

CLEVELAND PUBLIC LIBRARY  
 Minutes of the Regular Board Meeting  
 February 21, 2019  
 Trustees Room                      Louis Stokes Wing  
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,  
 Mr. Parker, Ms. Washington (departed, 12:43  
 p.m.)

Absent: Mr. Corrigan, Mr. Hairston

Ms. Rodriguez called the meeting to order at 12:06 p.m.

**Approval of the Minutes**

Ms. Rodriguez moved approval of the Regular Board Meeting & Organizational Meeting of 1/17/19 and Finance Committee Meeting of 1/15/19. Mr. Parker seconded the motion, which passed with four in favor and one abstention by Ms. Washington.

**COMMUNICATIONS**

Director Thomas acknowledged a letter from Patricia McGinty, Teacher Grade-2, St. Mark School, expressing gratitude for the partnership the Library shares with St. Mark School.

Ms. Rodriguez acknowledged Yanela Sims, State Director, Ohio Local 1 SEIU, who stated that Royce officers at CPL facilities have joined a city-wide movement of security officers, building owners, security providers and community leaders who are working together to create good security jobs across Cleveland and strengthen our communities. Our goal is to raise standards in the security industry by increasing professionalism and training, improving wages and benefits and developing career opportunities for security officers. We are addressing the CPL Board of Trustees to highlight the importance of responsible contracting - and the particular importance of raising job standards for contracted security officers who protect our city's most sensitive facilities.

REGULAR BOARD  
 MEETING &  
 ORGANIZATIONAL  
 MEETING OF  
 1/17/19; and  
 FINANCE  
 COMMITTEE  
 MEETING OF  
 1/15/19  
 Approved

LTR. FROM:  
 PATRICIA  
 MCGINTY, ST.  
 MARK SCHOOL  
 Acknowledged

Ms. Sims stated that an estimated 32 Royce employees serve as security officers at CPL branches around the city. Between December 2018 and February 2019, roughly half of Royce CPL security officers participated in a survey about their wages, hours and working conditions.

Ms. Sims stated that she is attending today's Board Meeting to present survey findings and urge the Board to act quickly and decisively to raise standards for its contracted security officers, by committing to adopt a responsible contracting policy and supporting the right of Royce officers at Cleveland Public Library to form a union.

After thanking Ms. Sims for her comments, Ms. Rodriguez acknowledged Reverend Pamela Pinkney-Butts who thanked Director Thomas and the Board for the opportunity to audio record vocal renditions of several songs at South branch. Reverend Pinkney-Butts especially thanked Aaron Mason, Director of Outreach & Programming Services, for his hospitality and support for this project.

Ms. Rodriguez thanks Reverend Pinkney-Butts for her comments.

#### **FINANCE COMMITTEE REPORT**

Mr. Seifullah presented the following report.

#### **Resolution to Accept Gifts for the Month of January**

(See page 381)

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

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

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

RESOLVED, That the gifts described in the Gift Report for January of 2019 be accepted upon the conditions

RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTH  
OF JANUARY  
2019

Approved

connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Resolution to Advance Cash from the General Fund to the MyCom Fund

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

WHEREAS, **Ohio Revised Code** Section 5705.14 provides for the transfer and advance of funds from the General Fund to other funds; and

WHEREAS, Libraries generally do not follow ORC Section 5705 for budgetary compliance, so the Library looks to the Auditor of State Bulletin 1997-003 to provide guidance pertaining to the accounting treatment for inter-fund cash advances; and

WHEREAS, On January 17, 2019, the Library Board of Trustees accepted the grant from the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) for MyCom out-of-school time transitions programs. Starting Point will reimburse the Library on a monthly basis in a total amount not to exceed \$75,000; and

WHEREAS, A cash advance from the Library's General Fund to the MyCom Fund is a desirable method of resolving cash flow problems without the necessity of incurring additional interest expense for short-term loans and to provide the necessary "seed" for grants that are allocated on a reimbursement basis; now therefore be it

RESOLVED, That the Library Board of Trustees authorizes that the General Fund advance cash in the amount of \$75,000 to the MyCom Fund for the same purposes for which the funds were established, and for which repayment in an equal amount is made within a year.

Second Amendment to the Year 2019 Appropriation

(See pages 382-387)

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

RESOLUTION TO  
ADVANCE CASH  
FROM THE  
GENERAL FUND  
TO THE MYCOM  
FUND

Approved

SECOND  
AMENDMENT TO  
THE YEAR 2019  
APPROPRIATION

Approved

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

WHEREAS, It is now deemed necessary to amend the Year 2019 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated February 13, 2019; and

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

RESOLVED, That the sums indicated on the attached Second Amendment to the Year 2019 Appropriation Schedule be approved.

Resolution to Approve the Use of Lockwood Thompson Endowment Funds for International Travel

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

WHEREAS, The terms and conditions of the Lockwood Thompson Endowment provide that the income be used for "the purchase of books or periodicals in the field of Fine Arts, or to defray expenses of employees of the Library while attending conventions deemed by the Director and the Board of Trustees of the Library to be beneficial to the Library's aims and purposes"; and

WHEREAS, The Library Director supports and approves the request for time and expenses from Lan Gao, senior subject department librarian of the Youth Services department, to attend the International Federation of Library Associations and Institutions ("IFLA") World Library and Information Congress Annual Conference to be held in Athens, Greece, August 22 through August 30, 2019. Lan Gao serves on IFLA's standing committee as the Information Coordinator and reports back to the American Library Association; and

RESOLUTION TO APPROVE THE USE OF LOCKWOOD THOMPSON ENDOWMENT FUNDS FOR INTERNATIONAL TRAVEL  
Approved

WHEREAS, The Library Director also supports and approves the request for time and expenses from Jeremiah Swetel, Chief Operations Officer, to attend the Next Library 2019 Conference to be held in Arhaus, Denmark, May 30 through June 7, 2019, as the Library is currently engaged in the facilities master planning process and this event is an international gathering of forward-thinking library professionals, innovators and decision-makers who are pushing boundaries and making changes that support learning in the 21st century; and

WHEREAS, The total conference estimated costs to be incurred by Lan Gao and Jeremiah Swetel total \$3,297 and \$4,360 respectively, which includes air and ground transportation, lodging, meals and registration; and

WHEREAS, The Library Director deems this travel request beneficial to the Library's aims and purposes and the Board of Library Trustees has approved the appropriation measure for the Thompson permanent fund (510), which includes this travel expense; now therefore be it

RESOLVED, The Board of Library Trustees authorize the Fiscal Officer to use Lockwood Thompson Endowment funds to defray the costs in the amount not to exceed \$3,297, incurred by Lan Gao for the IFLA World Library and Information Congress Annual Conference and \$4,360, incurred by Jeremiah Swetel for the Next Library 2019 Conference, charged to account 51015103-53100 (Travel) deemed beneficial to the Library's aims and purposes.

Resolution to Enter Into Agreements and/or Establish Funding Requests for Telecommunication Services for the E-Rate Funding Year 2019: 07/01/2019 through 06/30/2020

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

WHEREAS, The Schools and Libraries Program of the federal Universal Service Fund makes discounts available to eligible schools and libraries for telecommunication services, Internet access, and internal connections; and

WHEREAS, The Program is intended to ensure that schools and libraries have access to affordable telecommunications and information services; and

RESOLUTION TO  
ENTER INTO  
AGREEMENTS  
AND/OR  
ESTABLISH  
FUNDING  
REQUESTS FOR  
TELECOMMUNI-  
CATION  
SERVICES FOR  
THE E-RATE  
FUNDING YEAR  
2019

Approved

WHEREAS The Schools and Libraries Program reimburses telecommunications, Internet access, and internal connections providers for discounts on eligible services provided to schools and libraries. While schools and libraries apply for these discounts, the Universal Service Administrative Company (USAC) works in conjunction with service providers to make sure these discounts are passed on to program participants; and

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

WHEREAS, On January 3, 2019, the Cleveland Public Library filed an FCC Form 470: Description of Services Requested and Certification Form as required for participation in the discount program. The posting of an FCC Form 470 begins the required 28-day competitive bidding process; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes Library management to pursue all possible discounts available through the School and Libraries Universal Service Discount Program and to establish funding requests by filing the FCC Form 471, including those in excess of \$25,000; and be it further

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee, to execute agreements, subject to the approval of the Chief Legal Officer, for telecommunication services, including those in excess of \$25,000; to be charged to the 53210 Telecommunications object in the General, CLEVNET, OLBDP, and Judd funds.

Resolution Authorizing Amendment to Preliminary Agreement with JKURTZ Architects LTD for the Martin Luther King, Jr. Branch of The Cleveland Public Library

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

WHEREAS, On June 15, 2018, the Board of Trustees of the Cleveland Public Library approved the selection of SO-IL + JKURTZ as the top-ranked, most qualified firms to

RESOLUTION  
AUTHORIZING  
AMENDMENT TO  
PRELIMINARY  
AGREEMENT  
WITH JKURTZ  
ARCHITECTS  
LTD FOR THE  
MARTIN LUTHER  
KING, JR.  
BRANCH OF THE  
CLEVELAND  
PUBLIC  
LIBRARY  
Approved

provide design services for the design and construction of the new Martin Luther King, Jr. Branch, and authorized the Executive Director to enter into negotiations for an agreement; and

WHEREAS, On August 9, 2018, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a preliminary agreement in an amount not-to-exceed \$110,025, including reimbursable expenses, with SO-IL + JKURTZ to perform research, feedback, and development coordination phase. Additionally, SO-IL + JKURTZ agreed to credit the Library 50% of their fee charged for the preliminary agreement toward the cost of schematic design; and

WHEREAS, The Library is in the process of negotiating a final architect agreement with SO-IL and JKURTZ, and the Library estimates that negotiations will be complete in time to present an agreement for this Board's approval at the March 2019 Board meeting; and

WHEREAS, The Library has paid SO-IL + JKURTZ \$88,400 in fees for work performed under the preliminary agreement and is, therefore, entitled to a \$44,200 credit toward the cost of schematic design; and

WHEREAS, The Library desires to amend the preliminary agreement to include schematic design services performed through March 31, 2019 and to increase the contract amount of the preliminary agreement in an amount not-to-exceed \$44,200 to allow the Library and SO-IL + JKURTZ to continue working on the design of the new Martin Luther King, Jr. branch while negotiating the architect agreement; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the preliminary agreement with SO-IL Office Ltd. and/or JKURTZ Architects Ltd., to increase the fee in an amount not-to-exceed \$44,200 and expand the scope of work, upon such terms and conditions as are approved by the Library's Chief Legal Officer, with the expenditure being applied against the credit owed to the Library by SO-IL + JKURTZ under the terms of the preliminary agreement.

RESOLUTION  
AMENDING  
MASTER  
PLANNING  
AGREEMENT  
WITH BIALOSKY  
AND PARTNERS  
ARCHITECTS,  
LLC

Approved

Resolution Amending Master Planning Agreement with  
Bialosky and Partners Architects, LLC

(See pages 388-390)

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

WHEREAS, On June 19, 2018, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement with Bialosky and Partners, Architects, LLC ("Bialosky") to prepare a facilities master plan for a fee of \$781,904; and

WHEREAS, The Library has requested that Bialosky prepare additional architectural renderings, perform a real estate assessment, and conduct a façade inspection of the Main Library as described in the three separate proposals attached hereto and which are outside of the scope of the agreement approved by this Board in June of 2018; and

WHEREAS, The total fee for the additional renderings, real estate assessment, and façade inspection is \$99,750. However, Bialosky's contract needs only to be increased in the amount of \$92,290 as the conceptual design services included in the original agreement are expected to cost \$7,460 less than initially anticipated; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the agreement with Bialosky and Partners, Architects, LLC, in an amount not-to-exceed \$92,290, bringing the total contract price to \$874,194, upon such terms and conditions as are reviewed and approved by the Library's Chief Legal Officer, with the expenditure being charged to the General fund account 12100053-53710 (Professional Services).

Resolution Amending Agreement with June Garcia, LLC for  
Consulting Services

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

RESOLUTION  
AMENDING  
AGREEMENT  
WITH JUNE  
CARCIA, LLC  
FOR  
CONSULTING  
SERVICES

Approved



WHEREAS, On June 19, 2018, the Library entered into an agreement with June Garcia, LLC, in an amount of \$8,400 plus travel expenses, to attend meetings with the Library and to begin the preliminary steps of assisting the Library with planning and service modeling in connection with the master planning process; and

WHEREAS, On October 18, 2018, the Board of Library Trustees authorized the Library to enter into an agreement with June Garcia, LLC in an amount not-to-exceed \$50,000 for consulting services focusing on collections, developing a library symposium, and assisting with the development of a new service model; and

WHEREAS, The Library has asked June Garcia, LLC to perform more hours of work than initially anticipated, and therefore, desires to amend its agreement with June Garcia, LLC to continue to provide consulting services as the Library continues to move forward with the master planning process and development of a new service model; and

WHEREAS, June Garcia has proposed to provide additional consulting services to the Library for an additional amount not-to-exceed \$75,000, bringing the total amount of the agreement to an amount not-to-exceed \$125,000; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to amend the agreement with June Garcia, LLC, for on-going consulting services through 2019 for an additional \$75,000, bringing the total cost of the agreement to an amount not-to-exceed \$125,000 which shall be charged to General Fund Account 12100053-53710 (Professional Services) and which agreement shall be subject to the review and approval of the Chief Legal Officer.

Resolution Authorizing Agreement with C.T. Consultants, Inc. for Improvement of Eastman Reading Garden

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

RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH C.T.  
CONSULTANTS,  
INC. FOR  
IMPROVEMENT  
OF EASTMAN  
READING  
GARDEN  
Approved

WHEREAS, The Eastman Reading Garden has been a fixture of the Main Library since it first opened to the public as an outdoor reading garden on July 8, 1937; and

WHEREAS, The Eastman Reading Garden underwent a complete re-design during the construction of the Louis Stokes Wing, and was re-dedicated on September 18, 1998; and

WHEREAS, In preparation for the year-long celebration of the Library's 150<sup>th</sup> anniversary, the Library Administration desires to make improvements to the Eastman Reading Garden and to restore it to its condition when it reopened in 1998; 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; and

WHEREAS, Pursuant to Ohio Revised Code Section 153.71, when the estimated cost of professional design services for a particular project will be less than \$50,000, the Cleveland Public Library may select a professional design firm from among the design firms with statements of qualifications on file; and

WHEREAS, The Library has determined that C.T. Consultants, Inc. ("C.T.") is the most qualified firm among the firms on file to perform landscape architecture services for the Eastman Reading Garden; and

WHEREAS, C.T. has proposed to work with the Library to prepare plans, locate and evaluate site furnishings, signage, update irrigation, study new lighting designs, and assist with bidding and construction administration for a total cost not-to-exceed \$50,000; now therefore be it

RESOLVED, The Board of Library Trustees authorize the Fiscal Officer to use Beard Endowment funds in the amount not-to-exceed \$50,000, charged to account

50321003-53390 (Landscaping), deemed beneficial to improve the Library's Eastman Reading Garden; and be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute an agreement with C.T. Consultants, Inc., subject to the approval of the Chief Legal Officer, for the landscape architecture services described in C.T.'s proposal, for a total contract price not-to-exceed \$50,000.

Ms. Butts asked why this was discussed with a consultant rather than landscaping firms.

Jeremiah Swetel, Chief Operating Officer, stated that CT Consultants recently acquired Coarse Landscape Architecture approximately 15 months ago. That team came over with C.T. Coarse Landscape Architecture is a reputable landscaping firm that offered the best value for the design to the Library.

Resolution Announcing Construction Manager at Risk for the Martin Luther King, Jr. Branch Determined to Be Best Value and Authorizing Agreements

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

WHEREAS, On August 29, 2016, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a development agreement with UC City Center LLC ("UC3") for the development and relocation of the Martin Luther King, Jr. branch; and

WHEREAS, Under the development agreement, UC3, as the owner of the land on which the new MLK branch will be built, will hold the contract with the construction manager approved by the Library, and the Library will have the right to direct both UC3's and the construction manager's performance and to oversee administration of the agreement for construction management services; and

WHEREAS, On November 15, 2018 and November 29, 2018, the Library placed an ad in the Cleveland Plain Dealer requesting statements of qualifications for construction manager at risk services in connection with the new Martin Luther King, Jr. branch. On December 17, 2018, statements of qualification were submitted to the

RESOLUTION  
ANNOUNCING  
CONSTRUCTION  
MANAGER AT  
RISK FOR THE  
MARTIN LUTHER  
KING, JR.  
BRANCH  
DETERMINED  
TO BE BEST  
VALUE AND  
AUTHORIZING  
AGREEMENTS  
Approved

Library from the following construction manager firms: The Albert M. Higley Co., LLC; Turner Construction Company; Regency Construction Services, Inc.; Cleveland Construction, Inc.; Donley's, Inc.; Ozanne Construction Company, Inc.; Panzica Construction Co.; AECOM Technical Services, Inc.; Greenspace Construction Services, LLC and RFC Contracting, LLC; and

WHEREAS, The Cleveland Public Library established an evaluation committee and authorized the evaluation committee to evaluate the statements of qualifications and to select no fewer than three firms which it considered most qualified. The evaluation committee met on January 4, 2019 and, utilizing evaluation criteria and a scoring method established prior to the announcement of the requests for qualifications, selected the following five construction manager firms as the most qualified for its short list: Donley's, Inc.; Ozanne Construction Company, Inc.; Panzica Construction Co.; Turner Construction Company; and Regency Construction Services; and

WHEREAS, On January 9, 2018, the Library issued a Request for Pricing and Technical Proposal to the five short-listed firms, requiring that proposals be submitted to the Library by January 30, 2019 at 12 noon; and

WHEREAS, Proposals were timely received on January 30, 2019, and on February 11<sup>th</sup> and 13<sup>th</sup>, the evaluation committee interviewed all five short-listed firms. The evaluation committee then met on February 15, 2019 to evaluate and score the technical qualifications. Price proposals were evaluated separately and then combined with the technical proposal to determine the best value based on a weighted comparison of qualifications to price; and

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

- |            |                 |
|------------|-----------------|
| 1) Panzica | \$ 902,516.00   |
| 2) Turner  | \$ 1,147,572.00 |
| 3) Donley  | \$ 1,324,724.00 |
| 4) Regency | \$ 1,422,853.00 |
| 5) Ozanne  | \$ 1,943,516.00 |

Now therefore be it

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

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees to enter into negotiations with UC3 (as the Library's limited agent) and Panzica Construction Co. for a construction management at risk contract in accordance with the requirements of Ohio Revised Code Section 9.334. If the Library fails to negotiate a construction management contract with the highest ranked firm, then it shall proceed in accordance with Ohio Revised Code Section 9.334; be it further

RESOLVED, That upon completion of negotiations, the Executive Director is authorized to execute the contract on behalf of the Library and direct UC3, as the Library's limited agent, to execute a contract with Panzica Construction Co, in an amount not to exceed \$902,516.00 which shall be paid from the funds budgeted for the new Martin Luther King, Jr. branch as approved by this Board. Should the Executive Director or his designees terminate negotiations with Panzica Construction Co. pursuant to Revised Code Section 9.334, then the Executive Director is hereby authorized to direct UC3 to enter into an agreement with the second most qualified firm and so on according to the procedure set forth in Revised Code Section 9.334. The contract with the construction manager at risk is subject to approval of the Chief Legal Officer; be it further

RESOLVED, That the Board authorizes the Executive Director to negotiate and execute a Construction Agency Agreement with UC3 to set forth its role as a limited agent of the Library, and such other agreements and instruments, including those in excess of \$25,000, as may be necessary to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

Jeremiah Swetel, Chief Operating Officer, introduced the following members of Panzica's project team who were available to answer any questions that Board may have had: Bill Davis, Vice President of Construction; Mark Panzica, Executive Vice President, Panzica Construction; and Adam Parker, Project Manager.

Ms. Butts noted that Panzica's low bid was almost half compared to the bids provided by the some of the other construction companies and asked for an explanation on how they would meet the Library's requirement for diversity and inclusion.

Mr. Davis stated that there is a two-fold process. Panzica makes effort to attract MBE, FBE and SBE participation throughout the pre-construction process to generate interest. In addition, contact is made contacting the workforce through Greater Cleveland Partnership, Cleveland Building Construction Trade Council and Chamber of Commerce to generate interest to get the workforce as high as possible.

Ms. Butts asked if the current amount of construction will continue in Cleveland for the next 3 years and noted that some may not need the work at this time.

Mr. Davis stated that the forecast for construction in Ohio seems pretty strong. However, Panzica has many good relationships with subcontractors and the Building Trades. Panzica will do its best to make this opportunity attractive to subcontractors.

Ms. Butts stated that whenever we see such a disparity between the low bidder and the high bidder, we are concerned about the amount of cost overruns there could be in the future. Ms. Butts stated that the Board will monitor Panzica regarding these concerns throughout the project.

Mr. Davis stated that with past experience, Panzica has what it takes to do this type work and is confident that it is able to pool these services. The next step will be to get the GMP budget established.

