

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 June 18, 2019
 Trustees Room Louis Stokes Wing
 12:00 Noon

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

Absent: None

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

Approval of the Minutes

Mr. Corrigan moved approval of the Regular Board Meeting of 5/16/19; and Finance Committee Meeting of 5/14/19. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

Director Thomas acknowledged visiting librarians who were attending the Special Libraries Association (SLA) 2019 Annual Conference, June 14-18, in Cleveland. The SLA Annual Conference connects special librarians and information professionals to explore the latest challenges and trends in knowledge and information management. Attendees had the opportunity to tour the Library and introduce themselves to the Board.

Director Thomas thanked Dr. Michele A. L. Villagran Assistant Professor, School of Information, San José State University, for bringing the librarians on to Cleveland Public Library.

Presentation: Strategic Plan Update – Tana Peckham, Chief Marketing & Communications Officer
 Before Ms. Peckham gave her Strategic Plan Update, she stated that, as part of the Library's paid media partnership with WOIO and WKYC, the stations are producing a series of human interest stories or news vignettes about Cleveland Public Library. The minute-long segments are created and aired on those stations.

REGULAR BOARD
 MEETING 5/16/19;
 AND FINANCE
 COMMITTEE
 MEETING OF
 5/14/19
 Approved

After Ms. Peckham stated that vignettes featuring Director Thomas and the O'Neal Family have been aired, she showed the recent vignette featuring Trustee Corrigan.

Ms. Peckham stated that her Strategic Plan Update was a continuation of the process that Sonya Pryor-Jones had worked with the Library on. With the knowledge that was collected in that process and other ways information was collected has led us to this next step.

Ms. Peckham reviewed the Library's Mission and Vision which have not changed.

VISION: Cleveland Public Library will be the driving force behind a powerful culture of learning that will inspire Clevelanders from all walks of life to continually learn, share and seek out new knowledge in ways that are beneficial to themselves, their community and the world.

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

However, the Values have changed and the acronym spells
 CENTER: **C**URIOSITY ▪ **E**QUITY ▪ **N**EIGHBORHOODS ▪ **T**RANSFORMATION
 ▪ **E**XCELLENCE ▪ **R**ESPECT

Ms. Peckham stated that Cleveland Public Library is "The People's University," the center of learning for a diverse and inclusive community.

CLEVELAND PUBLIC LIBRARY isn't just any university.
 We are a university that doesn't care about your GPA.
 A university that doesn't require a standardized test.
 A university that doesn't require letters of recommendation.

And, a university that doesn't charge tuition.
 A place you can start (or stop) your learning journey...
 ...At any age

...Whenever and wherever you like

Ms. Peckham stated that we provide learning experiences that limit no one and include everyone.

Ms. Peckham stated that our VALUES define what we believe in and reflect what people can expect from the organization:

CURIOSITY - Challenge ourselves to imagine and discover what's possible.

EQUITY - Eliminate barriers, create cultural awareness, and equitable opportunities for all.

NEIGHBORHOODS - Provide inclusive, inviting, and safe public spaces that nurture communities of learning.

TRANSFORMATION - Create and nurture a culture of creativity and innovation.

EXCELLENCE - Be an essential asset to our communities by providing exceptional resources, services, and programs.

RESPECT - Earn a deep connection with our community by being inclusive, responsive, and courteous custodians of the public's trust.

Ms. Peckham reviewed and gave definition for the Library's three Strategic Priorities:

LEVEL OPPORTUNITY ▪ basic needs
Removing barriers to learning and connecting people with resources to build readiness for opportunity.

FOSTER LEARNING EXPERIENCES ▪ education
Sparking curiosity and building skills.

FACILITATE DISCOVERY ▪ inspiration
Opening possibility to pursue dreams and deepen understanding, so learning becomes a co-created experience.

Ms. Peckham stated that no one piece alone represents the Strategic Plan or the organization itself. The following work together collectively: (1) Organizational Foundations, (2) Strategic Priorities, and (3) Goals.

Ms. Peckham gave an overview of the goals.

