

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
February 16, 2017
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Mr. Seifullah, Ms. Rodriguez, Mr. Hairston,
Ms. Washington, Mr. Corrigan (arrived, 12:15
p.m.), Mr. Parker (departed, 1:35 p.m.),

Absent: Ms. Butts

Ms. Rodriguez called the meeting to order at 12:10 p.m.

Approval of the Minutes

Mr. Hairston moved approval of the minutes for the Regular Board Meeting and Organizational Meeting of 1/17/17. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

REGULAR BOARD
MEETING and
ORGANIZATIONAL
MEETING OF
1/17/17
Approved

PRESENTATIONS

FY-18-19 State Budget Overview - Timothy J. Cosgrove,
Squires Patton Boggs

Mr. Cosgrove stated that budget collections are trailing in expectations. At this point last year, the State had collected more revenue than they have collected this year. This is primarily as a result of the income tax revenue. Sales tax revenues are coming in as expected.

Mr. Cosgrove stated that we have record numbers of Republicans controlling both the House and the Senate. 66 Republican and 32 Democrat members in the House. In the Senate, there are 29 Republican and 9 Democrat members.

Mr. Cosgrove reviewed key committee chair appointments and specifically noted State Representative Marlene Anielski who chairs the House State and Local Authority Committee and is also a member of the House Finance Committee. Representative Anielski was very helpful to the Library as she was instrumental increasing the Public Library Fund to 1.70 per cent.

Mr. Cosgrove noted Rep. Antonio who has been a big supporter of the Library as well as Senators Dolan, Manning and Yuko, who are from Northeast Ohio.

Mr. Cosgrove reviewed the budget timeline that included the Administration, House, Senate and Conference Committee. The budget must be signed into law by June 30, 2017.

Mr. Cosgrove stated the following:

- All-funds budget is about \$144.3 billion for two years -a 4.4 percent increase from FY17 to FY18 and a 1.8 percent increase from FY18 to FY19;
- Increase state sales tax by $\frac{1}{2}$ percent to 6.25 percent; reduce the state income tax by 17% and reduce the number of state tax brackets from 9 to 5;
- Tax cuts for low and middle income Ohioans by increasing the state income tax personal exemption;
- Maintain Medicaid expansion with limited monthly premiums for those over the poverty level.

Mr. Cosgrove stated that because our revenues are calculated off of the State revenues, what has happened in past cycles, the Administration has proposed a series of tax cuts but have paid for them by a series of tax increases. Because revenues were richer back then, the legislature took the tax cuts without enhancing the revenues to pay for them. This challenge on the revenue side has created a structural problem as a result of the tax cuts.

Mr. Cosgrove stated that although there is growth in the economy, the tax base is not keeping up with it. Because the General Assembly wants to move forward with tax cuts but do not want to raise taxes to pay for them, that ultimately affects the Public Library Fund.

Mr. Cosgrove stated that the Public Library Fund will revert back to 1.66%, down from a temporary increase to 1.70%. In the first year, FY2018, there is a two 2% reduction primarily as a result of the timing of the Medicaid managed care sales tax and the fixed quarter. The second year, there is a 3.1% increase.

The Ohio Library for the Blind and Physically Disabled, has been refunded but remains flat. Those funds are taken off the top of the Public Library Fund as it has been in the past.

Mr. Cosgrove reviewed budget risks that include House and Senate tax proposals. The House and Senate will have very different ideas about what they want to do which will have a direct impact on the Public Library Fund.

Another budget risk will be revenue adjustments. There will be at least two more meetings of the Governor's Economic Advisory Council at which they will provide a downgrade to projections which will affect what the legislature does.

Mr. Cosgrove stated that as we lay ground work for the development for the capital budget requests, the State, for the first time, is recognizing the role that libraries play in workforce development. That role is recognized in the budget and presents opportunities for the Library in next budget cycle which takes place in the spring of 2018. This will require us to work with state and local officials to get support for a proposal.

Mr. Cosgrove stated that telling our story is important. Time has been scheduled in Columbus for Director Thomas to outreach. Highlights of our story include workforce development; how the Library does more with less; CLEVNET collaboration; and more.

Mr. Cosgrove stated that capital budget initiative requests should be defined and in response to local needs and state priorities. Support will be a result of local outreach to political and business leaders.

Mr. Cosgrove stated that although we are focusing on the next six months for the budget, there are long term opportunities with the transition of state government in 2018. As we look into the second half of this year, our outreach efforts will include those who are looking to run for governor by getting them to visit our facilities and learning more about what we do. Because policies are formulated early in campaigns, the Library should aggressively reach out to tell our story which will present opportunities to them as well.

Mr. Corrigan stated that there is no track record of a state budget helping a library anywhere that he is aware of and asked what causes us to think that given political pressures is there any reality to believe that we could be a part of a state capital budget.

In response to Mr. Corrigan's inquiry, Director Thomas stated that last year, Columbus Metropolitan Library was able to get funding to do work in a park outside of their main library. This request included work on the entrance of the library as well.

Mr. Corrigan stated that all exceptions on the capital budget have been Columbus specific exceptions and questions spending too much time and resources on this effort.

Mr. Cosgrove stated that going to the State requesting to rehab a library branch will not work. If there is an initiative that could be characterized to fit a state priority, a creative proposal that would include an initiative such as workforce development with a partner could be seriously considered.

Mr. Corrigan asked if there were anything in the budget that will have an adverse change in the streams of revenue.

Mr. Cosgrove stated that the funds for the Ohio Library for the Blind and Physically Disabled have been frozen and Mr. Corrigan asked if the same was being done to mental health and other disadvantaged parts of the budget.

In response to Mr. Corrigan's inquiry, Mr. Cosgrove stated that others may be receiving an increase.

Mr. Corrigan stated that rather than finding funding for the Ohio Library for the Blind and Physically Disabled from other sources, the State would rather take from the Public Library Fund.

Director Thomas stated that the reality is that they would believe that we would make our money back in the second year which may or may not be true.

Mr. Cosgrove stated that as a result coordinating with other groups becomes more important.

Ms. Rodriguez thanked Mr. Cosgrove for his presentation.

Endowment Portfolio, Glen Danahey, Senior Vice President, Senior Portfolio Manager, PNC Institutional Asset Management PNC

Mr. Danahey gave a detailed presentation of Cleveland Public Library's Endowment Portfolio for the period ending December 31, 2016.

Mr. Danahey's presentation began with a review of Capital Market and Investment Policy Statement.

Mr. Danahey's presentation continued with the Portfolio Review that included asset allocation and portfolio holdings as of December 31, 2016.

The presentation continued with a review of Investment Performance which included total portfolio performance, manager performance, large cap core advantage portfolio, fixed income allocation, and fixed income structure.

The presentation concluded with PNC's Market Outlook highlighting positives, negatives and uncertainties in the current environment. This review included the economy, interest rates, inflation, earnings, valuation and supply/demand.

In response to Ms. Rodriguez' inquiry about his insights regarding the Library's portfolio performance, Mr. Danahey stated that he was cautiously optimistic as there have been positive signs since the presidential election that the market has been up significantly. Deregulation, tax reform, fiscal stimulus, lower taxes for individuals and corporations, if come into fruition are very positive. Geopolitical issues may be a cause for concern as there are elections in Germany and France this year. Another concern would be any adverse reaction to the market as a result of anything initiated globally by this Administration. However, we are cautiously optimistic as most markets are up 4+ per cent only 1 ½ months in the new year. If that continues it will be a decent year.

Ms. Rodriguez thanked Mr. Danahey for his presentation.

Dexter Davis, Artist

John Skrtic, Director of Public Services, stated that in 2014, Director Thomas authorized the use of Lockwood Thompson funds to yearly commission a new artist to produce an original piece for the Library.

Mr. Skrtic introduced William Busta who was helpful in putting the Library in touch with Dexter Davis for this year's work.

Mr. Skrtic introduced Mr. Davis, who shared his background that included living in the Hough neighborhood and shared his affection for the Library.

Mr. Davis shared his painting with the Board and explained that his work is based on inspirations from his life's experiences and love for nature and animals.

Mr. Busta stated that a large mural painted by Mr. Davis could be found on the back of the Cleveland School of the Arts on Carnegie Avenue before the school relocated to their new building.

In response to Mr. Corrigan's inquiry, Mr. Davis explained that the piece was comprised of a variety of materials.

Ms. Rodriguez thanked Mr. Danahey for his presentation.

EMAIL FROM:
RICK WERNER,
DIRECTOR,
WILLOUGHBY-
EASTLAKE
PUBLIC
LIBRARY

Acknowledged

COMMUNICATIONS

Director Thomas acknowledged an email from Rick Werner, Director, Willoughby-Eastlake Public Library, complimenting Angela Guinther, Branch Manager, Carnegie West, and Property Management staff for devising the renewed use of meeting room space at the branch and for always thinking of new ways to meet community needs.

MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS

Approved

MOTION TO TEMPORARIALY SUSPEND THE REGULATIONS

Because there was no Finance Committee Meeting, Ms. Rodriguez moved to temporarily suspend the Regulations of the Board of Trustees in Article IX and X requiring referral of resolutions to committees, to consider the following resolutions. Mr. Hairston

seconded the motion, which passed unanimously by roll call vote.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for January

(See page 255)

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

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of January of 2017; now therefore be it

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

Second Amendment to the Year 2017 Appropriation

(See pages 256-261)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2017 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated February 9, 2017; and

RESOLUTION
TO ACCEPT
GIFTS FOR THE
MONTH OF
JANUARY 2017
Approved

SECOND
AMENDMENT TO
THE YEAR 2017
APPROPRIATION
Approved

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

RESOLVED, That the sums indicated on the attached Second Amendment to the Year 2017 Appropriation Schedule be approved.

Resolution to Accept Grant Funds from the Child Care Resource Center of Cuyahoga County Inc. DBA Starting Point, and Enter Into An Agreement with Braxton Education and Technology Consulting, LLC, for MyCom Out-of-School Time Transitions Program

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

WHEREAS, Childcare Resource Center of Cuyahoga County Inc. d.b.a. Starting Point and the Cleveland Public Library have formed a partnership for the provision of out-of-school time transition services; and

WHEREAS, Starting Point invited the Cleveland Public Library to apply for support of two programs in 2017: Kindergarten Clubs and after-school tutoring services; and

WHEREAS, Starting Point intends to contract with the Cleveland Public Library for the provision of Out-of-School Time Tutoring for the amount of \$50,000 and Kindergarten Clubs in the amount of \$25,000 for the period to begin February 1, 2017 through December 31, 2017, contingent upon the approval of their contract with Cuyahoga County Executive and County Council; and

WHEREAS, Planning is underway to host a minimum of two Kindergarten Clubs to help 4 and 5 year-old children and their parents be prepared to enter school; and

WHEREAS, Cleveland Public Library will enter into an agreement with Braxton Educational and Technology Consulting LLC to continue to offer after-school tutoring services, focused on helping students in grades K-3 to be able to read at grade level, at four Cleveland Public Library branches for approximately 100 children from February 1, 2017 through December 31, 2017; and

RESOLUTION TO ACCEPT GRANT FUNDS FROM THE CHILD CARE RESOURCE CENTER OF CUYAHOGA COUNTY INC. DBA STARTING POINT, AND ENTER INTO AN AGREEMENT WITH BRAXTON EDUCATION AND TECHNOLOGY CONSULTING, LLC, FOR MYCOM OUT-OF-SCHOOL TIME TRANSITIONS PROGRAM
Approved

WHEREAS, Starting Point will reimburse the Library in a total amount not to exceed \$75,000.00 for both programs; now therefore be it

RESOLVED, Upon approval of Starting Point's contract with Cuyahoga County Executive and County Council, the Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from Childcare Resource Center of Cuyahoga County Inc. d.b.a. Starting Point, in the amount of \$75,000; be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute an agreement with the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) in the amount of \$75,000.00, and such additional agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, including those in excess of \$25,000.00 with Braxton Educational and Technology Consulting LLC, for Kindergarten Clubs and Out-of-School Time tutoring, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

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

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan 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, At this month's Board meeting, the Library Board of Trustees is considering accepting grant funds from the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) for MyCom out-of-school time transitions program and authorizing the Executive Director to enter into an agreement with Braxton

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

Educational and Technology Consulting LLC. 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, Upon adoption of the Resolution to accept grant funds from the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) and the authorization to enter into an agreement with Braxton Educational and Technology Consulting LLC, this Board 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.

Resolution Approving Budget for South Rehabilitation Project

(See page 262)

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

WHEREAS, On April 19, 2016, and September 15, 2016, the Board of Trustees of the Cleveland Public Library approved an agreement and subsequent amendment with HBM Architects ("HBM"), to provide design services for the South Rehabilitation Project, in the amount of \$317,500.00. HBM's fee was based upon a project budget of \$3.3 million dollars, and the agreement provides that in the event the total project budget is increased above \$3.3 million dollars, the *"total fixed fee for professional services would be adjusted accordingly"*; and

WHEREAS, On October 20, 2016 the Board of Trustees approved an agreement with A.M. Higley ("Higley") to provide Construction Manager at Risk services, which services included construction cost estimating; and

RESOLUTION
APPROVING
BUDGET FOR
SOUTH
REHABILITA -
TION PROJECT
Approved

WHEREAS, HBM has completed Design Development Drawings for the South Branch Rehabilitation Project, and Higley has estimated the total cost of construction. Based upon this estimate, HBM has currently estimated the total project cost of the South Rehabilitation Project to be **\$3,459,963**, comprised of \$2,707,343 in construction costs, \$317,500 for design fees, \$134,000 for cabinetry, furniture, and shelving, \$87,368 for technology and equipment, \$208,752 for construction contingencies, and \$5,000 for other project costs; and

WHEREAS, This Board desires to authorize the Library to move forward with the South Rehabilitation Project, and to allocate funds from the Building and Repair Fund in order to accomplish this Project; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designees, to move forward in taking the steps necessary to complete design and to construct the South Rehabilitation Project, and to execute such instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer; and be it further

RESOLVED, That the Board of Library Trustees approves a total Project budget for the South Rehabilitation Project of \$3.5 million dollars, which includes a current estimated Project budget of **\$3,459,963**, comprised of \$2,707,343 in construction costs, \$317,500 for design fees, \$134,000 for cabinetry, furniture, and shelving, \$87,368 for technology and equipment, \$208,752 for construction contingencies, and \$5,000 for other project costs. The Administration requests a total budget \$3.5 million dollars to cover unexpected costs that are not presently anticipated or costs which have not yet been estimated. Expenditures shall be charged to Building & Repair Fund Account 40178305-55300-10783; and be it further

RESOLVED, That once Higley has completed the bidding process and determined the actual cost of construction and the Guaranteed Maximum Price, and once the total Project cost has been determined to within a reasonable degree of certainty, if the total Project cost exceeds \$3.3 million dollars, HBM's fee may be increased, in accordance with the HBM agreement, by an amount not-to-exceed 9.4% of the amount over \$3.3 million, the exact

amount of fee increase to be negotiated and based upon additional services and excess staff hours HBM has provided, and design complexities resulting from the increased project cost; *provided that* in no event shall the total Project budget, including the increase in the HBM fee, exceed \$3.5 million dollars.

Joyce Dodrill, Chief Legal Officer, introduced Peter Bolek, President & Director of Design and Meagan Calnon, representatives of HBM Architects, who gave a PowerPoint presentation to provide the Board with an update on the status of the design of the South Branch.

Ms. Calnon stated that the design for South Branch project and its addition was approved by the Landmarks Commission.

Ms. Calnon stated that the existing South Branch was built in 1911 and is one of the 15 Carnegie buildings in Cleveland and has been basically untouched since then.

Ms. Calnon identified the location of the addition and stated that the original documents allowed for an auditorium if funds allowed. The proposed addition is 1,600 square foot with ADA accessibility and restrooms, and community room. Also proposed is a temporary community canvass where local artists can feature their work on a yearly rotation. The proposal included but was not limited to: a decorative metal screen at the entry; additional signage on the corner viewable on Clark Avenue; the use of natural stone and other materials that will compliment the existing library.

Mr. Bolek stated that Landmarks Commission suggested that to preserve the historic context of the existing building; the addition should be different and a distinct component but still have a relation to the original building. We are still using natural materials which will match what is existing.

Ms. Calnon continued the presentation by reviewing highlights of the floor plan, proposed ADA parking spots on Clark Avenue, technology for children and teens and community meeting rooms.

Mr. Bolek stated that he was given the directive to preserve the historic component of the building while putting a 21st century revitalized library within the

inside. As a result, furnishings and fixtures, colors and elements will provide a dynamic experience for library patrons and visitors in terms of library services and the quality environment.

In addition, the back wall is angled on Scranton Road to provide a well presented visual.

In response to Mr. Hairston's inquiry, Mr. Bolek stated that they are entering into the final document phase. In early March, final documents are turned over to the construction team for final estimate; the Guaranteed Maximum Price for the project is developed vetted and bid.

Josh Herman, Higley and project CM, stated that in late March or early April the final construction drawings are sent to the City for permit. We would go out to bid around that same time. Construction should begin in mid-May or early June. An overall schedule will be put together with the final CD documents.

Mr. Corrigan asked how the community canvas was accessed.

Mr. Bolek stated that the community canvas is exterior and is similar to a billboard. The prepared artwork piece can be mounted via access through the roof.

Ms. Rodriguez stated that the community canvas was a wonderful idea as it will provide great exposure for up and coming artists.

In response to Mr. Siefullah's inquiry, Eric Herman Capital Projects Manager, explained that although there is no parking lot for the library, there are two short term drop off spaces and one handicapped spot. General parking is available at the church across the street.

Mr. Corrigan asked anything in addition was presented to Landmarks about the historical exterior of the building.

Mr. Bolek stated that Landmarks was pleased with the two facades on Scanton and Clark. There is a different and distinct quality of the addition from the original. There were a few questions about the portions of proportions of the signage. Also there were a number of options for the zinc color tones.

In response to Mr. Corrigan's inquiry, Mr. Bolek stated that the Landmarks Commission was generally pleased from the initial concept. It was more about talking through some of the details.

Mr. Corrigan asked if there were any changes on the windows on the historical facade on the east front of the building.

Mr. Bolek stated that there were alternates in the project for window replacement which would be a historically accurate replacement. If they are replaced with that alternate, the appearance will not be altered.

Mr. Corrigan stated that historic windows are not energy efficient.