Mr. Swetel shared the following examples of Panzica's past performance with MBE, FBE and SBE workplace participation:

- Cleveland Museum of Art  
Contracting: 22% MBE, 10% FBE;  
Workforce: 17% minority, 6% female
  
- Collinwood Recreation Center  
Contracting: 17% MBE, 9% FBE;  
Workforce: 13% minority, 1% female

Mr. Swetel stated that Panzica is meeting, and in some cases, exceeding workforce goals for the City of Cleveland requirements. We are confident that as we begin the process we will establish a schedule for the outreach program for getting subcontractors and Minority Owned Businesses involved, we will exceed City requirements. Also during that process, with the Capital Committee, we hope to establish our own policies and procedures for MBE, FBE and SBE workforce and contracting requirements.

Mr. Swetel stated that we are excited about the leverage that Panzica Construction has in Northeast Ohio as they know everyone. While working in concert with Panzica and the Capital Committee, we will be able to establish a well thought out and mindful approach to diversity inclusion at Cleveland Public Library.

Ms. Washington acknowledged Panzica's commitment to meet City MBE and FBE goals and ask for clarification on the company's personal commitment on how to achieve those goals.

Mr. Davis stated that diversity and inclusion is not just a requirement; it is a mindset which is applied to almost every project. Panzica looks for opportunities for subcontractors to partner, grow and succeed with.

After Mr. Davis shared two examples of current mentor/protege relationships that Panzica is undertaking: (1) AKA Contracting; an MBE/FBE contracting firm who is working on projects at Tri-C and Cleveland Public Schools where she is working as a part of Panzica's CM staff; and (2) *Adrian Maldonado &*

Associates, a Hispanic organization who is working with Panzica out of Berea.

Mr. Davis stated that Panzica stays mindful to embrace opportunities to help MBE/FBE grow. By working together, they will be able to go on their own and we will be able to assist them.

Mr. Davis stated that this relationship has worked well and Panzica is looking for others to help increase their capacity and support.

Ms. Rodriguez thanked the Panzica representatives for attending the Board Meeting.

Resolution Authorizing Agreement with Cleveland State University for America Reads Tutoring Services

(See page 391-392)

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

WHEREAS, The Cleveland Public Library has contracted with Cleveland State University to provide student tutors for America Reads tutoring services at various branches every year since 2012; and

WHEREAS, America Reads tutors help children in grades kindergarten through eighth grade by providing tutoring and homework help in math, science, history, and language arts; and

WHEREAS, In 2018, America Reads tutors provided tutoring services at eleven branches for three hours each day from Monday through Thursday; and

WHEREAS, Cleveland State University has proposed to provide tutoring services for the Library at the same level as 2018 for the period beginning February 1, 2019 and ending December 31, 2019 for a total cost of \$75,000; and

WHEREAS, Tutoring services are an essential service that the Library provides to the community, and therefore, the Library desires to enter into an agreement with Cleveland State University to provide

RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH  
CLEVELAND  
STATE  
UNIVERSITY FOR  
AMERICA READS  
TUTORING  
SERVICES  
Approved



tutoring services for the period beginning retroactively on February 1, 2019 and ending on December 31, 2019; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or his designee to enter into an agreement with Cleveland State University for America Reads tutoring services from February 1, 2019 through December 31, 2019 in an amount not to exceed \$75,000, with such expenditures to be charged to the Founders Fund account 20380103-53710 (Professional Services), and which agreement shall be subject to the approval of the Chief Legal Officer.

Resolution Authorizing Publication of Request for Qualifications for Design Services for Master Plan Projects

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

WHEREAS, On June 19, 2018, the Board of Library Trustees authorized the Library to enter into an agreement with Bialosky and Partners, Architects, LLC for architectural design services for the creation of a facilities master plan; and

WHEREAS, Bialosky is nearing completion of the facilities master plan, and the Library anticipates spending approximately \$60 million remodeling or constructing branches during the first phase of implementing the master plan. The Library will present the phase one projects to this Board for approval; and

WHEREAS, The Library Administration has determined that it is in the Library's best interest to begin requesting statements of qualifications from architectural and engineering firms while the Library determines how to implement the master plan, as doing so will position the Library to ensure that the individual projects correspond to the scheduling and spend down requirements of the anticipated bond issue; and

WHEREAS, The Library Administration anticipates that the cost of the professional design fees for performing the first phase of the master plan project will be in excess of \$50,000; and

RESOLUTION  
AUTHORIZING  
PUBLICATION OF  
REQUEST FOR  
QUALIFICATIONS  
FOR DESIGN  
SERVICES FOR  
MASTER PLAN  
PROJECTS  
Approved

FISCAL  
OFFICER'S  
REPORT

Submitted

WHEREAS, Pursuant to Ohio Revised Code Section 153.71, when the estimated cost of professional design services for a particular project will be greater than \$50,000, the Cleveland Public Library is required to follow the qualifications process set forth in Revised Code Sections 153.66 through 153.70 for selection of an architect and engineer; now therefore be it

REPORT ON  
INVESTMENTS

Submitted

RESOLVED, The Board of Library Trustees hereby authorizes the Executive Director, CEO or his designee to advertise for statements of qualifications in accordance with Ohio Revised Code Section 153.67 for design services for implementing the first phase of the master plan.

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES

Submitted

Fiscal Officer's Report

(See pages 393-402)

Report on Investments

(See page 403)

Report on Conference and Travel Expenditures

(See page 404)

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 Safe, Warm and Dry Construction Project

(See pages 405-410)

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

(See page 411)

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 Lakeshore Facility Roof Replacement Project

(See page 412)

REPORT ON  
EXPENDITURES  
MADE FROM  
THE OWNER'S  
CONTINGENCY  
FUND FOR  
LAKESHORE  
FACILITY ROOF  
REPLACEMENT  
PROJECT

Submitted

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Hairston's absence, Mr. Parker presented the following report.

Regular Employee Report

(See pages 413-417)

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

Report on Paid Sick Time Used by the Month

(See page 418)

Employee Demographics(EEO-4)Report

(See page 419)

Insurance Summary Report

(See page 420)

**COMMUNITY SERVICES**

In Mr. Corrigan's absence, Ms. Washington submitted the following report.

Amendment to Fines and Fees Schedule

(See page 421)

Ms. Washington moved approval of the following resolution. Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

WHEREAS, The State Auditor requires that the fines and fees assessed by Cleveland Public Library be approved by the Board of Library Trustees; and

WHEREAS, The Fines and Fees Schedule ("Schedule") is revised and updated, as needed, to align with the Library's vision, mission, values, and strategic priorities; and

WHEREAS, If Cleveland Public Library is to actualize its mission as the center of learning for a diverse and inclusive community, the Library must commit to

REGULAR  
EMPLOYMENT  
REPORT  
Approved

REPORT ON  
PAID SICK  
TIME  
Submitted

EMPLOYEE  
DEMOGRAPHI  
CS (EEO-4)  
REPORT  
Submitted

INSURANCE  
SUMMARY  
REPORT  
Submitted

AMENDMENT  
TO FINES AND  
FEES  
SCHEDULE  
Approved

advancing social equity by designing a more just library system; and

WHEREAS, The hallmark of a just library system is one that identifies barriers to access and strives to reduce them; and

WHEREAS, This library system has long recognized that overdue fines hurt the community's most vulnerable populations and create barriers to learning which led to the ban on overdue fines on children's materials and the subsequent ban on overdue fines for seniors, homebound patrons, and disabled patrons, decades before other large library systems even considered such policy changes; and

WHEREAS, Public services staff who witness the disproportionate impact of overdue fines on adults with low incomes are asking for a policy revision so as to level opportunity for this last remaining group of patrons; and

WHEREAS, Rather than imposing fines for overdue circulating items, the Library will defer to its existing procedure of blocking the accounts of patrons who have materials overdue by a designated number of days, as set by the Leadership Team; now therefore be it

RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective July 27, 2019, and celebrated at the CPL150 Street Festival.

MONTHLY  
ACTIVITY  
REPORT  
Submitted

Monthly Activity Report

(See pages 422-427)

Ms. Washington submitted the Monthly Activity Report for review.

BUILDING  
STATUS  
UPDATE  
Presented

Building Status Update

Jeremiah Swetel, Chief Operating Officer, stated that we are moving through the closeout process for Safe, Warm and Dry and South Branch with no complication.

Safe, Warm and Dry Update

The Safe, Warm and Dry Update was included in the Building Status Update.

Advocacy Taskforce Update

Although there was no Advocacy Taskforce Update, Ms. Johnson Thomas provided a Foundation Update.

Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, thanked Mr. Hairston, in his absence, for the introduction to Michelle Gilchrist, Governor Mike DeWine's Office.

Ms. Johnson Thomas invited the Board to attend the State of the Library on February 27 at the City Club of Cleveland and the Elected Officials Breakfast on March 29 at South Branch. 48% of the total funding for Ohio's libraries come from State PLF fund. This breakfast will help cultivate and promote relationships with State legislators and local elected officials and provide an opportunity for the Library to talk about its important work that impacts local communities.

Ms. Johnson Thomas thanked the Board for their attendance at the CPL150 Host Committee Kick Off Breakfast on February 20 and stated that over 100 people were in attendance with representation from the business and nonprofit communities as well as elected officials.

Various Trustees expressed appreciation to Ms. Johnson Thomas and her staff for their hard work that resulted in a successful CPL150 Host Committee Kick Off Breakfast.

Director Thomas stated that the Foundation brought in nearly \$100,000 through sponsorships for the Gala.

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas announced **Brenda McIntyre**, Materials Processing Technician at Lake Shore, as this year's winner of the **WOW! Cornerstone award**. The members of the WOW Award Committee are

SAFE, WARM &  
DRY UPDATE  
Presented

ADVOCACY  
TASKFORCE  
UPDATE  
Presented

FOUNDATION  
UPDATE  
Presented

DIRECTOR'S  
REPORT  
Presented

Melinda Graves, Peter London, Tracey Josey-Allen, Barbara Satow, Heidi Strickland, Yari Rodriguez and Marcie Williams.

Director Thomas introduced Dr. Sadie Winlock at Director of Equity & Inclusion Initiatives.

Dr. Winlock shared with the Board a brief synopsis of her background and experience and stated that she looked forward to her work with the Library in this capacity.

After the Director reminded the Board about the State of the Library at the City Club on February 27, 2019, he announced Ms. Washington's presentation on Non Profit Advocacy tonight at Case Western Reserve University; played the Cleveland Public Library sizzle reel prepared by Dix & Eaton; and displayed the new CPL150 lapel pins.

Finally, Director Thomas stated that the State of the Library will be live-streamed and available to be viewed at all branch libraries. Kits will be distributed to all branches that will include lapel pins, microwave popcorn, tickets and other information.

Director Thomas thanked Tana Peckham, Chief Marketing & Communications Officer for her work to ensure that the State of the Library is made available throughout the system.

### **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**

#### **Cleveland Print Room**

Fine Arts staff hosted a class from the Cleveland Print Room on January 26<sup>th</sup> on how to do research on artists for an exhibition. Ten students participated and working on Library provided laptops. The Cleveland Print Room offers youth programs to foster self-expression and community engagement.

#### **Genealogy at CPL**

The Genealogy and Family History Research Clinics was held on January 12<sup>th</sup>. The Center for Local and Global History hosted the African American Genealogical Society of Cleveland as they helped patron looking for genealogical assistance.

#### **Harmony for Hunger**

The Harvest for Hunger Committee of the Cleveland Public Library, hosted a karaoke night at The Happy Dog on Detroit Ave. The event brought in about 150 people and raised over \$1,200 for the Harvest for Hunger campaign.

#### **Knitting at PAL**

The knitting group held one meeting on January 9<sup>th</sup>. Ten people attended and a group project was introduced. The project involves collaborating with other Warm Up Cleveland groups to make baby blankets for Metro Hospital's birthing unit.

#### **Sports Icon Interview**

Library Assistant Pete Elwell organized and hosted a Sports Icon Interview series taping of Dan Coughlin and Big Ten referee Ben Bova.

#### **Tax Season**

Once again, the Government Documents Department is assisting with tax questions. Business, Economics, and Labor Librarian Susan Mullee coordinated the delivery of City of Cleveland tax packets, State of Ohio instruction booklets, and federal IRS forms and instructions. Government Documents will be distributing the forms as well as answering questions from both patrons and branch staff.

**Youth Services Programing**

Children's Librarian Eric Hanshaw provided two Dungeons & Dragons programs for tweens and teens called Afternoon Adventures, and had 7 participants across both programs.

**CPL Puppetry Initiatives**

Senior Librarian Lan Gao and Outreach and Programming Library Assistant Melanie McCarter attended Puppetry Guild of Northeastern Ohio (PGNO) monthly meeting on January 27<sup>th</sup>. They discussed the opening of our puppetry exhibit on World Day of Puppetry, March 23<sup>rd</sup>. Also, regular monthly puppet shows are planned and contracts will be prepared and executed upon final budget approval. The puppetry related programming will allow the schools and organizations bring more students and educators visiting the library and having an enriching experience.

**Main Library Tours and School Visits**

Special Collections Librarians Stacie Brisker, Ray Rozman, and Pam Eyerdam gave a presentation on the *John G. White Collection* for seniors of Judson Park on January 9<sup>th</sup>. The 35 attendees observed a presentation and several items from the collection.

Special Collections staff hosted the Cleveland State University Urban Studies class (Natural History of Cleveland) on January 26<sup>th</sup>. The class initially met in the CDPL, had a tour of Library facilities that included the Photograph and Map Collection, TechCentral and Special Collections. There were 25 students.

International Language Manager Milos Markovic conducted tour for 42 seniors from St. Raphael Parish in Bay Village.

Youth Services Department staff hosted tours for the schools and groups with a total attendance of about 200 students and educators from Whitney Young, Harvey Rice, Orchard STEAM, FDR, and Lincoln Elementary School. Among them, 130 students from Harvey Rice, Orchard STEAM, and FDR attended Special Multi-Cultural Program hosted at the library on January 18<sup>th</sup>.



## **Main Library Book Clubs**

### **Brew Pub Book Clubs**

The Brew Pub Book Clubs moved to a new location this year. Hosting the two monthly discussions is Nobel Beast Brewing Co. on Lakeside Ave.

Center for Local and Global History Manager Olivia Hoge hosted the Breads, Books, and Beer book discussion on January 9<sup>th</sup>. Participants discussed *How We Get Free Black Feminism and the Combahee River Collective* edited by Keeanga-Yamahtta Taylor. General Research Collections Manager Don Boozer and Science and Technology Library Assistant Peter London kicked off 2019's Books on Tap discussion group with attendees talking about *My Beer Year* by Lucy Burningham.

### **Brown Bag Book & Movie Club**

CLGH Librarian Terry Metter held a Brown Bag Book and a Movie Club program. Mr. Metter and patrons discussed *All the President's Men* by Carl Bernstein and Robert Woodward and the film based on the book was screened after the discussion.

### **Award-Winning Book Club**

Literature Library Assistant Michael Haverman hosted his monthly "Award-Winning Book Club" on January 8<sup>th</sup>. He and three patrons discussed the *The Plauge of Doves* by Louise Erdrich.

### **Get Graphic! Book Club**

Literature Library Assistant Nick Durda hosted along with Valentino Zullo the Get Graphic program on January 3<sup>rd</sup> on the book *Black Hole* by Charles Burns; eight patrons attended. Library Assistant Michael Haverman guest hosted the second Get Graphic with Valentino Zullo. They discussed *Killing and Dying* by Adrian Tomine with 11 patrons.

### **Cleveland Public Poetry**

Literature Librarian Evone Jeffries hosted the open mic reading series featuring local poet E. F. Schrader. Ten patrons attended on January 19<sup>th</sup>.

**Main Library Blogs**

Literature Librarian Evone Jeffries published one article for the Ohio Center for the Book website.

**Main Library Outreach**

Library Assistant Lisa Sanchez hosted a story time at Carnegie West Branch with child psychologist Dr. Shereen Nassur. On January 12<sup>th</sup> *We're All Neighbors: An Immigration Story Time* focused on children's immigration stories and the similarities between all people.

Ms. Sanchez program *Putting Glenville on the Map* was held at the Glenville Branch on January 15<sup>th</sup>. The program used historic images from the Photograph Collection on the Digital Gallery and historic maps of the area using ESRI's online peplemaps discuss with kids about the neighborhood's past, present, and future. At the end, the children drew how they envision their neighborhood in the future.

Map Collection Librarian Tom Edwards conducted a workshop for the Computer Assisted Genealogy Group (C.A.G.G.) at Cuyahoga County Public Library's Fairview Park Branch on January 19<sup>th</sup>.

General Research Collections Manager Don Boozer presented a webinar on January 16<sup>th</sup> for NEO-RLS entitled *Moving Through the Fog: Navigating the Internet in a Post-Truth Era*. Over 20 people attended in real-time. The link to the recording was shared with Mr. Boozer who provided it to his staff.

Youth Services Senior Librarian Lan Gao attended the Danny Dollar Academy Teacher Professional Development Workshop at the Federal Reserve Bank of Cleveland at the invitation of Khaz Finley, the Money Museum's Education Outreach Coordinator. Lan provided information to Cleveland Metro School teachers on library services that would supplement the pilot curriculum being introduced during the workshop including CPL's YREAD? Book Set collections, Educator and ConnectED library cards, and Main Library Tours.

Fine Arts Librarian Andy Kaplan also prepared an extensive list identifying Jazz musicians influenced by their Muslim religion. The list was for OPS who are working with the Tri-C Jazz program.

Fine Arts librarian Bruce Biddle continues to stock the Little Free Library box located on 14<sup>th</sup> and Superior.

Public Administration Librarian Monica Musser assisted Marina Marquez at the event "Sustainable Cleveland - Year of People". Their table highlighted the library's seed exchange program and Warm Up Cleveland.

Popular Library Assistant April Lancaster delivered items to the satellite collection at Case Western Reserve University.

### **Main Library Displays**

Business, Economics and Labor Librarian Zachary Hay prepared a display on taxes and taxation including tax-preparation guidebooks, as well as histories of taxation and various views on taxation across the spectrum. Information related to tax preparation assistance available at Cleveland Public Library was included in the display.

In Government Documents, a temporary display was created highlighting the 2018-2019 federal government shutdown. Government Documents Supervisor Sarah Dobransky created a timeline of events, researched and displayed legislative history for the appropriations bills, and explained government funding through Congress.

Social Sciences Senior Librarian Mark Moore kept the rotation of new books on display going in January and assisted Social Sciences Supervisor Ron Antonucci by pulling books for the new Game Night at Home display.

Popular Library Assistant April Lancaster set up Black History Month displays throughout the department.

In Literature, Library Assistant Michael Haverman organized a display related to *An Illiad*, currently at Cleveland Playhouse. Staff also rotated displays around currently and upcoming book clubs.

Popular shared their new titles to be displayed in the Public Administration Library. Other displays featured books on Martin Luther King Jr., the CIA, sleeping, tax preparation, windy titles and book clubs.

### **Collection Development**

The Center for Local and Global History completed and continued several projects. Map Librarian Tom Edwards completed entering metadata in the Sanborn Fire Insurance Map from Cleveland, Cuyahoga County, Ohio. 1912-13. Mr. Edwards also began organizing the oversized rolled maps in Room 923 on to the newly installed cantilever shelving units. Page Louise Lybrook processed over 2,000 photographs into the Portrait & Biography Collection. Library Assistant Lisa Sanchez continues to work on the Ohio Post Card Collection having completed over 200 unique identification numbers and descriptions to individual items. Manager Olivia Hoge added metadata for six war posters.

Fine Arts Librarians Andy Kaplan and Bruce Biddle are working with Pages to shift books on the 5<sup>th</sup> floor.

Social Sciences Senior Librarian Mark Moore sent the collection of limited edition facsimile reprints of baseball World Series Programs published by Robert Opie in the 1980s to Preservation for boxing. During a visit to offsite storage at Lakeshore, BEL Senior Librarian Sandy Witmer identified a number of titles which needed corrections / additions to make the catalog records more useful.

Subject Department Library Assistant Michael Haverman processed three POP Transfer trucks; over 300 books were added to the collection around 100 books were discarded.

### **Gifts**

Special Collections received a copy of the recently published *Emanuel Lasker, vol. I: Struggles and Victories* (2019) by Forster, Negele, and Tischbierek. Special Collections is mentioned in the Acknowledgements section for its contributions to the book and Librarians Lissa Waite (retired) and Raymond Rozman are thanked by name. The copy is signed by the authors.

Social Sciences Supervisor Ron Antonucci and General Research Collections Manager Don Boozer worked with a gentleman from Philadelphia to procure a sizable donation of sports-related books and memorabilia spanning years as far back as the early 1900s.

Literature Library Assistant Nick Durda spoke with a patron about a sizable donation of Superman and comic

book memorabilia. The patron's collection include collectable US postage stamps, comic books, and music records. With the help of Director of Main and Research John Skrtic and the Legal department, we were able to get a Deed of Gift to the patron.

