	Added flashing in the Lorain basement to help water infiltration issues	1,181.70
PCO #1 03/21/18 rec'd 5/14	Alternate #2 Carnegie West restroom configuration option budget pricing	17,546.21
PCO #22 03/28/18 rec'd 5/14	Added check valves at Lorain	755.48
PCO #23 03/28/18 rec'd 5/14	Relocation of two exhaust drops at Glenville that conflicted with the toilet partition layout	855.19
PCO #24 03/28/18 rec'd 5/14	Lorain concrete repairs at exterior storage closet door	3,415.28
PCO #3 02/21/18 rec'd 5/18	Credit for signage manufacturer	(858.50)
Amendment No 2 05/23/18-PCO #33	Eliminate the Rockport Branch from the project (added to Owner's Contingency and Permit fund)	(305,582.46)
PCO #38 05/23/18	Steel costs for infilling the unforeseen restroom hole	7,184.13
PCO #39 05/30/18	Jefferson Boiler #1 and #2 cleaning/preventative maintenance and inspection as required by the city inspector	680.74
PCO #40 05/30/18	Jefferson unit heater demo to accommodate updated restroom layout	680.74
PCO #42 05/30/18	Reimbursement for building permits needed for the Addison Branch and Carnegie West Branch	16,649.55
PCO #43 06/06/18	Modify and reinstall shelving in the Harvard Lee closet that contains ductwork per direction of Eric Herman	398.92
PCO #44 06/20/18	The removal of loose brick and patching of the chimney on the roof of the Jefferson Branch	757.50
PCO #27aR 04/25/18 rec'd 7/13	Plumbing, drywall, and tile work associated with RFIs 20/22 to repair the broken Lorain sanitary pipe. Remaining work will be submitted under PCO 27b.	14,714.10
PCO #27b 04/25/18	Additional abatement/demo associated with additional LR sanitary work. Remove and replace 2nd floor countertop and install a new mirror. Install two cleanouts as requested by CPI	4,922.71
PCO #28 04/25/18	Revised hardware at Lorain	742.35
PCO #29 04/25/18	Harvard Lee exit signs and emergency lights per RFI 42	1,324.69
PCO #30 05/01/18	Harvard Lee additional lighting zones per RFI 31 and approved zoning suggestion	3,439.45
PCO #31 05/01/18	Jefferson emergency lights	2,878.50
PCO #32 05/01/18	Glenville lintel repair as directed in the RFI response	339.94
PCO #41a 07/11/18	Credit for the elimination of the HL handrails	(1,050.40)
PCO #41b 07/11/18	Reconciliation for the Rockport handrail credit due to an originally incorrect schedule of values	7,857.80
PCO #45 8/8/18	Fabrication and installation of aluminum jacketing to insulate two duct enclosures and make these ducts weathertight per RFI 69	8,733.47
PCO #46 8/7/18	Furnish and install a new flue through the roof for the existing hot water tank at the Addison Branch per RFI 81	678.69

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #47 8/7/18	Light fixtures called out in RFI 79. Lighting not originally called out for the ceiling area in the toilet rooms.	2,011.73
PCO #48 8/7/18	Remove and replace caulk and backer rod at the northeast walkway at the Jefferson Branch	235.40
PCO #49 8/7/18	Exploration, excavation and subsequent corrective work at and adjacent to the frost slab at the Jefferson Branch due to an unforeseen pipe. Leech beds were added to the ends of the pipe that was uncovered per CPL direction	2,140.40
PCO #50 8/7/18	Credit for not completing the step crack repair at the Jefferson Branch	(2,020.00)
PCO #51 8/7/18	Credit for not installing the book drop at the Jefferson Branch	(151.50)
PCO #52 8/14/18	Cost to add emergency signs and exit lights back into the Carnegie West branch per RFI 90	6,155.99
PCO #55 8/14/18	Cost to install Carnegie West restroom subfloor as directed in RFI 93	4,272.30
PCO #56 8/15/18	Concrete floor infill work and tile patching at the Jefferson Branch due to RFI 65	1,143.32
PCO #57 8/22/18	Addition of 6 vibration isolators for the rooftop AHU at Carnegie West per RFI 99. Purchase of vibration isolators was previously approved to avoid schedule delays.	3,753.16
PCO #60 8/22/18	Additional terracotta repair at the Carnegie West Branch per RFI 95	3,787.50
PCO #61 8/22/18	Increasing tuckpointing from 50% to 100% at north and west turret structure at the Langston Hughes Branch per RFI 88. Added sealant removal and replacement at the same location	6,344.82
PCO #64 8/29/18	Core drilling and filling/grouting the sunken slabs to level the sidewalks at the Langston Hughes Branch per RFI 109. This price does not include modification to the existing curb.	4,421.78
PCO #66 8/29/18	Lowering pull stations per the city inspector at the Jefferson Branch.	664.58
PCO #67 8/29/18	Lowering one fire alarm pull station per RFI 92 at the Carnegie West Branch.	124.23
PCO #68 8/29/18	Lighting controls for lighting zones per RFI 31 for the Carnegie West Branch	778.44
PCO #69 8/29/18	Modify and re-route the return air duct through the bathroom at the Addison Branch per RFI 97	992.12
PCO #72 08/31/18	Furnish and install new soffit in front of existing window to allow for installation of ceiling at 8'6" at the Carnegie West Branch per RFI 106	388.85
PCO #73 08/31/18	Shift new toilet 3" east to accommodate location of floor joists at the Carnegie West Branch per RFI 111. Patching of floor at original location of the toilet and adjusting wall type "C" to maintain 5'0" turning radius	515.10
PCO #74 08/31/18	Lowering of fire alarm pull stations at the Addison Branch per RFI 92	1,440.60
PCO #58 09/04/18	Cost to seal roof seams at the Carnegie West Branch	17,574.00
PCO #71 09/12/18	Remove and replace (9) existing smoke detectors, (1) pull station, and (1) horn strobe that were not shown in the drawings at Carnegie West per RFI 104	7,113.13
PCO #75 09/19/18	Installation of window film to the window in the new restroom at Carnegie West per RFI 100. Window film to be installed as "3M Fasara Glass Finish" and the pattern is to be "Frost and Mat Milky White"	570.65
PCO #76 09/19/18	Credit for 2 roof strainers at the Lorain Branch	(101.00)
PCO #77 09/19/18	Resupporting existing to remain ceiling lights that were attached to the roof and not properly installed at the Fulton Branch per RFI 122	3,429.70
PCO #78 09/19/18	Installation of one wall hydrant in the men's room per RFI 121	353.50
PCO #79 09/19/18	Final Rockport mechanical credit including mechanical items that were able to be returned.	(81,100.98)