Mr. Bolek confirmed that the alternate windows are historically accurate. With the technology of glazing, the windows will be energy efficient.

Eric Herman, Capital Projects Manager, explained that some tuck pointing is necessary on the existing exterior stone faces some of which will be included in the project as an alternate and some of which will be done now.

In response to Ms. Rodriguez' inquiry, Mr. Herman confirmed that exterior stone will be cleaned.

Discussion continued about a nearby vacant lot near the branch.

Ms. Dodrill stated that the owner has been approached about possibly selling or leasing the lot to the Library and is not interested at this point.

Mr. Herman stated that the size of the lot is about 25 fee minimum.

Mr. Seifullah thanked Mr. Bolek and Ms. Calnon for their presentation.

Fiscal Officer's Report

(See pages 263-272)

Report on Investments

(See page 273)

Report on Conference and Travel Expenditures

(See page 274)

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

(See pages 275-276)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 277-280)

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

Resolution to Enter into Short Term Disability Policy with Voya Employee Benefits (A Division of Reliastar)

(See pages 281-285)

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 Voya Employee Benefits to provide group life insurance coverage and short-term disability benefits to its employees; and

WHEREAS, The Library has received a proposal from Voya to provide basic short-term disability coverage to all full-time employees who have been employed by the Cleveland Public Library for at least one year effective

FISCAL OFFICER'S REPORT Submitted

REPORT ON INVESTMENTS Submitted

REPORT ON CONFER. & TRAVEL EXPENDITURES Submitted

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

REGULAR EMPLOYMENT REPORT Approved

RESOLUTION TO ENTER INTO SHORT TERM DISABILITY POLICY WITH VOYA EMPLOYEE BENEFITS (A DIVISION OF RELIASTOR) Approved

March 15, 2017, at the cost of approximately \$32,000.00 per year for two years, based upon the number of current eligible employees and income; and

WHEREAS, The basic short-term disability benefit will be available to an employee once sick time is exhausted, and will provide a benefit of 50% of the employee's weekly income up to a maximum of \$1,200 per week for 11 weeks; and

WHEREAS, Eligible employees shall also have the option to purchase more disability coverage over the basic amount; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to execute a renewal agreement with Voya Employee Benefits, a division of ReliaStar Life Insurance Company, for two years, subject to the Chief Legal Officer's approval, for basic short-term disability coverage for full-time employees who have been employed by the Cleveland Public Library for at least one year, to be effective on or about March 15, 2017, with an estimated annual premium of approximately \$32,000.00, based upon the number of current employees and income, to be charged to the Short Term Disability Insurance Object 51625; be it further resolved

RESOLVED, That the Executive Director, CEO, or his designee, is further authorized to enter into renewal agreements with VOYA Employee Benefits, a division of ReliaStar Life Insurance Company, after the expiration of the 2017-2019 renewal, provided that the renewal rates do not exceed the current rate.

Mr. Corrigan asked if the Library had a long term disability benefit program for employees.

Carrie Krenicky, Chief Financial Officer, stated that OPERS has one.

Report on Paid Sick Time Used by the Month

(See page 286)

Employee Demographics(EEO-4)Report

(See page 287)

REPORT ON
PAID SICK TIME
Submitted

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

Insurance Summary Report

(See page 288)

INSURANCE
SUMMARY
REPORT
SubmittedCOMMUNITY SERVICES

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 289-294)

MONTHLY
ACTIVITY
REPORT
Submitted

Mr. Corrigan noted that there was a substantial decrease in the eMagazines usage and was unsure if it was because of a change of format or people are using a different access point.

Nancy Mocsiran, Knowledge Management Specialist, stated that we lost Zinio and OverDrive Magazines and we are now using only Flipster which does not have as large of a catalogue. Zinio was too expensive and OverDrive got out of the magazine business.

Mr. Corrigan stated that report continues to highlight circulation decline that occurs during economic recovery and reflecting the change from hard materials circulation with the usual increase in electronic media.

Building Status Update

Tim Murdock, Director of Property Management, stated that because of heavy rain, roofs were leaking at Lakeshore Facility and Union branch. More attention will be given to Union branch in the future.

BUILDING
STATUS
UPDATE
PresentedCPL150 Strategic Plan Update

Chief Knowledge Officer Timothy Diamond provided an update on the Community Vision Plan process. Kent State University's Cleveland Urban Design Collaborative is holding a series of open houses at the branches in Group 3.

CPL150
STRATEGIC
PLAN
Presented

The open house at West Park Branch was held January 26 from 3:00pm-7:00pm. The open house at Eastman Branch is today from 4:00pm-7:00pm. The remaining open houses are also from 4:00pm-7:00pm. Hough Branch: Tuesday, February

21; Union Branch: Thursday, February 23; and Walz Branch: Tuesday, March 7.

Information gathered at the open houses will be taken back to the advisory committees that have been set up for each of the branches; and they will use that information to plan the second and final public engagement opportunity for their communities.

Timothy R. Diamond

Safe, Warm and Dry Update

SAFE, WARM
& DRY
UPDATE
Presented

Eric Herman, Capital Projects Manager, stated that project lists have been completed that will give us a solid scope and we are just under the allocated budget. There is a significant differentiation in both funds needed and scopes in each building. We are working to address the highest priorities in each building including ADA accessibility.

Mr. Corrigan asked for clarification on the ADA compliance issue for the staff sinks located in staff areas.

Mr. Herman explained the current standard for staff sinks is frontal access which provides room in front of the sink to wheel up. However, according to code, the side access, which allows access to the sink from the side, is acceptable. By maintaining side access to sinks in Library facilities system wide, the Library will save approximately \$40,000.

In response to Mr. Corrigan's inquiry, Mr. Herman stated that now that the scope has been nailed down, Osborne has begun design drawings. However, secondary site visits may be required.

Mr. Herman indicated that he has begun to write the RFQ to bring the Construction Manager on board. We will be going to bid on the long lead high cost items that we want to purchase independent of the contractor probably in the next 3-4 months. We are waiting to get further into the drawings to confirm the scope before compiling a schedule.

Advocacy Taskforce Update

Ms. Washington, Chair, Advocacy Taskforce, stated that the Taskforce met on Monday, February 13, 2017. At that meeting, Tim Cosgrove provided the same presentation that he shared at today's Board Meeting that gave information about the upcoming budget cycle and levy timeline. Since Stifel has been on Board looking at larger financing and bond issues, the Taskforce recommends to the full Board to bring on a strategist that will work with Stifel to put the political context behind the different options to be considered.

The Taskforce was in favor of moving forward to determine the strategist. In the past, the Library has utilized Burges & Burges. The Taskforce will meet again in April to get an update on levy options, the political environment and have a discussion on providing a recommendation to the full Board at its April or May meeting on what route to take.

Ms. Washington explained that the original intent of the Advocacy Taskforce was for the contracts that the Library was putting out around advocacy and government relations services, the Library needed to get a better handle on what our priorities were and what capacity is required to execute them. We have begun to put our arms around the scope of what we are looking to do within the public policy space. When we get an update on the Strategic Plan, we will see those policy priorities infused throughout the Strategic Plan.

Ms. Washington stated that for the short term is the budget cycle followed by the levy; capital bill and opportunities that need to be pursued; and then the changing election cycle. By knowing what is ahead, we can make sure that we have the right capacity to not miss opportunities within those spaces. Some of that capacity is provided by Squire Patton Boggs in terms of the high level relationship strategy piece. The Advocacy Taskforce provides additional capacity to determine if we are meeting with the people that we should be meeting.

Ms. Washington stated that in the long term, on a leadership level, we need to think through if we have the staffing capacity around the government relations component to move forward.

Ms. Washington stated that with the heavy demands on Director Thomas and limited service provided by consultants, it would be recommended that conversations continue regarding staff. Perhaps, that with Carlos Latimer's recent retirement, we may be able to fill a role of Special Assistant for Community and Government Relations to ensure that we are not dropping the ball. In the short term, perhaps we could get additional support from Squire Patton Boggs from a staffer to help fill that gap. Although we will need a long term solution.

Friends Board Update

In the absence of Gretchen Faro, Executive Director, Friends of the Cleveland Public Library, Mr. Corrigan stated that he attended the Friends Board Retreat in January where trustees had the opportunity to reflect and consider goals in taking the Friends to a foundation. There was a clear message that the Friends was not about programming but rather raising funds. Mike Benz attended the meeting and his contribution was fruitful.

In response to Ms. Washington's inquiry, Mr. Corrigan confirmed that Mr. Benz is a consultant and not a member of the Friends Board. Mr. Benz attended a recent Library Board Meeting and gave a presentation before he was hired as a consultant.

Ms. Rodriguez asked if the Friends would be making a presentation to the Library Board of Trustees once they have a plan in place.

Mr. Corrigan stated that the next stage for the Friends would be to execute the legal governance details before going to foundation. They will come to the Board before taking those steps. It is anticipated that before year end, they will have upgraded the way that they fundraise. They have improved their mailing list and their gift approach in creating an endowment. The legal approach is a part of it.

Director Thomas stated that their work is done on behalf of Cleveland Public Library and are on the right path moving towards a foundation that will help support the Library. As a consultant, Mr. Benz was brought on to

FRIENDS
UPDATE
Presented

help define the timeline that will include specific goals and accountability.

NEW BUSINESS

Ms. Washington presented the following item of New Business.

Resolution Approving New Memorandum of Understanding Between the Cleveland Law Library and the Cleveland Public Library

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

WHEREAS, The Cleveland Law Library Board, as a part of its strategic planning process, determined that it would be beneficial to the community to partner with the Cleveland Public Library and offer joint programming, and reached out to the Cleveland Public Library's Director to propose a collaboration between the two organizations; and

WHEREAS, As a result, on January 21, 2016, the Board of Trustees of the Cleveland Public Library approved a one-year Memorandum of Understanding between the Cleveland Public Library and the Cleveland Law Library memorializing cooperative activities, including jointly sponsoring events with authors who have written on legal topics of interest, educating staff on legal resources available at each other's library, and coordinating special exhibits and digital interlibrary loans between the two libraries. That Memorandum of Understanding will expire on March 2, 2017; and

WHEREAS, The Cleveland Public Library and the Cleveland Law Library are pleased with the outcome of the past year's cooperative activities and would like to continue the relationship by entering into a new Memorandum of Understanding for a continuing period of time until either party decides to terminate the Memorandum of Understanding; now therefore be it

RESOLUTION
APPROVING
NEW
MEMORANDUM
OF
UNDERSTAND-
ING BETWEEN
THE
CLEVELAND
LAW LIBRARY
AND THE
CLEVELAND
PUBLIC
LIBRARY
Approved

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to execute a Memorandum of Understanding between The Cleveland Law Library and the Cleveland Public Library similar to the Memorandum of Agreement expiring on March 2, 2017, without an expiration date but with the mutual right of termination, subject to the approval of the Chief Legal Officer.

Mr. Corrigan asked if there was much electronic sharing or cooperation between the Library and the Law Library.

Director Thomas stated that the Law Library is a part of CLEVNET.

Mr. Corrigan asked if our patrons have the ordinary use of LexisNexis access.

Mr. Skrtic stated that although our patrons do not have access members of the Law Library do..

Ms. Dodrill stated that the Bar Association offers legal research databases for attorney members.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas thanked the following staff for their assistance with the celebrating diversity initiative: Aaron Mason, for his assistance with NASA's Hidden Figure Program; Toni Parker, Martin Luther King, Jr., Branch Manager, for her assistance with the Annual Martin Luther King, Jr. Commemoration; and staff who assisted with the Chinese New Year program.

Director Thomas announced that the Staff Appreciation Day Gala will be held on Friday, February 17, 2017 and Charles Blow, CNN Analyst, would be featured on Saturday, February 18, 2017 at the Cleveland Conversations series.

DIRECTOR'S
REPORT
Presented

CELEBRATING DIVERSITY

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FIGHTING COMMUNITY DEFICITS

On January 21st the Carnegie West branch hosted Legal Aid @ the Library. Seventeen attorneys from Brouse McDowell, Cleveland Housing Court, Ulmer & Berne, Wingspan Care Group; Brennan, Manna & Diamond, Ankuda, Stadler & Moeller, Frantz Ward, Eaton, Gertsberg Law Firm, volunteered their time in support of this program. Twenty-two law student clerks from Case Western Reserve University and Cleveland Marshall College of Law also participated. Thirty-two families registered for legal assistance.

FORMING COMMUNITIES OF LEARNING

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Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

CLEVNET

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

GRANTS & DEVELOPMENT

Delta Dental Foundation

Received 1,250 oral health kits (consisting of toothbrushes, bookmarks, and brushing charts) to be distributed at CPL youth programming throughout the year.

Cleveland Foundation Endowment Reports

Submitted reports on use of 2016 funds for the Lockwood Thompson, Judd and Lee Funds.

Friends of Cleveland Public Library

Submitted report on spending for 2016.

Letters of Support

- Center for Arts-Inspired Learning's Big Read grant proposal to the National Endowment for the Arts
- Seattle Public Library's National Leadership Grant to the Institute of Museum and Library Services

- Chicago Public Library's Librarians Lead Learning Project to the Laura Bush 21st Century Librarian Program of the Institute of Museum and Library Services
- LAND STUDIO for their INTER|URBAN request to the National Endowment for the Humanities
- Legal Aid Society of Cleveland's proposal to the Ohio Legal Assistance Foundation

PUBLIC SERVICES

SUMMARY

In the month of January the Library hosted approximately 189 programs ranging from the annual Martin Luther King, Jr. commemorative program to STEM programming in partnership with NASA Glenn Research Center. Also during the month the Library offered 122 pre-school story times to children. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes were held at 14 branch locations and Main Library.

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Art Therapy Studio began workshops for teens at the Main Library teen center, Studio 470. The workshop series will culminate with an exhibit and opening reception.

The OPS department encumbered \$38,785.57 in support of Library programming in the month of January.

PARTNERSHIPS

Family Passes to the Cleveland Museum of Natural History (CMNH) were available for check out by CPL cardholders at 28 library locations including the Public Administration Library at City Hall. Learning of this partnership The Cleveland Botanical Gardens and Holden Arboretum have notified the library that would like opt-in to the pass program in the spring of 2017.

MOBILE SERVICES

The On the Road to Reading (OTRR) program confirmed thirteen new sites for the Winter/Spring 2017 season. The OTRR staff will begin the new season the week of February 7th and conclude services the week of May 7th.

MEETING ROOMS

The total number of requests for Main Library in the month of January was 79 with an estimated total

attendance of 1,756. The Library's newly renovated Learning Commons on the 2nd floor of the Louis Stokes Wing was reserved 59 times and accommodated over 753 guests during the month of January. Branch meeting rooms were reserved 233 times with an estimated total attendance of 426. Lakeshore auditorium and meeting rooms were reserved 36 times primarily for staff related activities.

Reading Is Aloud

Literature Department Librarian Evone Jeffries hosted *Reading is Aloud at Cleveland Public Library*, a program where adults read aloud selected passages from *Short Stories of Langston Hughes* on January 25th.

Lunchtime Knitting at PAL

The first meeting of the Lunchtime Knitting Circle at City Hall took place on January 25th. Public Administration Library Assistant Monica Musser teamed up with Popular Library Manager Sarah Flinn who is leading the group. The eight patrons in attendance were shown how to start knitting a scarf.

Library Research Day

Center for Local & Global History Manager Olivia Hoge organized a Library Research Day on January 7th for Region 3 History Day students. General Research Collections Manager Don Boozer was ready with a presentation on Government Documents prepared by Government Documents Supervisor Sarah Dobransky. CLGH Librarian Terry Metter prepared a demonstration on using the ProScan microfilm reader, Library Assistant Lisa Sanchez prepared a presentation on using the catalog and databases and Steve Eigsti, Museum Educator & Ohio History Day Region 3 Associate at the Cleveland History Center came to advise students on their History Day projects.

Tax Form Program

Business, Economics & Labor Librarian Susan Mullee continued the coordination of the City, State, and Federal taxes relaying pertinent information to CPL

staff across the system. Ms. Mullee also revised the *Tax Information Sheet* that gets linked to the Government Documents Department, the Business Department, and the Public Administration Library. This sheet includes what tax products the Cleveland Public Library obtains, a listing of free tax preparation help, and other helpful information to assist our patrons in the current tax season.

Friday Frolics

Literature Department Librarian Timothy Phillips hosted a Literary Frolic program on Gaston Leroux's *Phantom of the Opera* on January 13th. Following the discussion Mr. Phillips screened the restored 1929 Lon Chaney screen version by Universal Pictures. On January 27th Mr. Phillips hosted a second Literary Frolic on John Le Carre's *Call for the Dead*. Following the discussion, he screened Sidney Lumet's 1967 film version of the novel, *Deadly Affair*.

Music at Main

The North Coast Winds performed a selection of woodwind pieces on January 7th. Forty-one patrons enjoyed listening to selections composed by Gunther Schuller, Elliot Carter, and Pavel Haas.

Youth Services Programming

Youth Services staff conducted Wee Read and Play and Super Sleuths Story times on Tuesdays and Wednesdays in January and Children's Librarian Lan Gao presented the ArtLab program *Celebrate Chinese New Year*.

Adult Education

Business, Economics & Labor Librarian Susan Mullee taught the GED students about financial literacy, obtaining the information from the Business Department's print resources and authoritative online resources on January 23rd. Ms. Mullee also had brochures from the Credit Bureau and Ohio Department of Job & Family Services for the students to take home.

Main Library Book Clubs

Get Graphic!: A Graphic Novel Book Club opened two months of female heroines with the *Femme Fatales* series. *Mighty Thor, Volume 1: Thunder in Her Veins*, by Jason Aaron, was the first offering of the series - and of the year. Held on Thursday, January 12th, Literature Senior Department Librarian Jean Collins and Ohio Center for the Book Guest Reader Valentino Zullo welcomed patrons to the discussion of female superheroes. In addition, Library Assistant Nick Durda led a book discussion on the novel *Ready Player One*, by Ernest Cline.

Main Library Tours and School Visits

During the month of January Main Library Staff members conducted tours for groups visiting Main Library including: a Cleveland State University Urban Studies Class, a group of 15 *New Clevelanders*, several groups of women visiting the library following the Women's March in Cleveland, and students from Lakeview Terrace Head Start. On January 19th, Special Collections staff members Ray Rozman, Stacie Brisker, and Bill Chase presented for the Hershey Montessori school students studying WPA prints. Staff showed the class some of the WPA resources the Library owns. They informed the students about the Cleveland Print Club which was part of the WPA of the graphic arts division that operated from 1935-1943.