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

- Staff helped a patron find images of the founding members of the Cleveland Print Room. Staff located more than 15 Portrait Collection subject folders to be used for a display marking the Print Room's 100 year anniversary.
- A journalist requested the front page of the April 19<sup>th</sup>, 1947 edition of the Call & Post for a story about the 100th birthday of Jackie Robinson.
- Staff assisted a writer from Washington state locate and verify a quote regarding aviatrixes in the 1929 National Women's Air Derby, including flyers Blanche Noyes, Louise Thaden, Amelia Earhart and Phoebe Omlie.
- Staff assisted a patron discover the new street address of 15 Cross St. where their ancestor was born. Staff also sent an image of the Sanborn Fire Insurance Maps of Cleveland, Ohio, V. 2B, 1896-1910, which gave context to the location.
- Staff assisted a researcher from the Cleveland Museum of Natural History with finding books about the history of Berea, Ohio and a United States Geological Survey Map depicting sandstone deposits in Berea.
- Staff helped a patron with finding information about the boarding home an ancestor ran for close to a decade. It is believed that the family member was murdered by one of the boarders. Using the Criss-Cross directories, staff were able to find the names of the other boarders.
- The following music scores were requested: Chopin's etudes trois, keys and editions, Godfather film themes, Ragtime librettos, 70's oldies, Lapsteel guitar, Boss guitar effects, instruction, adult piano instruction, Bach, Inventions, scores with phrasing marks, piano instruction websites, New Orleans guitar style instruction, songs from My

Fair Lady, organ music for beginners, Libretto  
Little Shop of Horrors

- Patron requested information about the West Side Evangelical Church. The Practicum student found some information online, in clipping files and the historical *Plain Dealer* database.
- Local writer requested scans from the 1909 text and images from *The Development of Civilization in America* by Francis Davis Millet, including images of the murals painted in the Cleveland Trust Building on 9<sup>th</sup> (now Heinens). Millet died in 1912 on the Titanic and was a close friend of Daniel Burnham who designed the Cleveland Mall of 1903.
- Patron was assisted with obtaining music scores from the *Eyman Dance Collection*.
- Patron request for the sacred Hindu text of *Ahīrbudhnyā-saṃhitā of the Pāñcarātrāgama*
- Patron request for books on witchcraft and the occult from the *Folklore Collection*
- Local researcher requested *The Book of Clevelanders: a biographical dictionary of living men of the city of Cleveland* (1914) and *Cleveland Illustrated* (1889) which documents homes, churches and buildings in that era.
- A student from Smith College asked about Cleveland School archives and about Helen Chesnutt who was the daughter of Cleveland African American writer Charles Chesnutt. Helen gave CPL the Chesnutt archive in the 1970s.
- Assisted patron on how to find appraisals for art work
- Patron request for the 1952 song *Night Train* from the *Eyman Dance Music Collection*.
- Patron requested to see some specimens of the *Haggadah*, sacred text read during the Seder of Passover. Special Collections has several beautiful specimens of *Haggadah* scrolls
- Chess researcher from Switzerland requested a scan of a chess match published in The December 7, 1935 issue of the *Australasian Chess Review*.
- A patron needed standards for forklifts and required NFPA (National Fire Protection Association) Standard 505 and ITSDF (Industrial

Truck Standards Development Foundation) Standard B56.1. The department owned both of them, and no other library was listed in WorldCat.

- A patron repairing duct work in his home needed several ACCA (Air Conditioning Contractors of America) publications including *Manual D* and *Manual T*, along with *Flexible Duct Performance & Installation Standards* and *Fibrous Glass Duct Construction Standards*. Cleveland Public Library is the only library in the country to own these materials.
- A Science and Technology patron this month required *Heavy Construction Costs with R.S. Means Data*. Cleveland Public Library is the only Ohio library to own this resource.
- Staff worked with an out-of-state author to find a number of articles on the *Historical Plain Dealer* database about the Cleveland Tractor company.
- A patron needed historical Diner's Club annual reports for select years including 1970. Staff found the March 31, 1970, annual report for the Diner's Club via Mergent Archives.
- Staff assisted on an inquiry about the succession of judges in the Cuyahoga County Juvenile Court with information from the Social Sciences' election files.
- A staff member with the Cleveland MetroParks called the looking for the Congressional Hearing of Cleveland Mayor Carl Stokes after the infamous Cuyahoga River fire of 1969. Staff was able to scan the microfiche and email it to the patron.

### **Staff Development**

All Lending staff continued to work on completing their Passport Acceptance Agent Online Training. Successful completion of this online training will re-certify staff as official Passport Acceptance Agents.

Lending Assistant Supervisor Tracy Isaac began serving as a member of the Labor Management Committee. The LMC Committee met twice during the month of January.

Children's Librarian Eric Hanshaw attended a meeting of the United Way / Community Shares committee at the Lake

Shore Facility discussing fundraising opportunities over 2019.

Youth Services Manager Annisha Jeffries and Children's Librarians Julie Gabb and Eric Hanshaw attended and participated in the American Library Association Midwinter Conference.

Director of Main Library & Research, John Skrtic attended the American Library Association Midwinter Conference. At the conference Mr. Skrtic recruited for the open position of Literature Manager and open Branch Manager positions at a job fair for Librarians from across the country.

Staff members throughout Main Library continue to take the BookEnds training courses at the Lakeshore facility. On January 24<sup>th</sup>, Lending Department Manager Stephen Wohl helped facilitate the Circulation training module.

#### **Other**

The Cleveland Orchestra requested to view music scores from the *Charles Rychlik collection* and is interested in a possible musical performance of his work at the Library in the future.

General Research Collections Manager Don Boozer greeted staff members from the NEOMED-CSU Partnership for Urban Health on their monthly visit to Main Library to provide health screenings to walk-up patrons. Mr. Boozer provided a display of books and free handouts (provided through federal agencies by Government Documents) and got them set-up in the Indoor Reading Garden. A staff member from the Greater Cleveland Food Bank will also be joining them each month to provide information on the Food Bank and Supplemental Nutrition Assistance Program (SNAP).

BEL Senior Librarian Sandy Witmer and General Research Collections Manager Don Boozer participated in a phone call a Special Libraries Association (SLA) Fellow planning the 2019 Conference in Cleveland. The SLA Fellow was requesting a speaker from the Business department to participate in a panel discussion at the conference on business resources being offered by the library. Both Ms. Witmer and Mr. Boozer will be at the conference to present and answer attendee questions.



Youth Services Manager Annisha Jeffries and Children's Librarian Julie Gabb met with Youth Opportunities representatives Toni Arnold-Spikes & Rayshawn Eberhardt to discuss having Y.O.U. offer drop-in job assistance/placement and workshops every Friday 1-5pm. Special Collections librarian Ray Rozman discovered that one of the Medieval manuscript leaves from the Otto Ege box sets is part of a set that is being reconstructed in the online *Fragmentarium Project*. He then scanned our leaf, then sent the images off to the *Fragmentarium Project* so that our material is included in the reconstruction of this broken-up manuscript and that Cleveland Public Library is credited for its leaf.

PAL assisted Knowledge Office locate plan *A New Model for Addressing Youth Violence a Public Health Issue*. The plans *Youth Violence Prevention Violence and a Public Health Response* by John James and *Cleveland's Collaborative on Youth Violence Prevention (The Cleveland Plan) : revision in response to National Forum on Youth Violence Prevention DSG : review July 2015 and site visit September 2015* were also provided.

## **TechCentral**

### **Digital Literacy Class Series for Refugees**

TechCentral is again partnering with Cleveland Catholic Charities Migration and Refugee Services near the Walz Branch to offer a series of digital literacy and computer instruction classes for refugees. This 20-week long program started on January 7 and will be held at the Walz Branch Library.

### **Professional Development & Meetings**

TechCentral Coordinators, Melissa Canan and Suzi Perez, and Library Assistants, Computer Emphasis, Alison Guerin and Hannah Kohr attended the *Girls Who Code* informational meeting at the Midtown Tech Hive on January 3.

The TechCentral Social Meeting team met on January 4 to discuss ways to improve the department social media presence on Twitter.

Ms. Guerin attend the *Book Ends Mental Health Awareness* training on January 8.

Library Assistant, Computer Emphasis, Courtney Gatewood attended an eSports Gaming Committee meeting on January 9.

Ms. Perez met with Amy McMaken, Knowledge Office, on January 9 to follow up regarding the Project Outcome Surveys for Digital Literacy classes.

TechCentral Manager, CJ Lynce, attended the Bookends *Sirsi* training on January 10.

Ms. Guerin attended a Harvest for Hunger Committee meeting on January 10.

Mr. Lynce along with Computer and Equipment Technicians, Joe Battaglia and Tim Phelps attended the CLEVNET PC Tech Special Interest Group meeting at Ritter Public Library on January 11.

Mr. Lynce, Ms. Canan and Ms. Perez met with the Hotspot team on January 14.

Mr. Lynce met with Ms. McMaken, Knowledge Office, on January 15 to follow up on the EDGE Assessment recommendations.

Library Assistants, Computer Emphasis, Jorge Arganza and Allison Collins attended the Bookends *Operations 101* training on January 15.

Mr. Lynce, Ms. Canan, and Ms. Perez attended the NEO-RLS Webinar *What the Heck Happened? 2018 Employment Law Update: Part I*, on January 17.

Mr. Lynce met with Director of Branches, Ms. Parks, on January 22 to discuss several topics related to TechCentral services provided in branches.

Ms. Williams-Riseng attended the NEO-RLS Webinar, *Moving Forward Through the Fog: Navigating the Internet in a Post-Truth Era*, on January 23.

Mr. Lynce attended the CLEVNET Director's Quarterly Meeting at the Medina County District Library Main Branch on January 25.

Ms. Canan and Ms. Perez met with Ms. McMaken, Knowledge Office, on January 29 to discuss a Digital Literacy

Class survey to gather patron needs and feedback for upcoming classes.

### **Public Services Technology January 2019**

#### **Service Calls and Tickets Summary**

Service Calls and Tickets Received: 40

Service Calls and Tickets Resolved: 36

Resolved Main Library Service Calls and Tickets: 29

Resolved Branches Services Calls and Tickets: 11

#### **Service Ticket and Project Detail**

- VCA Repair after break-ins.
- 4 Tickets - Printer pay station maintenance.
- 2 Tickets - Cell phone charger maintenance.
- Bi-weekly Transport of Mobile Makerspace for Branch Demos.
- Routine maintenance of Tech Central 3D printers.
- Repair of Lorain and Fleet 3D Printers.
- VR setup for OPS Esports.

### **Cleveland Digital Public Library**

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

##### *Learning Commons/Programs*

Cleveland Digital Public Library regularly hosts classes. During January, we regularly hosted CPL Fit Yoga, QiGong, and CPL Chess Club. We have held four meetings of the CPL Chess Club with a total of 15 attendees. Our weekly Yoga and Qigong offerings are regularly attended by 10 or more people, about half of whom are from downtown offices.

##### *Exhibits*

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. Staff in ClevDPL have been assigned to assist with the planning and installation of the "CPL: 150 Years through the Eyes of the Staff" and the "John G. White" exhibits. Assistance includes media development, content development, case planning and design, digitizing and uploading new materials from Special Collections and CPL Archives for

the exhibit and to the digital gallery, and preparing materials to be sent to graphics and the printer.

We will be also supporting exhibit work done for puppets in Brett Hall and throughout the library.

We have selected and registered works for the upcoming WPA print display to happen in our Martin Luther King branch, and we are working with Special Collections on shipping and storing the items so that the cooperative project with the art museum involving youngsters as curators can move forward.

Specific devices have been integrated into our exhibit programs:

- *Magic Box*

Cleveland Digital Public Library has moved the Magic Box exhibit case on display to the first floor of Main. We refreshed the content with library history content, and are preparing to use the Magic Box in the upcoming puppet display for 2019.

- *Touch Wall*

The touch wall in the third floor space in Cleveland Digital Public Library continues to be used by casual visitors and classes. It has had content updates in December and January, and we have rearranged content to enhance accessibility and use.

- *Kiosk*

The kiosk remains on display in the John G. White Gallery presenting content related to the Sacred Spaces exhibit. We currently are in the process of planning content for sesquicentennial exhibits.

#### *Videography and Photography*

ClevDPL has taken on the responsibility of doing video work for the Sports Research Center. These videos are being loaded onto Internet Archive and YouTube. We have uploaded nearly all of the Andrew Venable, Cleveland Growing Strong, and Library Institutional Oral History interviews onto both platforms, and, working with WebWare, 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 our oral history recordings. Finally, we are converting our audio only recordings to video formats so that they too can be loaded onto YouTube and automatically transcribed.

During January ClevDPL did nearly dozen media projects. They include: Director and Hope (photos), Suzi Headshots re-take (photos), People's University Shirts (photos), Sports Research Interview (video), Staff Gala Slideshow (video), LSW Construction (video), DVD making for "S" , Headshots "R" (photos), Headshots "K"(photos), Poetry out loud 2019 (photos)

### **Public Services Statistics**

*Patron Visits:* Between January 1<sup>st</sup> and January 28<sup>h</sup> the Cleveland Digital Public Library had 223 visitors. There were 125 KIC Scanner sessions resulting in 6671 mages/ 12,664 mb or around 12 GB of scan volume. ClevDPL had 14 programs.

### *Scanning Assistance*

Cleveland Digital Public Library staff assisted 24 reservations and drop in sessions of two hours (or more) in length. There was scanning of both large personal and library collections in the Digital Hub. Patrons used the Epson 11000XL flatbed, ATIZ book scanner, and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

### *Scan Day*

On January 30<sup>th</sup>, Cleveland Digital Public Library, partnering with Willoughby-Eastlake public library, held a scan day at the Willoughby Senior Center. A staffer from CPL and two staffers from Willoughby-Eastlake assisted 8 seniors do memory work and scan over 80 images. Some of the images may be included in the Willoughby-Eastlake collection in CPL's Digital Gallery.

*Digital Gallery:* From January 1, 2018-January 28, 2019, Google Analytics (GA) reports 6198 sessions for 4177 users and 101,638 page views. Organic Search channels 39% of our accesses (Google search is the most common channel to our Digital Gallery). Direct access through CDM search accounts for 34% of our accesses. Referrals through other website are about 23% of our access volume. Finally, Social media now only account for 3%

of our accesses. The number one referral site with 14% of all referrals, is Wikipedia. After that at 12% is Cleveland State, and our own website, cpl.org, is at 7%. Notable additional sites for referral are Cleveland Orchestra, both at about 10%. Nearly 39% of our sessions occur on mobile devices (up from last month) with 11% of those on tablets (up from last month). **40% are now accessing ContentDM through tablets and phones.**

### Outreach

- On January 30<sup>th</sup>, Cleveland Digital Public Library, partnering with Willoughby-Eastlake public library, held a scan day at the Willoughby Senior Center. A staffer from CPL and two staffers from Willoughby-Eastlake assisted 8 seniors do memory work and scan over 80 images. Some of the images may be included in the Willoughby-Eastlake collection in CPL's Digital Gallery.
- ClevDPL participated in discussions with the Cleveland Foundation, CMA, and Karamu related to potential grant funding of collections projects at Karamu.
- ClevDPL continues to work with staff at the Edward Parker museum in East Cleveland.
- ClevDPL has recommitted to assist History Makers on a collection survey of CPL collections and, working with the CPL Foundation, will contribute to a city-wide collection survey and an oral history project.
- ClevDPL continues to work with the Cleveland Orchestra to scan scrapbooks.
- Cleveland Digital Public Library continues to work with local newspapers to provide access to the back files of member news organizations. We already provide access to Tremonster, Plain Press, and East Side Daily News. We are continuing to work with our vendor to get Cleveland Scene digitized. In March, we will be embarking on a COM (computer output microfilm) project with the Daily Legal News. We are developing a project to digitize the Cleveland Leader.
- Working with the Internet Archive, Cleveland Digital Public Library continues curating web-content as part of a 35,000 dollar IMLS grant working with the Internet Archive's ArchiveIT

project to document local web-content and local digital resources. ClevDPL has created a collection in the Digital Gallery (ContentDM) for Web Archives, and has populated the collection during October - we will be ready to open it up to the public in October.

- ClevDPL staff have continued to enhance demonstration digitization projects with Euclid Library, the Ukrainian Museum and Archives, Shaker Heights Public Library, Cleveland Orchestra and the South Brooklyn Historical Society.

### **ILL**

Statistics are a month behind for ILL.

*CPL Borrows:* For December, 2018 CPL customers initiated 65 borrowing requests of which 41 were filled. The average turnaround time for filled requests was 17 days.

*CPL Loans:* We had a good month in ILL in October. We received 999 requests and filled 245. Our average turnaround time for filled requests was 3 days (over our target range) and our average turnaround for unfilled requests was 48 hours (over our target range).

### **Preservation**

Preservation staff did the following:

- Received: 55
- Returned: 34
- Book Repair: 69 items (1 simple, 21 simple digicover prep; 33 complex, 14 complex digicover prep)
- Paper Repair: 4 items, 161 sheets (120 simple sheets, 41 complex, sheets)
- Enclosures: 6
- Labels: 12

### **Environmental Monitoring**

Working with Property Management, including and Oliver Reyes, ClevDPL continues to monitor from 22 placements around Main and LSW using PEM II environmental monitoring devices. We have upgraded our monitoring subscription.

**IPM monitoring**

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

**OLBPD**

For January 2019, OLBPD circulated 40,207 books and magazines directly to patrons. OLBPD registered 138 new readers to the service. Approximately 667 BARD patrons among 1,538 active users downloaded 13,500 items.

OLBPD submitted its second quarter State Fiscal Year budget report to the State Library of Ohio.

OLBPD and State Library have scheduled meetings with the Ohio Braille and Talking Book Program consumer advisory committee (CAC) members for the 2019 calendar year. Meetings will take place February 21st (teleconference), May 23rd, July 25th, and October 24th at the State Library.

The National Library Service (NLS) is working with Gallup - the well-known research analytics company - to plan and develop a nationwide survey of both current and potential patrons. The primary goal of the survey is to determine patron abilities to use and their access to technology. The data collected will guide NLS as they move forward on a variety of projects to enhance and expand the braille and talking-book program. The survey will take place in two phases, with the survey of current patrons beginning first. This survey will be conducted between early March and mid-April with a target of getting responses from 10,000 current patrons.

OLBPD Librarian Michelle Makkos and Library Assistant Ken Redd provided information and talks about the service at the CPL Quarterly Managers Meeting on January 9th; CPL Youth Services Meeting on January 16th; Benjamin Rose Institute Staff Meeting on January 22nd.

The OLBPD adult book club met on January 11th to discuss "Becoming" by Michelle Obama.



**BRANCHES**

The New Year is an opportunity for new beginnings, a fresh start in enhancing our services and the patron experience throughout our locations. The year commenced with the Leadership Team maintaining their monthly meeting at the Memorial Nottingham Branch. The District Five Manager and Branch Manager highlighted the exciting services and partnerships being maintained in the district, while additionally providing a tour of the branch. Also, this month, each manager obtained Action Plans from their team members to encourage growth and enhance their development to ensure that we elevate our level of service for our patrons.

The additional information is highlights from each branch:

**DISTRICT ONE**

**Eastman** - This month, Branch Manager Ken Knappe attended the Westown Community Development Corporation Board Meeting. The Westown Community Development will launch Destination Westown Dining, an educational and culinary experience to introduce Cleveland residents to the cuisine, owners, and chefs of locally owned restaurants, cafes and bakeries serving authentic sourced and prepared foods in the neighborhood to promote this cultural dining destination. In a collaboration between CPL and PNC, Children's Librarian Cassandra Feliciano promoted the new music education program from the Rock and Rock Hall of Fame. The program focuses on the roll music plays in social movements, specifically rock and the Civil Rights Movement in the 1960's.

**Lorain** - Lorain Branch LACE Peter Roth facilitated a knitting MakerLab for our community. This program was well received by our patrons. Tech Central taught Microsoft Word Computer Classes at our branch on each Monday in January. Branch Manager, Crysstal Tancak attended the West Side Collaborative Meeting and also met with several community partners to plan an upcoming Sex Trafficking forum at the branch. This topic is a major concern in our community and in need of being addressed.

**Rockport** - In January, the Rockport Branch began a Tuesday series with Great Lakes Science Center STEM

programs for children and families! During this time, students enjoyed making PolySnow, Moon Habitats, and Salt and Ice Artwork, and performed experiments regarding density. There have been at least 30 participants per program. Additionally, our branch held a wellness discussion about Ayurveda and Chinese Medicine on which attracted 15 adult participants. Other programming opportunities facilitated were two MakerLabs: PaperCraft 3D Modeling and Making Tunes; LEGO Construction Club; Art Lab program; Rock and Roll Hall of Fame program entitled Fight the Power; and a Martin Luther King Jr. program where youth were challenged to embrace MLK's "Dream" speech and share their dreams and how they will serve in making the world a better place. In the Best Buy Teen Tech Center the youth learned to make vinyl designs and press them into shirts. Twelve to thirty attend each day with our center approaching 200 total members!

**Walz** - The month of January was devoted to STEM with Mr. Imani from Ohio Extension agency constructing basketball catapults and roller coasters. Students also received a chance to win a full size candy bar by completing our Sweet Math challenge. (20 grade appropriate math problems in one minute). We commemorated Dr. Martin Luther King with our Dream Mobile. Patrons of all ages were afforded an opportunity to add a cloud with their dreams on it.