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #80 09/19/18	Salvaging and rehangng the women's restroom door at the Addison Branch per RFI 116	161.79
PCO #81 09/19/18	Addition of (1) 2" wye strainer before the heating water pumps at the Jefferson Branch per punchlist request.	1,551.36
PCO #82 09/19/18	Installation of new ceiling tile and grid in the Men's Restroom an Women's Restroom at the Fulton Branch Cleaning quote for Carnegie West requested by Eric Herman. This includes washing the interior and exterior windows and frames of the skylight, vacuuming all carpet, sweeping and mopping floors and cleaning the restroom area	1,919.00
PCO #83 09/26/18		2,020.00
PCO #84 09/25/18	Replacement of damaged storm clean out pipe and fittings at the Fulton Branch per RFI 117	895.87
PCO #85 09/25/18	Roof maintenance reconciliation allowance completed at the Glenville Branch. Roofing work includes the following: strip in all seams and roof curb flashings, clean roof drains, strip in all vent pipes and conduit penetrations, infill all pitch pockets with pourable sealer and install walk pads for a total of \$14,480 of the the \$15,000	(525.20)
PCO #62 08/28/18	Fabrication and installation of 4 pipe reducers at Carnegie West per RFI 80. Credit for door 17CW at Carnegie West per RFI 86. RFI 86 called for the installation of a new frame, door and hardware for opening 17CW to be removed from the scope of work. Door, frame and hardware material was turned over the library.	526.21
PCO #65 08/28/18		(383.77)
PCO #70 10/03/18	Removal and reconstruction of an existing pier at the Addison Branch per RFI 98. This price includes the removal and reinstallation of 3 light fixtures in the pier.	5,476.65
PCO #86 10/03/18	Additional striping requested by Eric Herman at the handicap ramp at the Jefferson Branch	505.00
PCO #87 10/03/18	Additional work and material needed for updated asphalt amount needed per RFI 119. Price includes additional 246 square feet of full depth pavement replacement	3,076.46
PCO #88 10/03/18	Addition of single circuit and 3 wores for a direct tie in for a future door opener at ADA entrance at Carnegie West per RFI 105. Price includes painting of conduit to match existing wall color.	850.37
PCO #89 10/03/18	Fabrication and installation of 3 LED wall packs to the exterior back wall of the Addison Branch per RFI 114 and Eric Herman's request.	2,542.14
PCO #90 10/03/18		7,387.54
PCO #93 10/10/18	Providing power to the circulating pumps at Carnegie West per RFI 129	4,552.03
PCO #95 10/22/18	Exit and Emergency lights needed for the restrooms at the Fulton Branch.	12,870.43
PCO #96 10/24/18	Additional concrete work requested at the Collinwood Branch including removal and replacement of concrete and steel reinforcements.	1,782.69
PCO #98 10/24/18	Provide and install light fixtures for the restroom at Fulton requested in the RFI 125	3,620.85
PCO #94 10/29/18	Removal of TruSpun pip and fittings with cast iron pipe and fittings for the chase vent at the restrooms. Patch and repair walls and ceilings will come out of the interiors patching allowance. A 10 day time extension to the substantial completion date is requested due to discovery, pricing, approval and work completion of this piping. This extension is based on a 10/23/18 approval	9,288.97
PCO #63 10/31/18	Additional terracotta repair at Carnegie West. Repairs are recommended due to cracks, failed/missing mortar and displacement of terracotta. Not to exceed price.	488.35
PCO #92R 10/31/18	Cost for a 3.5'x7'x4" section of concrete pavement at the Glenville branch	3,585.40
PCO #99 10/31/18	Additional contractors and switching per the lighting zones provided in RFI 31 for the Collinwood branch. This pricing has been revised to exclude tax that was accidentally included in PCO 92.	13,020.13
	Additional asphalt work requested by the Cleveland Public Library for the alleyway next to the Collinwood Branch.	