LEVELING OPPORTUNITY

- Kindergarten Readiness: Children, 0-5, will be holistically prepared for Kindergarten with the necessary social foundations and the necessary math, language, literacy, and motor development skills.
- Student Success: K-12 students -whether underprepared, prepared, or high achieving -will have the holistic resources needed to achieve their individual academic goals. (Align to Say YES goals)
- Job Readiness: Patrons will have the necessary skills and competencies to accomplish their individual job or career goals.

FOSTERING LEARNING EXPERIENCES

Patrons will have access to the resources and services needed to spark their curiosity and build their skills.

FACILITATING DISCOVERY

Patrons will have the platform to explore dreams, experiment, and co-create their learning experience.

Mr. Hairston asked if there was any discussion around CMSD's third grade reading initiative.

Ms. Peckham stated that the team will look at areas such as the third grade reading initiative. As developments continue with Say Yes, we must make sure that we align closely with their goals. Because we have partners who are also working on different areas, we are determining the role the Library will play so that we are not duplicating services.

Director Thomas stated that this update is to give the Board an idea of where we are currently. We still need to work on sub goals and ultimately bring the staff in to work on the objectives under those sub goals. Staff will need to be involved in that decision process as they will be held accountable in those areas.

Director Thomas stated that the Board will be invited to join teams to work on sub goals.

Ms. Peckham reviewed the timeline for the Next Steps timeline:

June 18	Report Out to the Board <ul style="list-style-type: none"> • Mission, Vision & Values • Strategic Priorities & Goals
July-August	Convene Groups to Define <ul style="list-style-type: none"> • Sub-Goals & Measures • Strategies & Activities
July-September	Determine Organizational Competencies <ul style="list-style-type: none"> • Assess & Organize Our Capacity to Achieve Success: Our People, Our Partners, Our Operations
October	Report Out to the Board
September-December	Design Operational Plans <ul style="list-style-type: none"> • Operationalize Our Goals & Objectives, Enabling Activities

In response to Ms. Washington's inquiry, Ms. Peckham stated that a date to announce the Strategic Plan can be decided after the Report Out to the Board in October.

Director Thomas explained that this process has been delayed. In addition to the Strategic Plan, we have been working on the Master Plan as well as the 150th Anniversary. Now that the Master Plan has been completed and the 150th Anniversary is in progress, more attention can be given to the Strategic Plan.

In response to Ms. Washington's inquiry, Director Thomas stated that both the Master Plan and Strategic plan will feed into each other.

Presentation: DEI Recommendations for Facilities Master Plan - Jeremiah Swetel, Chief Operations, Officer and Cassandra Johnson, Consultant

Mr. Swetel stated that this presentation will give an overview of the Supplier Diversity Program as it relates to the Facilities Master Plan. The foundation is a result of the discussion we have had about how to incorporate language in the Plan moving forward in our

Design and Professional Services Request for Qualifications and the overall plan on how we propose to spend bond proceeds for the Master Plan to ensure that we have the most diverse and inclusive group possible.

In his introduction, Mr. Swetel stated that the Library has engaged Cassandra Johnson, Consultant, who is a professional in the construction industry and has considerable first-hand experience helping organizations build supplier diversity programs.

Ms. Johnson thanked the Board for the opportunity to attend today's Board Meeting to share information and answer any questions.

Ms. Johnson gave an overview of her background that included: 30 years of construction experience; has done approximately one billion worth of hands-on construction including hospitals, public transportation, public housing and corporate real estate. Ms. Johnson explained that with this experience she has tag-teamed with diversity programs. Ms. Johnson stated that she spent around 10 years at University Hospitals and at that time did the Vision 2010 Program. This plan became the foundation on how other organizations in the City of Cleveland are now doing diversity and inclusion. Similar to the Library, a lot of good work was done but there is more to do.

Ms. Johnson stated that she recognizes the milestones and timelines of the capital project and the necessity of tying this program to them so that they are not delayed. The first step was to get the language into the RFQ process so that the document could be released.

Ms. Johnson acknowledged the team that consists of Joyce Dodrill, Sadie Winlock and Jeremiah Swetel and stated that although the work is challenging, the commitment among the team is evident.