**West Park** - An increasing amount of youth are now visiting our branch on a regular basis. West Park staff are developing strategies to best support the traffic and effectively service our patrons needs. One of the meeting room locations will be reserved as a teen space, allowing for kid's cafe and art therapy in one room and a gaming/socializing space in the other. Manager Dalby and Assistant Manager Jaime Lauver attended a planning meeting with KCDC, the YMCA, and neighborhood stakeholders continuing an ongoing dialogue about the future of the branch. This month we also met with KCDC and Building Hope in the City to coordinate an event for the community which will address diversity and inclusion, which will also be part of the NEA Big Read 2019 event calendar. Also this month, West Park hosted internationally-renowned ensemble Les Délices. The eight musicians spoke and performed to a diverse crowd of about 20-30 people.

**DISTRICT TWO**

**Brooklyn** - Youth staff LAYE Cathy Hankins and Children Librarian Laura McShane provided outreach to CMSD Denison and HSA Denison schools. Kids Café maintains a steady flow of youth. Community partners continue to utilize our meeting rooms. This month Metrohealth, and Cuyahoga County Family Services made effective use of this service.

**Carnegie West** - Carnegie West Branch recently introduced Saturday morning story and craft time in order address the community needs for the number young families in Ohio City, mirroring national demographic trends. Over twenty parents and children attend our sessions. At the invitation of branch manager Angela Guinther, the Young Adult Resource Center hosted two information tables in January for 18-24 year old patrons who need assistance gaining employment and life skills. Legal Aid held a clinic January 26, 2019. Ms. Guinther and External Relations and Development project coordinator Marina Marquez represented Cleveland Public Library at the Cleveland Seedbank's winter seed swap at St. Patrick's Hall on January 26, 2019.

**Fulton** - Children Librarian Beverly Austin provided numerous outreach opportunities to the following day cares/schools: Happy Works, Kids of the Future, Daisy Day, Clark Elementary, St. Rocco, Lincoln Park Academy, Metro Catholic-Boniface, and City of Life Ministries. Numerous organizations/programs utilized the meeting room: Aspire (ESOL), Sahaja Yoga Meditation Group, Everyday English, MetroHealth, and Healthy Foods Workshop.

**Jefferson** - The Jefferson Branch began the New Year many activities youth out on Winter Break. Also, the Kids' Café made deliveries twice during the recess, which allowed the branch to continue to meet the needs of young people in the neighborhood. Club Create, presented by Lake Erie Ink, continued to provide a range of activities and has committed to continuing their program at the Jefferson Branch through the end of the school year. The Tremont Think & Drink book club discussed the anthology *Educated* by Tara Westover. To expand its reach in the neighborhood and to provide better literacy opportunities to families that are unable to participate

in programs during the week, Raising Readers, a family-oriented story time was launched on January 12, 2019.

**South** - The South Branch marked the beginning of the month with an increase in the number of patrons visiting the branch. The South Branch Children's Staff have been conducting class tours and visits, and facilitating new story times. The South Branch recording studio and studio related programming, ran by YAYE Joel Lefkowitz has been an incredible hit with patrons; teen and adult patrons have been able to book the studio for recording sessions and to showcase their music abilities. On Tuesday January 15, 2019, musical group Les Delices performed at the South Branch. Also, the additional meeting room space has been utilized by many organizations such as Tremont West Development, Land Studio, and the Near West Design Review Committee.

**South Brooklyn** - South Brooklyn Branch continues to be utilized by organizations such as: MetroHealth providing health screenings; Fruitful in a Desert Place Ministry maintaing weekly coaching for youth; Old Brooklyn CDC hosted a Homebuyer's workshop; AARP Tax, and Los Amigos Spanish Class. Assistant Manager Tammy Houghton provided 2 knitting MakerLabs for our patrons. LAYE Raymond Cruz visited Benjamin Franklin, Loving Cups Academy, William Cullen Bryant and William Rainey Harper for story time and craft; provided various crafts (Gnome Bookmarks & Tissue Paper Painting), assisted TechCentral with MakerLab Button Making, and hosted Gamer's Guild (video game club). South Brooklyn Branch welcomed new Children's Librarian Ronald Palka to our team.

### **DISTRICT THREE**

**Garden Valley** - Mr. Leonard Burks and Mr. Donald Smith worked in conjunction to conduct the first Chess Club Program at the Garden Valley Branch. Several adults and young adults enjoyed learning how to play and gaining wisdom and insight for improving their skills. Ms. Alycia Woodman and Ms. Melissa Brooks also conducted the Warm Up and Watch Program. The program encouraged younger and the older patrons to interact with one another as they watched the movie *Frozen* and held a sing-a-long.

Mr. Smith continues to facilitate the Positive Paths outreach program with the Positive Education Program.

Positive Paths is geared toward helping young adults achieve their career goals. Also, on behalf of the branch, Dyad Public Services Manager, Mrs. Maria Estrella, attended the monthly Ward 5 community meeting.

**Hough** - The Hough Branch maintained a Computer Basics class held weekly on Monday's for the public. Art Therapy has been a wonderful outlet for the youth of our community. The LACE Joanna Rivera conducted two exciting programs with the kids; Winnie the Pooh Day and Minute to Win it. Lexy Kmiecik facilitated a Bookends class: Circulation. The Hough Branch is glad to announce all of the staff have completed all of the required Bookends training's! Mrs. Kmiecik also attended the East 66th Street Corridor meeting about the Midtown Cleveland Neighborhood to support the community's growth. Congratulations is in order for Joanna Rivera as she has received a promotion to Children's Librarian of Memorial Nottingham Branch.

**Martin Luther King, Jr.** - The year began with the 34<sup>th</sup> Annual Commemorative Program honoring Dr. Martin Luther King, Jr. The program featured keynote speaker Dr. Yvonne Pointer; with a performance by All City Arts drumline and the Distinguished Gentleman of the Spoken Word. College Now/Impact 216 resumed with ACT/SAT prep for area high schoolers. Line dance instruction continued with Eric Eubanks to promote health literacy. Health Professional Affinity Community (HPAC) visited the library for its week long community outreach initiative. Outreach to the community continued; Angela Pope Margerum and Eric Eubanks conducted story times at PNC Connect for preschoolers and kindergartener's from St. Adalbert elementary school. Shanell Jones visited Fenway Manor senior building for the monthly book club. The book, "If Beale Street Could Talk by James Baldwin" was discussed.

**Sterling** - Charles Bailey led a Poetry Slam to honor the legacy of Martin Luther King Jr. Children read original poetry and prose and shared their thoughts about Dr. Martin Luther King Jr. Monica Rudzinski met with Central Neighborhood preschool administrators and teachers to launch a new outreach/early learning initiative - Sterling Book Bags; 15 teachers from William Patrick Day and William Bingham Early Learning Center will receive a personalized "Sterling Book Bag" with 10 books from the branch collection. Center for Arts Inspired Learning

renewed and extended arts residencies for 15 weeks. Sterling will have programs and performances presented by professional artists 3 days per week from January 15 - May 18.

**Woodland** - An Adult Year-End Raffle was held to assist in the promotion of increased circulation at the Woodland Branch; over 120 patrons participated. Ms. Whitney Johnson conducted a Vision Board Party program where children created vision boards to better visualize their goals for 2019. Mrs. Estrella attended the Cleveland Central Promise Community Meeting and the Central Family-to-Family Collaborative meeting.

#### **DISTRICT FOUR**

**East 131<sup>st</sup> Street** - The partnership with the Greater Cleveland Food Banks Kid's Café resumed in January with the addition of Nutrition Food Classes given by GCFB staff nutritionists. Programs offered at our branch included: Art Therapy classes, and Excel computer classes in conjunction with Tech Central.

**Fleet** - Manager, Pasha Moncrief Robinson attended the P 16 community partners meeting, the P 16 summer planning committee and she met with a community coordinator at Marymount Hospital to begin a Health Programming Series at Fleet Branch for the Slavic Village community. Patricia Gray, Wellness Coordinator at University Settlement presented a Health Awareness course to seniors in the Slavic Village Community. Mrs. Robinson also met with Miss King from Community Housing Partners Network to bring adult programming to Fleet. Cleveland Food Bank Benefit Coordinator Ms. Carla Williams assisted patrons with the SNAP program. Ms. Marci from the Cleveland Rape Crisis Center provided information for patrons about their services. Tracie Forfia attended the Managing Children's Services Committee monthly virtual meeting. Ms. Forfia attended the Fullerton and Mound STEM community partners meeting. Anna Fullmer attended the P-16 Preschool partners meeting.

**Harvard-Lee** - To kick off the new year and show patron appreciation, the Harvard-Lee team, facilitated a Smoothie Tasting Tuesday where patrons were introduced to a variety of smoothie options; taking away recipes to continue the fun at home! The goal was to focus on increasing the amount of daily intake of fruits and

vegetables - in a new way. Ms. Olivia Morales, Children's Librarian hosted 3D Loom Knitting Class with teens who were in the branch for winter break. Also, Ms. Morales partnered with one of the local community members to host a Book-A-Palooza to kick off a book club that she will begin at our branch. The target age group is 9-12 tween girls. Also, the Harvard Lee branch hosted a Vision Board class - where everyone used magazines to create a board of goals for the year ahead. A phenomenal time was had by all participants.

**Mount Pleasant** - The Mount Pleasant Branch youth staff continues to provide community outreach to area schools. Ms. Candace Fox attended a seminar hosted by the Bureau of Education and Research entitled What's New in Young Adult Literature; learning about new technologies for teens. Mrs. Scurka attended the monthly MyCom, and Murtis Taylor Community meetings, as well as the P-16 District 4 Slavic Village community meeting and the Fourth District Police Community Meeting.

**Rice** - Rice Branch welcomed new LACE, Whitney Bryant, to the CPL system. Mark Tidrick (LA Youth Emphasis) attended the Blast Off to Family Literacy night at Sunbeam Elementary to promote library services. Kristen Schmidt (Assistant Manager) and Mark Tidrick conducted community outreach to area schools. The Intergenerational School visited the branch with two 5th grade classes for readers' advisory and checking out books. Rice formed a new partnership with classes from East End Neighborhood House who have begun visiting to use computers. Kristen Schmidt attended the first workshop of the new Leadership Certification cohort and attended a meeting with Cleveland Foundation regarding the Knight Community Information Lab. District Four Manager Amiya Hutson worked with Amanda King to bring her Shooting Without Bullets program to teen girls in our Buckeye neighborhood. Ms. Hutson continues to participate in the CSU Leadership Academy and attended ALA's Midwinter Conference in Seattle, Washington.

**Union** - The Union Branch Team enjoyed a pizza party from the WOW Committee in honor of winning the 2018 Team Work Award. New team member Michael Armstrong began as the LA Computer Emphasis on January 7, 2019. Youth Staff continues to provide outreach Services to all community schools and daycares. Club Create has resumed and has

extended their partnership with the branch through February. Ms. Williams attended the monthly True2U mentoring session held at Luis Munoz Marin Elementary School, assisting students with applying to high schools.

#### **DISTRICT FIVE**

**Addison** - Addison team members began the year focusing on their customer service SMART goals. By popular request, Branch Clerk, Anise Jefferson began a weekly knitting group for the youth of our community. Other programming ideas of interest to youth are coding, and robotics. Manager, Ms. Tonya Briggs developed a proposed request for the Director in hopes of starting a LEGO Robotics League at the Addison Branch.

**Collinwood** - Collinwood Branch welcomed their patrons back with a community reopening celebration of the branch. The celebration maintained visits from Councilmen, Michael Polensek-Ward 8, Anthony Hairston-Ward 10, Cuyahoga Council Woman, Cheryl Stevens with special guests from "Collinwood Reads". Also in attendance was Director of Library Branches, Mrs. Harriette Parks, Chief Marketing & Communications Officer, Tana Peckham and 5<sup>th</sup> District Manager, William Bradford. Additionally, Ms. Caroline Peak was interviewed by Channel 5 in conjunction with the reopening.

**Glenville** - The Branch hosted the program "Putting Glenville on the Map", showing past footage of the community digitally, while viewing these monuments on the map of the Glenville community. The kids then had the opportunity to draw on a map of the Glenville community as they perceived what they saw from the past.

**Langston Hughes** - With the start of the New Year, the branch added to its weekly programming for youth with a weekly Chess program done in collaboration with Gerome Anderson. Staff continued to reach out to the community with Branch Clerk Valerie Johnson continued involvement with Tru2U and working with United Way.

**Memorial Nottingham** - Memorial Nottingham Branch hosted this year's first Leadership Team Meeting. Branch Manager, Magnolia Peters and District 5 Manager, William Bradford shared activity updates for all District 5



Branches, followed by a tour of the Memorial Nottingham Library. Refreshments were provided courtesy of District 5. Memorial Nottingham Branch welcomes our new Children's Librarian, Joanna Rivera. Her effective start date is February 4, 2019.

## **OUTREACH & PROGRAMMING SERVICES**

### **SUMMARY**

In the month of January the Library hosted approximately 228 programs ranging from puppet plays to neighborhood health clinics. The Library offered 69 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 February.

In the month of January \$118,821.26 was encumbered in support of library programming and services; 67% of the total amount was applied to events associated with the Library's 150<sup>th</sup> anniversary initiatives.

### **EARLY CHILDHOOD**

On the Road to Reading continues to serve twenty four classrooms with weekly story time and book deliveries. On average the OTRR program circulated 50 book kits to the story time classrooms and an additional 40 book kits to non-story time early childhood classrooms, totaling 90 OTRR Book Kits, with approximate circulation 2,070.

OTRR's Bag Only Delivery (BOD) service that was piloted in the fall/winter of 2018 and will continue for the winter/spring 2019 session. The BOD program increased the OTRR's overall output of books by 1,000 items a month. There are currently 40 classrooms signed up for the January to May service.

### **YOUTH**

Beginning January 22, Art Therapy Studio and Cleveland Public Library continue to provide after-school workshop collaborations, providing youth with free art therapy sessions in four branch locations: Sterling, West Park,

East 131 and Hough. Two days a week, students engage with a licensed Art Therapist, alongside a youth library staff member during each session. Art Therapy is scheduled to take place until May 2019, for the first half of the school year.

The Cleveland Museum of Natural History (CMNH) Family Pass Program is an expansion of a two year pilot program. Passes for a one-time general admission visit to the museum for a family of up to 6 people are available for check out at all Cleveland Public Library locations. Each library location will receive 5 passes per month. 50 additional passes per month will be held in OPS. Passes are valid up to 30 days from the check-out date. During the month of January, 200 passes were distributed to CPL locations and 170 passes were checked out. Usage statistics for January will be provided by the museum in early February.

Club Create, an after-school creative writing program, facilitated by Lake Erie Ink, reconvened in January 2019 at two locations: Union Branch and Jefferson Branch. Lake Erie Ink staff visit each location two days a week, engaging youth in creative writing, puppetry and arts and crafts. Club Create is scheduled to continue at the Union Branch through February 2019. Services will continue at Jefferson Branch until May 2019.

College Now, an ACT/SAT prep program resumed classes on Tuesday, January 15 at Main Library. Approximately 15 students registered for the winter session. Winter classes are scheduled to conclude Thursday, March 14, 2019. An interactive Tech Central tour for winter students is forthcoming.

Melanie McCarter, Project Coordinator, OPS and author, Raquel Ortiz collaborated in adapting Raquel's bilingual children's book, *Sofi and the Magic, Musical Mural*, into a puppet play. The piece premiered on Saturday, January 5 at the Julia De Burgos Cultural Arts Center as part of their *Vispera de Reyes /Three King's Day Celebration*. The play featured various Cleveland Public Library staff members, including Safety & Protective Services officer, Carlos Maldonado, who developed music for the piece. Additionally, Yari Beavers, operated and voiced several characters. 125 patrons were in attendance. A sound recording for the play will be made available for loan to Youth Services staff as well as other libraries.

**ADULT**

On the evening of January 15, 30 people attended an event about arts access in the criminal justice field, with the *Prison Nation* exhibit as the backdrop. Jessie Glover, Director of the Ohio Prison Arts Connection, moderated a panel discussion that featured exhibit artist Jessie Krimes, as well as local artists Tyrone Harrison and Gwendolyn Garth, and others who work to bring arts into the prison system, Bengt George and Dr. Christopher Dum of Kent State University and Eric Gardenhire of the Grafton Correctional Facility. Their stories showed the importance of arts access and education, both outside and inside prison walls.

On January 21, the Library hosted its 34<sup>th</sup> Annual Martin Luther King Commemorative Program honoring Dr. King's work and legacy with song, spoken word, and an inspirational keynote address by Dr. Yvonne Pointer. Guest performers included the Cleveland Metropolitan School District All City Arts Drum Line, The Distinguished Gentlemen of the Spoken Word, pianist Joshua Stone, and vocalists *Harmony*. Drum Major Awards were presented to Dr. Yvonne Pointer and Michael R. White and a Lifetime Service Drum Major Award was presented to Rev. Dr. Otis Moss, Jr. The Alpha Phi Alpha Fraternity, Delta Alpha Lambda Chapter, continued their longstanding support and partnership in presenting this event.

On January 23 the Carnegie West Branch hosted Legal Aid @ the Library. Eleven attorneys from Case Law School, Tucker Ellis LLP, and Rockwell Automation, 11 non-attorney volunteers, and 4 Legal Aid staff assisted 20 families at the January clinic.

In the month of January, CPL in partnership with MetroHealth Hospitals and NEOMED launched Take Charge of Your Health a community health initiative that provides health screenings and consultations to neighborhood residents of all ages. The clinics were offered at 7 library locations serving over 75 patrons.

As part of Warm Up Cleveland, a large number of donations were received in the final two weeks of December, boosting the final year-end total for 2018 to 3,265 items donated to Warm Up Cleveland in 2018. This is a record total for Warm Up Cleveland, with 753 more items donated in 2018 than in 2017.

As of Jan. 18, 2019, 354 items have been donated to Warm Up Cleveland in 2019. Warm Up Cleveland items were delivered to Moms First and Patrick Henry School during the month of January.

#### **STAFF**

Cleveland Metropolitan School District schools, Campus International (k-8 and High school) and William Rainey Harper are now International Baccalaureate schools. The International Baccalaureate® (IB) offers four high-quality international education programs to more than one million students in more than 146 countries. CMSD held an informational session about the IB programs at Campus International High School on Wednesday, January 16th, 2019, in which Erica Marks, Leslie Barrett and Melanie McCarter attend on behalf of Cleveland Public Library. The Cleveland Public Library hopes to partner with one or more of these schools in the future.

Erica Marks, Youth Outreach and Programming Coordinator, attended the 2019 American Library Association Midwinter Conference in Seattle, Washington. Ms. Marks attended various events, including but not limited to, the Coretta Scott King Book Award Executive Board and General Meeting, 2020 Caldecott Book Award Committee Meeting, as well as a number of spring/fall title preview meetings.

#### **FACILITY USE**

During the month of January the total number of requests for Louis Stokes Wing, Learning Commons was 129 with an estimated total attendance of 1838.

Lake Shore Facility meeting rooms were requested 18 times. Branch reservations totaled 583 with an estimated total attendance of 973. Forty-one requests were submitted by CPL staff for programming supplies and AV equipment.

**EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION**

CPL External Relations Updates:

- **Michelle Gillcrist, Governor Mike DeWine**  
**Administration:** In an effort to begin to cultivate relationships with the new administration in the governor's office, Trustee John Hairston introduced Governor Mike DeWine's regional director Michelle Gillcrist to CPL. One of the focal points of the meeting underscored how CPL can provide assistance with informing constituents within the CPL footprint on programs from the governor's office.
- **Save the Date, CPL Elected Officials Breakfast:**  
 With 48% of the total funding for Ohio's public libraries coming from state via the Public Library Fund, it is imperative to continue to deepen understanding on the value public libraries bring to their communities and the state of Ohio. To that end, CPL will host local and state legislators and key stakeholders on March 29<sup>th</sup> at the South Branch to share important information on CPL and public libraries' impact on local communities throughout Ohio.
- Mailed 324 invitations to CPL 150 Host Committee Kick Off Breakfast
- Attended Cleveland City Council meetings: Health & Services Committee, Development, Planning and Sustainability Committee, Safety Committee
- Participated in roundtable for Mayor's Office of Sustainability Year of People kickoff event
- Participated in roundtable for the Cleveland Seed Bank's Annual Seed Swap
- Reminder emails to State of the Library sent to community partners and executive team
- Generated elected officials invitation list for the Elected Officials Information Breakfast
- Facilitated meeting between CMA's curatorial arts program for teens, and CPL's Property Management regarding construction planning for first ex

CPL Development Updates:

- Submitted endowment reports to The Cleveland Foundation for 2018 for the Lockwood Thompson, Judd and Lee Fund endowments.
- Submitted request for \$75,000 to Starting Point for 2019 after-school tutoring and Kindergarten Clubs.
- Submitted update the The Cleveland Foundation for the mobile hotspot lending program.
- Submitted quarterly progress report update to Bruening Foundation for the early literacy training initiative grant.
- Submitted progress report to Best Buy for work to date at the Teen Tech Center at Rockport Branch.