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #100 10/31/18	Credit for the deleted light pole work at the Addison branch per RFI 114	(390.73)
PCO #101 10/31/18	Removal and replacement of the air separator, air vent and expansion tank at Collinwood per RFI 144	2,232.00
PCO #102 10/31/18	Demolition of old conduit and wire and replacement with new feeder to AHU-1 at Collinwood per RFI 135	1,363.01
PCO #103 10/31/18	Price to demolish tile and drywall and replace tile in the restroom at FL due to mold and RFI 117. This price also includes the removal of ACT ceiling in the restrooms at Fulton.	697.81
PCO #104 10/31/18	Price to replace 200 amp disconnect for CU-1 at Collinwood per RFI 136	858.91
PCO #105 10/31/18	Labor and scaffolding costs to change 38 light bulbs at Carnegie West per CPL request	924.27
PCO #106 11/09/18	Touch up painting of the door at Fulton per RFI 131 and Eric Herman request. Pricing also includes labor credit for installation of door that was deleted.	(39.13)
PCO #107 11/09/18	Replacing the N20s for motor power disconnect at Carnegie West per RFI 130	136.04
PCO #109 11/09/18	Mold removal needed in the mechanical room at Fulton.	675.92
PCO #110 11/09/18	Scraping and painting the exterior railings on the west side of Collinwood per RFI 137 and 139.	1,262.50
PCO #112 11/09/18	Installation of a backflow for the new boiler feed at Carnegie West per RFI 134.	1,085.75
PCO #108 11/14/18	Additional heater and wiring and replacement of the motor starter for the air handling unit at Fulton per RFI 143.	710.02
PCO #111 11/14/18	Labor credit for installing (2) exterior railings on the west side of Collinwood per RFI 137 and 139. Railings were ordered previously and will be turned over to the library.	(1,756.36)
PCO #113 11/14/18	Labor credit for the installation of the heater that was not needed at Langston Hughes per RFI 120.	(707.00)
PCO #114 11/14/18	Installation of backflow preventer on the water main at Carnegie West per RFI 134.	1,633.17
PCO #115 11/14/18	Removal and reinstallation of new fuses at Langston Hughes needed per city inspector.	293.95
PCO #116 11/14/18	Rework of the restrooms at Collinwood due to the discovery of tru spun piping and RFI 149. Price includes demolition of existing restroom features.	6,453.10
PCO #117 11/14/18	Replacement of 5 horn strobe devices to sync with fire alarm system and painting patching required at Fulton per RFI 142.	1,506.47
PCO #118 11/14/18	Budget reconciliation for electrical wire protection at Collinwood that was not needed.	(5,050.00)
PCO #120 11/26/18	Replace TruSpun Pipe and Fittings with cast iron in the staff bathroom, to the drinking fountain air admittance valve and the front sink pipe in the basement.	3,847.09
PCO #122 11/26/18	Replacement of the fiberglass reinforced panel behind the drinking fountain at Collinwood.	368.64
PCO #97 11/28/18	Demolition required as described in RFI 93 for the unforeseen floor grout infill that was discovered after tile demolition in the restroom at Carnegie West that took place on 8/1 and 8/3.	3,765.28
PCO #119 11/28/18	Additional conduit and motor starters needed for pumps 3 and 4 at Collinwood per RFI 153.	3,398.72
PCO #123 11/28/18	Budget reconciliation for ground penetrating radar allowance that was not needed.	(3,030.00)
PCO #124 11/28/18	Replacement of the water heater at Collinwood due to poor condition of the existing water heater.	557.52