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Main Library Outreach

During the month of January International Languages staff collected and processed a total of 3,708 Long Loan items serving 12 CPL/CLEVNET agencies.

Center for Local and Global History staff members have been reaching into the community to teach patrons to locate and use resources in the Center for Local and Global History. With these resources, they can learn about the neighborhood in which they live and make a poster with a map and photograph of their choice. On January 28th, Library Assistant Adam Jaenke conducted his program, Know Your Roots: Explore Your Neighborhood's History, at the Carnegie West Branch. Librarian Terry Metter presented a Genealogy at CPL program at the Walz Branch on January 21st and Manager Olivia Hoge gave a presentation on genealogy resources at Cleveland Public Library to the Northeast Ohio Computer-Aided Genealogy Society (NEOCAG) at the Cuyahoga County Public Library Mayfield Library.

Literature Department Library Assistant Michael Haverman estimates he delivered 125 books to Little Free Libraries over three Fridays during the month of January. Mr. Haverman has also reached out to local café "Passengers" and added their little free library on his book route.

Youth Services Department Librarian Rebecca Donahue conducted story times at Cleveland Children's Academy on January 23rd with a total attendance of 50 children.

Youth Services Manager Annisha Jeffries is continuing to partner and promote the library and services through weekly story times for 1 to 9-month-old children at Rainbow Babies and Children's Hospital's Centering Pregnancy program.

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Staff Development

Assistant Director of Public Services for Main Library Robin Wood attended the American Library Association Midwinter Conference in Atlanta, GA. Ms. Wood serves on the American Library Association Training, Orientation and Leadership Development (TOLD) Committee.

Youth Services Manager Annisha Jeffries attended the American Library Association Midwinter Conference in Atlanta, GA. Ms. Jeffries was selected to serve on the American Library Associate 2018 Randolph Caldecott Committee.

Science & Technology Library Assistant Elvira Baron participated in a one-hour webinar *Science Soup: Mix your way through the ingredients of some major science databases: Science.gov, PubMed, and WorldWideScience*

Government Documents Supervisor Sarah Dobransky attended the webinar *Science Soup, Part Three: Rocket Ships and Stars - Out of this World with NASA (National Aeronautics and Space Administration)*.

Other Library News

The winter edition of *Edible Cleveland* contained two articles of note for CPL: "The People's Cookbook Collection" which highlighted the collection of cookbooks at Cleveland Public Library's Science & Technology Department. The latter was written by TechCentral Library Assistant Paolo Balboa and featured an image of Substitute Library Assistant Alison Guerin surrounded by selections from the collection; and "Seeds of Exchange: A Ritual of Frugality and Preservation" highlighted the two persons who initiated Cleveland Seed Bank, Marilyn McHugh and Chris Kennedy, with whom we partner with for the Seed Library program

General Research Collections Manager Don Boozer was interviewed by for the *I AM RUSA* podcast of the ALA Reference & User Services Association.

Manager Literature Department and Ohio Center for the Book Amy Dawson attended a meeting for the Ohio Library Council Diversity and Inclusion Committee to plan programming for the 2017 Convention and Expo.

January Report of Science & Technology Senior Librarian Jim Bettinger at the US Patent & Trademark Office's Patent & Trademark Resource Center Program (PTRC) - Brief Summary

During the month of January 2017, Mr. Bettinger:

- Performed research that came into the Commissioner of Patents office from the *Washington Post*.

- Attended a training session titled *Global Brand Management*
- Attended a training session titled *Design Patents, Copyrights and Protection of User Interfaces*.
- Continued to work on the San Antonio Public Library (SAPL) site visit for January.
- Attended a training session titled *Trademarks, Domain Names, and Cybersquatting*.

Branches

District 1

Eastman - Patrick Colvin the President of the Westtown Community Development Center contacted Mr. Knape and asked him if he would be interested in joining the board of the center. Ken accepted the offer. Mr. Colvin stated that the position is for a multi-year term and the Board usually meets on the first Monday of every-other month. Meetings are usually scheduled at Café Roma at West 130th and Lorain.

Lorain - With a new 3-D printer installed, staff began fulfilling 3-D print requests again. Children's Librarian Adela Garcia and Library Assistants continued to lead storytimes at local schools, distribute approximately 450 lunches and 200 bags of produce, and lead gaming programs for young patrons. All employees are in the process of attending Diversity & Inclusion training.

Rockport -For the Month of January Rockport welcomed the traveling display of the winners of 2016's Earth Day Poetry, Art and Essay contest. Rockport celebrated the New Year with party hats, streamers and horns while eating snacks and having board game competitions. Over 50 youth and their families participated. The Chess club met twice using the additional Legos purchased. Youth of all ages partnered to put together the new Star Wars Darth Vader Storm Trooper, Star Wars Hoth Attack Base. ROC received 4 internal class visits for story time. Healthy meals, courtesy of the Cleveland Food Bank, were served for Kids Café. Branch Manager Amiya Hutson attended The American Library Association's Mid-Winter Convention in Atlanta, Georgia. Rockport ended the month

with a "Post MLK Day" Celebration that had trivia about Martin Luther King and his legacy. The trivia winners were given battery powered fighter planes donated by ROC patron George Clemons.

Walz - After a holiday hiatus; tutoring, free produce and GED returned to Walz. Adults enjoyed a genealogy class. The students enjoyed a wide range of arts and crafts from Spykids to Recycle Robots. Staff went out on 10 occasions for outreach. Weekly class visits from Waverly Elementary and Michelle's learning center resumed (26 visits scheduled this month).

West Park - During the month of January, the Youth Services staff from the West Park Branch conducted storytimes for Watch Us Grow Development Center, Valley View Boys Leadership Academy, and West Park Lutheran School. Jeanna Sauls also attended John Marshall High School's Career Day to share her professional experience with students while also promoting library programs and services. Programs enjoyed by children at the branch included a tribute to Martin Luther King, Jr., Fashion Club, and Construction Club. On January 26th, West Park hosted a Community Open House to gain insight into what the community would like to see at the branch in the future, including ideas for the building, grounds, neighborhood, and services provided.

District 2

Brooklyn - The Brooklyn branch had its first Kids Café, which was the first time for the after-school snacks; attendance and reception has been good. The CPL 150 committee met for the last time; three patrons attended. The TechCentral held a computer class on first Wednesday of the month with one person in attendance.

Carnegie West - Carnegie West hosted TechCentral computer classes Tuesday afternoons, Legal Aid, and a neighborhood history program taught by Adam Jaenke from the Center for Local and Global History. Thanks to the Friends of CPL, breakfast refreshments were served for the neighborhood history program. Manager Angela Guinther gave initial branch library training to new substitute hires Michael McGee, Peter Roth, and Mark Tidrick, and attended the annual meeting of Ohio City Non-Profits the evening of January 26th.

Fulton - Fulton Branch held sign-ups for GED and ESOL classes. Youth staff partnered with Resources Recovery for a program entitled "Project Success" for youth in grades 6-12, which will cover different topics to empower our youth. Branch also had a late Martin Luther King, Jr. special celebration.

Jefferson - Kids Café was a challenge over the Winter Break due to the schools being out, but Staff quickly had it under control. The Fresh produce program that took a break during the holidays restarted the second week of January and continues to be a success. The Book Club continues to meet at the Spotted Owl and this month discussion covered the book This Year I Will.

South - The month of January has brought a lull to the outreach programming since schools were on winter break until the second week of January. Staff continued working on in-house programming like Three Kings, Martin Luther King and the Shark Tank Guitar programs. Even though the children were on winter break the branch still had a steady core group of children that came for Kids Café. The Fresh Produce program did not start until the second week of the month, but once again the bags of produce continue to be well received.

South Brooklyn - Kids' Café (free snack program in partnership with Food Bank) and free produce for patrons from Food Bank began the New Year at South Brooklyn. College Now Greater Cleveland began the Winter Session of impACT the 216! for high school teens.

District 3

Garden Valley - Over 40 children from the community enjoyed an impromptu game day. Activities included Word Bingo, coloring, playing of Lego's and blocks with the Toddlers and exploring YouTube for career videos for the Teens. The Children's Museum facilitated a binary system program at Garden Valley for 32 children of all ages.

Hough - During the Month of January, Hough Branch featured programs to honor Dr. Martin Luther King; participated in Winnie the Pooh Day; and celebrated the Chinese New Year.

Martin Luther King Jr. - This month showcased the branch's annual Martin Luther King Jr. program featuring Keynote speaker was Rev. Shawn Braxton. Director, Felton Thomas was the emcee for this well received and anticipated program with over 250 patrons in attendance.

Toni Parker, Branch Manager/3rd District Manager, gave the introduction with kudos to Sankofa Fine Arts Plus and local artists for submitting unique art work for the annual African American Art Exhibit. Special display of pictures and artifacts from the Teen Art Therapy program is also on display until the end of February.

Sterling - With support from the Friends of CPL, patrons created a grouping of five canvases for Sterling's meeting room. An original ceiling photo of Bristol Mountain ski lodge was the inspiration for the geometric pattern applied to the canvases with painter's tape. Working in groups of two, children applied layers of paint using circular sponges then removed the tape to reveal the pattern. The canvases homage to Herve Tullet's illustrations - will be on display beginning in February.

Woodland - In honor of MLK Day, the children enjoyed a screening of "Our Friend, Martin", and participated in a "Who was Dr. Martin Luther King Jr.?" The program highlighted the key contributions and legacy of Dr. King and also included a short speech writing contest. Youth patrons submitted in each contest age category for over 2 weeks. Winners were announced at the end of the program. Woodland children enjoyed a Cleveland Public Library database themed game: DATAbases. This game was created to promote and engage learning about the different databases that CPL has to offer. Each team used iPads, knowledge and intuition to answer questions to move their team member across the bases. The team that answered the most correct question was able to move their team member to home base, winning the game. Prizes were awarded to the winning team as well as all who participated.

District 4

East 131 Street - On Tuesday, December 10th, Dave's Supermarket held open interviews at East 131st Street Branch from 10:00-3:00 PM. Although we lost power before the 5:00-7:00 session was to take place,

Dave's staff was able to interview 90 people. TechCentral is presenting Computer basics, Internet Basics and Searching the Web courses for the 2nd month in a row and it is being well received by our seniors.

Fleet - Pasha Moncrief-Robinson met with Ms. Pease, Mr. Lamiter, Ms. Crudup, and Ms. Peters to discuss the launching of Ohio Means Jobs workforce development program at Fleet and Addison Branches. Mrs. Robinson formed a partnership with Mr. Jameson from Cleveland Clinic Foundation to start a health education series beginning in March. Tracie Forfia, Children's Librarian and Emily Crompton, LA-Youth hosted a Lunar New Year program for youth.

Harvard Lee - Harvard-Lee Branch has been fortunate to receive new furniture within our branch. The entire team worked together to organize and best utilize the style of the furniture for a fresh, inviting look. Furniture has been well received by our patrons. Kids Cafe has resumed for the branch sharing 20 free meals a day while showing a movie or providing an activity in the meeting room. Ms. Geaghan hosted a watercolor program with youth. Ms. Geaghan and Ms. Schmidt presented to 30 teachers at JFK/PACT High School Professional Development session regarding CPL and Harvard-Lee resources and programs. Twenty-one educators including Administrators sign-up for the Educator Card.

Mount Pleasant - On January 9, the Youth Services Dept. attended the MyCom meetings in which community members share information about their organizations and contributions to the Mt. Pleasant area.

Rice - With the assistance of computer aide Ms. White, an area in the youth services department was rearranged for a baby and toddler play room after many family visits have been noted during the day in previous months. Our programs of Yoga, Qigong, Poetic Power, Origami, Knitting, Children's knitting, and Meditation have continued with a consistent weekly turnout. Impact 216 began its winter session on January 9th with high attendance. We held large community programs this month with Network Night holding over 100 people, the Akoma Art show brought over 50 attendees, and two workshops on creating your own Vision Board on January 20th and

28th. Dave's Supermarket held open job interviews with the public on January 17th with over 20 applicants

Union - Storytime has been provided to over 450 students at various schools and daycares. Through our partnership with Greater Cleveland Food Bank, Union Branch has served over 800 after-school snacks to students. During the month of January, about 40 students have taken advantage of after-school tutoring. Media Mania, a 2016 CPL Innovation Grant Program, has officially launched as a learning area at Union Branch. Students enjoy playing educational apps on iPad Mini's mounted on a colorful Krayon Kiosk, in addition to VOX-Books, sometimes used with the branch tutor and students.

District 5

Addison - Ohio Means Jobs will conduct a site visit next week in preparation for the "Employment Services and Training" program, which will launch in February. Branch Manager, Magnolia Peters is working with N.E.O. Restoration Alliance to kick-off the "Seeds of Change" initiative in the spring. This community group will provide educational workshops on planting, cooking, composting, and rain barrels. The Cleveland Food Bank, along with "Kids Café," continues to provide weekly bulk produce drops for adult patrons.

Collinwood - programs included: "Icicle/Snowflake Craft" on January 5, two programs with Cleveland Museum of Art on January 10 and 12, followed by a special program designed by Children's Librarian, Adam Tully called "Birds of Northeast Ohio." Another round of "Diabetes Education" classes, in partnership with NEON Medical Center began this month. Our monthly article for the Collinwood Observer was prepared by LA Youth, Kiaira Jefferson.

Glenville - January started off with the continuation of our "Kids Café" and story time outreach. GED hosted orientation on Friday, January 20, but due to the instructor not returning, classes have been postponed until further notice.

Langston Hughes - The "Kids Café" takes place Monday through Friday at 3 p.m. Children's programming included: "Super Sleuth Readers" every Wednesday at

11 a.m. for children ages 3-5; "Happy New Year" was held January 3, where participants created and shared their own vision of the perfect new year celebration; "Collaging the Winter Landscape," on January 10, where we explored how Cleveland artists have depicted the snowy landscape; "Researching Elmer Brown," participants found out exactly who Cleveland artist Elmer Brown was on January 17; "Thinking About Spring," held January 24, where we created our first impressions about spring.

Memorial Nottingham - TechCentral presented Microsoft Word I, II, III and IV. Braxton Tutoring resumed this month providing tutoring for community students grades K to 3. St. John Nottingham school continues to visit the branch to pick up books and play chess. Story times were presented to Jubilee Academy and Brilliant Beginnings day cares. On Wednesdays, LA-Youth Emphasis, Marvin Benton presents a movie during the "Kids Café" program. Children's Librarian, Libby Hampton presented a "Martin Luther King Jr." program and craft on January 9. The chess club continue to be popular amongst community residents on Saturdays.

Tech Central

Cell Phone Charging Stations

In January, CJ Lynce, TechCentral Manager, assisted by Melissa Canan, Library Assistant, Computer Emphasis, replaced all the cell phone charging cables in all 20 Cell Phone Charging Stations located in branches. Nearly all locations had more than half of their cables broken due to age, or poor cable design. The new cables are of a higher quality, and should withstand regular use longer than previous designs.

NEOSTREAM Conference

TechCentral Manager, CJ Lynce, attended two meetings regarding the upcoming NEOSTREAM Conference, coordinated by Congresswoman Marcia Fudge's office. The first phone conference meeting took place on January 9, and focused on details surrounding the Community Day events happening on March 18, 2017. TechCentral and the Cleveland Public Library will be participating in the Community Day events.

A meeting of the larger NEOSTREAM Conference Advisory Committee was held at the Tri-C Corporate College East Campus on January 19, for which Mr. Lynce was in attendance.

Professional Development and Meetings

Forrest Lykins, TechCentral Coordinator, attended CPL Fit meetings on January 3, 17, and 31.

CJ Lynce, TechCentral Manager, met with Larry Finnegan, Director of IT, and Meagan Calnon, BM Architects, along with other IT/CLEVNET and HBM Architects staff on January 12 to discuss plans for technology stations in the renovated South Branch.

Mr. Lynce met with Executive Director, Felton Thomas, on January 12 to discuss an invitation to Spain to speak on the topic of Maker Spaces in the United States of America.

Mr. Lynce attended the Diversity and Inclusion Training on January 12.

Mr. Lynce met with John Skrtic, Director of Public Services, Robin Wood, Assistant Director of Public Services, Main Library, and Deborah Hajzak, SEIU 1199, on January 17 to discuss the Job Description for the new Computer and Equipment Technician Position in Public Services.

Mr. Lynce attended the Mozilla Web Literacy Pilot Community Call on January 17.

Mr. Lykins participated in Process Improvement Committee meetings on January 19 and 26.

Mr. Lynce and Mr. Lykins met with Denise Crudup, Special Assistant to the Director for Learning and Education, on January 23 to discuss the learning initiatives that TechCentral is currently offered to patrons.

Mr. Lynce met with the CPL Mozilla Web Literacy Pilot Core Team at the Lake Shore Facility on January 26. The purpose of the meeting was to discuss the outcome of the two ambassador training sessions in November and December 2016, as well as the next steps for the pilot program at CPL.

Mr. Lynce met with Don Boozer, General Research Collections Manager, and Sarah Dobransky, Government Documents Supervisor, on January 27 to discuss possible collaborations between TechCentral, General Research Collections, and Government Documents.

Mr. Lynce met with Executive Director Thomas on January 30 to discuss the possibility of extending the Mozilla Web Literacy Pilot program by six months.

Mr. Lynce attended a meeting of the NEO STEAM group on January 31.

Community Engagement: Visits and Outreach

A group of 10 teachers from an area Middle School visited the Library on January 9 to receive a tour of the TechCentral MakerSpace.

CJ Lynce, TechCentral Manager, met on a phone call on January 12 with library staff from The University of Akron to discuss details of the TechCentral MakerSpace.

A Cleveland State University's Urban Studies class of 25 people visited the TechCentral MakerSpace on January 14.

Mr. Lynce meet with the Campus Coordinator from Design Lab High School on January 18 to discuss possible partnerships with Design Lab HS and Cleveland Public Library, TechCentral.

TechCentral hosted a visit of 56 students from a local Montessori school on January 19.

Paolo Balboa, Library Assistant, Computer Emphasis, represented TechCentral and the Cleveland Public Library at a career day event organized by Catholic Charities of Cleveland on January 18.