CPL Foundation Updates:

- Received grant for \$25,000 from the Chuck and Char Family Foundation for support of CPL arts and education programming (pass through to the Library)
- Received sponsorships for CPL150 from:
  - o The Cleveland Museum of Art
  - o Jones Day
  - o College Now Greater Cleveland
  - o Youth Opportunities Unlimited
  - o Medical Mutual
  - o Fifth Third
  - o Cleveland Clinic
  - o TriC

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, Collections Manager Pam Matthews, and Collection Management Librarian Laura Mommers traveled to the Midwest Tape facility located in Holland, Ohio to tour their operations and learn about how they handle and process materials as well as additional services they can provide.

Ms. McFarren along with the Technical Services Managers and Supervisor and Knowledge Manager Nancy Mocsiran participated in a collectionHQ web demonstration presented by Senior Business Development Manager Brendan Pearce. Ms. McFarren met for the first time with the newly formed Data Dashboard working group consisting of the Technical Services Managers and Supervisor and Managers from other areas of the Library.

Ms. McFarren met with Technical Services staff to provide an update on the CPL 150th planning. Operations Project Coordinator Jasmine Sims also attended this meeting and provided staff with an overview of the Hippo CMMS software being implemented by Property Management to track Building Services Requisitions and the new online Security Irregularity Report (SIR). Ms. Jelar Elwell met with staff from both the Acquisitions and High Demand Departments to discuss changes to the ordering workflow that was being implemented for both Departments in 2019.

Ms. McFarren attended the 2019 ALA Midwinter Meeting in Philadelphia. Ms. McFarren and Ms. Jelar Elwell attended a hotspot meeting.

**Acquisitions:** The Acquisitions Department ordered 3,514 titles and 6,784 items (including periodical subscriptions and serial standing orders); received 14,39 items, 715 periodicals, and 312 serials; added 557 periodical items, 119 serial items, 102 paperbacks, and 363 comics; and processed 1,811 invoices.

Acquisitions staff began placing orders on January 15 after the entering of the 2019 fiscal year budget amounts were completed in Sirsi. Acquisitions Coordinator Alicia Naab reinstated the Electronic Data Interchange (EDI) reports to import invoices from and export orders to vendors after the 2019 budget amounts were entered in Sirsi.

**Catalog:** Librarians cataloged 4,865 titles and added 4,907 items for Cleveland Public Library and added 2,793 titles for CLEVNET member libraries.

Technical Services Librarian Michael Gabe eliminated a backlog of CLEVNET overlay requests almost single-handedly by adding 2,034 titles. Technical Services Librarian Amei Hu began answering email inquiries

through CPL.Cat and performing other related duties. Senior Catalog Librarian Dawn Grattino is training Ms. Hu.

**Collection Management:** Collection Management selected 1,306 titles and 9,075 copies, and spent \$190,412 in January, starting about mid-month because of the new fiscal year.

Collection Management Librarian Laura Mommers trained Assistant Manager of Garden Valley Branch Donald Smith on using the web sites for the vendors Ingram and Midwest Tape for selecting new materials.

**High Demand:** The High Demand Department ordered 1,095 titles and 8,288 items; received and added 7,381 items; and processed 257 invoices.

High Demand Librarian Dale Dickerson resumed the handling and processing circulating maps belonging to the Center for Local and Global History.

**Materials Processing:** Technical Services Associates cataloged 532 new titles for the Cleveland Public Library and added 1,345 new records for the CLEVNET libraries. Technical Services Associates and Senior Clerks added 4,597 items. The Materials Processing Technicians processed 19,237 items for the month.

**Shelf/Shipping:** The staff of the Lake Shore Shelf/Shipping Department sent 64 items to the Main Library for requests and 114 items to fill holds. Main Library received 269 telescopes, the Branches received 405 telescopes, CLEVNET received 39 telescopes, CASE received 4 telescopes, CSU received 2 telescopes and Tri-C received 2 telescopes. A total of 721 telescopes were shipped out. The Receiving/Distribution Technicians sent out 387 items of foreign material and in total 10,901 new items were sent to the Acquisitions and High Demand Departments.

Technical Services Senior Technician Darryl Pless resigned from the Cleveland Public Library on January 4th after 18 years of service.



## MARKETING & COMMUNICATIONS

January was focused on preparing for the Library's 150<sup>th</sup> anniversary and highlighting upcoming African American History month programs.

In development for the 150<sup>th</sup> anniversary were items including: a 60-second introductory video, CPL150 section of cpl.org, ad concepts, a digital tool kit of staff resources, scheduling of editorial board meetings with *The Plain Dealer* and *Crain's Cleveland Business*.

Media coverage for January included:

Net tonality was neutral for the month of January. Top contributors were cleveland.com and *Crain's Cleveland Business*. Most mentions came towards the end of January including, but not exclusively:

January 4, 2019. DeMarco, Laura. "19 Things to do in 2019." *The Plain Dealer Friday! Magazine.*"

January 21, 2019. Thomas, Felton. Kurtz, Jonathan. "Martin Luther King, Jr. Celebrations: MLK Library Design & "Play it Forward"." Interview by Mike McIntyre. *Sound of Ideas*, ideastream.

January 21, 2019. Event "B-roll", WKYC. Martin Luther King, Jr. Commemorative Ceremony.

January 29, 2019. Schmitt, Alyssa. "Beit She`an library inspires change at Cleveland Public Library." *Cleveland Jewish News.*

Search Engine Marketing (SEM): Search accounted for 27,672 impressions with a click-thru rate (CTR) of 16.3% up slightly v. Dec 2018. 76% of click-thru's were from combinations of keywords including *public + library + Cleveland*.

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, *Off the Shelf*, and the Spring edition of *UpNext*.

## FACEBOOK

	2018	2017	YoY	Notes
Net Page Likes	57	176	-68%	
Avg Post Reach	761	1,365	-76%	Due to lapping paid support in 2018
Avg Total Reach	1,152	3,758	-69%	
Avg Engagement	25	58	-132%	

## TWITTER

	2018	2017	YoY
Top Tweet (impressions)	8,131	10,000	-19%
Top Mention (engagements)	2,700	1,119	125%
Top Media Tweet	2,938	8,650	-66%
Summary			
Tweets	26	68	-62%
New Followers	129	124	n/a

**PROPERTY MANAGEMENT**Painters

- Collinwood- touched up paint.
- Garden Valley- touched up paint.
- Addison- painted around lighting fixtures.
- LSW- Painted office in H.R and room 317. Also, touched up paint in Auditorium.

Carpenters

- Westpark- Framed extension to custodial closet.
- Transported display cases from M.L.K to Glenville.
- Installed all chemical dispensers at all branches and LSW.
- Boarded up all windows due to break-ins at Mt.Pleasant, E.131 and Union.
- Cleaned out Graphics new office room 317 as well as tapped and laid out office cubicles.

- Transported shipping crates from Garage to M.L.K and from Lakeshore to M.L.K.

#### Maintenance Mechanics

- Lakeshore - replaced existing exit signs in Technical Services and Acquisitions with emergency/exit combination fixtures.
  - Checked and corrected glycol levels in air handlers/coils.
  - Assembled shipment of new vacuum cleaners for custodial crew.
- Langston Hughes - replaced broken outside air intake dampers and modulating motor for new HVAC equipment (geothermal heat pump /pre-heat system).
- South - worked with mechanical contractors to resolve HVAC and public restroom plumbing issues.
- Addison - worked with contractors on resolving new HVAC equipment issues/frozen piping.
- Carnegie West - worked with contractors on new equipment/HVAC issues.
- Jefferson - ran CAT6 cabling for additional public pc.
- LSW - repaired/corrected glycol level on Liebert dry coolers (server area HVAC).
- Collinwood - worked with contractors on resolving issues with new HVAC equipment.
- LSW/Main - continued organizing and clearing out shop area, mechanical and electrical rooms.
- Woodland - repaired heating system circulation pump, corrected water level/recharged expansion tank.
- Carnegie West - repaired/unclogged drinking fountain drain, replaced pipe sections.
- Branches - continued boiler/heating system P.M.'s
  - Work orders/emergency calls.

**SAFETY & PROTECTIVE SERVICES**

## Safety Services

- SPS received a request from Calfee, Halter, and Griswold Law Firm to facilitate more Active Shooter Training in 2019.
- The online reporting system debuted January 14<sup>th</sup>. Regular meetings are held to resolve issues as they arise.
- SPS has reached out to all Cleveland Police District Commanders to facilitate meetings with their respective CPL branch and district managers.

**PROTECTIVE SERVICES**

## Activity

Month	Total Dispatch Activity	Ave per day	Total Alarms	Branch Emergency	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Jan 2019	2830	113	36	46	483	41	84	56
Dec 2018	3166	132	45	95	524	90	78	51
Nov 2018	3669	153	42	51	583	41	76	51
Oct 2018	4128	159	25	46	722	77	77	74
Sept 2018	3463	146	30	53	535	68	37	63
Aug 2018	3788	159	61	65	637	95	87	71
July 2018	4594	177	51	62	696	81	35	106
June 2018	3785	159	68	54	710	69	22	42
May 2018	5913	227	44	60	701	73	29	33
April 2018	4172	160	55	56	679	93	80	53
March 2018	4271	171	55	66	692	147	78	79
Feb 2018	4109	152	79	75	655	34	78	63
Jan 2018	3386	154	41	67	537	71	56	98

## Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: Upstage Players, MLK Day, Pay Station repairs (with Tech Central), Fleet branch (early officer), South branch fire watch, Fourth district overnight branch patrols (burglary response), CMSD Board Meeting, meeting three car branch patrol minimum, Prison Nation Exhibit tear down.
- Three CPL branches were burglarized in early January in the Fourth District. SPS officers staffed three branch patrol vehicles which

patrolled CPL properties overnight. SPS branch patrol officers caught the male inside Mount Pleasant branch at 2am 1/10/2019.

#### Protective and Fire Systems

- Burglar system phone lines serviced by AT&T at Harvard Lee and Woodland.
- New burglar keypad and fire system installed at Carnegie West.
- Security passcodes were loaded into security keypads at branches for new CPL staff.

#### Contract Security

- Royce after hour's security checked on South branch through the night for frozen pipes during the cold spell.
- Royce supervisors sent Collinwood to coach the guard per branch manager request.

#### Administration

- Interviews for the SPS part time positions were held at Lake Shore. Next round of interviews will be February 2nd.
- Retired SPS officer Dycks passed away February 1<sup>st</sup>.

### **INFORMATION TECHNOLOGY & CLEVNET**

The CLEVNET Directors held their first quarterly meeting of 2019 on Friday, January 25, 2019, at Medina County District Library's Medina Library.

Timothy Diamond, CPL's Chief Knowledge Officer and liaison to CLEVNET, called the meeting to order and provided a report on the Executive Panel Organizational Meeting held by conference call on January 17, 2019. This was the first time the Panel has held a formal meeting to elect new officers. The meeting is now required under the new operating procedures, adopted last year. Lorena Williams, Director of Hubbard Public Library, is the Chair for 2019; and Molly Carver, Director of Sandusky Library, is the first Panel member to hold the newly created position of Secretary.

Director Williams took command of the meeting at this point and welcomed Ann Hutchison, the new director of Barberton Public Library; Joy Walk, the acting director

of Ritter Public Library in Vermilion; Caitlin Ryan, CLEVNET's new Library Systems and Applications Specialist; and special guests Don Yarman and Karl Jendretzky from OPLIN. Director Williams also announced that Carlos Latimer is the acting director of East Cleveland Public Library.

Mr. Diamond provided an update on CLEVNET's strategic plan with a focus on governance and technology. CLEVNET is now operating under the terms of the amended CLEVNET agreement, with revised bylaws/procedures, a revised pricing model, and a new calendar year. Mr. Diamond reported that after the CLEVNET staffing model was adopted following the strategic planning process, 12 positions have been posted and 12 have been filled. One of the priorities for 2019 is to review and revise CLEVNET's staff organizational chart and recommend changes to job descriptions, salary grades, and reporting relationships. Mr. Diamond is optimistic that the new head of Human Resources at CPL will help CLEVNET successfully complete this project.

The Executive Panel continues to think strategically and focus on three priorities: new members, the new data center in Columbus, and the core CLEVNET services, defined as the ILS (SirsiDynix); the network (including VoIP); technical support; and emedia/databases. Ancillary CLEVNET services are also valuable, but are not mission critical. These secondary services currently include public computer and print management from Cassie; mass notification of staff by InformaCast; and group purchasing with TechSoup. As for new members, Mentor Public Library is scheduled to join in April 2019. Once Mentor Public Library comes into CLEVNET, all eight public library systems in Lake County will be CLEVNET member libraries.

A review of CLEVNET's priorities and goals for the year is now the focus of each quarterly meeting. Any suggested changes or additions to this list must be brought to the Executive Panel for vetting. A strategic framework for the Panel to use when evaluating proposed projects and initiatives is described in the new operating procedures. Mr. Diamond explained to the new directors and guests that the list is used to report back to the membership, in a systematic and consistent fashion, on the status of the many projects underway.

Using the list, Hilary Prisbylla, Director of CLEVNET, updated the directors on the work of her Library Systems Team. She covered 14 different projects: five that were carried over from 2018; and nine new projects approved by the Executive Panel. Ms. Prisbylla also brought up the fact that an unexpected number of member libraries wish to go fine free in 2019. Up to this point, Cleveland Heights-University Heights Public Library has been the only member library to join this national trend. Ms. Prisbylla suggested that this topic become an agenda item at the next quarterly meeting for information sharing purposes. Director Williams agreed that it would be beneficial for members to share best practices and supporting data.

Larry Finnegan, Director of IT, also used the list to update the directors on special projects and initiatives assigned to his team. He covered 16 different projects: nine that were carried over from 2018; and seven new projects approved by the Executive Panel, including one most recently added which is to create cybersecurity policy language for adaptation by the boards of individual member libraries.

At the request of the Executive Panel, Ms. Prisbylla brought up the topic of patrons currently not having access to e-books when their cards are blocked. There are a number of factors that can cause a card to be blocked. Bad behavior is not always the cause. The directors in attendance agreed unanimously that the restriction should be lifted.

At this point, the meeting took an educational turn and the directors enjoyed a presentation on IT security from Doug Huber, Associate Professor of Computer Information Science at Lorain County Community College, who had many good stories to share that supported his message.

Director Williams announced that Laura Leonard of Twinsburg Public Library who is just beginning her term on the Executive Panel will be the new liaison to the Circulation SIG (special interest group).

After the regular quarterly meeting adjourned, the Delivery Ad Hoc Committee convened and most of the directors stayed to discuss the challenges they are experiencing with the state delivery system.

Katie Ringenbach, Director of Burton Public Library and head of the ad hoc committee, welcomed State Librarian Beverly Cain and Jamie Pardee, Chief Fiscal Officer for the State Library, as well as three executives from Priority Dispatch, the company that has the State Library's delivery contract. The discussion was productive and helpful for all three groups that came together.

The next quarterly meeting of the CLEVNET Directors is scheduled for Friday, April 26, 2019, at Madison Public Library, to coincide with their centennial celebration.

Ms. Rodriguez adjourned to the Regular Board Meeting at 12:47 p.m.

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Maritza Rodriguez  
President

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Thomas D. Corrigan  
Secretary



## GIFT REPORT FOR JANUARY 2019

**LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	780	780
Periodicals	21	21
Publishers Gifts	0	0
Non-Print Materials	321	321
<b>Total Library Service Materials</b>	<b>1,122</b>	<b>1,122</b>

**TECHNOLOGY RESOURCES**

Tech Gifts	1	1
<b>Total Technology Resources</b>	<b>1</b>	<b>1</b>

**MONEY GIFTS**

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 125	\$ 125
Library Fund	Restricted	125	125
Schweinfurth Fund	Restricted	72,576	72,576
Founders Fund	Restricted	15,800	15,800
Early Literacy	Restricted	150,000	150,000
<b>Total Money Gifts</b>		<b>\$ 238,626</b>	<b>\$ 238,626</b>

**SUMMARY**

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	23	23	1,122	1,122
Technology Resources	1	1	1	1
Money Gifts	10	10	10	10
<b>TOTAL GIFTS</b>	<b>34</b>	<b>34</b>	<b>1,133</b>	<b>1,133</b>

**Cleveland Public Library**  
2019

**February 13, 2019**

Cuyahoga County Budget Commission  
Attention: Bryan Dunn  
1219 Ontario Street  
Cleveland, Ohio 44113

Dear Bryan,

Cleveland Public Library requests a Certificate of Estimated Resources as noted below for the following funds:

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-19	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
<b>General Fund</b>							
101	General Fund	\$ 16,754,161.56	\$ 36,035,180.00	\$ 36,035,180.00	\$ 1,983,650.96	\$ 1,943,650.96	\$ (40,000.00)
<b>Special Revenue Funds</b>							
201	Anderson	\$ 346,454.39			\$ 18,000.00	\$ 18,000.00	\$ -
202	Endowment for the Blind	\$ 2,653,421.78			\$ 150,000.00	\$ 150,000.00	\$ -
203	Founders	\$ 6,434,603.83			\$ 395,000.00	\$ 407,500.00	\$ 12,500.00
204	Kaiser	\$ 73,325.37			\$ 4,000.00	\$ 4,000.00	\$ -
205	Kraley	\$ 206,548.27			\$ 10,000.00	\$ 10,000.00	\$ -
206	Library	\$ 172,725.37			\$ 14,000.00	\$ 14,000.00	\$ -
207	Pepke	\$ 158,161.91			\$ 8,000.00	\$ 8,000.00	\$ -
208	Wickwire	\$ 1,629,879.06			\$ 100,000.00	\$ 100,000.00	\$ -
209	Wittke	\$ 99,729.36			\$ 6,000.00	\$ 6,000.00	\$ -
210	Young	\$ 5,007,491.72			\$ 320,000.00	\$ 320,000.00	\$ -
225	Friends	\$ 4,390.87			\$ -	\$ -	\$ -
226	Judd	\$ 57,485.48			\$ 230,000.00	\$ 230,000.00	\$ -
228	Lockwood Thompson	\$ 17,134.60			\$ 180,000.00	\$ 180,000.00	\$ -
229	Ohio Center for the Book	\$ 64.50			\$ 2,300.00	\$ 2,300.00	\$ -
230	Schweinfurth	\$ 76,006.12			\$ 72,576.00	\$ 72,576.00	\$ -
231	CLEVNET	\$ 584,271.71			\$ 5,443,364.00	\$ 5,521,042.00	\$ 77,678.00
251	OLBPD	\$ 41,256.96			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (41,082.83)			\$ 41,082.83	\$ 191,076.07	\$ 149,993.24
256	Learning Centers	\$ 26,534.35			\$ 25,000.00	\$ 25,000.00	\$ -
257	Tech Centers	\$ (10,000.00)			\$ 10,000.00	\$ 10,000.00	\$ -
258	Early Literacy	\$ 21,614.93			\$ 150,000.00	\$ 150,000.00	\$ -
		\$ 17,560,017.75			\$ 8,687,516.83	\$ 8,927,688.07	\$ 240,171.24
<b>Capital Projects Funds</b>							
401	Building and Repair	\$ 2,607,169.58			\$ -	\$ -	\$ -
<b>Permanent Funds</b>							
501	Abel	\$ 261,024.22			\$ 15,000.00	\$ 15,000.00	\$ -
502	Ambler	\$ 2,557.40			\$ 150.00	\$ 150.00	\$ -
503	Beard	\$ 150,830.72			\$ 8,000.00	\$ 8,000.00	\$ -
504	Klein	\$ 6,021.81			\$ 300.00	\$ 300.00	\$ -
505	Malon/Schroeder	\$ 214,456.49			\$ 18,000.00	\$ 18,000.00	\$ -
506	McDonald	\$ 214,356.04			\$ 12,000.00	\$ 12,000.00	\$ -
507	Ratner	\$ 105,935.10			\$ 5,000.00	\$ 5,000.00	\$ -
508	Root	\$ 41,757.00			\$ 2,500.00	\$ 2,500.00	\$ -
509	Sugarman	\$ 69,420.67			\$ 11,000.00	\$ 11,000.00	\$ -
510	Thompson	\$ 131,051.15			\$ 10,000.00	\$ 10,000.00	\$ -
511	Weidenthal	\$ 7,580.50			\$ 400.00	\$ 400.00	\$ -
512	White	\$ 2,137,403.47			\$ 150,000.00	\$ 150,000.00	\$ -
513	Beard Anna Young	\$ 28,807.61			\$ 4,000.00	\$ 4,000.00	\$ -
		\$ 3,371,202.18			\$ 236,350.00	\$ 236,350.00	\$ -
<b>Agency Funds</b>							
901	Unclaimed Funds	\$ 5,400.04			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 6,695.06			\$ -	\$ -	\$ -

**The reason for the increase/decrease in Estimated Resources:**

A net decrease in Other Sources-General Fund by \$40,000 to reflect the resolution going before the Board on February 21, 2019 to advance cash from the General fund to the MyCom fund (\$75,000) and an increase of \$35,000 relating to the second payment from Cleveland Foundation for the hotspot lending grant; and an increase in Other Sources-Special Revenue by \$240,171.24 relating to the \$75,000 cash advance to the MyCom fund; the Founders fund for the \$4,500 PPG Industries pass through grant for the Rockport Branch and \$8,000 Aperture Foundation pass through grant for the Prison Nation exhibit; the MyCom fund for the grant funds of \$74,993.24 for Kindergarten Club and after school tutoring; and the CLEVNET fund of \$77,678 to reflect the reimbursement to be received from Mentor Public Library for the migration fees to join CLEVNET.