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #125 11/28/18	Additional abatement that took place on 8/28 in the basement at Carnegie West due to the shift of toilet per RFI 111	1,761.65
PCO #127 12/20/18	Inspection of VAVs and reconnection of VAVs 3 and 7 at Collinwood. Inspection of VAVs took place per Eric Herman's approval.	629.31
PCO #128 12/20/18	Demolition of (2) exhaust drops, installation of (2) new exhaust ducts and (3) exhaust grills in the restroom at Collinwood	1,510.54
PCO #138 12/21/18	Repair of an additional lintel on the east elevation that was approved to be done on time and material basis at Collinwood	2,265.28
PCO #139 12/26/18	Credit for not installing the door operator at Lorain that was unable to be installed due to existing condition space limitations. Door operator was turned over to CPL	(204.50)
PCO #130 12/27/18	Fixing the hanging light that was damaged at Fulton due to the previous improper connection of the light fixture	144.23
PCO #131 12/27/18	Credit for the tuckpointing of the west elevation of Collinwood that was deleted from the scope per RFI 138	(4,490.46)
PCO #132 12/27/18	Credit for the deletion of the replacement of the west entrance stair/platform at Collinwood per RFI 137	(2,038.18)
PCO #133 12/27/18	Credit for the elimination of clear coat application to (21) Terra Cotta Columns at Carnegie West per owner and architect direction	(1,939.20)
PCO #134 12/27/18	Fixing and maintaining the existing frost slab at Fulton in lieu of replacing it per RFI 124	(1,010.00)
PCO #137 12/27/18	Caulking to fill voids in the concrete steps and landing at the west entry and the joint between the asphalt and concrete at the west basement stair at Collinwood per RFIs 137 and 139	901.93
PCO #129 01/08/19	Budget reconciliation for the door closer allowance that was not needed.	(1,313.00)
PCO #136 01/03/19	Caulking at the exterior of the restroom at Fulton to stop and prevent further water leakage into the building.	556.50
PCO #140 01/03/19	Additional electrical work required by the electrical inspector at Collinwood	558.61
PCO #141 01/08/19	Reconciliation of drywall patching allowances that was included in the Interiors package. Allowance will be reconciled as follows: Carnegie West (\$1,896.00), Fulton (\$1,468.65) and Jefferson (\$1,896.00).	(5,313.26)
PCO #135 01/28/19	Addition of a guardrail to the ramp at Collinwood and painting the guardrail per Andy Cygan's bulletin. A temporary guardrail has been installed while the permanent guardrail is being fabricated.	3,880.82
PCO #144 01/25/19	Reconciliation of the temporary HVAC allowance	(4,385.68)
PCO #142 01/25/19	Reconciliation of the art protection allowance	(1,443.83)
PCO #142 01/25/19	Reconciliation of the door rework allowance	(11,417.01)
PCO #145R 02/11/19	Collinwood tile work and reconciliation of window patching allowance. The remainder of tile reconciliation for Fulton is included.	(623.17)
PCO #146R 02/26/19	(2) additional automatic air vents requested by the owner during the trainig session at Carnegie West	953.44
Total Change Orders to date \$		(152,857.26)
Updated Guaranteed Maximum Price (GMP):		\$ 4,272,974.05

CLEVELAND PUBLIC LIBRARY

Board Meeting
May 16, 2019

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 April 30, 2019

				Owner's Contingency and Permit Fund		\$255,090.11
Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ -	\$ 11,050.00	
2/20/2018	City of Cleveland	180447	Permit fee		37,772.92	
12/31/2018	GEO-SCI Laboratory, Inc.	182054	Concrete and Soil Testing	-	8,365.95	
6/30/2018	The Albert M. Higley Co., LLC	161895	Change Order # 001			3,768.22
8/6/2018	The Albert M. Higley Co., LLC	161895	Change Order # 002			40,350.26
8/27/2018	The Albert M. Higley Co., LLC	161895	Change Order # 003			31,758.84
9/10/2018	The Albert M. Higley Co., LLC	161895	Change Order # 004			31,049.96
				\$ -	\$ 57,188.87	\$ 106,927.28
				Owner's Contingency and Permit Fund Available Balance		\$90,973.96
				South Branch Renovation Project Budget		\$ 4,500,000.00
				Encumbered	Expended	
HBM Architects, LLC - Architectural Design Services				\$ 6,510.00	\$ 317,500.00	
The Albert M. Higley Co., LLC - Construction Manager at Risk Furniture, Fixtures, Equipment and Technology				564,809.89	3,347,118.02	
Direct Expenditures paid from Contingency Fund				-	115,654.26	
				-	57,188.87	
				\$ 571,319.89	\$ 3,837,461.15	
				Available Budget as of 04/30/2019		\$ 91,218.96

Change Order Details**Change Order # 001**

PCO #00001	Added abatement	\$ 4,469.22
PCO #00002	Deducted wall protection	(1,342.46)
PCO #00003	Deduct fountain drain pipe	(1,536.00)
PCO #00004	Added drain to water heater	2,177.46
		\$ 3,768.22

Change Order # 002

PCO #00005	Office steel support	\$ 7,976.96
PCO #00006	Add walk and stairs	10,639.80
PCO #00007	Lintel exploration	21,733.50
		\$ 40,350.26

Change Order # 003

PCO #00008	Computer desk inset panel	\$ 1,720.32
PCO #00009	Split cost of items	1,221.59
PCO #00010	Book cart credit	(1,396.69)
PCO #00012	Remove pipes at skylight	1,045.30
PCO #00013	Landscaping contract	3,928.84
PCO #00014	Lintel replacement	25,239.48
		\$ 31,758.84