Ms. Johnson stated that she requested several documents from the Library to help her understand the business of the Library. The South Branch Project was generally used as the basis of her recommendations. Ms. Johnson explained that the policies that she is proposing is based on feedback from conversations with Library staff as well as from her experience outside of this

organization. Ms. Johnson stated that she recommends that these policies can be appropriately vetted in the DEI Committee that Ms. Dodrill and Ms. Winlock are putting in place.

Ms. Johnson stated that for the next steps, we look at the current successes and investigate how they can be leveraged. Although we do not have to start from scratch, the Library should not stand on its laurels. The Library should continue to recognize that it wants to do more. Ms. Johnson stated that this work is hard and applauded the Library for taking on this challenge of which she is excited to be a part.

Mr. Swetel reviewed the recommendations from Ms. Johnson's report and stated that Ms. Johnson would be available should the Board have questions.

1. Increase the Library's annual utilization of Minority Business Enterprises (MBE) & Female Business Enterprises (FBE) consistent with the availability of MBE/FBEs in the Library's geographic market.
2. Explore conducting a disparity study of the Library's historical spend with available MBE/FBEs in the Library's geographical market to determine the extent of underutilization.
3. Identify and eliminate procedural and administrative barriers limiting MBE/FBEs full participation in the Library's contracting and purchasing program.
4. Provide MBE/FBEs with greater access to CPL leadership by establishing Mentor - Protégée relationships with MBE/FBE owners/leaders.
5. Provide internship opportunities for minority students and early-careerists.

In agreement with Ms. Johnson, Mr. Swetel stated that the Library should give these recommendations thorough review and analysis.

Mr. Swetel stated that the RFQ is soon to be published and one of Ms. Johnson's recommendation is that the

Library host a Pre-Proposal Meeting for design firms and professionals. An invitation will be sent to those on a list that is as inclusive and diverse as possible to attract all of the firms that would be potentially interested in the Library's design for the Facilities Master Plan.

Mr. Swetel explained that this Pre-Proposal Meeting could serve as a meet and greet to help connect smaller firms with larger firms who may wish to explore partnerships. The Pre-Proposal Meeting would also provide the opportunity for the Library more importantly to explain the public process to those who may not understand and otherwise may not submit a proposal for this project.

Mr. Swetel stated that we want to explain our process so that there is a shared understanding of what that is. This will help those who chose to submit proposals to feel confident that they are providing the right materials and information so that they can have a successful proposal submission to the Library.

Ms. Johnson stated that she has seen success with this outreach. Other organizations have said that although projects go out and they believe that everyone has equal access to that information, unfortunately, there are some companies who have had months to consider the opportunity, but often minority companies, for various reasons, may not find out about the opportunity until perhaps one week before the date of submission. This outreach will help bring minorities into the process much earlier to help ensure more success.

In Ms. Winlock's absence, Mr. Swetel reported that an internal DEI Committee has been formed and two workshops have been held. The work of this committee continues to evolve with additional homework assignments that are to be completed prior to each meeting. In addition, professionals from the construction industry have been identified to participate in the Supplier Diversity Committee. This committee will meet to discuss the process and how to make it better.

Ms. Johnson and Mr. Swetel were available to answer any questions the Board may have had.

In response to Ms. Washington's inquiry, Mr. Swetel stated that the RFQ should be published tomorrow that will include language changes, as recommended by Ms. Johnson, based on her review of the structure of the South Branch RFQ. The intent is to impress upon firms that traditionally submit on Library projects that partnering with minority own organizations would be a benefit as diversity and inclusion is a strong priority for the Library. Those sorts of language policies are identified throughout the RFP.

Ms. Johnson stated that she understood that the Library, in its past, has used the City of Cleveland's program and its goals as a basis. The Library has not only met some of those goals but exceeded some of them. When tied to some of the recommendations in the document, this clarifies what is important to the Library from the diversity and inclusion stand point. The language indicates that there are points available for those organizations who are more creative in getting those answers. Although no one is penalized, those points are available.

Ms. Johnson added that the recommendations also include changes to the score card. We want to make sure that each area is objectively evaluated in a transparent way in the process. The old process used by the Library and other organizations leave a lot of room. The new score card ties you directly: did this company meet the standard? Although you will compare them to other companies, did this company meet the standard? In tandem, we are hoping to make the process as fair, open and transparent as possible.