Cleveland Digital Public Library

Learning Commons

Cleveland Digital Public Library regularly hosts classes of various sorts. During December, we regularly hosted CPL Fit Yoga. The renovations at the Lewis Stokes Wing on the second floor have created a new classroom space. TechCentral and International Services classes, which used to run in our classroom space, have been using the

new space. We are looking forward to welcoming International Services classes back to our space soon. We are also in the process of developing new curricular offerings that are derived from the digital gallery, developed with departments and branches at CPL, and coordinated with external partners. Programs may include chess offerings, classes on digitization and video, and classes on using digital coaching tools. We look forward to equipping our classroom with laptops that can be reserved for use by the public, and we were pleased to begin to offer 3D scanning as a service using a new HP Sprout Scanner.

Exhibits

The "FirstFolio!" Exhibit closed in August. The "Wonder of Shakespeare" remains on display in Brett Hall, and "Making and Faking Shakespeare" continues to be shown in the J.G. White Gallery. "Question Bridge," a multimedia exhibit exploring the experience of African-American men in America has been regularly on display on the touch wall. Digital Shakespeares remains on display by request in the Digital Hub. We still have a Fourth Folio borrowed from the University of Akron on display in Brett Hall. We continue to have attendance at showings of *Shakespeare the Animated Tales* (Tuesdays and Thursdays at 12:30 and 5) and visitors who take the Wednesday tours.

Magic Box

Cleveland Digital Public Library has placed the Magic Box exhibit case on display in Brett Hall. The case contains both physical and digital materials relating to Shakespeare. We are currently developing content for the Magic Box related to the upcoming Superman exhibit.

Digital Exhibition Tools

After a meeting led by Outreach and Programming Services, staff at ClevDPL are exploring the use of augmented reality and/or QR codes in our exhibit spaces, particularly for the upcoming Superman exhibit. The concept is to provide multimedia through both patron devices and loaner multimedia devices such as iPads.

Videography and Photography

ClevDPL documented library events through photography and video during December. Work includes the following projects: hidden figures (photos), "I Have a Dream" (video), artist reception (photos), artist Nunu (video),

preservation (photos), 3 Superman videos (editing), test trailer for class (video), Preserving the Superman vs. the Mole Men poster(video).

Scanning Assistance

Cleveland Digital Public Library staff assisted over 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.

Public Services Statistics

Patron Visits: Between January 1 and January 29 the Cleveland Digital Public Library had 321 visitors.

KIC Scanners: 94 KIC Scanner sessions resulting in 3,419 images/4978.8 MB or a little less than 5 GB of scan volume.

Digital Gallery: From December 29, 2017-Jan 28, 2017 Google Analytics (GA) reports 4811 sessions for 3389 users and 26,023 page views. Per **GA**, our user base skews toward males, our users are 54% Male and 46% female. Per **GA**, our age breakdown skews towards youth. The age numbers are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. Per **GA**, the bulk of our users have English set as their language preference; however, we have numbers of Spanish, French, Italian, and German speaking users. Additionally, **GA** user statistics related to location indicate that we have users from the US, United Kingdom, Canada, Italy, Saudi Arabia, Spain, France, Australia, the Netherlands, and Germany. Finally, **GA** shows that we have a diverse group of pages where users were before they came to CPL's ContentDM. Google search is the most common point of entry into our Digital Gallery at 33.63%, with direct access next at 19.12%. Referrals from our library website account for another 19.58%. The referrals from our website have increased. We have 3.62% of our referrals from the library at CSU, which remains a good sign for our collaborative link with Cleveland State. Yahoo, Bing, are all at levels that should be higher (around 1.5%). Ancestry seems to have dropped way down as a source or referral point, and the Digital Gallery seems to have no significantly active links in from Wikipedia.

Collection Development

Library Staff Does Digitization

Cleveland Digital Public Library staff has scanned 127 items (4705 scans), post processed 56 items (2,153 files), and uploaded 64 items (64 files) into the Digital Gallery. 81 items had metadata post-processed.

Other

Preservation

Preservation staff did the following: paper treatments (in sheets): 4 complex, Book treatments: 11 simple, 41 complex, Enclosures: 11, Labels printed: 22, Books received: 20, Books returned: 34. Preservation staff has continued disassembly and repair on the American edition of Boydell's Shakespeare Gallery.

DPLA Ohio

Cleveland Digital Public Library has completed participation in an LSTA Planning grant to develop a plan for Ohio Cultural heritage institutions to participate in the Digital Public Library of America through an Ohio service hub. We have been told by DPLA Ohio to begin preparing metadata for submission to the DPLA. In preparation for DPLA, we completed an analysis and prioritization of records to upgrade and make ready to contribute to DPLA. We are well on our way in the revision and update process involved in making our metadata ready for DPLA.

OLBPD

For January 2017, OLBPD circulated 43,404 books and magazines directly to patrons. OLBPD registered 128 new readers to the service. The January BARD statistics were not available at the time this report was due.

OLBPD was featured in the January/February *American Libraries* magazine article titled "Bringing Assistive Technology to Patrons." This article showcased libraries and state agencies that team up to offer training for patrons with visual impairments. The article details the OLBPD program, its funding arrangement with the State Library of Ohio, and how CPL offers access to adaptive technology in ten locations throughout the library system. Article link:

<https://americanlibrariesmagazine.org/2017/01/03/bringing-assistive-technology-to-patrons/>

OLBPD Manager Will Reed attended the 2017 ALA Midwinter Conference as a member of the working team of the ALA-ASCLA Revision to the Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped. This series of meetings involved a formal review of the first revised Standards draft for 2017 that was publicly distributed, as well as consideration of the feedback received on the first draft. Also at Midwinter, a public forum was held to receive additional comments and feedback on the first draft. A second draft is being prepared and will be distributed in the spring. The working team made up of two regional librarians (Ohio and Washington), as well as a Project Director, and a NLS advisor, is charged with revising the Standards and Guidelines. A final draft of the Standards is due by the end of 2017.

OLBPD Library Assistant Ken Redd is again working with the Julia De Burgos Cultural Arts Center in collaboration with the Baseball Heritage Museum program ;Pleibol! - A celebration of America's Favorite Pastime. Mr. Redd's role on the steering committee is to help market and promote the event, and act as liaison between the committee and the Indians front office to hammer out the details of the player's participation. Now in year two, the committee met on January 31st. CPL is looking to increase its role in the event by tying in the CPL Summer Reading Program.

The OLBPD adult book club met on January 13th to discuss "A Secret Gift" by Ted Gup.

TECHNICAL SERVICES

Patricia Lowrey, Director of Technical Services, retired on January 13th after 15 years of service at the Cleveland Public Library. A combined retirement celebration was organized and planned for Ms. Lowrey and Carlos Latimer, Assistant to Director Internal/External Affairs, at the Lake Shore facility by the Technical

Services Managers. The celebration was attended by many CPL staff, staff from other Libraries, and several vendors.

Sandy Jelar Elwell, Acquisitions Manager, was selected to serve as Acting Director of Technical Services and assumed the responsibilities of this position on January 16th. Ms. Jelar Elwell will continue to be responsible for her duties as the Acquisitions Manager in addition to serving as Acting Director of Technical Services.

Steven Best, Technical Services Senior Clerk in the High Demand Department, left his position at the Cleveland Public Library on January 6th. YoLanda Lawler, Technical Services Associate in the Materials Processing Department, left her position at the Cleveland Public Library after 26 years.

Ms. Jelar Elwell attended the Martin Luther King, Jr. Program on January 16th.

Acquisitions: Acquisitions staff began placing orders on January 5th after the entering of the 2017 fiscal year budget amounts were completed in Sirsi. EDI order and invoice reports were reinstated to run automatically again. Sandy Jelar Elwell, Acquisitions Manager, worked with the IT Department to have holding codes for non-holdable items created and added to Sirsi for Branch discretionary orders that will be ordered and added as non-holdable items beginning in 2017.

Alicia Naab, Acquisitions Coordinator, has taken on the responsibilities for selecting and ordering bestselling titles for the CPL collections at Case Western Reserve University (CWRU) and Cleveland State University (CSU), selecting, ordering, and maintaining eaudiobook material, and placing orders of eBooks that have been selected for purchase by the Main Library selectors.

The Librarians in the Acquisitions Department participated in a two-part online workshop entitled "Cataloging Video Resources with RDA" along with the Librarians from the Catalog and High Demand Departments. Lisa Kowalczyk, Technical Services Librarian, and Glennis Blair, Technical Services Associate, assisted Elizabeth Hegstrom, Materials Processing Manager, with sorting and alphabetizing the annual bindery tickets for Main Library periodicals. Acquisitions staff assisted

the High Demand Department with the receiving and processing of the large end of the year DVD orders placed in 2016.

The Acquisitions Department ordered a total of 5,573 titles and 31,551 items (including periodical subscriptions and serial standing orders); received 14,162 items, 1,549 periodicals, and 663 serials; added 614 periodical items, 518 serial items, 153 paperbacks, and 2,436 comics; and processed a total of 1,315 invoices.

Catalog: Librarian Michael Gabe began handling CPL.Cat requests, and started adding bibliographic records requested by Cleveland Public Library Public Service Librarians. Senior Librarian Regina Houseman provided his training. Librarian Yeshen Dugarova-Montgomery joined the CLEVNET cataloging support team (CPL.Newcat). She was trained by Senior Librarian Dawn Grattino, with assistance from Librarian Barbara Satow. Ms. Grattino turned over the maintenance of the Trade Catalogs collections to Ms. Satow and gave her a brief orientation on to how to manage them. Catalog Manager Andrea Johnson set up Excel spreadsheets for CLEVNET statistics, and met with the CLEVNET team to discuss the new form.

The entire Catalog Department staff attended a webinar called, "Cataloging Video Resources with RDA." Ms. Satow attended an Ohio Library Council Technical Services Action Council meeting. Ms. Houseman and Ms. Satow attended Diversity and Public Service Librarians Inclusion Training. Catalogers added 2,138 titles, including 533 books in 24 different languages, and added 2,857 items for Cleveland Public Library.

Collection Management: Collection Management selected 1,248 titles, 10,137 copies, and spent \$193,516 in January. Seventy telescopes of materials were relocated.

Selection for 2017 began in earnest. Department staff continued to cover for the absence of a Children's and Young Adult selector in both materials selection and in the processing of Branch discretionary selections, and began also to cover the selection of eBooks, Large Print, and Spanish titles due to the retirement of Patricia Lowrey effective January 13th.

Laura Mommers worked with Midwest Tape to provide the Main Library and Branches with a brochure of audio-visual items that support African American History Month.

Eric Hanshaw attended the first CPL United Way/Community Shares committee meeting of 2017, and helped organize its "Souper" Bowl Fundraiser. Pam Matthews attended a committee meeting of the Ohio Library Council Technical Services Division to plan programming for 2017 and 2018.

Ms. Matthews also met with representatives from OverDrive, the Library's main eBook and eaudiobook vendor.

High Demand: The High Demand Department had its most productive and challenging month ever. Staff ordered 1,123 titles and 10,289 items, added 1,362 titles and 26,637 items, and paid 762 invoices worth over \$470,000.

Steven Best, Technical Services Senior Clerk, left the Library on January 6th. Summer Salem, Technical Services Associate, was on jury duty leave for two weeks. The remaining staff worked harder than ever to keep materials flowing into the department and out to the public.

Staff from the Acquisitions and Materials Processing Departments also helped to move 3,899 of these items through. Special thanks to: Tonya Jenkins, Shirley Jones, Lisa Kowalczyk, Leslie Pultorak, Sabrina Rosario-Laureano, Paula Stout, and Karima Ward.

High Demand staff congratulated Patricia Lowrey, former Technical Services Administrator, on her retirement, January 13th.

Dale Dickerson, High Demand Librarian, took part in an RDA Video Cataloging webinar, along with Catalog Department staff. The usual extra work of the new year was accomplished, which involved marking items received in Sirsi and loading, paying, and checking a large backlog of invoices.

Materials Processing: The Associates cataloged 668 new titles for the Cleveland Public Library and added 1,796 records for the CLEVNET libraries. The Associates and

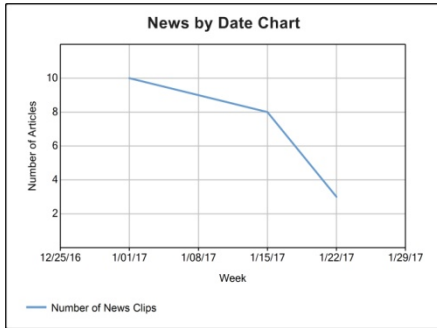
Senior Clerks added 2,635 items. The Technicians worked on 32,122 items.

The bindery tickets for 2017 were printed and distributed. Darryl Pless, Lisa Kowalczyk, and Glennis Blair assisted by alphabetizing the tickets. Elizabeth Hegstrom attended a two-day webinar Cataloging Video Resources with RDA sponsored by the American Library Association. Vivian Grayson, Karima Ward, and Michael Reynolds attended Diversity and Inclusion training. Ms. Hegstrom assisted with the retirement party given for Patricia Lowrey and Carlos Latimer. Late in 2016, a major order of DVDs was placed which put pressure on two departments. Shirley Jones, Ms. Ward, and Sabrina Rosario-Laureano assisted with inventorying DVDs for High Demand. Materials Processing labeled, scanned, and shipped over 15,000 DVDs in January. Ms. Jones and Ms. Rosario-Laureano helped apply labels and scan DVDs. Marsha Draeger and Dennis Workman assisted Doug Huston and Mr. Reynolds with packing the DVDs to be distributed to the Branches. YoLanda Lawler left the Cleveland Public Library after 26 years. Ms. Hegstrom met with the Associates and Senior Clerks to discuss how to adjust the workload until Ms. Lawler's position can be filled and about other changes in Technical Services. The Technicians met with Ms. Hegstrom to discuss how they might be impacted by changes in Technical Services.

Shelf/Shipping: James Clardy attended Diversity and Inclusion training on January 24th.

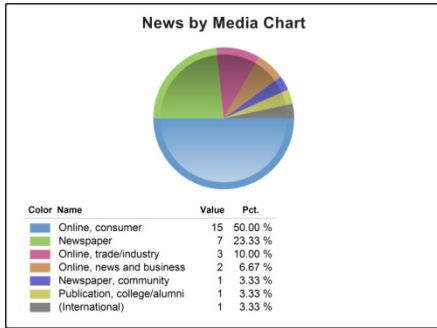
The staff of the Lake Shore Shelf/Shipping Department sent 65 items to the Main Library for requests and 68 items to fill holds. Main Library received 306 telescopes, the Branches received 1020 telescopes, CLEVNET received 79 telescopes, CASE received 4 telescopes CSU received 4 telescopes and Tri-C received 1 telescopes. A total of 1,252 telescopes were shipped out. The Technicians sent out 432 items of Foreign material and a total of 21,677 new items were sent to the Acquisitions and High Demand Departments.

MARKETING & COMMUNICATIONS



Media coverage for the month of January included 30 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$48,613.82. In January, the online media outlets that featured CPL events and programs received 32,061,447 unique

visitors. No singular story about CPL dominated the news in January, but most had to do with CPL as a destination experience. Online Consumer accounted for most of the media articles.



Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 1,295 times on average per day, with an average of 189 clicks to the website per day resulting in a 15% click-through rate for the month. *+libraries cleveland oh* was the most clicked-through

phrase. No special ads were run on cleveland.com.

Facebook

	2017	2016	YoY	MoM
Net Page Likes	109	40	173%	142%
Avg Post Reach	1985	782	154%	-16%
Avg Total Reach	3695	1404	163%	10%
Average engagement	47	10	370%	161%
Reactions	33	8	313%	200%
Comments	5	0		400%
Shares	9	2	350%	50%

Twitter

	2017	2016	YoY	MoM
Top Tweet (Impressions)	25,100	2,245	1018%	749%
Top Mention (Engagements)	406	72	464%	-32% 211%
Top Media Tweet (Impressions)	6,682	941	610%	
Summary				
Tweets	119	49	143%	28%
Tweet Impressions	148,000	60,800	143%	94%
Profile Visits	3,755	2,276	65%	29%
Mentions	175	249	-30%	43%
New Followers	97	NA	NA	NA

Graphics

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

PROPERTY MANAGEMENTPainters

- Woodland- paint back hallway, men's and women's restrooms and children's lunchroom.
- Walz- finished back hallway.
- Rockport- skim coated and painted wall where shelving was removed.
- Garden Valley- painted all blue and green wall and community room.
- Langston Hughes- patched hole in wall and painted.
- Lakeshore- skim coated deteriorated paint on ceiling by pillar in front of security desk.

Carpenters

- Union- installed ipads on red crayon.
- Woodland- moved Rhonda's office to another office in mobile services and rearranged the furniture also hung four fire extinguishers in garage.
- Lakeshore- installed reflectors throughout property. Repaired door closures to auditorium door. Made keys to cold room and put together dry erase board for branch.
- Carnegie-West- removed table and delivered to Harvard Lee branch.
- Rockport- installed 2 soap dispensers, 3 door kickstands and repaired door to staff break room.
- M.L.K- hung M.L.K banner, replaced ceiling tiles and put diffuser back and re-glued carpet where needed.
- Fulton- installed metal guard plate and sliding latch bolt to exterior parking lot door. Repaired men's restroom stall lock.
- Main- repaired door closure to old carpenters shop. Made bracket and hung picture in digital hub. Repaired lock on display panel in LIT. Made sets of AA,BB keys for custodians and hung sign for special collections.
- Boarded up windows at Addison and Langston Hughes branch.
- Glenville- Changed water damage ceiling tiles throughout branch. Installed sopa dispenser in boiler room. Repaired kickstand to boiler room and cleaned roof drains.
- Eastman- removed baby changing station in public men's restroom and caulked holes.
- LSW- put together tv stand and mounted tv. Repaired floor tile.
- Rice- removed four broken toilet paper holders and installed four new ones.
- Fleet- Changed water logged ceiling tiles.
- Harvard-Lee- repaired parking lot door.

Mechanics

- Worked on branch mowers, finished 15 of them.
- Road call for Deputy Director's car- replaced tire.
- Installed wiper blades on vehicles 25,17 and 10.
- Road call for Lakeshore facility vehicle #10
- Repaired plow on truck 25.

- Road call to service Director's car- replaced tire.
- Serviced oil change to truck 6. Made appointments for recall on vehicles.
- Repaired Fleet, Walz and Fulton snow blower.
- Swapped out delivery truck with another rental.
- Helped unload discarded furniture.
- Filled propane tanks for lakeshore and garage.