Change Order # 004

PCO #00015	Schedule extension	\$ 18,004.00
PCO #00016	Added wall panel millwork only	6,463.52
PCO #00017	Ceiling patch	741.65
PCO #00018	Backflow testing	288.60
PCO #00019	Ceiling repairs	4,850.79
PCO #00020	Clerestory blocking and lintel	701.40
		\$ 31,049.96

REPORT F1CLEVELAND PUBLIC LIBRARY

Board Meeting
 May 16, 2019

AGREEMENTS ENTERED INTO FOR ENTERTAINMENT AND VENDORS FOR 2019
CPL150 ACTIVITIES FOR THE PERIOD ENDING APRIL 30, 2019

In accordance with the Board resolution adopted on April 18, 2019, agreements entered into, including those in excess of \$25,000, for entertainment and vendors for the CPL150 activities, provided that the total cost of all agreements does not exceed \$244,000, which costs shall be charged to the Founders Fund Account 20380103-53710 (Professional Services) are hereby submitted.

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
W&R Killer Mike Speaker Fee	Keppler Associates Inc.	\$ 43,000.00
W&R Soledad O'Brien Speaker Fee	Keppler Associates Inc.	43,000.00
Total for the Period Ending April 30, 2019		<u>\$ 86,000.00</u>
Cumulative Total		<u><u>\$ 86,000.00</u></u>

CLEVELAND PUBLIC LIBRARY
Regular Employment Report
4/01/2019 TO 4/30/2019

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
LYNCE, CJ E	Tech Central	TECH CENTRAL MANAGER	04/01/2019
NELSON, JAMEKIA	Shelf Pages	PAGE	04/26/2019
WYNN, CONSTANCE L	Shelf Pages	PAGE	04/26/2019
OTHER TERMINATIONS			
BOURN, BRANDON L	Shelf Pages	PAGE	04/01/2019

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 4/01/2019 TO 4/30/2019**

EMPLOYEE:	AUSTIN, LOREAL A	CURRENT GRADE:	Z	HIRE DATE:	4/24/2019
JOB TITLE:	PAGE	CURRENT STEP:	1	HOURLY RATE:	10.46
LOCATION:	LANGSTON HUGHES	SALARY:	0.00		
EMPLOYEE:	DENEEN, MICHAEL A	CURRENT GRADE:	Z	HIRE DATE:	4/14/2019
JOB TITLE:	PAGE	CURRENT STEP:	1	HOURLY RATE:	10.46
LOCATION:	SHELF PAGES	SALARY:	0.00		
EMPLOYEE:	DRAHEIM, LILY	CURRENT GRADE:	Z	HIRE DATE:	4/24/2019
JOB TITLE:	PAGE	CURRENT STEP:	1	HOURLY RATE:	10.46
LOCATION:	SHELF PAGES	SALARY:	0.00		
EMPLOYEE:	HOPPER, CAROLYN	CURRENT GRADE:	B	HIRE DATE:	4/28/2019
JOB TITLE:	CUSTODIAN II (DAYS/BRANCHES)	CURRENT STEP:	1	HOURLY RATE:	17.77
LOCATION:	BROOKLYN	SALARY:	34,648.12		
EMPLOYEE:	JORDAN, MIKEL	CURRENT GRADE:	Z	HIRE DATE:	4/24/2019
JOB TITLE:	PAGE	CURRENT STEP:	1	HOURLY RATE:	10.46
LOCATION:	GARDEN VALLEY	SALARY:	0.00		
EMPLOYEE:	KAIGLER, KHALID A	CURRENT GRADE:	Z	HIRE DATE:	4/24/2019
JOB TITLE:	PAGE	CURRENT STEP:	1	HOURLY RATE:	10.46
LOCATION:	SHELF PAGES	SALARY:	0.00		
EMPLOYEE:	MONDA, COLETTE	CURRENT GRADE:	Z	HIRE DATE:	4/24/2019
JOB TITLE:	PAGE	CURRENT STEP:	1	HOURLY RATE:	10.46
LOCATION:	WOODLAND	SALARY:	0.00		
EMPLOYEE:	MURRAY, GABRIELLE M	CURRENT GRADE:	Z	HIRE DATE:	4/24/2019
JOB TITLE:	PAGE	CURRENT STEP:	1	HOURLY RATE:	10.46
LOCATION:	FULTON	SALARY:	0.00		
EMPLOYEE:	PAGANO, MICHAEL J	CURRENT GRADE:	Z	HIRE DATE:	4/24/2019
JOB TITLE:	PAGE	CURRENT STEP:	1	HOURLY RATE:	10.46
LOCATION:	SHELF PAGES	SALARY:	0.00		
EMPLOYEE:	QUINT, THERESA	CURRENT GRADE:	Z	HIRE DATE:	4/24/2019
JOB TITLE:	PAGE	CURRENT STEP:	1	HOURLY RATE:	10.46
LOCATION:	CARNEGIE WEST	SALARY:	0.00		

880
CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 4/01/2019 TO 4/30/2019

EMPLOYEE:	SPIRCHEZ, CORINA	CURRENT GRADE:	Z	HIRE DATE:	4/24/2019
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	EASTMAN	SALARY:	0.00	HOURLY RATE:	10.46