In response to Ms. Washington's inquiry, Ms. Johnson stated that the fact that the Library has had some successes indicates that the thinking is here, people understand its importance and the Library has formed partnerships with some of the companies that we want to reach out to. Part of this is a marketing piece and we are indicating to others that we do have a history and we are trying to take this to the next level. This is one of the things that the Library has done well.

Ms. Johnson continued and stated that where we want to see improvement is in the intentionality of the process. Unfortunately, when minorities are at the table, the

rules become very strict. Like other organizations, the Library has this opportunity to be more intentional. The further we can get to that, the better the Library's credibility that we have with the minority business organizations and the majority firms. Losing a couple of points during the scoring process will cause a majority firm to give that area more attention on the next round. Intentionality is what we would like to move forward with just as with similar organizations.

Mr. Hairston stated that he was pleased with this presentation and noted that the Library has had fantastic successes. The Pre-Proposal Meeting will give the Library a chance to inform minority firms of this opportunity in a more sincere way.

Mr. Hairston indicated that he has heard from some individuals from that arena that meetings with majority firms have already been held. Mr. Hairston stated that as a Library, including everybody is great but does not want the majority to take precedent over the minority.

In response to Mr. Hairston's inquiry, Mr. Swetel stated that Glen Shumate is one of the individuals the Library will reach out to prior to the meeting to make sure to get the most representative pool of attendees at the Pre-Proposal Meeting. Discussions have been held with Ms. Johnson about how to best structure the two hour meeting. We will also be reaching out to Chris Nance and others to identify minority owned professional design firms and other firms to attend the Pre-Proposal Meeting.

Director Thomas stated that Glen Shumate sits on of Ms. Winlock's committees.

Ms. Johnson stated that she has known Mr. Shumate for several years and he will be invaluable to the process because of his intricate involvement in the construction community.

Ms. Johnson stated that the team has had a very robust conversation on the topic of leveling the playing field. For some, leveling the playing field says don't do so much for minorities. For others, leveling the playing field says that we are already behind; what do we do to bring them up to level the playing field. After several

alternatives were discussed, the team agreed on the Pre-Proposal Meeting as a starting point. The next step is to determine the agenda. The recommendation list recognizes that in order for them to be successful, it is important for them to build a relationship with the Library's Leadership Team. Some of those things happen naturally with majority firms. We are trying to figure out how to build those relationships with firms that we don't normally build relationships with. By doing so, we believe that this will help level the playing field. How this is accomplished in this first meeting is very important. We must figure out how to engage the minority community and let them know that we are serious and how to engage the majority community to let them know that we are serious about this process. This is neither an initiative nor a project but the way we do business.

Mr. Hairston stated he was very familiar with the University Hospitals project and that it was said that the project could never be done with minorities and that it would be over budget because they cost too much. Mr. Hairston stated that he understood that this quality project came under budget and on time.

Ms. Johnson stated that she shared with the Executive Leadership Team that for the 30 years that she has been doing this work, she has never spent more money to hire a minority company and have never extended a timeline to get work done. Ms. Johnson noted that there seems to be an urban myth that if you engaged a minority company on a project there would be detrimental effects on your work. The assumption is that if you are at the table and you have a contract then you are qualified.

Ms. Johnson stated that there were not a lot of companies that could do hospital work because it is a very specialized area like some of the specialties at the Library. However, minority companies who did great work in other places were identified and partnerships were established. Ms. Johnson noted as an example Lonnie Coleman who was given an opportunity to do a hospital and now can do hospitals around the country. Some of this will take extra work on the part of the Library but that is the reality.

Mr. Corrigan agreed that the Library has a history of success and recalled that 25 years ago Bob Madison did

the Main Library and Lonnie Coleman and Dominic Ozanne were the construction managers. In terms of Cleveland residency goals, the Library exceeded public goals at that time. We exceeded the prime contracting goals and subcontracting goals. During that time, six other projects in Cleveland were underway. The Library was the only one to release a final report on goals. The other six did not release reports because their reports would have reflected that they fail to meet those goals. This information could be encouraging to an MBE or FBE that is interested in our project. Mr. Corrigan requested that a summary be prepared and publicized highlighting that accomplishment.