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

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

**AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES**

Based on **87.89%** current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

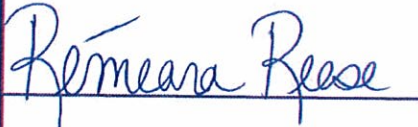

**February 13, 2019**

To the Board of Library Trustees of the:

**Cleveland Library**

The following is the amended official certificate of estimated resources for the fiscal year beginning **January 1st, 2019**, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balace	General Property Tax	P.L.F.	Other Sources	Total
General Fund	\$16,754,161.56	\$36,035,180.00	\$22,447,382.88	\$1,943,650.96	\$77,180,375.40
Special Revenue	\$17,560,017.75			\$8,927,688.07	\$26,487,705.82
Capital	\$2,607,169.58			\$0.00	\$2,607,169.58
Permanent	\$3,371,202.18			\$236,350.00	\$3,607,552.18
Agency	\$12,095.10			\$0.00	\$12,095.10
<b>Totals/Subtotals</b>	<b>\$40,304,646.17</b>	<b>\$36,035,180.00</b>	<b>\$22,447,382.88</b>	<b>\$11,107,689.03</b>	<b>\$109,894,898.08</b>

 _____	<b>Budget Commission</b>	 _____
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**CLEVELAND PUBLIC LIBRARY  
2019 APPROPRIATION: SECOND AMENDMENT  
FEBRUARY 21, 2019**

**GENERAL FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	16,754,161.56	0.00	16,754,161.56 (3)
Taxes - General Property	33,635,180.00	0.00	33,635,180.00
Public Library Fund (PLF)	22,447,382.88	0.00	22,447,382.88
State Rollbacks/CAT	2,400,000.00	0.00	2,400,000.00
Fines and Fees	180,800.00	0.00	180,800.00
Earned Interest	574,090.00	0.00	574,090.00
Restricted Gifts	0.00	35,000.00	35,000.00
Unrestricted Gifts	1,400.00	0.00	1,400.00
Miscellaneous	1,227,360.96	0.00	1,227,360.96
Return of Advances/(Advances Out)	0.00	(75,000.00)	(75,000.00)
<b>TOTAL RESOURCES</b>	<b>77,220,375.40</b>	<b>(40,000.00)</b>	<b>77,180,375.40</b>

<b>APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	39,024,369.88	0.00	39,024,369.88
Supplies	839,467.00	0.00	839,467.00
Purchased/Contracted Services	10,054,074.82	0.00	10,054,074.82
Library Materials/ Information	7,540,000.00	35,000.00	7,575,000.00
Capital Outlay	1,510,270.09	0.00	1,510,270.09
Other Objects	174,000.00	0.00	174,000.00
<b>SUBTOTAL OPERATING</b>	<b>59,142,181.79</b>	<b>35,000.00</b>	<b>59,177,181.79</b>
Transfers	0.00	0.00	0.00
<b>TOTAL APPROPRIATION</b>	<b>59,142,181.79</b>	<b>35,000.00</b>	<b>59,177,181.79</b>

**CLEVELAND PUBLIC LIBRARY  
2019 APPROPRIATION: SECOND AMENDMENT  
FEBRUARY 21, 2019**

**SPECIAL REVENUE FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	26,247,534.58	240,171.24	26,487,705.82
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	344,311.88	0.00	344,311.88
Endowment for the Blind	2,803,421.78	0.00	2,803,421.78
Founders	4,364,941.47	12,500.00	4,377,441.47
Kaiser	77,325.37	0.00	77,325.37
Kraley	216,548.27	0.00	216,548.27
Library	186,725.37	0.00	186,725.37
Pepke	166,161.91	0.00	166,161.91
Wickwire	1,722,626.43	0.00	1,722,626.43
Wittke	105,729.36	0.00	105,729.36
Young	5,327,491.72	0.00	5,327,491.72
Friends	4,390.87	0.00	4,390.87
Judd	287,485.48	0.00	287,485.48
Lockwood Thompson	197,134.60	0.00	197,134.60
Ohio Center for the Book	2,364.50	0.00	2,364.50
Schweinfurth	148,582.12	0.00	148,582.12
CLEVNET	6,027,635.71	77,678.00	6,105,313.71
LSTA-OLBPD	1,549,450.96	0.00	1,549,450.96
MyCom	0.00	74,993.24	74,993.24
Learning Centers	51,534.35	0.00	51,534.35
Tech Centers	0.00	0.00	0.00
Early Literacy	171,614.93	0.00	171,614.93
<b>TOTAL APPROPRIATION</b>	<b>23,755,477.08</b>	<b>165,171.24</b>	<b>23,920,648.32</b> (4)

**CAPITAL PROJECTS FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,607,169.58	0.00	2,607,169.58
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
<b>BUILDING &amp; REPAIR</b>	<b>2,607,169.58</b>	<b>0.00</b>	<b>2,607,169.58</b> (5)

**CLEVELAND PUBLIC LIBRARY  
2019 APPROPRIATION: SECOND AMENDMENT  
FEBRUARY 21, 2019**

**PERMANENT FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,607,552.18	0.00	3,607,552.18
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	276,024.22	0.00	276,024.22
Ambler	2,707.40	0.00	2,707.40
Beard	158,830.72	0.00	158,830.72
Klein	6,321.81	0.00	6,321.81
Malon/Schroeder	232,456.49	0.00	232,456.49
McDonald	226,356.04	0.00	226,356.04
Ratner	110,935.10	0.00	110,935.10
Root	44,257.00	0.00	44,257.00
Sugarman	80,420.67	0.00	80,420.67
Thompson	141,051.15	0.00	141,051.15
Weidenthal	7,980.50	0.00	7,980.50
White	2,287,403.47	0.00	2,287,403.47
Beard Anna Young	32,807.61	0.00	32,807.61
<b>TOTAL APPROPRIATION</b>	<b>3,607,552.18</b>	<b>0.00</b>	<b>3,607,552.18</b> (6)

**AGENCY FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	12,095.10	0.00	12,095.10
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Unclaimed Funds	5,400.04	0.00	5,400.04
CLEVNET Fines & Fees	6,695.06	0.00	6,695.06
<b>TOTAL APPROPRIATION</b>	<b>12,095.10</b>	<b>0.00</b>	<b>12,095.10</b>

**CLEVELAND PUBLIC LIBRARY  
2019 APPROPRIATION: SECOND AMENDMENT  
FEBRUARY 21, 2019**

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- (1) Certificate dated January 10, 2019
- (2) Certificate dated February 13, 2019
- (3) \$16,499,146.56 unencumbered cash carried forward plus the repayment of advances to be made from MyCom of \$75,015 and Tech Centers of \$180,000 to produce the carryover balance available for appropriation in 2019 (plus \$6,192,284.63 encumbered cash).
- (4) \$17,815,032.75 unencumbered cash carried forward less the repayment of advances to be made from MyCom of \$75,015 and Tech Centers of \$180,000 less non-expendable principal amounts of \$2,492,057.50 to produce the carryover balance available for appropriation in 2019 (plus \$1,287,167.78 encumbered cash). \$8,852,688.07 additional revenue.  
(Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.)  
(\$17,815,032.75 - \$75,015 - \$180,000 - \$2,492,057.50 + \$8,852,688.07 = \$23,920,648.32)
- (5) \$2,607,169.58 unencumbered cash carried forward to produce the carryover balance available for appropriation in 2019 (plus \$2,924,910.41 encumbered cash).
- (6) \$4,155,518.54 unencumbered cash carried forward less non-expendable principal amounts of \$784,316.36 to produce the carryover balance available for appropriation in 2019 (plus \$25,438.37 encumbered cash). \$236,350 additional revenue.  
(Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.)  
(\$4,155,518.54 - \$784,316.36 + \$236,350 = \$3,607,552.18)



6555 Carnegie Ave.  
Cleveland, OH 44103

☎ 216 752 8750

December 21, 2018

Jeremiah Swetel  
Chief Operations Officer, Cleveland Public Library

Jeremiah.swetel@cpl.org

RE: CPL FMP – Additional Service Fee Request

Dear Jeremiah,

The Agreement for Master Planning Services between Bialosky Cleveland and Cleveland Public Library includes scope for the design of a new library facility (Phase 3.1). The original proposed fee for this scope of \$34,420 includes the conceptual design of one branch, with the deliverable of Design Concept Diagrams, Floor Plans(s), a Site Plan, and a photo-realistic Interior and Exterior Rendering. The branch being designed under this base scope is the Woodland Facility. Bialosky will work to complete this design and deliverables at our hourly rates, not to exceed the agreed upon fee. Now with a better understanding of scope requirements, we expect that this branch design can be completed with a fee not to exceed, \$26,960.

Per your request, Bialosky Cleveland will also complete this same design scope on three additional branches, being Hough, Lorain and Rockport.

Bialosky Cleveland proposes an additional fee, not to exceed \$25,000, for each of these three branches, for a total additional fee to our base contract, not to exceed \$75,000.

This work will be performed at hourly rates as follows:

Principal:	\$190/hr
Senior Architectural:	\$130/hr
Architectural:	\$105/hr

This additional fee will be billed as Amendment #1 to the Bialosky contract. Your consideration of this additional service fee is appreciated. We greatly appreciate the opportunity to continue working with you and CPL.

As always, please contact me with any questions.

Sincerely,

Aaron Hill, AIA, LEED AP BD+C  
Principal

ahill@bialosky.com





6555 Carnegie Ave.  
Cleveland, OH 44103

P 216 752 8750

January 10, 2019

Jeremiah Swetel  
Chief Operations Officer, Cleveland Public Library

Jeremiah.swetel@cpl.org

RE: CPL FMP - Additional Service Fee Request #2 - Allegro

Dear Jeremiah,

Per the request of CPL, Bialosky Cleveland acquired the services of Allegro Real Estate Brokers & Advisors, to compile information related to the estimated market value of each property that is being considered for a future branch library. These branches include:

- Hough
- Memorial Nottingham
- Mt. Pleasant
- South Brooklyn
- Woodland

Deliverables from Allegro include a narrative describing methodology and conditions and individual slides for each parcel, providing parcel number, address, owner information, 2 to 4 comparable transfers, and a range of estimated values (effectively, a high-level Broker's Opinion of Value for each parcel (i.e., a desk review with drive-by exterior field visits).

Allegro has proposed a flat fee of \$15,000 for this scope of work. Bialosky Cleveland will not any mark-up to this fee.

This additional fee will be billed as Amendment #2 to the Bialosky contract. Your consideration of this additional service fee is appreciated. We greatly appreciate the opportunity to continue working with you and CPL.

As always, please contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "A Hill", written in a cursive style.

Aaron Hill, AIA, LEED AP BD+C  
Principal

ahill@bialosky.com



6555 Carnegie Ave.  
Cleveland, OH 44103

P 216 752 8750

February 11, 2019

Jeremiah Swetel  
Chief Operations Officer, Cleveland Public Library

Jeremiah.swerel@cpl.org

RE: CPL FMP - Additional Service Fee Request #3 - WJE

Dear Jeremiah,

In October of 2018, CPL acquired the services of Wiss, Janney, Elstner Associates (WJE) to perform the mandatory City of Cleveland ordinance number 1533-15, which requires the façade of buildings at least 50 years old to have an inspection completed and a report filed with the City. WJE was hired by CPL to perform this inspection of the Main Library facade to identify any potentially unsafe conditions.

Deliverables from WJE include the physical inspection and filing of the report with the City.

WJE has proposed a flat fee of \$9,750 for this scope of work. Bialosky Cleveland will not any mark-up to this fee.

This additional fee will be billed as Amendment #3 to the Bialosky contract. Your consideration of this additional service fee is appreciated. We greatly appreciate the opportunity to continue working with you and CPL.

As always, please contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "A Hill", written over a light blue horizontal line.

Aaron Hill, AIA, LEED AP BD+C  
Principal

ahill@bialosky.com

**Exhibit A**  
**Cleveland State University**  
**America Reads Program**  
**Proposal to**  
**Cleveland Public Library for Tutoring Services**

**February 4, 2019 – December 31, 2019**

This proposal includes figures for the **America Reads literacy program** for the 2019 calendar year beginning February 4, 2019 and ending on December 31 2019.

Support received will fund the salary and fringe benefits of the America Reads Program Coordinator position at CSU, administrative and program supplies, tutor recruitment, hiring, training, supervision, and on-going payroll costs, background checks of student tutors, and student tutor wages.

**Budget Request for Literacy/ Homework Assistance Program – February 2019 and ending in December 2019.**

Tutoring will take place at **13 CPL branches**, Monday – Thursday, from 3:00pm – 6:00pm, beginning the week of February 4th and continuing until May 10th, and resuming at the end of September through December 31<sup>st</sup>. Depending on the needs at the 13 branches, approximately 40 or more tutors will be employed each semester.

Tutors are to be paid between \$10.00 and \$12.00 an hour based on their level of seniority, willingness to travel to more distant sites, and length of service (student wages are determined by CSU). *There continues to be a need pay tutors above minimum wage to facilitate recruitment and make the position more attractive and competitive to CSU students.*

One to two Student Lead Tutor positions will be included under Student Wages amount listed below. The Lead Tutors will be employed to mentor and support the America Reads Tutors in the performance of their duties, and to assist the Program Coordinator with duties, data collection, and record-keeping.

*\*\* It should be noted that the Student Wages expenditures at the end of the grant year could be much lower depending on the use of Federal Work Study monies which CSU Program Coordinator has continued to increase each year for eligible students. The amount estimated for student salaries are without the use of work study monies.*

**Administrative Costs**

Coordinator's Salary.....	\$13,065.00
Fringe Benefits (20.75% of salary).....	\$2,711.00
Total Salary, Wages, Fringe Benefits.....	\$15,776.00

Page 2 Proposal to CPL

Coordinator's Travel (Site Visits).....	\$200.00
Supplies.....	\$2,024.00
Trainings/Other/Misc (shift where needed for program operation).....	\$2,000.00
Background Checks.....	\$2,500.00
<b>Tutor Services.....</b>	<b>\$52,500.00</b>

**Breakdown**

Student Wages.....	\$50,000
Fringe Benefits (5.0% of salary).....	\$2,500.00
<b>Total Program Proposal.....</b>	<b>\$75,000.00</b>

REPORT A

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD JANUARY 1 – JANUARY 31, 2019

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending January 31, 2019**

	<b>General Fund</b>	<b>Special Revenue</b>	<b>Capital Projects</b>	<b>Permanent</b>	<b>Agency</b>	<b>Total</b>
41 Taxes	3,202,000.00	0.00	0.00	0.00	\$ 0.00	3,202,000.00
42 Intergovernmental	1,793,789.62	125,683.00	0.00	0.00	\$ 0.00	1,919,472.62
43 Fines & Fees	21,070.22	0.00	0.00	0.00	\$ 0.00	21,070.22
44 Investment Earnings	24,512.96	77,297.27	0.00	9,860.73	\$ 0.00	111,670.96
45 Charges for Services	0.00	1,834,866.94	0.00	0.00	\$ 0.00	1,834,866.94
46 Contributions & Donations	125.00	238,501.00	0.00	0.00	\$ 0.00	238,626.00
48 Miscellaneous Revenue	1,021.61	0.00	0.00	0.00	\$ 9,754.69	10,776.30
<b>Total Revenues</b>	<b>\$ 5,042,519.41</b>	<b>\$ 2,276,348.21</b>	<b>\$ 0.00</b>	<b>\$ 9,860.73</b>	<b>\$ 9,754.69</b>	<b>\$ 7,338,483.04</b>
51 Salaries/Benefits	2,957,634.46	281,186.00	0.00	0.00	\$ 0.00	3,238,820.46
52 Supplies	26,573.09	1,388.94	0.00	406.00	\$ 0.00	28,368.03
53 Purchased/Contracted Services	1,866,255.38	40,564.91	4,975.00	449.00	\$ 0.00	1,912,244.29
54 Library Materials	377,038.11	63,921.79	0.00	814.30	\$ 0.00	441,774.20
55 Capital Outlay	178,589.57	8,664.75	906,289.69	0.00	\$ 0.00	1,093,544.01
57 Miscellaneous Expenses	19,801.92	804.89	0.00	0.00	\$ 6,695.06	27,301.87
<b>Total Expenditures</b>	<b>\$ 5,425,892.53</b>	<b>\$ 396,531.28</b>	<b>\$ 911,264.69</b>	<b>\$ 1,669.30</b>	<b>\$ 6,695.06</b>	<b>\$ 6,742,052.86</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$(383,373.12)</b>	<b>\$ 1,879,816.93</b>	<b>\$(911,264.69)</b>	<b>\$ 8,191.43</b>	<b>\$ 3,059.63</b>	<b>\$ 596,430.18</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$(383,373.12)</b>	<b>\$ 1,879,816.93</b>	<b>\$(911,264.69)</b>	<b>\$ 8,191.43</b>	<b>\$ 3,059.63</b>	<b>\$ 596,430.18</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 22,691,431.19</b>	<b>\$ 19,102,200.53</b>	<b>\$ 5,532,079.99</b>	<b>\$ 4,180,956.91</b>	<b>\$ 12,095.10</b>	<b>\$ 51,518,763.72</b>
<b>Current Cash Balance</b>	<b>\$ 22,308,058.07</b>	<b>\$ 20,982,017.46</b>	<b>\$ 4,620,815.30</b>	<b>\$ 4,189,148.34</b>	<b>\$ 15,154.73</b>	<b>\$ 52,115,193.90</b>

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the Period Ending January 31, 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	1,793,790	20,653,593	8%	8%
General Property Tax	33,635,180	3,202,000	30,433,180	10%	10%
Rollback, Homestead, CAT	2,400,000	0	2,400,000	0%	0%
Fines & Fees	180,800	21,070	159,730	12%	8%
Investment Earnings	574,090	24,513	549,577	4%	6%
Contributions	1,400	125	1,275	9%	100%
Miscellaneous	1,227,361	1,022	1,226,339	0%	0%
Return of Advances Out	0	0	0	0%	0%
<b>Total</b>	<b>\$ 60,466,214</b>	<b>\$ 5,042,519</b>	<b>\$ 55,423,694</b>	<b>8%</b>	<b>8%</b>

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	39,182,278	3,009,684	36,172,593	8%	8%
Supplies	926,512	479,780	446,732	52%	36%
Purchased Services	11,742,382	6,622,467	5,119,915	56%	64%
Library Materials	11,318,033	3,322,726	7,995,306	29%	38%
Capital Outlay	1,989,586	504,300	1,485,286	25%	26%
Other	175,676	54,168	121,508	31%	48%
<b>Subtotal</b>	<b>\$ 65,334,466</b>	<b>\$ 13,993,125</b>	<b>\$ 51,341,341</b>	<b>21%</b>	<b>25%</b>
Advances Out	0	0	0		
Transfers Out	0	0	0		
<b>Total</b>	<b>\$ 65,334,466</b>	<b>\$ 13,993,125</b>	<b>\$ 51,341,341</b>	<b>21%</b>	<b>25%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated January 10, 2019.  
 Note (2): Subtotal Original Appropriation of \$59,142,181.79 plus carried forward encumbrance of \$6,192,284.63.  
 Note (3): Subtotal includes 8% expended and 13% encumbered.