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 04/01/2019 TO 04/30/2019**

EMPLOYEE: BOOZER, DONALD E **CURRENT GRADE:** K **EFFECTIVE DATE**
JOB TITLE: SUBJECT DEPARTMENT MGR (**CURRENT STEP:** 4 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	81104.72	84349.34	PROMOTION
Annual Pay	81104.72	84349.34	TRANSFER

EMPLOYEE: CAPUOZZO, STEVEN K **CURRENT GRADE:** J **EFFECTIVE DATE**
JOB TITLE: BRANCH MANAGER (MEDIUM) **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
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EMPLOYEE: JOHNSON, VALERIE S **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: LIBRARY ASSISTANT-YOUTH **CURRENT STEP:** 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	47327.02	49220.08	PROMOTION

EMPLOYEE: JONES, SHANELL V **CURRENT GRADE:** J **EFFECTIVE DATE**
JOB TITLE: BRANCH MANAGER (MEDIUM) **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
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EMPLOYEE: MARQUEZ, MARINA B **CURRENT GRADE:** J **EFFECTIVE DATE**
JOB TITLE: BRANCH MANAGER (MEDIUM) **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
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EMPLOYEE: SMITH, LANECIA S CURRENT GRADE: B EFFECTIVE DATE
 JOB TITLE: SUBJECT DEPARTMENT CLERK CURRENT STEP: 2 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	34648.12	36034.70	MLIS STEP PER UNION CONTRACT

EMPLOYEE: TALLEY, JADEA C CURRENT GRADE: Z EFFECTIVE DATE
 JOB TITLE: PAGE 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 NON BASE WAGE	10.46	10.46	TRANSFER

EMPLOYEE: TIDRICK, MARK S 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	47,327.02	57,148.78	PROMOTION

EMPLOYEE: WALKER, MEREL L CURRENT GRADE: Z EFFECTIVE DATE
 JOB TITLE: PAGE 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	10.46	10.46	

EMPLOYEE: WOOD, ROBIN S CURRENT GRADE: L EFFECTIVE DATE
 JOB TITLE: SUBJECT DEPARTMENT MANA CURRENT STEP: 9 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	109,605.95	109,605.95	

Human Resources Committee Report

Meeting Date:

Report Period: April 2019

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

MONTH	2018 SICK LEAVE HOURS USED	2019 SICK LEAVE HOURS USED	2019 TOTAL HOURS
January	3931.18	3,251.75	95,303.43
February	4368.48	3,853.94	91,826.85
March	3941.66	4,016.19	91,808.99
April	3899.74	3,867.74	91,763.15
May	3768.36		
June	5135.95*		
July	3360.54		
August	3710.82		
September	3940.78		
October	4268.98		
November	5562.59*		
December	4835.04		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
APRIL 1, 2019 - APRIL 30, 2019
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT H**Human Resources Committee Report**

April 1, 2019

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	86	26	14	2			26	14	3				1
Professionals	71	16	1			1	31	12	6	4			
Technicians	19	12	1	1			3	1	1				
Protective Service	26	7	11	3			1	4					
Para-Professionals	140	32	28	3		1	40	29	6	1			
Administrative Support	224	28	49	3		2	39	88	11	3		1	
Skilled Craft	12	6	4	1				1					
Service Maintenance	45	8	30	1			1	4	1				
Grand Total	623	135	138	14	4	0	141	153	28	8	0	1	1

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 April 2019

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	5	3	8
Essential	55	13	68
Standard	234	137	371
Cobra	1	1	2
Total MMO			449
Dental Insurance	287	181	468
Vision Employee			262
Vision Children			40
Vision Spouse			51
Vision Family			75
Total Vision			428
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 APR 2019**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	2019	2018	
Main Library	141,856	113,056	682	565	556,214	432,546	28.6%
Branches	255,352	217,939	1,151	990	947,043	792,723	19.5%
Mobile Units	3,443	3,569			12,710	14,271	-10.9%
Library for the Blind	39,260	39,688			155,520	158,706	-2.0%
OLBPD BARD	11,330	12,949			49,740	46,991	5.9%
eMedia	48,145	37,902			193,147	151,059	27.9%
TOTAL CIRCULATION	499,386	425,103			1,914,374	1,596,296	20%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
eBook	24,005	21,556	96,891	86,774	11.7%
eAudiobook	16,979	14,001	67,692	54,911	23.3%
eMusic	5,080	350	18,919	1,380	1270.9%
eVideo	648	512	2,702	2,417	11.8%
eMagazines	1,433	1,483	6,943	5,577	24.5%
TOTAL eCIRCULATION	48,145	37,902	193,147	151,059	27.9%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use	YTD Gain/Loss
			2019	2018		
Main Library	107	56 minutes	26,908	31,481	26,954	-2.9%
Branches	590	42 minutes	217,608	228,695	164,138	4.4%
TOTAL USAGE	697		244,516	260,176	191,092	3.3%