Maintenance Mechanics

- Lakeshore - AHU #10 chiller/replaced bad contactors, used megohmmeter to verify compressor failure, set up unit for single stage operation.
- Rockport - Installed replacement hallway light fixture.
- Main - Serviced fancoil units in basement microfiche storage room.
- Eastman - Replaced 1st floor AHU heating valve actuator, checked proportional controls.
- Walz - Replaced women's restroom faucet.
- LSW - Replaced burnt out spot light bulbs in auditorium.
- Main - Installed exit and emergency lights in lower level Graphics department.
- Westpark - Replaced floor outlet with double sided doghouse.
- South Brooklyn - Relocated cell phone charging station.
- Glenville/Sterling - installed replacement buzzers for public restrooms.
- Fleet - Branch cold / serviced boilers and AHU's
- E.131 - Branch cold / serviced boiler and AHU
- Langston Hughes - Branch cold / Reset heat pumps, cleaned condensate pans/float switches
- Harvard Lee - Serviced bathroom exhaust fans.
- Eastman - Replaced leaking bearing assembly on boiler circulation pump.
- Woodland - Unclogged/snaked toilet and utility drains in Mobile Services with V.A. Conkey.
- Jefferson - Installed LED fixtures/ ran new electrical wiring for branch parking lot lighting.
- Fulton - Replaced floor outlet with doghouse receptacle for children's librarian's desk.

- E.131 - Replaced/installed new emergency and exit lighting throughout branch.
- Harvard lee - Checked/replaced bad receptacles in youth section.
- MLK - Replaced bad ballasts on the 1st and 2nd floor for event.
- Main - Installed replacement LED fixture for west ramp lighting.
- Main - Re-lamped/replaced bad ballasts in Friends office.
- Lorain - Installed replacement LED fixture for handicapped ramp lighting.
- Harvard Lee - Replaced bad combustion motor on staff workroom room RTU.
- Carnegie West - Replaced belts and filters on RTU.
- Main - Serviced 4th floor/Foreign Literature fancoils.
- Hough - Replaced staff workroom faucet/won't shut off.
- LSW - Repaired drinking fountain leak on 2nd floor/OPS
- Harvard Lee - Replaced belts and filters on RTU's and basement air handlers, performed alignment on main AHU motor and blower pulley.
- MLK - Repaired gas piping leak in boiler room, leak checked, tested ok.
- Mt. Pleasant - Repaired meeting room cable connection.
- Rice - Replaced RTU filters, filter count to schedule floor filter change.
- Lakeshore - Pulled several CAT6 runs in Acquisitions for new access points for Automation.
- Brooklyn - Installed replacement LED fixture for front external and side entrance lighting.
- Mt. Pleasant - Repaired women's public restroom toilet.
- Glenville - Replaced ballasts in multiple light fixtures throughout branch.
- South Brooklyn - Boiler P.M., replaced belts and filters on AHU.
- All branches - Corrected/repaired all violations listed in insurance co. list.
- Main - Cleaned/organized shop.

SAFETY & PROTECTIVE SERVICES**SAFETY SERVICES**

- 2017 Holidays were entered into the access control software which will ensure all buildings with doors on regular timers remained locked on closed days.
- Cedric Johns had his car keys stolen from Addison branch. SPS reviewed video and found the male that stole his keys and provided his picture to branch staff. SPS was contacted when the male entered the building again and were able to get Mr. Johns his keys back. The patron was expelled for 30 days.
- A.L.I.C.E. training classes will be February 16th and 24th.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Jan 2017	2920	127	44	112	470	115	80	93
Dec 2016	3087	123	34	108	372	160	68	29
Nov 2016	3404	155	52	113	568	116	74	40
Oct 2016	4127	165	73	118	707	148	81	49
Sept 2016	4074	163	76	136	604	119	69	63
Aug 2016	4866	175	98	170	784	132	70	117
July 2016	4141	155	87	77	697	105	75	46
June 2016	4307	163	82	50	652	120	70	76
May 2016	4694	196	59	143	713	124	90	68
April 2016	4822	161	125	143	845	162	117	68
March 2016	5424	200	129	76	893	156	104	82
Feb 2016	4856	202	89	101	776	184	116	115
Jan 2016	4613	177	133	54	637	152	126	63

Special Attention, Special Events, and Significant Incidents

- 1/3, a hypodermic needle, a cap with a burn mark, and a bottle of vinegar were found in the public restroom at South branch by the branch custodian. SPS was notified and branch patrol responded; put the needle in a plastic bottle and removed it from the branch for proper disposal.

- 1/3, a patron at Carnegie West branch was lying down on the floor in the men's restroom. When staff attempted to check on the patron the he was unresponsive, except but he gave staff the middle finger. SPS branch patrol and EMS arrived and the male was transported to Lutheran Hospital.
- 1/4, staff at Lorain branch noticed a patron was in the stall for a long time. A patron came out saying that another man was in the stall speaking while passing out repeatedly. Staff entered and received no response. They saw the male on the floor with a needle in his arm. 911 and SPS branch patrol were called. The male regained consciousness and exited soon after.
- 1/4, SPS was dispatched to the Collinwood branch in response to a juvenile patron who was stealing CD's. After making contact and conducting an investigation, SPS was informed he knocked the pay phone off the wall with his shoulder a couple weeks prior. The patron was served a 30 day expulsion.
- 1/7, SPS noticed a regular patron in Tech Central falling asleep. The SPS officer noticed that he was exhibiting behavior of someone under the influence of a controlled substance. He had slurred speech, red eyes, and a difficult time standing. Patron complied with the first request to stay up and then kept falling asleep. Patron was woken up a 3rd time and was told to leave. Patron refused EMS assistance and left for the day.
- 1/7, staff at Fulton branch notified SPS at the start of the day their cash drawer was missing. After viewing the video footage it was noticed that there was a break in at the branch the night before. SPS has recently determined the thieves also made off with a case containing Tech Central laptops. An investigatory meeting will be conducted with the officer on duty that night.
- 1/7, while speaking to detectives from the 2nd district about the break in they asked if we could provide footage of an armed robbery that occurred in December. SPS had no previous knowledge of the robbery because it happened after hours. Video footage of both incidents were turned over to CPD.
- 1/12, SPS was informed of a possible fight about to take place inside tech-central. Upon arrival the aggressor was sitting at the computer. A male with the victim stated that the patron in question was

upset with his friend over \$10 that was owed to him. It was reported that the patron in question threatened to kill multiple patrons. Witnesses confirmed and the patron was asked to leave. The patron became very hostile and made multiple racist remarks towards officers and patrons. Patron was served a 30 day expulsion.

- 1/13, while opening Addison branch, staff recognized that the window was broken last night. Staff realized that PC's were taken. CPD arrived and took a report while SPS reviewed video. A male was seen on video entering the branch and disassembling the computers before leaving hastily.
- 1/13, SPS management noticed graffiti in the stairwell 15 of the LSW building. Upon reviewing footage a male was discovered still inside the tech central area. The male was detained and paint was found in the patron's bag. The male was given a 30 day expulsion from all branches. This male later went to Carnegie West and vandalized the men's restroom. SPS will file charges against the male.
- 1/17, while on patrol, SPS officers reported an electrical fire in the Eastman Reading Garden. CFD was dispatched and SPS responded with a fire extinguisher. Flames were extinguished using the fire extinguisher and property management cut the power to ERG, no further damage reported.
- 1/19, on LSW 5 SPS officers report that a male patron thought to be sleeping, had actually been in and out of consciousness due to an unknown medical condition. Cleveland EMS responded and took the male for further observation.
- 1/21, the SPS officer at East 131 was advised a patron brought in a biohazard box containing sharp needles found outside. SPS Officer turned it over to proper authority (Cleveland Police) who showed up on site.
- 1/25, a Staff member at MLK was approached by a teen concerned by an older male patron making her feel uncomfortable. Teen described that the male patron was being friendly and kept touching her and previously asked her to go outside with him. Teen patron reported the older patron to a staff member, who immediately addressed the situation asking the patron to leave. Staff member also advised that the patron seemed to be intoxicated. SPS was not advised until the next day. Branch patrol officers

advised the male later in the week about the inappropriateness of his actions.

Protective and Fire Systems

- All branch cameras are functioning with the exception of Rice branch.
- SPS will look to combine after hour burglary and fire protection monitoring services by opening a bid at the conclusion of the contract with Integrated Precision Systems.

Contract Security

- After reviewing the video of the Fulton break in, I've concluded the responding after hours guard was negligent in his duties and should be removed from this account. He did not clear the building's exterior or interior. CPL was not charged for the response to that alarm.

Administration

- I found a company in New Hampshire "Body Armor" that will buy used ballistic vests or accept them as trade in for new vests. Joyce Dodril has okayed this arraignment
- Lt. Babbitts looked over the video from the break in at Fulton branch and went past the initial end time (after the Afterhours response guard left) and found that the burglars returned and stole the Tech Central case. I just received a copy of all alarms from Fulton branch which I will use in the Investigatory Meeting for Officer Reed who was on duty that night.
- SPS will conduct interviews for part time officers 2/9/2017.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors held their first meeting of the year on January 27, 2017, at the Euclid Public Library. This was the first meeting of the group led by the new Chair of the Directors Panel, James Tolbert, Director of Milan-Berlin Public Library. Director Tolbert has been a

member of the Directors Panel since 2015. He will serve a two-year term.

Director Tolbert extended best wishes to Cheryl Kuonen who is no longer part of the "CLEVNET family." Ms. Kuonen had been the director of Wickliffe Public Library and is now the director of Mentor Public Library. Congratulations were also extended to Kim Garrett, the new director of Kinsman Free Public Library, and Beth Hatch, the new director of Perry Public Library. (Ms. Hatch served as CPL's Web Applications Manager from 2014-2015.)

Timothy Diamond, CPL's Chief Knowledge Officer, gave a quick overview of CLEVNET's Strategic Plan for the benefit of the new directors, with a focus on governance. He went into more detail as he updated the group on the key action steps in the Plan.

The new staffing model is in place and the hiring process continues to fill the remaining approved openings. Computer & Networking Technician Andy Busch will be promoted to one of the two new Solutions Architect positions on February 5, 2017. The other position will be filled by Chris Wisniewski who is currently based at Hubbard Public Library and serves a number of the CLEVNET libraries in Trumbull County.

The annual meeting of the Directors Panel Chair and CPL's Director is scheduled for April 11, 2017, at Milan Public Library to discuss progress on CLEVNET's Strategic Plan.

Approval of a salary study has been given by CPL's Director of Human Resources for CLEVNET's "hardware" staff; however, the Directors Panel is still waiting for proposals from CPL. Without a cost estimate, the Director of IT was unable to include the salary study in the 2017 budget. It may have to wait until 2018.

The importance of the CLEVNET Special Revenue Fund cannot be overemphasized. The transparency it provides is crucial to CLEVNET's success. The CLEVNET Directors are always grateful for the leadership provided by Carrie Krenicky, CPL's Chief Financial Officer, who also heads up the Pricing Model Review Group made up of two directors and three fiscal officers from five CLEVNET library systems. The Group is working with consultants

from GFOA (Government Finance Officers Association) who reviewed and analyzed CLEVNET's current pricing formula, conducted interviews of CLEVNET members and members of similar consortia, and researched leading best practices. GFOA sent the first draft of their recommendations to the Group on January 9, 2017. The draft is under review.

Meanwhile, another group of CLEVNET directors, led by Julianne Bedel of Barberton Public Library, is working on a revision of the bylaws. If everything comes together, there will be a new CLEVNET agreement with new bylaws and a new pricing model in the fall of 2017.

Mr. Diamond reiterated that CLEVNET is thinking strategically about new members, the CLEVNET data center, and the core services CLEVNET staff provide. Geauga County Public Library (GCPL) will "go live" on February 6, 2017. Hilary Prisbylla, Director of CLEVNET, and her team are putting in long hours and working closely with GCPL staff to make it happen. No sooner will GCPL be on board than it will be time for IT/CLEVNET staff to dive into the work of bringing Rocky River Public Library (RRPL) into CLEVNET. RRPL is scheduled to go live in May 2017. CPL's Board approved the plan at their regular meeting on November 17, 2016.

Mr. Diamond informed the assembled directors that the Board of Trustees of the Ohio Public Library Information Network (OPLIN) approved a project would provide equipment rack space in the State of Ohio Computer Center (SOCC) free of charge for servers that provide services to more than one library. This would allow consortia such as CLEVNET to place their servers in an extremely stable, protected and secure building at the heart of the OPLIN network in an area dedicated to public libraries. SOCC charges are calculated by the rack, with a set monthly lease cost plus the cost of power used. CLEVNET had budgeted for the costs of leasing SOCC rack space and power usage in its 2017 budget; this decision by the OPLIN Board will have a major positive impact on the CLEVNET budget. The CLEVNET directors expressed their appreciation for OPLIN's action and applauded the IT/CLEVNET staff for making this strategic move.

At the end of the meeting, Kevin Milligan of McGowan Insurance gave a short presentation during which he

explained "the limited Cyber Liability Insurance available to CLEVNET Member Libraries listed on a vicarious liability endorsement, as part of the Cyber Liability Policy carried by Cleveland Public Library." This has been a confusing matter for most of the directors; Mr. Milligan did a good job of clearing things up.

The next quarterly of the CLEVNET Directors will be held on Friday, April 28, 2017, at 9:30 AM at a location to be determined.

CPL Projects

- The following domain controllers in cpl.clevnet.org were retired and replaced: ntsrv1, ntsrv12 and ntsrv20 due to performance, reliability and operating system being end of life.

CLEVNET Projects

- Upgraded Cleveland Heights-University Heights, Shaker Heights and Euclid libraries from 100mb to 250mb.
- Migrated Geauga County Public Library to CLEVNET VoIP.
- Lorain Public Library's active directory child domain forest communication repaired.
- Huron Public Library's active directory domain repaired and second virtual domain controller was added.

Ms. Rodriguez adjourned the Regular Board Meeting at 1:45 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR JANUARY 2017

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	786	786
Periodicals	3	3
Publishers Gifts	1	1
Non-Print Materials	23	23
TOTAL LIBRARY SERVICE MATERIALS	813	813

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 1,150	\$ 1,150
Library Fund	Restricted	850	850
Young Fund	Restricted	0	0
Friends Fund	Restricted	0	0
Schweinfurth Fund	Restricted	2,485	2,485
Founders Fund	Restricted	0	0
Ohio Center for the Book	Restricted	0	0
Judd Fund	Restricted	0	0
Lockwood Thompson Fund	Restricted	0	0
Learning Centers	Restricted	0	0
TOTAL MONEY GIFTS		\$ 4,485	\$ 4,485

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	15	15	813	813
Money Gifts	8	8	8	8
TOTAL GIFTS	23	23	821	821

February 8, 2017

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

Dear Bryan,

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

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-16	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Funds							
101	General Fund	\$ 21,352,450.41	\$ 26,357,875.29	\$ 26,357,875.29	\$ 1,852,128.61	\$ 1,777,128.61	\$ (75,000.00)
Special Revenue Funds							
201	Anderson	\$ 298,256.67			\$ 19,000.00	\$ 19,000.00	\$ -
202	Endowment for the Blind	\$ 2,315,138.10			\$ 145,000.00	\$ 145,000.00	\$ -
203	Founders	\$ 6,519,469.54			\$ 375,000.00	\$ 375,000.00	\$ -
204	Kaiser	\$ 63,388.19			\$ 4,000.00	\$ 4,000.00	\$ -
205	Kraley	\$ 186,152.65			\$ 11,000.00	\$ 11,000.00	\$ -
206	Library	\$ 165,285.26			\$ 12,000.00	\$ 12,000.00	\$ -
207	Pepke	\$ 136,083.10			\$ 9,000.00	\$ 9,000.00	\$ -
208	Wickwire	\$ 1,441,278.03			\$ 95,000.00	\$ 95,000.00	\$ -
209	Witke	\$ 93,248.13			\$ 6,000.00	\$ 6,000.00	\$ -
210	Young	\$ 4,284,457.50			\$ 300,000.00	\$ 300,000.00	\$ -
225	Friends	\$ 5,000.00			\$ 53,000.00	\$ 53,000.00	\$ -
226	Judd	\$ -			\$ 220,000.00	\$ 220,000.00	\$ -
228	Lockwood Thompson	\$ 17,630.70			\$ 180,000.00	\$ 180,000.00	\$ -
229	Ohio Center for the Book	\$ -			\$ 900.00	\$ 900.00	\$ -
230	Schweinfurth	\$ 105,500.75			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 355,090.36			\$ 5,080,208.53	\$ 5,170,434.55	\$ 90,226.02
251	OLBPD	\$ (7,291.61)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
252	LSTA-Know It Now	\$ -			\$ 40,750.00	\$ 40,750.00	\$ -
254	MyCom	\$ (35,658.92)			\$ -	\$ 75,000.00	\$ 75,000.00
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
		\$ 15,943,028.45			\$ 8,109,052.53	\$ 8,274,278.55	\$ 165,226.02
Capital Projects Funds							
401	Building and Repair	\$ 8,876,395.08			\$ 1,300,000.00	\$ 1,330,000.00	\$ 30,000.00
Permanent Funds							
501	Abel	\$ 226,173.04			\$ 15,500.00	\$ 15,500.00	\$ -
502	Ambler	\$ 2,193.48			\$ 150.00	\$ 150.00	\$ -
503	Beard	\$ 128,479.79			\$ 9,200.00	\$ 9,200.00	\$ -
504	Klein	\$ 5,163.48			\$ 350.00	\$ 350.00	\$ -
505	Malon/Schroeder	\$ 184,284.84			\$ 17,500.00	\$ 17,500.00	\$ -
506	McDonald	\$ 188,343.08			\$ 12,000.00	\$ 12,000.00	\$ -
507	Ratner	\$ 91,907.78			\$ 6,500.00	\$ 6,500.00	\$ -
508	Root	\$ 35,410.29			\$ 2,500.00	\$ 2,500.00	\$ -
509	Sugarman	\$ 52,295.93			\$ 12,000.00	\$ 12,000.00	\$ -
510	Thompson	\$ 117,350.04			\$ 11,000.00	\$ 11,000.00	\$ -
511	Weidenthal	\$ 6,522.12			\$ 430.00	\$ 430.00	\$ -
512	White	\$ 1,830,468.94			\$ 145,000.00	\$ 145,000.00	\$ -
513	Beard Anna Young	\$ 18,417.34			\$ 4,400.00	\$ 4,400.00	\$ -
		\$ 2,887,010.15			\$ 236,530.00	\$ 236,530.00	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 7,601.54			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ -			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

A decrease in Other Sources-General Fund by \$75,000 to reflect the resolution going before the Board on February 16, 2017 to advance cash from the General fund to the MyCom fund; and an increase in Other Sources-Special Revenue by \$165,226.05 relating to the MyCom fund of \$75,000 for Kindergarten Club and after school tutoring and the CLEVNET fund of \$90,226.02 to reflect the reimbursement to be received from Rocky River Public Library for the migration fees to join CLEVNET; and an increase in Other Sources-Building & Repair fund by \$30,000 relating to the settlement agreement with Marlin Mechanical for Heat Conversion Project.