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**

For the Period Ending January 31, 2019

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	12,241,512.39	12,241,512.39	841,591.36	0.00	11,399,921.03
51120 Clerical Salaries	10,760,259.04	10,760,259.04	797,218.02	0.00	9,963,041.02
51130 Non-Clerical Salaries	1,306,477.03	1,306,477.03	86,141.52	0.00	1,220,335.51
51140 Buildings Salaries	4,354,116.00	4,365,929.94	317,868.86	0.00	4,048,061.08
51150 Other Salaries	534,924.26	534,924.26	40,812.61	0.00	494,111.65
51180 Severance Pay	0.00	109,571.68	110,943.38	0.00	(1,371.70)
51190 Non-Base Pay	475,000.00	475,000.00	72,471.75	0.00	402,528.25
51400 OPERS	4,181,573.32	4,183,227.27	300,065.18	0.00	3,883,162.09
51610 Health Insurance	4,299,714.82	4,299,714.82	337,212.52	0.00	3,962,502.30
51611 Dental Insurance	225,998.16	225,998.16	17,014.41	0.00	208,983.75
51612 Vision Insurance	17,528.88	17,528.88	1,352.51	0.00	16,176.37
51620 Life Insurance	13,644.00	13,644.00	1,110.00	0.00	12,534.00
51625 Short Term Disability Insurance	27,792.24	27,792.24	2,255.31	0.00	25,536.93
51630 Workers Compensation	155,341.02	161,792.64	(2,457.37)	6,451.62	157,798.39
51640 Unemployment Compensation	10,000.00	23,702.66	0.00	23,702.66	0.00
51650 Medicare - ER	399,237.08	401,255.11	30,520.02	211.67	370,523.42
51900 Other Benefits	21,251.64	33,947.51	3,514.38	21,683.80	8,749.33
<b>Salaries/Benefits</b>	<b>\$39,024,369.88</b>	<b>\$ 39,182,277.63</b>	<b>\$ 2,957,634.46</b>	<b>\$ 52,049.75</b>	<b>\$ 36,172,593.42</b>
52110 Office Supplies	45,647.34	46,479.96	390.86	5,126.77	40,962.33
52120 Stationery	30,745.00	31,884.29	1,123.70	2,253.33	28,507.26
52130 Duplication Supplies	24,400.00	24,779.78	379.78	4,242.40	20,157.60
52140 Hand Tools	1,500.00	1,500.00	0.00	8.80	1,491.20
52150 Book Repair Supplies	66,000.00	66,507.30	507.30	1,974.53	64,025.47
52210 Janitorial Supplies	100,700.00	105,596.57	3,910.19	31,163.47	70,522.91



**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending January 31, 2019**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220 Electrical Supplies	42,000.00	47,097.25	1,900.60	33,498.08	11,698.57
52230 Maintenance Supplies	293,500.00	347,900.08	14,413.80	293,626.29	39,859.99
52240 Uniforms	7,000.00	8,164.14	0.00	1,164.14	7,000.00
52300 Motor Vehicle Supplies	58,000.00	63,980.98	0.00	61,980.98	2,000.00
52900 Other Supplies	169,974.66	182,621.72	3,946.86	18,168.09	160,506.77
<b>Supplies</b>	<b>\$839,467.00</b>	<b>\$ 926,512.07</b>	<b>\$ 26,573.09</b>	<b>\$ 453,206.88</b>	<b>\$ 446,732.10</b>
53100 Travel/Meetings	100,000.00	117,023.72	4,708.97	29,220.58	83,094.17
53210 Telecommunications	272,836.00	297,253.07	7,008.87	195,507.02	94,737.18
53230 Postage/Freight	78,600.00	92,875.36	5,467.89	78,907.47	8,500.00
53240 PR/Other Communications	273,000.00	316,832.82	10,954.39	37,878.43	268,000.00
53310 Building Repairs	132,028.00	142,248.25	448.00	58,204.25	83,596.00
53320 Machine Repairs	21,000.00	26,433.62	0.00	4,324.62	22,109.00
53340 Building Maintenance	502,000.00	634,870.53	116,615.47	74,285.06	443,970.00
53350 Machine Maintenance	176,961.70	277,061.84	20,013.85	108,390.29	148,657.70
53360 Computer Maintenance	336,694.90	339,344.94	750.00	105,953.52	232,641.42
53370 Motor Vehicle Repairs/Maint	27,000.00	31,938.23	1,098.82	21,839.41	9,000.00
53380 Contract Security	680,000.00	729,958.82	17,884.08	712,014.74	60.00
53390 Landscaping	10,000.00	10,450.00	0.00	450.00	10,000.00
53400 Insurance	421,856.00	421,856.00	0.00	346.00	421,510.00
53510 Rent/Leases	154,127.49	158,484.08	5,616.09	66,177.50	86,690.49
53520 Equipment Rental	279,346.12	281,853.14	1,800.24	16,604.34	263,448.56
53610 Electricity	1,914,664.00	1,965,130.93	62,785.05	1,851,297.15	51,048.73
53620 Gas	135,594.00	153,266.49	14,239.89	143,176.56	(4,149.96)
53630 Chilled Water	795,776.00	904,311.44	15,650.18	0.00	888,661.26

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending January 31, 2019**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	125,273.00	143,841.94	4,369.05	126,274.32	13,198.57
53710	1,125,605.00	1,980,034.61	65,237.69	891,260.91	1,023,536.01
53720	695,000.00	750,353.50	0.00	55,353.50	695,000.00
53730	11,000.00	11,000.00	947.49	0.00	10,052.51
53800	266,500.00	436,497.64	0.00	169,997.64	266,500.00
53900	1,519,212.61	1,519,460.61	1,510,659.36	8,748.00	53.25
	<b>\$10,054,074.82</b>	<b>\$11,742,381.58</b>	<b>\$1,866,255.38</b>	<b>\$4,756,211.31</b>	<b>\$5,119,914.89</b>
<b>Purchased/Contracted Services</b>					
54110	2,085,000.00	2,549,991.42	62,708.67	478,343.74	2,008,939.01
54120	291,000.00	500,755.10	29,576.45	183,467.60	287,711.05
54210	790,000.00	1,687,565.69	50,339.40	263,020.59	1,374,205.70
54220	30,600.00	70,779.00	0.00	40,179.00	30,600.00
54310	1,615,000.00	2,059,573.40	124,037.89	320,801.85	1,614,733.66
54320	90,150.00	122,201.45	8,548.01	27,821.31	85,832.13
54325	172,650.00	269,123.15	12,684.19	86,380.22	170,058.74
54350	0.00	729.88	0.00	261.45	468.43
54500	570,000.00	1,251,620.47	0.00	680,748.57	570,871.90
54530	1,622,600.00	2,432,234.39	76,497.65	776,344.67	1,579,392.07
54600	3,000.00	4,135.00	0.00	1,135.00	3,000.00
54710	20,000.00	46,455.69	0.00	26,455.69	20,000.00
54720	20,000.00	53,993.71	18.25	33,975.46	20,000.00
54730	5,000.00	14,339.60	0.00	9,339.60	5,000.00
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	0.00	200,000.00
54910	0.00	4,019.70	0.00	4,019.70	0.00

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending January 31, 2019**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
<b>Library Materials</b>	<b>\$7,540,000.00</b>	<b>\$ 11,318,032.85</b>	<b>\$ 377,038.11</b>	<b>\$ 2,945,688.25</b>	<b>\$ 7,995,306.49</b>
55300 Construction/Improvements	0.00	26,144.12	0.00	26,144.12	0.00
55510 Furniture	219,787.80	262,841.62	23,485.64	19,930.17	219,425.81
55520 Equipment	358,256.77	428,717.78	29,167.06	56,789.93	342,760.79
55530 Computer Hardware	585,825.52	821,209.13	125,548.87	118,960.95	576,699.31
55540 Software	106,400.00	136,699.25	388.00	29,911.25	106,400.00
55700 Motor Vehicles	240,000.00	313,974.00	0.00	73,974.00	240,000.00
<b>Capital Outlay</b>	<b>\$1,510,270.09</b>	<b>\$ 1,989,585.90</b>	<b>\$ 178,589.57</b>	<b>\$ 325,710.42</b>	<b>\$ 1,485,285.91</b>
57100 Memberships	87,767.38	87,807.38	18,328.04	31,459.34	38,020.00
57200 Taxes	15,000.00	15,487.89	900.80	0.00	14,587.09
57500 Refunds/Reimbursements	71,232.62	72,381.12	573.08	2,906.64	68,901.40
<b>Miscellaneous Expenses</b>	<b>\$174,000.00</b>	<b>\$ 175,676.39</b>	<b>\$ 19,801.92</b>	<b>\$ 34,365.98</b>	<b>\$ 121,508.49</b>
Advances	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$59,142,181.79</b>	<b>\$ 65,334,466.42</b>	<b>\$ 5,425,892.53</b>	<b>\$ 8,567,232.59</b>	<b>\$ 51,341,341.30</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending January 31, 2018**

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	22,691,431.19	5,042,519.41	5,425,892.53	8,567,232.59	13,740,825.48
<b>Total General Fund</b>	<b>\$ 22,691,431.19</b>	<b>\$ 5,042,519.41</b>	<b>\$ 5,425,892.53</b>	<b>\$ 8,567,232.59</b>	<b>\$ 13,740,825.48</b>
201 Anderson	346,454.39	13.09	0.00	0.00	346,467.48
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	106,060.83	9,248.15	826,584.40	6,383,613.02
204 Kaiser	73,325.37	0.00	0.00	0.00	73,325.37
205 Kralej	206,681.24	504.31	0.00	132.97	207,052.58
206 Library	177,000.37	(181.40)	0.00	4,275.00	172,543.97
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	1,923.31	1,631,374.99
209 Wittke	99,729.36	0.00	0.00	0.00	99,729.36
210 Young	5,007,491.72	(10,797.61)	0.00	0.00	4,996,694.11
225 Friends	4,490.87	0.00	0.00	100.00	4,390.87
226 Judd	63,460.85	0.00	9,005.44	31,240.36	23,215.05
228 Lockwood Thompson Memorial	158,275.27	0.00	16,264.72	129,971.26	12,039.29
229 Ohio Center for the Book	64.50	0.00	0.00	0.00	64.50
230 Schweinfurth	84,166.12	72,576.00	8,280.00	10,250.00	138,212.12
231 CLEVNET	926,146.62	1,834,866.94	238,172.30	1,547,417.13	975,424.13
251 OLBPD-Library for the Blind	52,461.90	125,683.00	110,523.05	33,091.34	34,530.51
254 MyCom	33,938.93	0.00	0.00	6.76	33,932.17
256 Learning Centers	49,264.60	0.00	0.00	22,730.25	26,534.35
257 Tech Centers	170,000.00	0.00	0.00	0.00	170,000.00
258 Early Literacy	94,400.93	150,000.00	5,037.62	72,786.00	166,577.31
<b>Total Special Revenue Funds</b>	<b>\$ 19,102,200.53</b>	<b>\$ 2,276,348.21</b>	<b>\$ 396,531.28</b>	<b>\$ 2,680,508.78</b>	<b>\$ 18,301,508.68</b>

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending January 31, 2018

	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	911,264.69	1,988,112.82	2,632,702.48
<b>Total Capital Project Funds</b>	<b>\$ 5,532,079.99</b>	<b>\$ 0.00</b>	<b>\$ 911,264.69</b>	<b>\$ 1,988,112.82</b>	<b>\$ 2,632,702.48</b>
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	449.00	9,913.48	161,323.00
504 Klein	6,521.81	0.00	0.00	0.00	6,521.81
505 Maion/Schroeder	324,456.49	475.60	0.00	450.00	324,482.09
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)	406.00	500.00	217,763.54
510 Thompson	178,304.90	4,093.37	0.00	3,500.00	178,898.27
511 Weidenthal	8,080.50	0.00	0.00	0.00	8,080.50
512 White	2,523,609.44	(2,046.35)	814.30	9,732.91	2,511,015.88
513 Beard Anna Young	96,088.62	0.00	0.00	0.00	96,088.62
<b>Total Permanent Funds</b>	<b>\$ 4,180,956.91</b>	<b>\$ 9,860.73</b>	<b>\$ 1,669.30</b>	<b>\$ 29,634.94</b>	<b>\$ 4,159,513.40</b>
901 Unclaimed Funds	5,400.04	0.00	0.00	0.00	5,400.04
905 CLEVNET Fines & Fees	6,695.06	9,754.69	6,695.06	0.00	9,754.69
<b>Others</b>	<b>\$ 12,095.10</b>	<b>\$ 9,754.69</b>	<b>\$ 6,695.06</b>	<b>\$ 0.00</b>	<b>\$ 15,154.73</b>
<b>Total All Funds</b>	<b>\$ 51,518,763.72</b>	<b>\$ 7,338,483.04</b>	<b>\$ 6,742,052.86</b>	<b>\$ 13,265,489.13</b>	<b>\$ 38,849,704.77</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending January 31, 2019

<b>Balance of All Funds</b>	<b><u><u>\$ 52,115,193.90</u></u></b>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	468,025.15
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,620.00
KeyBank-Payroll Account (ZBA)	255.52
<b>Cash in Library Treasury</b>	<b><u><u>\$ 475,427.86</u></u></b>
PNC - Money Market	10,159.12
U.S. Bank - Investments	31,324,120.38
U.S. Bank - Inv - Money Market	152,967.95
STAR Ohio Investment	1,001,033.32
STAR Plus Program	0.00
<b>Investments</b>	<b><u><u>\$ 32,488,280.77</u></u></b>
PNC- Endowment Account	19,151,485.27
<b>Endowment Account</b>	<b><u><u>\$ 19,151,485.27</u></u></b>
<b>Cash in Banks and On Hand</b>	<b><u><u>\$ 52,115,193.90</u></u></b>

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – January 2019

1. INTERIM DEPOSITS

In accordance with Ohio Revised Code Section 135.14, funds that become available periodically throughout the fiscal year are invested in short term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury issues, Agency issues, and commercial paper as managed by United American Capital Corporation, STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period January 1, 2019 through January 31, 2019.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
01/01/19 - 01/31/19	31	Various	STAR Ohio	Various	1,033.32	Investment Pool
01/01/19 - 01/31/19	31	Various	STAR Plus	Various	0.00	Bank Deposit Program
01/01/19 - 01/31/19	31	Various	U.S. Bank	Various	64.79	Sweep Money Market
01/01/19 - 01/31/19	31	Various	PNC	Various	10.32	Money Market
07/28/18 - 01/28/19	185	1,050,000	Federal National Mortgage Assn.	1.300%	6,825.00	Federal Agency
10/24/18 - 01/04/19	73	1,075,000	Federal National Mortgage Assn.	1.000%	3,423.28	Federal Agency
07/17/18 - 01/17/19	185	1,000,000	Federal Home Loan Mortgage Corp.	1.500%	7,500.00	Federal Agency
07/31/18 - 01/31/19	185	550,000	United States Treasury Note	1.375%	3,781.25	Treasury Security
07/25/18 - 01/25/19	185	250,000	Federal Home Loan Mortgage Corp.	1.500%	1,875.00	Federal Agency
				Earned Interest January 2019	\$ 24,512.96	
				Earned Interest Year To Date	\$ 24,512.96	

## CLEVELAND PUBLIC LIBRARY

REPORT C

**Board Meeting**  
February 21, 2019

**REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JANUARY 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
Center for Arts-Inspired Learning Behavior Management: A Guide to Creative Chaos Cleveland, Ohio	11/30/2018	Michael Credico	55.40
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	Joyce Dodrill	286.28
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	Shenise Johnson-Thomas	143.14
Beit Shean Library Collaboration Workshop Beit Shean, Israel	12/2/2018 - 12/11/2018	Erica Marks	1,157.34
Beit Shean Library Collaboration Workshop Beit Shean, Israel	12/2/2018 - 12/11/2018	Aaron Mason	1,157.34
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	Jean McFarren	464.33
Ohio Library Council Technical Services Action Council Meeting Columbus, Ohio	1/9/2019	Barbara Satow	148.48
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	John Skrtic	368.00
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	Jeremiah Swetel	464.33
Free Library of Philadelphia Site Visit Philadelphia, Pennsylvania	11/28/2018 - 11/30/2018	Tena Wilson	464.33
<b>TOTAL</b>			<b>\$4,708.97</b>

**SUMMARY**

FUND	JANUARY	YEAR TO DATE
General	\$4,708.97	\$4,708.97
<b>TOTAL</b>	<b>\$4,708.97</b>	<b>\$4,708.97</b>



## CLEVELAND PUBLIC LIBRARY

Board Meeting  
February 21, 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 January 31, 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		33,002.33	416,927.67	
Regency Construction Services, Inc. - Construction Manager at Risk		592,033.63	3,680,610.15	
Direct Expenditures paid from Contingency Fund		-	51,278.50	
		\$ 625,035.96	\$ 4,182,544.53	
Available Budget from Owner's Contingency and Permit Fund				<u>\$192,419.51</u>

		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
1/22/2018	City of Cleveland	180314	Permits for Glenville, Harvard Lee, Lorain and Rockport	-	19,256.25
7/15/2018	City of Cleveland	181262	Permits for Collinwood, Fulton, and Langston Hughes	-	18,752.25
10/22/2018	Grainger	181752	Upgrade/Replace existing indoor wall mount fixtures for Addison Branch that should have been part of Safe, Warm 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 from 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 rehanging 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 and Women's Restroom at the Fulton Branch	1,919.00
PCO #83 09/26/18	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	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.	526.21
PCO #65 08/28/18	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.	(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 wires 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	Providing power to the circulating pumps at Carnegie West per RFI 129	7,387.54
PCO #93 10/10/18	Exit and Emergency lights needed for the restrooms at the Fulton Branch.	4,552.03
PCO #95 10/22/18	Additional concrete work requested at the Collinwood Branch including removal and replacement of concrete and steel reinforcements.	12,870.43
PCO #96 10/24/18	Provide and install light fixtures for the restroom at Fulton requested in the RFI 125	1,782.69
PCO #98 10/24/18	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	3,620.85
PCO #94 10/29/18	Additional terracotta repair at Carnegie West. Repairs are recommended due to cracks, failed/missing mortar and displacement of terracotta. Not to exceed price.	9,288.97
PCO #63 10/31/18	Cost for a 3.5'x7'x4" section of concrete pavement at the Glenville branch	488.35
PCO #92R 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.	3,585.40
PCO #99 10/31/18	Additional asphalt work requested by the Cleveland Public Library for the alleyway next to the Collinwood Branch.	13,020.13

<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)
<b>Total Change Orders to date</b>		<b>\$ (153,187.53)</b>

<b>Updated Guaranteed Maximum Price (GMP):</b>	<b>\$ 4,272,643.78</b>
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## CLEVELAND PUBLIC LIBRARY

Board Meeting  
February 21, 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 January 31, 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	
12/19/2018	BIBLIOTHECA, LLC	182004	Change to selfCheck 500	-	-	
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				854,437.98	3,057,489.93	
Furniture, Fixtures, Equipment and Technology				11,291.20	104,608.06	
Direct Expenditures paid from Contingency Fund				-	57,188.87	
				\$ 872,239.18	\$ 3,536,786.86	
Available Budget as of 01/31/2019						\$ 90,973.96

Change Order DetailsChange 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

**CLEVELAND PUBLIC LIBRARY**

**Board Meeting**  
February 21, 2019

**Lakeshore Facility Roof Replacement Project**

In accordance with the Board resolution adopted on May 22, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to cover the cost of Owner-requested changes and unforeseeable conditions uncovered during the removal and replacement of the Lakeshore Facility roof, and if needed, to cover the costs of permitting and inspection fees, is hereby submitted:

**For the Period Ending January 31, 2019**

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Owner's Contingency and Permit Fund</u>		<u>\$64,550.00</u>
				<u>Encumbered</u>	<u>Expended</u>	
7/16/2018	Warren Roofing & Insulating Co.	181234	City permit	\$ -	\$ 10,151.30	
				\$ -	\$ 10,151.30	
			<b>Owner's Contingency and Permit Fund Available Balance</b>			<b>\$54,398.70</b>
				<b>South Branch Renovation Project Budget</b>		<b>\$ 1,000,000.00</b>
				<u>Encumbered</u>	<u>Expended</u>	
	Construction Resources, Inc. - Prepare Specifications/Construction Administration			\$ 7,260.00	\$ 42,640.00	
	Warren Roofing & Insulating Co. - Contractor			213,997.50	429,502.50	
	Direct Expenditures paid from Contingency Fund			-	10,151.30	
				\$ 221,257.50	\$ 482,293.80	
			<b>Available Budget as of 01/31/2019</b>			<b>\$ 296,448.70</b>



**CLEVELAND PUBLIC LIBRARY  
Regular Employment Report  
1/01/2019 TO 1/31/2019**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
<b>RESIGNATIONS</b>			
ELLIS, DARIUS S		PAGE	01/07/2019
KROK, LISA A	Harvard Lee	BRANCH MANAGER (MEDIUM)	01/10/2019
LEE, MILTON	Security	SAFETY&PROTECTIVE SVC OFFICER	01/07/2019
MCQUEEN, ARIANNA	Shelf Pages	PAGE	01/04/2019
PLESS, DARRYL J	Lakeshore Shipping/St	TECHNICAL SERVICES SENIOR TECH	01/04/2019

**CLEVELAND PUBLIC LIBRARY  
NEW HIRE REPORT  
FROM 1/01/2019 TO 1/31/2019**

<b>EMPLOYEE:</b>	BERZONSKY, KYRA M	<b>CURRENT GRADE:</b>	F	<b>HIRE DATE:</b>	1/08/2019
<b>JOB TITLE:</b>	LIBRARY ASST-COMP EMPH	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	24.27
<b>LOCATION:</b>	MT PLEASANT	<b>SALARY:</b>	35,337.38		
<b>EMPLOYEE:</b>	BRYANT, WHITNEY	<b>CURRENT GRADE:</b>	F	<b>HIRE DATE:</b>	1/08/2019
<b>JOB TITLE:</b>	LIBRARY ASST-COMP EMPH	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	24.27
<b>LOCATION:</b>	RICE	<b>SALARY:</b>	35,337.38		
<b>EMPLOYEE:</b>	PALKA-ROMAN, RONALD J	<b>CURRENT GRADE:</b>	H	<b>HIRE DATE:</b>	1/20/2019
<b>JOB TITLE:</b>	CHILDRENS LIBRARIAN	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	29.31
<b>LOCATION:</b>	SOUTH BROOKLYN	<b>SALARY:</b>	57,148.78		
<b>EMPLOYEE:</b>	RYAN, CAITLIN	<b>CURRENT GRADE:</b>	H	<b>HIRE DATE:</b>	1/08/2019
<b>JOB TITLE:</b>	LIB SYS APP SPEC	<b>CURRENT STEP:</b>	4	<b>HOURLY RATE:</b>	32.64
<b>LOCATION:</b>	LIBRARY APPLICATIONS	<b>SALARY:</b>	63,648.66		
<b>EMPLOYEE:</b>	SARGI, LYNN	<b>CURRENT GRADE:</b>	N	<b>HIRE DATE:</b>	1/14/2019
<b>JOB TITLE:</b>	CHIEF TALENT OFFICER	<b>CURRENT STEP:</b>	2	<b>HOURLY RATE:</b>	63.58
<b>LOCATION:</b>	HUMAN RESOURCES	<b>SALARY:</b>	123,984.92		
<b>EMPLOYEE:</b>	WINLOCK, SADIE M	<b>CURRENT GRADE:</b>	L	<b>HIRE DATE:</b>	1/20/2019
<b>JOB TITLE:</b>	DIRECTOR OF EQUITY AND INCLUSI	<b>CURRENT STEP:</b>	7	<b>HOURLY RATE:</b>	54.03
<b>LOCATION:</b>	HUMAN RESOURCES	<b>SALARY:</b>	105,350.45		