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

WiFi Hotspot Checkouts	Monthly Total 2019	Year-to-Date 2019

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	2019	2018	
Main Library	34,630	31,068	166	155	124,905	123,590	1%
Branches	163,722	154,839	738	703	622,096	620,556	0%
TOTAL VISITS	198,352	185,907			747,001	744,146	0.4%

REPORT J

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR APR 2019

Branch	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	3,950	1,798	719	1,451	7,918	552	8,470
Brooklyn	2,206	773	453	559	3,991	426	4,417
Carnegie West	5,716	1,525	1,547	1,538	10,326	1,255	11,581
Collinwood	3,729	1,191	599	1,638	7,157	616	7,773
East 131st	1,926	765	378	715	3,784	343	4,127
Eastman	8,953	2,140	1,311	1,814	14,218	1,984	16,202
Fleet	5,908	1,574	822	1,320	9,624	787	10,411
Fulton	4,908	2,087	634	929	8,558	830	9,388
Garden Valley	1,981	641	181	279	3,082	228	3,310
Glennville	4,350	1,336	488	1,393	7,567	801	8,368
Harvard-Lee	3,159	886	545	957	5,547	812	6,359
Hough	4,705	1,029	468	741	6,943	346	7,289
Jefferson	3,067	1,298	830	1,136	6,331	623	6,954
Langston Hughes	3,645	1,908	600	923	7,076	624	7,700
Lorain	3,987	1,304	467	815	6,573	584	7,157
Martin Luther King, Jr.	2,652	1,095	638	1,469	5,854	534	6,388
Memorial-Nottingham	5,147	1,159	1,297	2,867	10,470	1,234	11,704
Mt. Pleasant	2,289	1,076	338	684	4,387	356	4,743
Rice	6,196	1,658	1,005	2,041	10,900	948	11,848
Rockport	11,668	1,819	1,624	2,270	17,381	1,725	19,106
South	7,600	1,250	396	647	9,893	1,167	11,060
South Brooklyn	9,513	1,482	1,563	2,350	14,908	1,684	16,592
Sterling	3,826	993	474	442	5,735	385	6,120
Union	3,137	867	332	693	5,029	438	5,467
Walz	7,996	1,886	1,147	1,941	12,970	1,004	13,974
West Park	8,112	1,917	3,021	4,605	17,655	2,107	19,762
Woodland	5,741	1,443	542	794	8,520	562	9,082
TOTAL	136,067	36,900	22,419	37,011	232,397	22,955	255,352

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR APR 2019**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2019	2018	2019	2018			
Addison	8,470	8,603	32,482	29,056	3,426	12%	
Brooklyn	4,417	4,443	18,008	15,377	2,631	17%	
Carnegie West	11,581	11,078	43,638	40,226	3,412	8%	
Collinwood	7,773	6,118	26,327	22,619	3,708	16%	
East 131st	4,127	4,214	14,809	14,712	97	1%	
Eastman	16,202	16,254	62,346	56,630	5,716	10%	
Fleet	10,411	11,591	39,074	38,955	119	0%	
Fulton	9,388	9,059	32,758	33,146	-388	-1%	
Garden Valley	3,310	3,350	13,673	11,585	2,088	18%	
Glenville	8,368	1,076	30,047	6,723	23,324	347%	
Harvard-Lee	6,359	3,907	24,191	23,734	457	2%	
Hough	7,289	5,516	25,966	19,179	6,787	35%	
Jefferson	6,954	4,289	25,920	20,766	5,154	25%	
Langston Hughes	7,700	7,510	27,777	25,109	2,668	11%	
Lorain	7,157	2,081	25,458	11,374	14,084	124%	
Martin Luther King, Jr.	6,388	5,253	24,184	19,879	4,305	22%	
Memorial-Nottingham	11,704	12,263	45,411	43,211	2,200	5%	
Mt. Pleasant	4,743	3,970	16,504	13,950	2,554	18%	
Rice	11,848	9,607	45,772	34,236	11,536	34%	
Rockport	19,106	17,023	70,969	57,967	13,002	22%	
South	11,060	8,784	40,119	28,637	11,482	40%	
South Brooklyn	16,592	16,196	61,247	57,752	3,495	6%	
Sterling	6,120	4,511	21,793	15,808	5,985	38%	
Union	5,467	4,203	20,413	14,670	5,743	39%	
Walz	13,974	12,698	50,930	46,356	4,574	10%	
West Park	19,762	17,021	74,792	65,868	8,924	14%	
Woodland	9,082	7,321	32,435	25,198	7,237	29%	
TOTAL	255,352	217,939	947,043	792,723	154,320	19%	