Ms. Johnson stated that some organizations market the work but don't do it. Other organizations do the work but don't market it. The Library does the work and should advertise it as it helps where we are going.

Mr. Swetel stated that Mr. Shumate would like to use the Martin Luther King, Jr. Branch project as a centerpiece for the new ACE Mentor Program fall class.

Finally, Mr. Swetel expressed that Ms. Johnson's participation is a win for the Library and acknowledged Ms. Winlock for identifying her for this work.

In response to Ms. Washington's inquiry, Director Thomas stated that the Library has not had a Disparity Study.

Mr. Corrigan explained that during the time the Library was considering the Disparity Study, the County and the City were embroiled in a dispute regarding whose study would be done and the Library was caught in the crossfire. An outside legal counsel advised the Library otherwise.

Director Thomas stated that we will have a discussion about having a Disparity Study.

Ms. Rodriguez thanked Ms. Johnson for attending the Board Meeting and giving her presentation.

COMMUNICATIONS

There were no communications to be acknowledged.

Ms. Rodriguez acknowledged Reverend Pamela Pinkney-Butts who shared her thoughts on the following topics: Greater Cleveland Regional Transit Authority Board Meeting; East Cleveland Democratic Club Meeting; child care, literacy and the family system. Before concluding, Reverend Pinkney-Butts asked for assistance to promote her book "Choose Life".

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS

Because of schedule conflicts, the Regular Board Meeting that was scheduled for June 20, 2019 has been rescheduled for today causing the Finance Committee Meeting to be cancelled. 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 the Month of May

(See page 985)

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

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

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

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

**MOTION TO
TEMORARILY
SUSPEND THE
REGULATIONS**
Approved

**RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF MAY 2019**
Approved

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

Approved

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

(See pages 986-991)

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

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

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

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

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

WHEREAS, On June 4, 2019, the State Library of Ohio agreed to pay the Cleveland Public Library for expenses for the period of July 1, 2019 through June 30, 2020 to continue to administer statewide library services to blind and physically disabled residents in an amount not to exceed \$1,508,194.00; now therefore be it

RESOLVED, That the Board of Library Trustees accepts the State Library of Ohio funding award of \$1,274,194.00 to be paid from the General State Revenue Fund, \$150,000.00 to be paid from FFY 2018 LSTA carryover funds and \$84,000.00 to be paid from FFY 2019 LSTA funds; and be it further

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

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

Mr. Corrigan stated that the budget currently before the State Legislature does not increase these funds. Their status is frozen from where they were before the last biennium. This means that our staff and our obligations to do these statewide services is being done with the same amount of money as two years ago and the same as the two years before that. Mr. Corrigan requested that during conversations with state legislators, they should be reminded that we do not take care of our blind and physically disabled as well as we'd like to be able to think that we do.

Resolution Regarding Library Insurance Renewals

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

WHEREAS, The Library's insurance policies for property, general liability, commercial auto, commercial crime, cyber liability, umbrella, excess liability, and public officials and employment practices liability coverage, expire on August 1, 2019; and

WHEREAS, On September 21, 2017, the Board of Library Trustees authorized the renewal of the insurance packages stated within the Resolution for four, one-year renewal periods commencing on August 1, 2018, provided terms, conditions, and pricing remain comparable to the current programs and consistent with then current market conditions; and

RESOLUTION
REGARDING
LIBRARY
INSURANCE
RENEWALS
Approved

WHEREAS, The 2018-2019 expiring premiums, including the mid-year changes, for the Library's insurance policies total \$406,914; and McGowan Insurance, the Library's insurance broker, estimates that the cost of renewing the Library's insurance policies for one year will cost approximately \$447,688, which is an increase in cost of approximately 10.02% over the premium for the 2018-2019 policy; and

WHEREAS, This increase is due primarily to an estimated 17% increase for commercial auto due to adding four new vehicles, which is almost a 10% increase in exposure, along with a 7% increase in rate and an estimated 12.86% increase for public officials and employment practices liability coverage given recent claims history; and

WHEREAS, McGowan Insurance is working with underwriters and may be seeking proposals from other carriers for public officials and employment practices liability coverage, but will not have renewals and proposals in time for the June Board meeting; and

WHEREAS, Library Administration has determined it to be in the best interests of the Library to obtain additional proposals or options for the above-described policies and to select the policy with the most favorable terms to the Library while continuing coverage without interruption; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director. CEO or his designee, to make the final determination to accept the insurance package that provides the best coverage for the lowest overall cost, for a total annual premium for all policies not to exceed \$447,688, and the coverage purchased will be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting.