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 87.24% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio




February 9, 2017

To the Board of Library Trustees of the:

Cleveland Library

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

Fund	Unencumbered Balance	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	21,352,450.41	26,357,875.29	22,115,859.96	1,777,128.61	71,603,314.27
Special Revenue	15,943,028.45		0.00	8,274,278.55	24,217,307.00
Capital	8,876,395.08			1,330,000.00	10,206,395.08
Permanent	2,887,010.15			236,530.00	3,123,540.15
Agency	7,601.54			0.00	7,601.54
Totals/Subtotals	49,066,485.63	26,357,875.29	22,115,859.96	11,617,937.16	109,158,158.04

	Budget	
Remeara Reese	Commission	

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 16, 2017**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	21,352,450.41	0.00	21,352,450.41 (3)
Taxes - General Property	23,957,875.29	0.00	23,957,875.29
Public Library Fund (PLF)	22,115,859.96	0.00	22,115,859.96
State Rollbacks/CAT	2,412,489.54	0.00	2,412,489.54
Fines and Fees	399,000.00	0.00	399,000.00
Earned Interest	387,440.00	0.00	387,440.00
Services	0.00	0.00	0.00
Unrestricted Gifts	0.00	0.00	0.00
Miscellaneous	1,079,699.07	0.00	1,079,699.07
Return of Advances/(Advances Out)	(26,500.00)	(75,000.00)	(101,500.00)
TOTAL RESOURCES	71,678,314.27	(75,000.00)	71,603,314.27

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	37,109,688.28	0.00	37,109,688.28
Supplies	1,076,042.00	0.00	1,076,042.00
Purchased/Contracted Services	10,114,403.43	0.00	10,114,403.43
Library Materials/ Information	6,749,723.65	0.00	6,749,723.65
Capital Outlay	1,109,182.87	0.00	1,109,182.87
Other Objects	145,762.38	0.00	145,762.38
SUBTOTAL OPERATING	56,304,802.61	0.00	56,304,802.61
Transfers	1,300,000.00	0.00	1,300,000.00
TOTAL APPROPRIATION	57,604,802.61	0.00	57,604,802.61

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 16, 2017**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	24,052,080.98	165,226.02	24,217,307.00
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	297,114.16	0.00	297,114.16
Endowment for the Blind	2,460,138.10	0.00	2,460,138.10
Founders	4,429,807.18	0.00	4,429,807.18
Kaiser	67,388.19	0.00	67,388.19
Kraley	197,152.65	0.00	197,152.65
Library	177,285.26	0.00	177,285.26
Pepke	145,083.10	0.00	145,083.10
Wickwire	1,529,025.40	0.00	1,529,025.40
Wittke	99,248.13	0.00	99,248.13
Young	4,584,457.50	0.00	4,584,457.50
Friends	31,500.00	0.00	31,500.00
Judd	220,000.00	0.00	220,000.00
Lockwood Thompson	197,630.70	0.00	197,630.70
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	155,500.75	0.00	155,500.75
CLEVNET	5,435,298.89	90,226.02	5,525,524.91
LSTA-OLBPD	1,500,902.39	0.00	1,500,902.39
MyCom	5,091.08	75,000.00	80,091.08
Learning Centers	0.00	0.00	0.00
TOTAL APPROPRIATION	21,533,523.48	165,226.02	21,698,749.50 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	10,176,395.08	30,000.00	10,206,395.08
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	10,176,395.08	30,000.00	10,206,395.08 (5)

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 16, 2017**

PERMANENT FUNDS

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

AGENCY FUND

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

CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: SECOND AMENDMENT
FEBRUARY 16, 2017

- (1) Certificate dated January 11, 2017
- (2) Certificate requested February 9, 2017
- (3) \$21,311,700.41 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$25,000 and \$15,750 to produce the carryover balance available for appropriation in 2017; plus \$5,702,168.24 encumbered cash.
- (4) \$15,983,778.45 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$25,000 and \$15,750 to produce the carryover balance available for appropriation in 2017; plus \$848,312.41 encumbered cash. \$8,247,778.55 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.
($\$15,943,028.45 + \$8,247,778.55 - \$2,492,057.50 = \$21,698,749.50$)
- (5) \$8,876,395.08 unencumbered cash carried forward; plus \$1,615,639.76 encumbered cash. \$1,300,000.00 transfer from General Fund. \$30,000 additional revenue.
($\$8,876,395.08 + \$1,300,000 + \$30,000 = \$10,206,395.08$)
- (6) \$3,671,326.51 unencumbered cash carried forward; plus \$13,352.22 encumbered cash. \$236,530 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.
($\$3,671,326.51 + \$236,530.00 - \$784,316.36 = \$3,123,540.15$)



1382 West 9th Street, Suite 300 Cleveland, Ohio 44113 216.241.1100

PROJECT COST ANALYSIS
Cleveland Public Library - South Branch

rev. 02.09.17
 SF 13,448

1.0	Building Construction: sf cost \$201.32	2,707,343	
	Hazardous Materials Removal (in AMH Estimate)	0	
	Technology (In AMH Estimate)	0	
		<hr/>	2,707,343
2.0	Library Interiors		
	Shelving	0	
	Cabinetry (\$141,265 moved to AMH Estimate - and \$25,428 Delivery and Install fee removed from FF+E budget entirely)		
	Furniture	134,000	
	Subtotal		134,000
3.0	Design Contingency (In AMH Estimate)		
	Subtotal		0

Cost of the Work Construction, Cabinetry, Shelving and Furniture	2,841,343
---	------------------

4.0 Technology & Equipment

Audio / Visual			
Computers, printers, software			
Self-checks, receipt printers, barcode scanners, people counter, etc.	Budget		
Server(s)			
Internet, Telephone, Network			
		87,368	
Subtotal		<hr/>	
			87,368

5.0	Professional Fees		
	A/E Fee	310,000	
	A/E Reimbursable Expenses	7,500	
	Subtotal	<hr/>	317,500

6.0	Additional Miscellaneous Expenses & Services (Owner to advise if additional cost are req. to be reconciled with this PCA)		
	Misc fees (placeholder for permits) (In AMH Estimate)	0	
	Construction Manager Fee (In AMH Estimate)	0	
	Testing and Inspections	5,000	
	Subtotal	<hr/>	5,000

7.0	Owner / Architect Construction Contingency		
		208,752	
	Subtotal	<hr/>	208,752

TOTAL PROJECT COST before ALTERNATES	3,459,963
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Original Budget	3,300,000
Difference	159,963

Of Note: Design/Estimating Contingency Remaining	147,233
Potential Construction Schedule Reduction	50,000

REPORT A

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

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	2,077,000.00	0.00	0.00	0.00	\$ 0.00	2,077,000.00
42 Intergovernmental	1,844,645.74	125,683.00	0.00	0.00	\$ 0.00	1,970,328.74
43 Fines & Fees	31,449.16	0.00	0.00	0.00	\$ 0.00	31,449.16
44 Investment Earnings	43,086.75	34,188.24	0.00	6,597.59	\$ 0.00	83,872.58
45 Charges for Services	0.00	1,951,736.44	0.00	0.00	\$ 0.00	1,951,736.44
46 Contributions & Donations	1,150.00	3,335.00	0.00	0.00	\$ 0.00	4,485.00
48 Miscellaneous Revenue	47,919.01	0.00	0.00	0.00	\$ 11,306.80	59,225.81
Total Revenues	\$ 4,045,250.66	\$ 2,114,942.68	\$ 0.00	\$ 6,597.59	\$ 11,306.80	\$ 6,178,097.73
51 Salaries/Benefits	2,844,497.33	241,406.93	0.00	0.00	\$ 0.00	3,085,904.26
52 Supplies	30,279.02	2,334.39	0.00	0.00	\$ 0.00	32,613.41
53 Purchased/Contracted Services	2,194,682.08	82,219.24	0.00	449.00	\$ 0.00	2,277,350.32
54 Library Materials	660,545.29	64,435.02	0.00	7,249.95	\$ 0.00	732,230.26
55 Capital Outlay	31,532.25	0.00	83,375.76	0.00	\$ 0.00	114,908.01
57 Miscellaneous Expenses	38,845.98	366.61	0.00	0.00	\$ 9,265.27	48,477.86
Total Expenditures	\$ 5,800,381.95	\$ 390,762.19	\$ 83,375.76	\$ 7,698.95	\$ 9,265.27	\$ 6,291,484.12
Revenue Over/(Under) Expenditures	\$(1,755,131.29)	\$ 1,724,180.49	\$(83,375.76)	\$(1,101.36)	\$ 2,041.53	\$(113,386.33)
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(26,500.00)	26,500.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(1,300,000.00)	0.00	1,300,000.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(1,326,500.00)	\$ 26,500.00	\$ 1,300,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$(3,081,631.29)	\$ 1,750,680.49	\$ 1,216,624.24	\$(1,101.36)	\$ 2,041.53	\$(113,386.33)
Beginning Year Cash Balance	\$ 27,013,868.65	\$ 16,832,090.86	\$ 10,492,034.84	\$ 3,684,678.73	\$ 7,601.54	\$ 58,030,274.62
Current Cash Balance	\$ 23,932,237.36	\$ 18,582,771.35	\$ 11,708,659.08	\$ 3,683,577.37	\$ 9,643.07	\$ 57,916,888.23

**Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending January 31, 2017**

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	22,115,860	1,844,646	20,271,214	8%	9%
General Property Tax	23,957,875	2,077,000	21,880,875	9%	9%
Rollback, Homestead, CAT	2,412,490	0	2,412,490	0%	0%
Fines & Fees	399,000	31,449	367,551	8%	7%
Investment Earnings	387,440	43,087	344,353	11%	5%
Contributions	0	1,150	(1,150)	100%	0%
Miscellaneous	1,079,699	47,919	1,031,780	4%	1%
Return of Advances Out	0	0	0	0%	0%
Total	\$ 50,352,364	\$ 4,045,251	\$ 46,307,113	8%	8%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	37,285,718	2,906,785	34,378,933	8%	9%
Supplies	1,206,142	438,126	768,015	36%	30%
Purchased Services	11,589,886	7,784,251	3,805,634	67%	50%
Library Materials	10,194,363	4,204,360	5,990,003	41%	34%
Capital Outlay	1,566,470	472,412	1,094,058	30%	31%
Other	164,393	105,624	58,770	64%	40%
Sub Total	\$ 62,006,971	\$ 15,911,558	\$ 46,095,413	26%	22%
Advances Out	0	26,500	(26,500)	100%	100%
Transfers Out	1,300,000	1,300,000	0	100%	100%
Total	\$ 63,306,971	\$ 17,238,058	\$ 46,068,913	27%	24%

Note (1): Certificate from Cuyahoga County Budget Commission dated January 11, 2017.
 Note (2): Subtotal Amended Appropriation of \$57,604,803 plus carried forward encumbrance of \$5,702,168.
 Note (3): Subtotal includes 9.4% expended and 16.3% encumbered.

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,966,049.11	10,966,049.11	780,791.08	0.00	10,185,258.03
51120 Clerical Salaries	10,947,183.68	10,947,183.68	789,186.25	0.00	10,157,997.43
51130 Non-Clerical Salaries	1,230,677.60	1,230,677.60	83,384.65	0.00	1,147,292.95
51140 Buildings Salaries	4,488,079.03	4,488,079.03	294,468.18	0.00	4,193,610.85
51150 Other Salaries	548,735.98	548,735.98	38,203.87	0.00	510,532.11
51180 Severance Pay	0.00	141,660.75	192,317.01	0.00	(50,656.26)
51190 Non-Base Pay	311,881.13	311,881.13	15,239.62	0.00	296,641.51
51400 OPERS	4,006,560.61	4,006,560.61	281,531.63	0.00	3,725,028.98
51610 Health Insurance	3,775,744.08	3,775,744.08	324,156.28	0.00	3,451,587.80
51611 Dental Insurance	202,006.32	202,006.32	17,086.29	0.00	184,920.03
51612 Vision Insurance	14,781.84	14,781.84	1,254.12	0.00	13,527.72
51620 Life Insurance	12,420.00	12,420.00	1,055.80	0.00	11,364.20
51625 Short Term Disability Insurance	28,563.36	28,563.36	2,373.68	0.00	26,189.68
51630 Workers Compensation	163,599.67	176,033.51	(6,848.61)	12,433.84	170,448.28
51640 Unemployment Compensation	20,200.00	26,757.87	205.60	26,557.87	(5.60)
51650 Medicare - ER	381,531.21	383,878.79	28,412.98	293.54	355,172.27
51900 Other Benefits	11,674.66	24,703.97	1,678.90	23,002.03	23.04
	<u>\$37,109,688.28</u>	<u>\$ 37,285,717.63</u>	<u>\$ 2,844,497.33</u>	<u>\$ 62,287.28</u>	<u>\$ 34,378,933.02</u>
Salaries/Benefits					
52110 Office Supplies	51,637.75	58,739.46	1,757.84	10,677.55	46,304.07
52120 Stationery	42,700.00	50,319.17	1,004.39	4,908.93	44,405.85
52130 Duplication Supplies	39,850.00	40,953.30	998.59	4,288.84	35,671.87
52140 Hand Tools	3,200.00	3,200.00	0.01	0.00	3,199.99
52150 Book Repair Supplies	72,100.00	82,715.67	1,953.90	10,130.49	70,631.28
52210 Janitorial Supplies	118,800.00	122,976.52	4,129.30	12,749.22	106,098.00

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	63,750.00	70,165.92	2,487.83	43,224.72	24,453.37
52230	323,954.00	352,996.46	8,287.48	181,400.77	163,308.21
52240	23,000.00	23,000.00	0.00	0.00	23,000.00
52300	78,000.00	101,334.05	3,722.52	75,311.53	22,300.00
52900	259,050.25	299,735.02	5,937.16	65,155.37	228,642.49
	\$1,076,042.00	\$ 1,206,141.57	\$ 30,279.02	\$ 407,847.42	\$ 768,015.13
Supplies					
53100	125,000.00	143,524.79	2,787.88	100,736.91	40,000.00
53210	288,616.00	307,648.07	29,499.69	272,723.07	5,425.31
53230	89,000.00	98,376.86	7,291.23	76,680.37	14,405.26
53240	153,000.00	174,133.72	339.00	26,514.72	147,280.00
53310	480,800.00	531,989.90	5,317.41	66,523.03	460,149.46
53320	21,200.00	25,631.27	142.50	6,180.37	19,308.40
53340	267,000.00	286,053.74	6,439.44	18,049.50	261,564.80
53350	262,286.46	383,135.32	35,912.60	71,806.26	275,416.46
53360	179,847.00	240,228.78	0.00	132,999.37	107,229.41
53370	37,000.00	40,958.92	0.00	15,958.92	25,000.00
53380	950,000.00	970,819.40	68,767.77	902,051.63	0.00
53390	62,210.00	65,052.00	0.00	2,842.00	62,210.00
53400	451,885.00	510,524.92	58,639.92	346.00	451,539.00
53510	182,632.64	198,056.94	18,636.04	172,420.90	7,000.00
53520	30,853.20	34,353.78	5,735.13	9,344.31	19,274.34
53610	1,859,045.00	1,984,365.83	157,844.71	1,801,120.26	25,400.86
53620	125,750.00	137,782.40	17,691.12	119,151.75	939.53
53630	787,000.00	810,555.68	0.00	812,608.63	(2,052.95)

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund

For the Period Ending January 31, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	Water/Sewer	127,192.40	11,203.47	110,346.96	5,641.97
53710	Professional Services	1,661,322.21	46,602.04	657,159.06	957,561.11
53720	Auditors Fees	740,295.00	0.00	86,700.00	653,595.00
53730	Bank Service Charges	11,000.00	780.21	0.00	10,219.79
53800	Library Material Control	394,370.46	19,775.07	119,595.39	255,000.00
53900	Other Purchased Services	1,712,076.85	1,701,276.85	7,710.00	3,526.50
	Purchased/Contracted Services	\$ 11,589,885.74	\$ 2,194,682.08	\$ 5,589,569.41	\$ 3,805,634.25
54110	Books	2,795,869.07	125,513.38	666,977.34	2,003,378.35
54120	Continuations	673,700.02	74,184.48	297,706.70	301,808.84
54210	Periodicals	1,076,484.24	21,240.00	299,387.89	755,856.35
54220	Microforms	230,878.22	0.00	199,878.22	31,000.00
54310	Video Media	2,293,401.76	298,941.44	345,867.73	1,648,592.59
54320	Audio Media - Spoken	175,737.46	11,594.96	41,395.51	122,746.99
54325	Audio Media - Music	535,171.67	31,352.68	176,874.23	326,944.76
54500	Database Services	1,212,873.41	21,793.60	620,411.89	570,667.92
54530	eMedia	1,038,747.12	75,440.00	835,295.95	128,011.17
54600	Interlibrary Loan	5,391.50	152.00	5,239.50	0.00
54710	Bookbinding	52,355.69	0.00	32,356.69	20,000.00
54720	Preservation Services	47,269.24	0.00	2,269.24	45,000.00
54730	Preservation Boxing	6,328.89	332.75	0.00	5,996.14
54790	Preservation Reformatting	50,153.33	0.00	20,153.33	30,000.00
	Library Materials	\$ 10,194,362.62	\$ 660,545.29	\$ 3,543,814.22	\$ 5,990,003.11
55300	Construction/Improvements	20,452.87	0.00	0.00	20,452.87
55510	Furniture	270,435.78	2,147.47	58,263.26	210,025.05