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE APR 2019**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2019	2018	2019	2018		
Addison	4,024	4,557	15,548	17,242	-1,694	-10%
Brooklyn	3,046	2,946	12,182	11,229	953	8%
Carnegie West	7,162	8,845	30,402	33,140	-2,738	-8%
Collinwood	4,518	4,780	15,173	19,240	-4,067	-21%
East 131st	6,519	8,208	25,110	28,668	-3,558	-12%
Eastman	8,693	8,619	32,579	35,637	-3,058	-9%
Fleet	7,078	7,852	28,575	31,409	-2,834	-9%
Fulton	5,179	6,269	20,681	25,093	-4,412	-18%
Garden Valley	4,217	3,754	15,321	13,781	1,540	11%
Glenville	4,235	710	16,912	5,675	11,237	198%
Harvard-Lee	5,593	2,891	23,147	23,198	-51	0%
Hough	6,318	5,768	23,043	25,293	-2,250	-9%
Jefferson	4,967	2,758	17,147	14,325	2,822	20%
Langston Hughes	5,110	5,708	20,678	23,579	-2,901	-12%
Lorain	4,951	2,501	18,397	8,845	9,552	108%
Martin Luther King, Jr.	5,277	4,329	18,638	19,367	-729	-4%
Memorial-Nottingham	4,714	5,085	18,086	15,357	2,729	18%
Mt. Pleasant	3,213	3,318	11,580	12,942	-1,362	-11%
Rice	10,225	8,798	37,663	36,292	1,371	4%
Rockport	7,136	6,325	27,070	26,273	797	3%
South	6,319	4,564	18,121	18,171	-50	0%
South Brooklyn	10,733	11,766	42,756	37,215	5,541	15%
Sterling	6,978	6,022	28,783	26,882	1,901	7%
Union	6,954	6,399	22,750	22,789	-39	0%
Walz	6,240	7,753	23,672	29,623	-5,951	-20%
West Park	7,282	7,444	30,295	29,481	814	3%
Woodland	7,041	6,870	27,787	29,810	-2,023	-7%
TOTAL	163,722	154,839	622,096	620,556	1,540	0%

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS APR 2019**

Rank	Branch	Total Circulation	Attendance	Branch	Population	
					2010	2000
1	West Park	19,762	10,733	South Brooklyn	32,043	34,217
2	Rockport	19,106	10,225	Rice	27,814	29,398
3	South Brooklyn	16,592	8,693	Fleet*	26,727	34,598
4	Eastman	16,202	7,282	Eastman	23,674	25,873
5	Walz	13,974	7,162	Rockport	19,896	21,467
6	Rice	11,848	7,136	Fulton	19,647	22,575
7	Memorial-Nottingham	11,704	7,078	Rice	19,462	25,893
8	Carnegie West	11,581	7,041	Memorial-Nottingham	19,271	22,598
9	South	11,060	6,978	Harvard-Lee	17,655	21,246
10	Fleet	10,411	6,954	Walz	16,063	18,497
11	Fulton	9,388	6,519	Collinwood	14,769	19,377
12	Woodland	9,082	6,319	Langston Hughes	14,439	21,224
13	Addison	8,470	6,318	Glenville	14,006	20,302
14	Glenville	8,368	6,240	Addison	13,603	19,263
15	Collinwood	7,773	5,593	East 131st	13,025	18,001
16	Langston Hughes	7,700	5,277	Mt. Pleasant	12,792	17,155
17	Hough	7,289	5,179	Lorain	12,588	14,589
18	Lorain	7,157	5,110	Martin Luther King, Jr.	12,392	15,483
19	Jefferson	6,954	4,967	Carnegie West	10,487	11,716
20	Martin Luther King, Jr.	6,388	4,951	Union	8,416	12,603
21	Harvard-Lee	6,359	4,714	Sterling	8,267	8,712
22	Sterling	6,120	4,518	Woodland	7,946	7,213
23	Union	5,467	4,235	South	6,325	7,729
24	Mt. Pleasant	4,743	4,217	Hough	5,667	7,845
25	Brooklyn	4,417	4,024	Brooklyn	5,524	6,430
26	East 131st	4,127	3,213	Jefferson	3,515	3,987
27	Garden Valley	3,310	3,046	Garden Valley	2,310	3,220
		255,352	163,722	Broadway*	1,966	1,966
					388,323	473,177

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

*Broadway and Fleet service areas merged

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**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR APR 2019**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
CLEVNET	74,539	47,209	290,835	234,424	24%
Other Libraries	538	441	2,017	1,973	2%
TOTAL	75,077	47,650	292,852	236,397	24%

*Totals included in Main Library and Branch circulation counts

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Projected	13,276	11,835	55,353	57,201	-3%
Mail and Email Reference	642	329	2,455	1,176	109%
Interlibrary Loan Requests	1,059	953	3,777	4,202	-10%
TOTAL	14,977	13,117	61,585	62,579	-2%

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
New Titles Added	5,940	4,293	21,396	17,030	26%
Total Items Added	21,695	19,434	83,311	80,517	3%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Main Library	208	200	800	800	0%
Branches	5,990	5,945	22,873	22,899	0%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Downloads	11,330	12,949	49,740	46,991	6%
Users	640	636	2,626	2,611	1%

Included in circulation activity