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 01/01/2019 TO 01/31/2019**

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

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	18.48	24.27	PROMOTION

**EMPLOYEE:** CALDWELL, KAHLIL G      **CURRENT GRADE:** C      **EFFECTIVE DATE**  
**JOB TITLE:** SAFETY&PROTECTIVE SVC OF      **CURRENT STEP:** 1      **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	28254.98	40364.22	PROMOTION

**EMPLOYEE:** CLARK, BRIGID K      **CURRENT GRADE:** F      **EFFECTIVE DATE**  
**JOB TITLE:** LIBRARY ASST-COMP EMPH      **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	35337.38	35854.52	MLIS STEP PER UNION CONTRACT
Annual Pay	35337.38	35854.52	TRANSFER

**EMPLOYEE:** CORBIN-MCKENZIE, LINDA G      **CURRENT GRADE:** C      **EFFECTIVE DATE**  
**JOB TITLE:** SAFETY&PROTECTIVE SVC OF      **CURRENT STEP:** 1      **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	28254.98	40364.22	PROMOTION

EMPLOYEE: FRENCH, GRACE K                      CURRENT GRADE: F EFFECTIVE DATE  
 JOB TITLE: LIBRARY ASST-COMP EMPH            CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	26250.64	25241.06	MLIS STEP PER UNION CONTRACT
Annual Pay	26250.64	25241.06	PROMOTION
Annual Pay	26250.64	25241.06	TRANSFER
Annual Pay	35337.38	26250.64	MLIS STEP PER UNION CONTRACT
Annual Pay	35337.38	26250.64	PROMOTION
Annual Pay	35337.38	26250.64	TRANSFER

EMPLOYEE: GRAHAM, KYLE A                      CURRENT GRADE: C EFFECTIVE DATE  
 JOB TITLE: SAFETY&PROTECTIVE SVC OF      CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	28254.98	40364.22	PROMOTION

EMPLOYEE: GREEN, ANTHONY L                    CURRENT GRADE: C EFFECTIVE DATE  
 JOB TITLE: SAFETY&PROTECTIVE SVC OF      CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	39379.86	40364.22	RETURN TO REGULAR FORMER POSIT
Annual Pay	39379.86	40364.22	TERMINATION INVOLUNTARY
Annual Pay	39379.86	40364.22	TRANSFER
Annual Pay	39379.86	40364.22	VACANCY

EMPLOYEE: HARRIS, GARY P                      CURRENT GRADE: C EFFECTIVE DATE  
 JOB TITLE: SAFETY&PROTECTIVE SVC OF      CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	28254.98	40364.22	PROMOTION

EMPLOYEE: SMITH, JUSTIN                      CURRENT GRADE: F EFFECTIVE DATE  
 JOB TITLE: LIBRARY ASST-COMP EMPH        CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	36757.50	34475.48	TRANSFER

EMPLOYEE: SZALEWSKI, BRYAN K                CURRENT GRADE: J EFFECTIVE DATE  
 JOB TITLE: SENIOR LEGAL OFFICER            CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	61200.91	66638.37	CORRECTING PAY RECORDS
Annual Pay	61200.91	66638.37	PROMOTION
Annual Pay	61200.91	66638.37	VACANCY
Annual Pay	66638.37	72076.14	CORRECTING PAY RECORDS
Annual Pay	66638.37	72076.14	PROMOTION
Annual Pay	66638.37	72076.14	VACANCY

## CLEVELAND PUBLIC LIBRARY

REPORT G

Human Resources Committee Report  
 Meeting Date:  
 Report Period: January 2019

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

<b>MONTH</b>	<b>2018 SICK LEAVE HOURS USED</b>	<b>2019 SICK LEAVE HOURS USED</b>	<b>2019 TOTAL HOURS</b>
January	3931.18	3,251.75	95,303.43
February	4368.48		
March	3941.66		
April	3899.74		
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**  
**October 1, 2018 - October 31, 2018**  
**EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT**  
**FULL/PART-TIME EMPLOYEES**

**REPORT H****Human Resources Committee Report**

February 11, 2019

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	M
Officials/Administrators	85	25	14	2			26	14	3				1
Professionals	69	14	1			1	31	12	6	4			
Technicians	19	12	1	1			3	1	1				
Protective Service	26	7	12	2			1	4					
Para-Professionals	136	31	27	3	1		38	26	7	3			
Administrative Support	227	27	52	3	2		40	89	11	2		1	
Skilled Craft	13	7	4	1				1					
Service Maintenance	45	8	30	1			1	4	1				
<b>Grand Total</b>	<b>620</b>	<b>131</b>	<b>141</b>	<b>13</b>	<b>4</b>	<b>0</b>	<b>140</b>	<b>151</b>	<b>29</b>	<b>9</b>	<b>0</b>	<b>1</b>	<b>1</b>

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

# Insurance Report for the Month of January 2019

REPORT I

Human Resources Committee Report

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
<b>Basic</b>	5	3	8
<b>Essential</b>	52	12	64
<b>Standard</b>	236	141	377
<b>Cobra</b>	1	1	2
<b>Total MMO</b>			451
<b>Dental Insurance</b>	288	187	475
<b>Vision Employee</b>			260
<b>Vision Children</b>			41
<b>Vision Spouse</b>			51
<b>Vision Family</b>			78
<b>Total Vision</b>			430
<b>Workers' Compensation Lost Time Report</b>			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0



# CLEVELAND PUBLIC LIBRARY

## FINES AND FEES SCHEDULE: PART A

### OVERDUE FINES

#### ADULT MATERIALS

Circulating Items .....	\$0.00 per day/item
Reference Item .....	\$1.00 per day/item
Interlibrary Loan Material .....	\$3.00 per day/item

#### NO OVERDUE FINES are charged for:

Children's materials  
Young Adult materials  
Materials at University/College Libraries

#### NO OVERDUE FINES are charged to the following patrons:

CPL-GB (age 60 and over)  
CPL-DISABLD  
CPL-HOMBD

BILL THRESHOLD ..... \$25.00

### MATERIAL RECOVERY REFERRAL

Fee for account referral to collection agency ..... \$15.00

### REPLACEMENT PRICES

Borrower pays list price for material as shown online. If database shows no list price, patron is charged as follows:

Hardcover Book .....	\$26.00
Adult Paperback Book .....	\$16.00
Children's Paperback Book .....	\$5.00
Audiobook .....	\$50.00
Blu-Ray .....	\$25.00
Comic Book .....	\$3.50
Compact Disc .....	\$14.00
DVD .....	\$15.00
DVD Set .....	\$60.00
Interlibrary Loan Material .....	Value of item
Magazine .....	\$6.00
Pamphlet .....	\$2.00
Reference Material .....	Value of item
Mobile Hotspot Device .....	\$75.00
Mobile Hotspot Case .....	\$15.00
Mobile Hotspot Cable .....	\$6.50
Self-Playing Device .....	\$80.00
Misc. uncataloged material .....	\$5.00/item

LOST OR STOLEN LIBRARY CARD ..... \$1.00

### DAMAGE FINES

Major ..... Replacement price

### LOAN FEES CHARGED TO LIBRARIES

Ohio Libraries .....	No charge
Out-of-State Libraries .....	\$10.00 per item
Foreign Libraries .....	\$20.00 per item

### DUPLICATION FEES

Scans (1-30 images) .....	minimum \$15.00/item
Paper (1-30 images) .....	minimum \$30.00/item

*Additional fees may be charged. See Fines and Fees Schedule; Part B for list of fees for scans and printouts made by staff.*

### FEES CHARGED TO INDIVIDUAL BORROWERS

Borrowing ..... No charge

### LOST ITEMS

Replacement price ..... Value of item

### SELF-SERVICE COPY/PRINTING

8½" x 11" and 8½" x 14" B&W .....	\$0.10 per page
11" x 17" B&W .....	\$0.20 per page
8½" x 11" and 8½" x 14" Color .....	\$0.25 per page
11" x 17" Color .....	\$0.50 per page

#### Copies from Microform Reader/Printer:

8½" x 11" and 11" x 17" B&W ..... \$0.10 per page

Use of one's own paper ..... Charge based on paper size

### FAXING

Self-service faxing from multifunction device ..... \$0.10 per page

### SCANNING

Self-service scanning on MFD sent to email address .. \$0.10 per page  
Self-service scanning on KIC Scanner in CDPL ..... No charge  
Self-service scanning to one's own device ..... No charge

### PHOTOGRAPHING/TAPING/FILMING ON LIBRARY PROPERTY

Wedding photography ..... \$100.00  
Commercial filming ..... Charge quoted upon request

### MISCELLANEOUS

Tote Bags (non-complimentary) ..... \$0.10 per bag  
Earbuds ..... \$1.00/pair  
Flash drive ..... \$7.00/each

### SALES TAX

Ohio sales tax is included in fees charged for self-service copying, printing, scanning, and faxing from library multifunction devices, and for miscellaneous items such as passport photos.

### INTERLIBRARY LOAN

CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR JAN 2019

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	2019	2018	
Main Library	137,854	106,332	689	532	137,854	106,332	29.6%
Branches*	242,019	205,689	1,151	970	242,019	205,689	17.7%
Mobile Units	2,936	2,558			2,936	2,558	14.8%
Library for the Blind	40,207	41,462			40,207	41,462	-3.0%
OLBPD BARD	13,500	12,115			13,500	12,115	11.4%
eMedia	45,639	39,059			45,639	39,059	16.8%
<b>TOTAL CIRCULATION</b>	<b>482,155</b>	<b>407,215</b>			<b>482,155</b>	<b>407,215</b>	<b>18%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
eBook	24,940	22,661	24,940	22,661	10.1%
eAudiobook	17,635	13,892	17,635	13,892	26.9%
eMusic	330	374	330	374	-11.8%
eVideo	691	728	691	728	-5.1%
eMagazines	2,043	1,404	2,043	1,404	45.5%
<b>TOTAL eCIRCULATION</b>	<b>45,639</b>	<b>39,059</b>	<b>45,639</b>	<b>39,059</b>	<b>16.8%</b>

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2019	2018	2019	2018	
Main Library	107	56 minutes	6,888	7,571	6,476	6,934	-6.6%
Branches	590	42 minutes	54,744	58,676	38,704	41,172	-6.0%
<b>TOTAL USAGE</b>	<b>697</b>		<b>61,632</b>	<b>66,247</b>	<b>45,180</b>	<b>48,106</b>	<b>-6.1%</b>

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

WiFi Hotspot Checkouts	Monthly Total		Year-to-Date	
	2019	2018	2019	2018
	690		690	

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	2019	2018	
Main Library	26,988	27,505	135	138	26,988	27,505	-2%
Branches*	136,279	148,180	648	699	136,279	148,180	-8%
<b>TOTAL VISITS</b>	<b>163,267</b>	<b>175,685</b>			<b>163,267</b>	<b>175,685</b>	<b>-7.1%</b>

REPORT J

CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR JAN 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	4,187	1,551	550	1,314	7,602	509	8,111
Brooklyn	2,518	967	351	643	4,479	514	4,993
Carnegie West	5,164	1,665	1,436	1,703	9,968	1,181	11,149
Collinwood*	2,380	1,157	303	1,491	5,331	262	5,593
East 131st	2,049	827	364	520	3,760	348	4,108
Eastman	8,824	2,016	1,389	2,353	14,582	2,245	16,827
Fleet	5,627	1,448	868	1,530	9,473	759	10,232
Fulton*	4,130	1,607	477	889	7,103	798	7,901
Garden Valley	2,544	511	161	360	3,576	243	3,819
Glenville	3,757	1,330	440	1,759	7,286	547	7,833
Harvard-Lee	3,154	807	567	1,040	5,568	721	6,289
Hough	3,775	1,017	380	905	6,077	353	6,430
Jefferson	2,945	850	831	1,079	5,705	695	6,400
Langston Hughes	3,380	1,460	561	1,378	6,779	514	7,293
Lorain	3,396	1,142	513	907	5,958	532	6,490
Martin Luther King, Jr.	2,333	941	634	1,202	5,110	735	5,845
Memorial-Nottingham	5,580	956	1,112	3,133	10,781	1,322	12,103
Mt. Pleasant	1,760	797	480	875	3,912	259	4,171
Rice	6,522	1,331	817	2,555	11,225	883	12,108
Rockport	9,906	1,629	1,677	2,338	15,550	1,714	17,264
South*	6,863	1,216	478	910	9,467	703	10,170
South Brooklyn	8,736	1,322	1,468	2,717	14,243	1,650	15,893
Sterling	3,174	885	466	689	5,214	343	5,557
Union	2,560	928	327	1,086	4,901	402	5,303
Walz	6,761	1,984	964	2,127	11,836	1,131	12,967
West Park	7,832	1,674	2,852	4,252	16,610	2,076	18,686
Woodland	5,285	1,314	490	880	7,969	515	8,484
<b>TOTAL</b>	<b>125,142</b>	<b>33,332</b>	<b>20,956</b>	<b>40,635</b>	<b>220,065</b>	<b>21,954</b>	<b>242,019</b>

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

BRANCH	Monthly Total			Year-to-Date 2019	2018	YTD Gain/Loss	YTD %G/L
	2019	2018	2019				
Addison	8,111	6,930	8,111	6,930	1,181	17%	
Brooklyn	4,993	4,073	4,993	4,073	920	23%	
Carnegie West	11,149	9,878	11,149	9,878	1,271	13%	
Collinwood	5,593	5,247	5,593	5,247	346	7%	
East 131st	4,108	3,819	4,108	3,819	289	8%	
Eastman	16,827	13,478	16,827	13,478	3,349	25%	
Fleet	10,232	9,257	10,232	9,257	975	11%	
Fulton	7,901	8,579	7,901	8,579	-678	-8%	
Garden Valley	3,819	2,723	3,819	2,723	1,096	40%	
Glenville	7,833	4,189	7,833	4,189	3,644	87%	
Harvard-Lee	6,289	6,831	6,289	6,831	-542	-8%	
Hough	6,430	4,887	6,430	4,887	1,543	32%	
Jefferson	6,400	6,189	6,400	6,189	211	3%	
Langston Hughes	7,293	5,699	7,293	5,699	1,594	28%	
Lorain	6,490	6,910	6,490	6,910	-420	-6%	
Martin Luther King, Jr.	5,845	5,022	5,845	5,022	823	16%	
Memorial-Nottingham	12,103	10,750	12,103	10,750	1,353	13%	
Mt. Pleasant	4,171	3,336	4,171	3,336	835	25%	
Rice	12,108	8,905	12,108	8,905	3,203	36%	
Rockport	17,264	14,353	17,264	14,353	2,911	20%	
South	10,170	6,558	10,170	6,558	3,612	55%	
South Brooklyn	15,893	14,354	15,893	14,354	1,539	11%	
Sterling	5,557	4,860	5,557	4,860	697	14%	
Union	5,303	3,671	5,303	3,671	1,632	44%	
Walz	12,967	11,679	12,967	11,679	1,288	11%	
West Park	18,686	17,018	18,686	17,018	1,668	10%	
Woodland	8,484	6,494	8,484	6,494	1,990	31%	
<b>TOTAL</b>	<b>242,019</b>	<b>205,689</b>	<b>242,019</b>	<b>205,689</b>	<b>36,330</b>	<b>18%</b>	

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE JAN 2019**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2019	2018	2019	2018			
Addison	3,264	3,788	3,264	3,788	-524	-14%	
Brooklyn	2,903	2,648	2,903	2,648	255	10%	
Carnegie West	7,237	8,507	7,237	8,507	-1,270	-15%	
Collinwood	2,950	4,132	2,950	4,132	-1,182	-29%	
East 131st	4,994	5,733	4,994	5,733	-739	-13%	
Eastman	7,683	8,183	7,683	8,183	-500	-6%	
Fleet	7,218	7,442	7,218	7,442	-224	-3%	
Fulton	4,633	5,902	4,633	5,902	-1,269	-22%	
Garden Valley	3,190	3,027	3,190	3,027	163	5%	
Glenville	4,015	4,219	4,015	4,219	-204	-5%	
Harvard-Lee	5,099	6,158	5,099	6,158	-1,059	-17%	
Hough	5,071	6,640	5,071	6,640	-1,569	-24%	
Jefferson	3,837	3,414	3,837	3,414	423	12%	
Langston Hughes	4,812	5,263	4,812	5,263	-451	-9%	
Lorain	4,060	5,325	4,060	5,325	-1,265	-24%	
Martin Luther King, Jr.	4,006	4,880	4,006	4,880	-874	-18%	
Memorial-Nottingham	4,298	2,933	4,298	2,933	1,365	47%	
Mt. Pleasant	2,383	3,143	2,383	3,143	-760	-24%	
Rice	8,431	8,334	8,431	8,334	97	1%	
Rockport	6,339	6,177	6,339	6,177	162	3%	
South†	0	4,508	0	4,508	-4,508	-100%	
South Brooklyn	9,396	5,623	9,396	5,623	3,773	67%	
Sterling	7,129	7,279	7,129	7,279	-150	-2%	
Union	4,522	4,728	4,522	4,728	-206	-4%	
Walz	5,497	6,238	5,497	6,238	-741	-12%	
West Park	7,149	6,579	7,149	6,579	570	9%	
Woodland	6,163	7,377	6,163	7,377	-1,214	-16%	
<b>TOTAL</b>	<b>136,279</b>	<b>148,180</b>	<b>136,279</b>	<b>148,180</b>	<b>-11,901</b>	<b>-8%</b>	

†Equipment not reinstalled post-construction.

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS JAN 2019**

Branch	Total Circulation
1 West Park	18,686
2 Rockport	17,264
3 Eastman	16,827
4 South Brooklyn	15,893
5 Walz	12,967
6 Rice	12,108
7 Memorial-Nottingham	12,103
8 Carnegie West	11,149
9 Fleet	10,232
10 South	10,170
11 Woodland	8,484
12 Addison	8,111
13 Fulton	7,901
14 Glenville	7,833
15 Langston Hughes	7,293
16 Lorain	6,490
17 Hough	6,430
18 Jefferson	6,400
19 Harvard-Lee	6,289
20 Martin Luther King, Jr.	5,845
21 Collinwood	5,593
22 Sterling	5,557
23 Union	5,303
24 Brooklyn	4,993
25 Mt. Pleasant	4,171
26 East 131st	4,108
27 Garden Valley	3,819
	<b>242,019</b>

#Equipment not reinstalled post-construction.

Branch	Attendance
South Brooklyn	9,396
Rice	8,431
Eastman	7,683
Carnegie West	7,237
Fleet	7,218
West Park	7,149
Sterling	7,129
Rockport	6,339
Woodland	6,163
Walz	5,497
Harvard-Lee	5,099
Hough	5,071
East 131st	4,994
Langston Hughes	4,812
Fulton	4,633
Union	4,522
Memorial-Nottingham	4,298
Lorain	4,060
Glenville	4,015
Martin Luther King, Jr.	4,006
Jefferson	3,837
Addison	3,264
Garden Valley	3,190
Collinwood	2,950
Brooklyn	2,903
Mt. Pleasant	2,383
South†	0
	<b>136,279</b>

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

\*Broadway and Fleet service areas merged

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
<b>CLEVNET</b>	73,951	61,827	73,951	61,827	20%
Other Libraries	579	525	579	525	10%
<b>TOTAL</b>	74,530	62,352	74,530	62,352	20%

\*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	13,249	14,424	13,249	14,424	-8%
Mail and Email Reference	94	391	94	391	-76%
Interlibrary Loan Requests	924	1,166	924	1,166	-21%
<b>TOTAL</b>	14,267	15,981	14,267	15,981	-11%

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
New Titles Added	4,940	4,562	4,940	4,562	8%
Total Items Added	17,005	20,329	17,005	20,329	-16%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Main Library	200	200	200	200	0%
Branches	5,679	5,724	5,679	5,724	-1%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Downloads	13,500	12,115	13,500	12,115	11%
Users	667	656	667	656	2%

Included in circulation activity