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	187,505.00	231,008.79	776.09	43,821.14	186,411.56
55530 Computer Hardware	568,200.00	883,167.81	28,423.69	300,578.96	554,165.16
55540 Software	123,000.00	161,404.66	185.00	38,216.66	123,003.00
Capital Outlay	<u>\$1,109,182.87</u>	<u>\$ 1,566,469.91</u>	<u>\$ 31,532.25</u>	<u>\$ 440,880.02</u>	<u>\$ 1,094,057.64</u>
57100 Memberships	71,451.78	72,951.78	31,995.00	18,627.78	22,329.00
57200 Taxes	13,000.00	13,305.67	905.09	12,400.58	0.00
57500 Refunds/Reimbursements	61,310.60	78,135.93	5,945.89	35,749.44	36,440.60
Miscellaneous Expenses	<u>\$145,762.38</u>	<u>\$ 164,393.38</u>	<u>\$ 38,845.98</u>	<u>\$ 66,777.80</u>	<u>\$ 58,769.60</u>
59810 Advances Out	0.00	0.00	26,500.00	0.00	(26,500.00)
Advances	<u>\$0.00</u>	<u>\$ 0.00</u>	<u>\$ 26,500.00</u>	<u>\$ 0.00</u>	<u>\$(26,500.00)</u>
59900 Transfers Out	0.00	1,300,000.00	1,300,000.00	0.00	0.00
Transfers	<u>\$0.00</u>	<u>\$ 1,300,000.00</u>	<u>\$ 1,300,000.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
TOTAL	<u><u>\$56,304,802.61</u></u>	<u><u>\$ 63,306,970.85</u></u>	<u><u>\$ 7,126,881.95</u></u>	<u><u>\$ 10,111,176.15</u></u>	<u><u>\$ 46,068,912.75</u></u>

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	27,013,868.65	4,045,250.66	7,126,881.95	10,111,176.15	13,821,061.21
Total General Fund	\$ 27,013,868.65	\$ 4,045,250.66	\$ 7,126,881.95	\$ 10,111,176.15	\$ 13,821,061.21
201 Anderson	298,256.67	(985.49)	0.00	0.00	297,271.18
202 Endowment for the Blind	2,315,138.10	9,039.89	0.00	0.00	2,324,177.99
203 Founders	6,708,521.05	15,795.38	32,941.59	181,840.32	6,509,534.52
204 Kaiser	63,388.19	0.00	0.00	0.00	63,388.19
205 Kraley	186,463.48	475.81	56.93	765.35	186,117.01
206 Library	168,490.28	3,634.45	1,714.24	1,306.42	169,104.07
207 Pepke	136,083.10	(766.79)	0.00	0.00	135,316.31
208 Wickwire	1,442,137.22	6,885.68	0.00	2,745.84	1,446,277.06
209 Witke	93,248.13	0.00	0.00	0.00	93,248.13
210 Young	4,284,704.41	959.31	4,068.53	17,062.52	4,264,532.67
225 Friends	13,194.64	26,500.00	2,370.10	5,824.54	31,500.00
226 Judd	4,336.84	0.00	16,122.89	12,667.11	(24,453.16)
228 Lockwood Thompson Memorial	157,800.92	0.00	14,106.79	161,378.52	(17,684.39)
230 Schweinfurth	122,685.75	2,485.00	13,770.00	12,800.00	98,600.75
231 CLEVNET	745,447.81	1,951,736.44	197,625.85	1,542,177.87	967,380.53
251 OLBDP-Library for the Blind	5,613.04	125,683.00	100,235.27	34,164.86	(3,104.09)
254 MyCom	21,065.13	0.00	7,750.00	8,224.05	5,091.08
256 Learning Centers	65,516.10	0.00	0.00	65,516.10	0.00
Total Special Revenue Funds	\$ 16,832,090.86	\$ 2,141,442.68	\$ 390,762.19	\$ 2,046,473.50	\$ 16,536,297.85
401 Building & Repair	10,492,034.84	1,300,000.00	83,375.76	1,534,514.00	10,174,145.08
Total Capital Project Funds	\$ 10,492,034.84	\$ 1,300,000.00	\$ 83,375.76	\$ 1,534,514.00	\$ 10,174,145.08
501 Abel	236,173.04	197.71	0.00	0.00	236,370.75
502 Ambler	2,393.48	0.00	0.00	0.00	2,393.48

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
503 Beard	139,651.53	992.30	250.00	5,035.81	135,358.02
504 Klein	5,663.48	0.00	0.00	0.00	5,663.48
505 Malon/Schroeder	294,339.66	923.42	0.00	54.82	295,208.26
506 McDonald	197,274.68	(991.32)	0.00	0.00	196,283.36
507 Ratner	96,907.78	(618.62)	0.00	0.00	96,289.16
508 Root	41,410.29	0.00	0.00	0.00	41,410.29
509 Sugarman	201,173.37	0.00	0.00	500.00	200,673.37
510 Thompson	164,220.74	679.72	3,478.47	295.00	161,126.99
511 Weidenthal	7,022.12	0.00	0.00	0.00	7,022.12
512 White	2,210,080.02	5,194.62	3,771.48	2,113.45	2,209,389.71
513 Beard Anna Young	88,368.54	219.76	199.00	4,859.19	83,530.11
Total Permanent Funds	\$ 3,684,678.73	\$ 6,597.59	\$ 7,698.95	\$ 12,858.27	\$ 3,670,719.10
901 Unclaimed Funds	7,601.54	50.00	0.00	0.00	7,651.54
905 CLEVNET Fines & Fees	0.00	11,256.80	9,265.27	0.00	1,991.53
Others	\$ 7,601.54	\$ 11,306.80	\$ 9,265.27	\$ 0.00	\$ 9,643.07
Total All Funds	\$ 58,030,274.62	\$ 7,504,597.73	\$ 7,617,984.12	\$ 13,705,021.92	\$ 44,211,866.31

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

Balance of All Funds	\$ 57,916,888.23
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	160,800.93
KeyBank - Merchant Acct	0.00
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,551.74
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	\$ 168,135.38
PNC - Money Market	10,047.74
PNC - Investments	37,232,208.24
PNC - Investments Money Market	35,516.66
STAR Ohio Investment	2,645,787.95
STAR Plus Program	0.00
Investments	\$ 39,923,560.59
PNC- Endowment Account	17,825,192.26
Endowment Account	\$ 17,825,192.26
Cash in Banks and On Hand	\$ 57,916,888.23

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS -- January 2017

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period January 1, 2017 through January 31, 2017.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment		Investment Form
					Income		
01/01/17 - 01/31/17	31	Various	STAR Ohio	Various	1,773.91		Investment Pool
01/01/17 - 01/31/17	31	Various	STAR Plus	Various	0.00		Bank Deposit Program
01/01/17 - 01/31/17	31	Various	PNC	Various	5.54		Sweep Money Market
01/01/17 - 01/31/17	31	Various	PNC	Various	0.44		Money Market
06/30/16 - 12/31/16	185	2,000,000	United States Treasury Note	0.750%	7,500.00		Treasury Security
07/13/16 - 01/13/17	185	675,000	Federal Farm Credit Bank	0.700%	3,226.50		Federal Agency
07/27/16 - 01/27/17	185	1,000,000	Federal Home Loan Mortgage Corp.	0.700%	4,640.00		Federal Agency
09/27/16 - 01/17/17	113	1,000,000	Federal Home Loan Mortgage Corp.	1.000%	4,975.56		Federal Agency
07/22/16 - 01/22/17	185	1,000,000	Federal Farm Credit Bank	1.000%	5,000.00		Federal Agency
08/27/16 - 01/30/17	157	500,000	Federal Home Loan Bank	0.850%	2,373.75		Federal Agency
07/23/16 - 01/11/17	173	1,000,000	Federal Farm Credit Bank	1.125%	5,770.00		Federal Agency
07/31/16 - 01/31/17	185	1,025,000	United States Treasury Note	0.875%	4,484.38		Treasury Security
10/31/16 - 01/28/17	90	1,050,000	Federal National Mortgage Assn.	1.300%	3,336.67		Federal Agency

Earned Interest January 2017 \$ 43,086.75
 Earned Interest Year To Date \$ 43,086.75

CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting
February 16, 2017

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JANUARY 2017

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Labor Arbitration Institute National Institute on Labor Law and Labor Arbitration Miami Beach, Florida	2/12/2017 - 2/14/2017	Madeline Corchado	595.00
Ohio Library Council Diversity Committee Meeting Columbus, Ohio	1/12/2017	Jaime Declet	136.43
Make Media Maker Faire Producers' Summit Miami, Florida	1/19/2017 - 1/22/2017	Aaron Mason	1,200.00
Ohio Library Council Intellectual Freedom Committee Meeting Columbus, Ohio	1/20/2017	Shayna Muckerheide	110.21
Ohio Digitization Interest Group January Meeting: K-12 Outreach Columbus, Ohio	1/17/2017	Rachel Senese	141.24
Labor Arbitration Institute National Institute on Labor Law and Labor Arbitration Miami Beach, Florida	2/12/2017 - 2/14/2017	Bryan Szalewski	695.00
American Library Association Mid-Winter Conference Atlanta, Georgia	1/19/2017 - 1/22/2017	Robin Wood	1,200.00
TOTAL			\$4,077.88

SUMMARY

FUND	JANUARY	YEAR TO DATE
General	\$2,787.88	\$2,787.88
Lockwood Thompson	1,290.00	1,290.00
Library for the Blind and Physically Disabled	0.00	0.00
CLEVNET	0.00	0.00
TOTAL	\$4,077.88	\$4,077.88

CLEVELAND PUBLIC LIBRARY

Board Meeting
February 16, 2017

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

For the Period Ending January 31, 2017

\$250,000.00 (1)

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>
11/17/2015	City of Cleveland	151810	Building Permits	-	33,622.86
12/17/2015	Watson Carpet Company, Inc.	151965	Repairing, Cleaning and Storing the 3 rugs in Brett Hall	-	9,708.00
3/29/2016		151965-1	Add'l repairs needed that were covered on (2) smaller rugs by bookcases	-	810.00
12/31/2015	Barrie Projects, LLC	151998	To assist in the transformation of Brett Hall into a state-of-the-art gallery facility	-	20,000.00
3/1/2016	Barrie Projects, LLC	151998-1	1st Amendment-work with design and fabrication to assure timely delivery, fabrication and installation of exhibit systems in Brett Hall..	-	25,000.00
2/24/2016	The Ohio Desk Company	160447	Thread Power Distribution System	-	30,305.19
6/28/2016	Plantscaping	161103	Indoor plants	-	71,408.04
9/16/2016	Ohio Desk	161414	Recover Lending chairs	-	816.56
9/16/2016	IPS	161419	entrances at Main	-	12,474.26
9/29/2016	Ohio Desk	161465	Partitions to reconfigure	-	16,730.31
9/30/2016	Karen Skunta & Company	161479	Design and installation of the Andrew J. Venable, Jr. exhibit	-	10,685.00
1/17/2017	Karen Skunta & Company	170256	LSW Self Check Out Sign	650.00	
				650.00	231,560.22
			Available Balance		\$17,789.78

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

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

\$535,000.00

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

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

\$300,000.00

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>
4/26/2016	Benchmark Craftsman, Inc.	160768	Exhibit Furniture for Brett Hall	1,900.00	167,870.00
				1,900.00	167,870.00
				Available Balance	\$130,230.00

**CLEVELAND PUBLIC LIBRARY
Regular Employment Report
1/01/2017 TO 1/31/2017**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
BEST, STEVEN	High Demand Dept	TECHNICAL SERVICES SENIOR CLER	01/06/2017
BLADE, JASRIELLE	Garden Valley	BRANCH CLERK	01/05/2017
GAUDING, ALEX	Fine Arts	PAGE	01/04/2017
GREENE, DAWNEAST	Hough	LIBRARY ASST-COMP EMPH	01/13/2017
LAWLER, YOLANDA D	Materials Processing	TECHNICAL SERVICES ASSOCIATE	01/27/2017
MILLS, KIELA	Library for the Blind	SHIPPING CLERK (LBPH)	01/23/2017
MOORE, EDWIN T	Security	SAFETY&PROTECTIVE SVC OFFICER	01/05/2017
ZARBAKSH, CHLOE	Collinwood	LIBRARY ASST-COMP EMPH	01/13/2017
RETIREMENTS			
EDWARDS, ERNEST J	Youth Services	SUBJECT DEPARTMENT CLERK	01/31/2017
LATIMER, CARLOS	Director's Office	ASST TO DIR INT/EXT AFFAIRS	01/21/2017
LOWREY, PATRICIA E	Technical Services Offi	DIRECTOR OF TECHNICAL SERVICES	01/13/2017

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 1/01/2017 TO 1/31/2017**

EMPLOYEE:	CLARK, BRIGID K	CURRENT GRADE:	F	HIRE DATE:	1/29/2017
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	21,426.34	HOURLY RATE:	22.42
EMPLOYEE:	CRUDUP, DENISE A	CURRENT GRADE:	M	HIRE DATE:	1/08/2017
JOB TITLE:	ASST TO DIR OF LEARNING & EDUC	CURRENT STEP:	1		
LOCATION:	DIRECTOR	SALARY:	96,791.83	HOURLY RATE:	49.64
EMPLOYEE:	HAKIM, ARJUNA	CURRENT GRADE:	F	HIRE DATE:	1/08/2017
JOB TITLE:	MAINTENANCE MECHANIC	CURRENT STEP:	12		
LOCATION:	BUILDING MAINT MECHANICS	SALARY:	60,509.80	HOURLY RATE:	31.03
EMPLOYEE:	MCGEE, MICHAEL J	CURRENT GRADE:	F	HIRE DATE:	1/15/2017
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	21,426.34	HOURLY RATE:	22.42
EMPLOYEE:	MITCHELL, KAWANA S	CURRENT GRADE:	B	HIRE DATE:	1/08/2017
JOB TITLE:	CUSTODIAN II (DAYS/BRANCHES)	CURRENT STEP:	1		
LOCATION:	CUSTODIAL A	SALARY:	32,332.04	HOURLY RATE:	16.58
EMPLOYEE:	MOSER, CHRISTOPHER	CURRENT GRADE:	B	HIRE DATE:	1/08/2017
JOB TITLE:	CUSTODIAN II (DAYS/BRANCHES)	CURRENT STEP:	1		
LOCATION:	CUSTODIAL A	SALARY:	32,332.04	HOURLY RATE:	16.58
EMPLOYEE:	QUINN, LISA S	CURRENT GRADE:	F	HIRE DATE:	1/29/2017
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	21,426.34	HOURLY RATE:	22.42
EMPLOYEE:	ROTH, PETER J	CURRENT GRADE:	F	HIRE DATE:	1/15/2017
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	21,426.34	HOURLY RATE:	22.42
EMPLOYEE:	SIMS, JASMINE C	CURRENT GRADE:	F	HIRE DATE:	1/29/2017
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	21,426.34	HOURLY RATE:	22.42
EMPLOYEE:	TIDRICK, MARK S	CURRENT GRADE:	F	HIRE DATE:	1/15/2017
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	21,426.34	HOURLY RATE:	22.42

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CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 1/01/2017 TO 1/31/2017

EMPLOYEE:	WEBSTER, MICHAEL J	CURRENT GRADE:	F	HIRE DATE:	1/29/2017
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	21,426.34	HOURLY RATE:	22.42

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

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

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	9.52	22.42	PROMOTION

EMPLOYEE: VAUGHN, CHERITA M CURRENT GRADE: F EFFECTIVE DATE
JOB TITLE: LIBRARY ASST-COMP EMPH CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	16.42	22.65	PROMOTION

EMPLOYEE: YOKIE, JOY CURRENT GRADE: Z EFFECTIVE DATE
JOB TITLE: PAGE CURRENT STEP: 2 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
STEP INCREASE	9.76	10.24	MLIS STEP PER UNION CONTRACT

Disability Income Insurance Renewal Offer

Voya™ Employee Benefits

Prepared for:
Cleveland Public Library

Effective Date
03/15/2017

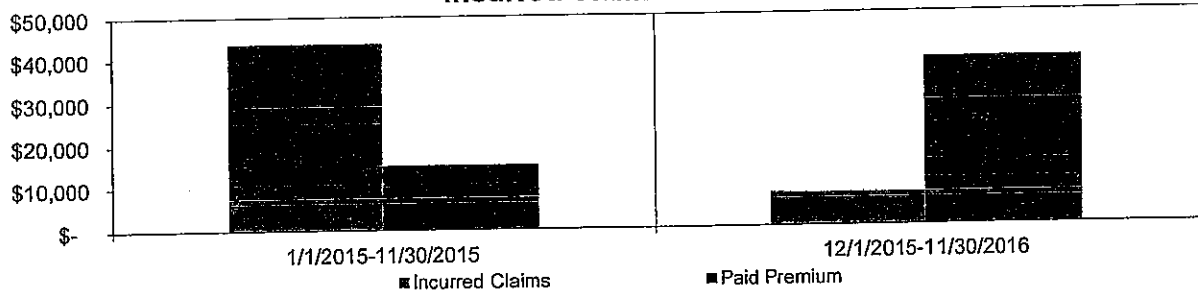
Policy Number
#66960-1

Experience Summary for
Cleveland Public Library
#66960-1

Short Term Disability (STD)

Policy Period	Incurred Claims	Paid Premium	Incurred Claims as a % of Paid Premium
1/1/2015-11/30/2015	\$ 43,862	\$ 15,197	289%
12/1/2015-11/30/2016	\$ 7,809	\$ 39,312	20%
Total	\$ 51,671	\$ 54,509	95%

Incurred Claims vs. Paid Premiums



Disability Income Insurance Renewal Offer
Cleveland Public Library

#66960-1

Estimated Annual Cost
Short Term Disability Insurance Coverages (STD)

Short Term Disability (STD)

Coverage	Current Rate/\$10	Renewal Rate/\$10	Volume	Renewal Annual Cost
Core	\$ 0.125	\$ 0.125	\$ 207,675.00	\$ 31,151
Buy-Up Option 1	\$ 0.165	\$ 0.165	\$ 8,267.90	\$ 1,637
Buy-Up Option 2	\$ 0.253	\$ 0.253	\$ 20,028.00	\$ 6,081
Total				\$ 38,868.80

Renewal Expiration Date: 03/14/2017
Commissions: 0.0%
Rate Guarantee: 2 Years

Benefit Plan Changes:

In order for us to process this renewal in a timely manner, please sign below and return the completed form via fax, email or mail to your Account Manager

This form only acknowledges acceptance of the renewal rates. Amendments may need to be signed by the policyholder for any changes to the current contract and will be sent after acceptance of the renewal offer.

Authorized Signature Date

Print Name Title

Cleveland Public Library
#66960-1
03/15/2017

Notes:

Short Term Disability Income Insurance is underwritten by ReliaStar Life Insurance Company. Policy form HP08GP (may vary by state). Exclusions, limitations and offsets are described in the certificate of coverage. ReliaStar Life Insurance Company provides only administrative services for self-funded plans.

Voya Employee Benefits

Offering Choice and Depth for the Benefit of our Customers

At Voya Employee Benefits, we offer a broad array of products and services to meet the varied financial needs of mid-sized to large employers and their employees. Whether you want to offer traditional group benefits, voluntary products, or retirement planning services, we strive to give employees choices and assure you ease and administrative efficiency. Our approach is to package our products with one another to create an integrated benefit program.

Insurance products and services are provided by ReliaStar Life Insurance Company unless otherwise noted. Product availability varies by state.

Life and AD&D Insurance Products & Services

Group Annual Term Life Insurance

Portable Term Life Insurance

Dependent Life Insurance

Whole Life Insurance

Universal Life Insurance

Personal Accident Insurance

Beneficiary Support Services

Funeral Planning and Concierge Services (1)

Stop Loss Insurance

Individual Stop Loss Insurance

Aggregate Stop Loss Insurance

Retirement Planning

Retirement programs (3) for the corporate, health, education, and government markets

Other Products & Services

Voya Travel Assistance (4)

Disability Income Insurance Products & Services

Core/Basic Disability Income Insurance

Supplemental Disability Income Insurance

Voluntary Long-Term Disability Income Insurance

Voluntary Disability Income Insurance

Voluntary Short-Term Disability Income

Case Management

FMLA Administration services (2)

Insurance products for association members

Employee Assistance Program (5)

International Benefits Capabilities (6)

Online services, including billing, reports and documents

Other Group and Voluntary Insurance Products

Accident Insurance

Critical Illness Insurance

Hospital Confinement Indemnity Insurance

(1) Funeral Planning and Concierge Services are provided by Everest Funeral Package, LLC, Houston, TX. Services are not available in all states.

(2) FMLA services are provided by ComPsych, Chicago, IL. Services are not available in all states.

(3) For retirement programs, insurance products and annuities are issued by Voya Retirement Insurance and Annuity Company or other affiliated companies; securities are distributed by Voya Financial Partners, LLC (member SIPC) and other authorized broker/dealers with which it has a selling agreement.

(4) Voya Travel Assistance services are provided by Europ Assistance USA, Bethesda, MD. Services are not available in all states.

(5) Employee Assistance Program (EAP) services are provided by ComPsych, Chicago, IL. Services not available in all states.

(6) Benefits for U.S. employers who have employees abroad are provided by affiliated and non-affiliated insurance companies participating in the ING Employee Benefits Global Network, a collection of insurance companies that write and service employee benefits programs throughout the world. We are not the agents of nor do we distribute the products of those other companies.

Voya Glossary

Case Rate - the target rate, calculated by comparing the rate that would have produced premiums to cover expenses and incurred claims within the review period (experience rate), and average rate for a case with the same characteristics as your employee population and insurance plan (manual rate).

Constant Premium - the premium that would have been paid if the current rate and plan design had been inforce throughout the review period.

Conversion Charges - the amount required to cover the risk associated with converting group life coverage to an individual policy when an employee terminates or retires.

Credibility - the weight put on the past experience of the group in determining a case rate. Credibility is impacted by the number of lives covered, the frequency of claims, plan design and demographics.

Experience Adjustment - applied to the inforce rate to arrive at the experience rate. Calculated by dividing the incurred loss ratio (incurred claims divided by constant premiums) by the tolerable loss ratio (the incurred loss ratio required to cover incurred claims and the cost of doing business).

Experience (or review) Period - the time period used in the experience evaluation, usually five years for life insurance, one or two years for short term disability, and three years for long term disability.

Experience rate - the rate that would have produced premiums adequate to cover incurred claims and pay expenses within the review period.

Incurred claims - consists of paid claims, changes in waiver reserve, portability and conversion charges, changes in incurred but not reported reserves.

Inforce rate - the current rate being charged for the cost of coverage.

plan design, supported by ING data. The manual rate does not take into account your actual claims experience.

Paid claims - the total amount paid on claims submitted during the review period.

Paid Loss Ratio - paid claims divided by the paid premium, expressed as a percentage.

Paid premium - the total amount paid as insurance premium for the review period.

Pending claims - claims received, but not yet paid.

Reserves - funds to cover claims both approved but not yet paid, incurred but not reported (IBNR), and run-out claims.

Tolerable loss ratio - the target loss ratio required to cover incurred claims and the cost of doing business. For example, a tolerable loss ratio of 70% means that 70 cents of every premium dollar can be allocated to cover incurred claims, and the remaining 30 cents covers the cost of doing business.

Waiver reserves - funds for estimated future liability for disabled employees who have been approved for life insurance waiver of premium.

Human Resources Committee Report
 Meeting Date: February 16, 2017
 Report Period: January 2017

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

MONTH	2016 SICK LEAVE HOURS USED	2017 SICK LEAVE HOURS USED	2017 TOTAL HOURS
January	3,679.06	3,694.16	96,216.46
February	4,071.17		
March	3,109.32		
April	3,657.15		
May	3,883.60		
June *	2,939.22		
July	5,035.66		
August	3,271.22		
September	3,728.05		
October	3,447.60		
November	3,861.75		
December *	5,835.93		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
January 1, 2017 - January 31, 2017
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

Human Resources Committee Report

February 16, 2017

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	75	22	9	1			27	15	1		
Professionals	79	16	1			1	39	15	4	3	
Technicians	18	9	2	1			4	1	1		
Protective Service	23	9	13	1				0			
Para-Professionals	131	23	31	2	2		36	28	7	2	
Administrative Support	326	46	56	4	4	1	53	142	18	1	1
Skilled Craft	13	7	3	1	1			1			
Service Maintenance	48	7	32	1			2	5	1		
Grand Total	713	139	147	11	8	1	161	207	32	6	1

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

Insurance Report for the Month of January 2017

Human Resources Committee Report
February 16, 2017

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	4	1	5
Essential	32	10	42
Standard	248	148	396
Standard with OAD	0	2	2
Total MMO			445
Dental Insurance	187	283	470
Vision Employee			250
Vision Children			40
Vision Spouse			51
Vision Family			76
Total Vision			417
Workers' Compensation Lost Time Report			
			<i>Total days missed during report month</i>
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JANUARY 2017**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library	110,449	119,495	552	622	110,449	119,495	-7.6%
Branches	239,526	270,446	1,127	1,332	239,526	270,446	-11.4%
Mobile Units*	1,572	1,146			1,572	1,146	37.2%
Library for the Blind	43,404	45,847			43,404	45,847	-5.3%
OLBPD BARD	12,301	11,565			12,301	11,565	6.4%
eMedia	33,081	27,422			33,081	27,422	21%
TOTAL CIRCULATION	440,333	475,921			440,333	475,921	-7%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
eBook	19,647	18,634	19,647	18,634	5.4%
eAudiobook	10,696	8,071	10,696	8,071	32.5%
eMusic	471	116	471	116	306.0%
eVideo	860	601	860	601	43.1%
eMagazines	1,407	3,165	1,407	3,165	-55.5%
TOTAL eCIRCULATION	33,081	30,587	33,081	30,587	8.2%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2017	2016	2017	2016	
Main Library	100	45 minutes	10,057	9,692	7,707	9,215	-16.4%
Branches	525	40 minutes	69,023	73,691	47,361	48,859	-3.1%
TOTAL USAGE	625		79,080	83,383	55,068	58,074	-5.2%

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

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
TOTAL SESSIONS	74,080	60,487	74,080	60,487	22.5%

Each session represents a unique user of public wireless internet.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library	33,454	35,335	167	184	33,454	35,335	-5%
Branches	174,044	212,633	819	1,047	174,044	212,633	-18%
Mobile Unit*	-	-			-	-	-
TOTAL VISITS	207,498	247,968			207,498	247,968	-16%

*Bookmobile is providing lobby stops as of November 2015. This changes the way the Library measures use.

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR JANUARY 2017

BRANCH	a	b	c	d	e	f	g
	Branch Circulation	Sent from Other Branches	Sent from Main	Sent from Other CLEVNET Systems	Total Direct Circulation (a+b+c+d)	Sent to Other CLEVNET Systems	Total Circulation (e+f)
Addison	5,601	485	503	965	7,554	546	8,100
Brooklyn	3,641	356	285	448	4,730	347	5,077
Carnegie West	8,376	687	1,135	1,462	11,660	926	12,586
Collinwood	3,799	272	350	507	4,928	504	5,432
East 131st	2,584	237	249	517	3,587	218	3,805
Eastman	10,186	953	1,410	2,426	14,975	1,743	16,718
Fleet	7,324	597	768	1,120	9,809	678	10,487
Fulton	9,715	654	654	938	11,961	715	12,676
Garden Valley	2,908	212	179	216	3,515	165	3,680
Glenville	4,142	320	239	653	5,354	289	5,643
Harvard-Lee	5,237	453	598	880	7,168	636	7,804
Hough	3,568	440	289	537	4,834	222	5,056
Jefferson	4,266	655	836	1,039	6,796	521	7,317
Langston Hughes	4,574	378	502	737	6,191	408	6,599
Lorain	4,857	528	648	872	6,905	548	7,453
Martin Luther King, Jr.	3,521	379	540	997	5,437	613	6,050
Memorial-Nottingham	6,869	688	1,036	1,880	10,473	967	11,440
Mt. Pleasant	2,879	386	231	461	3,957	214	4,171
Rice	7,352	445	716	1,018	9,531	663	10,194
Rockport	11,337	787	1,199	1,769	15,092	1,345	16,437
South	5,970	514	465	762	7,711	540	8,251
South Brooklyn	10,036	950	1,477	2,171	14,634	1,435	16,069
Sterling	3,635	251	305	519	4,710	222	4,932
Union	3,500	332	303	451	4,586	273	4,859
Walz	8,405	626	1,071	1,438	11,540	940	12,480
West Park	9,211	996	2,347	3,132	15,686	1,792	17,478
Woodland	6,678	545	374	687	8,284	448	8,732
TOTAL	160,171	14,126	18,709	28,602	221,608	17,918	239,526

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JANUARY 2017

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	8,100	8,894	8,100	8,894	-794	-9%
Brooklyn	5,077	6,082	5,077	6,082	-1,005	-17%
Carnegie West	12,586	13,080	12,586	13,080	-494	-4%
Collinwood	5,432	7,517	5,432	7,517	-2,085	-28%
East 131st	3,805	4,348	3,805	4,348	-543	-12%
Eastman	16,718	20,362	16,718	20,362	-3,644	-18%
Fleet	10,487	12,602	10,487	12,602	-2,115	-17%
Fulton	12,676	13,399	12,676	13,399	-723	-5%
Garden Valley	3,680	3,401	3,680	3,401	279	8%
Glenville	5,643	7,165	5,643	7,165	-1,522	-21%
Harvard-Lee	7,804	8,583	7,804	8,583	-779	-9%
Hough	5,056	5,638	5,056	5,638	-582	-10%
Jefferson	7,317	7,155	7,317	7,155	162	2%
Langston Hughes	6,599	6,381	6,599	6,381	218	3%
Lorain	7,453	10,313	7,453	10,313	-2,860	-28%
Martin Luther King, Jr.	6,050	7,294	6,050	7,294	-1,244	-17%
Memorial-Nottingham	11,440	12,936	11,440	12,936	-1,496	-12%
Mt. Pleasant	4,171	3,847	4,171	3,847	324	8%
Rice	10,194	11,951	10,194	11,951	-1,757	-15%
Rockport	16,437	17,314	16,437	17,314	-877	-5%
South	8,251	8,313	8,251	8,313	-62	-1%
South Brooklyn	16,069	18,839	16,069	18,839	-2,770	-15%
Sterling	4,932	4,699	4,932	4,699	233	5%
Union	4,859	6,309	4,859	6,309	-1,450	-23%
Walz	12,480	13,809	12,480	13,809	-1,329	-10%
West Park	17,478	21,240	17,478	21,240	-3,762	-18%
Woodland	8,732	8,975	8,732	8,975	-243	-3%
TOTAL	239,526	270,446	239,526	270,446	-30,920	-11%

CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE JANUARY 2017

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	4,780	5,302	4,780	5,302	-522	-10%
Brooklyn	3,075	3,737	3,075	3,737	-662	-18%
Carnegie West	9,095	15,406	9,095	15,406	-6,311	-41%
Collinwood	5,758	7,691	5,758	7,691	-1,933	-25%
East 131st	5,792	9,133	5,792	9,133	-3,341	-37%
Eastman	8,916	10,110	8,916	10,110	-1,194	-12%
Fleet	8,466	10,055	8,466	10,055	-1,589	-16%
Fulton	6,747	6,530	6,747	6,530	217	3%
Garden Valley	3,056	4,033	3,056	4,033	-977	-24%
Glenville	4,243	5,826	4,243	5,826	-1,583	-27%
Harvard-Lee	6,604	8,207	6,604	8,207	-1,603	-20%
Hough	6,098	8,275	6,098	8,275	-2,177	-26%
Jefferson	4,260	7,608	4,260	7,608	-3,348	-44%
Langston Hughes	6,886	6,040	6,886	6,040	846	14%
Lorain	4,159	6,901	4,159	6,901	-2,742	-40%
Marlin Luther King, Jr.	7,192	9,086	7,192	9,086	-1,894	-21%
Memorial-Nottingham	4,170	4,644	4,170	4,644	-474	-10%
Mt. Pleasant	4,199	5,640	4,199	5,640	-1,441	-26%
Rice	10,357	10,724	10,357	10,724	-367	-3%
Rockport	7,343	8,728	7,343	8,728	-1,385	-16%
South	5,415	5,928	5,415	5,928	-513	-9%
South Brooklyn	12,397	14,648	12,397	14,648	-2,251	-15%
Sterling	7,486	9,802	7,486	9,802	-2,316	-24%
Union	4,888	5,502	4,888	5,502	-614	-11%
Walz	7,531	7,883	7,531	7,883	-352	-4%
West Park	6,731	9,355	6,731	9,355	-2,624	-28%
Woodland	8,400	5,839	8,400	5,839	2,561	44%
TOTAL	174,044	212,633	174,044	212,633	-38,589	-18%

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS JANUARY 2017**

Branch	Total Circulation	Branch	Attendance	Branch	2010	2000
1 West Park	17,478	1 South Brooklyn	12,397	1 South Brooklyn	32,043	34,217
2 Eastman	16,718	2 Rice	10,357	2 West Park	27,814	29,398
3 Rockport	16,437	3 Carnegie West	9,095	3 Fleet*	26,727	34,598
4 South Brooklyn	16,069	4 Eastman	8,916	4 Eastman	23,674	25,873
5 Fulton	12,676	5 Fleet	8,466	5 Rockport	19,896	21,467
6 Carnegie West	12,586	6 Woodland	8,400	6 Fulton	19,647	22,575
7 Walz	12,480	7 Walz	7,531	7 Rice	19,462	25,893
8 Memorial-Nottingham	11,440	8 Sterling	7,486	8 Memorial-Nottingham	19,271	22,598
9 Fleet	10,487	9 Rockport	7,343	9 Harvard-Lee	17,655	21,246
10 Rice	10,194	10 Martin Luther King, Jr.	7,192	10 Walz	16,063	18,497
11 Woodland	8,732	11 Langston Hughes	6,886	11 Collinwood	14,769	19,377
12 South	8,251	12 Fulton	6,747	12 Langston Hughes	14,439	21,224
13 Addison	8,100	13 West Park	6,731	13 Glenville	14,006	20,302
14 Harvard-Lee	7,804	14 Harvard-Lee	6,604	14 Addison	13,603	19,263
15 Lorain	7,453	15 Hough	6,098	15 East 131st	13,025	18,001
16 Jefferson	7,317	16 East 131st	5,792	16 Mt. Pleasant	12,792	17,155
17 Langston Hughes	6,599	17 Collinwood	5,758	17 Lorain	12,588	14,589
18 Martin Luther King, Jr.	6,050	18 South	5,415	18 Martin Luther King, Jr.	12,392	15,483
19 Glenville	5,643	19 Union	4,888	19 Carnegie West	10,487	11,716
20 Collinwood	5,432	20 Addison	4,780	20 Union	8,416	12,603
21 Brooklyn	5,077	21 Jefferson	4,260	21 Sterling	8,267	8,712
22 Hough	5,056	22 Glenville	4,243	22 Woodland	7,946	7,213
23 Sterling	4,932	23 Mt. Pleasant	4,199	23 South	6,325	7,729
24 Union	4,859	24 Memorial-Nottingham	4,170	24 Hough	5,667	7,845
25 Mt. Pleasant	4,171	25 Lorain	4,159	25 Brooklyn	5,524	6,430
26 East 131st	3,805	26 Brooklyn	3,075	26 Jefferson	3,515	3,987
27 Garden Valley	3,680	27 Garden Valley	3,056	27 Garden Valley	2,310	3,220
	239,526		174,044	28 Broadway*	388,323	473,177

*Broadway and Fleet service areas merged

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**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR JANUARY 2017**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
CLEVNET	64,945	76,360	64,945	76,360	-15%
MORE	397	416	397	416	-5%
Other Libraries	493	544	493	544	-9%
TOTAL	65,835	77,320	65,835	77,320	-15%

*Totals included in Main Library and Branch circulation counts

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Projected	16,064	19,792	16,064	19,792	-19%
Mail and Email Reference	368	50	368	50	636%
Interlibrary Loan Requests	890	960	890	960	-7%
TOTAL	17,322	20,802	17,322	20,802	-17%

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
New Titles Added	4,258	4,587	4,258	4,587	-7%
Total Items Added	32,926	13,483	32,926	13,483	144%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Main Library	200	192	200	192	4%
Branches	5,738	5,481	5,738	5,481	5%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Downloads	12,301	11,565	12,301	11,565	6%
Users	655	677	655	677	-3%

Included in circulation activity