Resolution to Amend Agreement with Integrated Precision Systems Inc. for Maintenance of People Counting Hardware, Software, and Firmware

(See page 992)

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

RESOLUTION TO
AMEND
AGREEMENT
WITH
INTEGRATED
PRECISION
SYSTEMS INC.
FOR
MAINTENANCE
OF PEOPLE
COUNTING
HARDWARE,
SOFTWARE,
AND FIRMWARE
Approved

passed with six in favor and one abstention by Ms. Washington.

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

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

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

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

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

RESOLVED That the Board of Trustees of the Cleveland Public Library approves the Project budget of \$526,106 for the construction of improvements to the Eastman Reading Garden and authorizes the Fiscal Officer to use

Beard Endowment funds in the amount not-to-exceed \$100,000, charged to the Beard Endowment Fund 503, deemed beneficial to improve the Library's Eastman Reading Garden, and \$426,106 charged to the Building and Repair Fund 401; and be it further

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

Resolution to Authorize Director to Negotiate and Enter Into Gas and Electric Contracts to Take Effect After Expiration of Current Contracts

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

WHEREAS, On August 9, 2018 the Board of Library Trustees ratified the natural gas agreement entered into by the Executive Director on June 19, 2018 with Volunteer Energy Services, Inc. at the rate of \$2.79 per Mcf for a 12 month term from November 1, 2018 through October 31, 2019; and

WHEREAS, On January 18, 2018 the Board of Library Trustees ratified the agreement entered into by the Library on December 21, 2017 with Dynegy Energy Services, LLC for electricity at the rate of \$4.400 per kWh for a 24 month term from August 2018 through August 2020; and

WHEREAS, North Shore Energy Consulting, LLC, has notified the Library that the gas and electric rates on the market have been dropping significantly. Gas rates are estimated to be at or below \$3.16 per Mcf for a 12-month agreement and \$3.19 per Mcf for a 24-month agreement. This is higher than our current contract rate, but the current rate was offered as a special below wholesale market price by Volunteer Energy Services, Inc. last year; and

WHEREAS, North Shore Energy Consulting, LLC, desires to run a competitive pricing analysis to evaluate the potential opportunity for the Library; and

RESOLUTION TO
AUTHORIZE
DIRECTOR TO
NEGOTIATE AND
ENTER INTO
GAS AND
ELECTRIC
CONTRACTS TO
TAKE EFFECT
AFTER
EXPIRATION OF
CURRENT
CONTRACTS
Approved

WHEREAS, The Library Administration is requesting authority to negotiate a new natural gas rate and a new electric rate to commence at the expiration of the Library's current gas and electric contracts in accordance with North Shore Energy's notification; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or his designee, to negotiate and enter into a new agreement commencing November 2019, through North Shore Energy Consulting, LLC, with natural gas suppliers that have the best fixed rates for periods of time up to and including 24 months, provided the rates do not exceed the rate of \$3.16 per Mcf, for a 12-month term or \$3.19 per Mcf for a 24-month term, which agreement shall be subject to review and approval of the Chief Legal Officer; be it further

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO, or his designee, to negotiate and enter into a new agreement commencing August 2020, through North Shore Energy Consulting, LLC, with electricity suppliers that have the best fixed rates for periods of time up to and including 24 months, provided the rates do not exceed the rates currently being paid by the Library for electric, as described in this Resolution, and subject to the approval of the Chief Legal Officer; be it further

RESOLVED, That the contracts entered into will be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting.

Director Thomas explained that as soon as we find better rate pricing, we will act quickly to take advantage of the lower rates.

Resolution Accepting Bid and Awarding Contract for Eastman Reading Garden Improvements

(See page 993)

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

RESOLUTION
ACCEPTING BID
AND AWARDED
CONTRACT FOR
EASTMAN
READING
GARDEN
IMPROVEMENTS
Approved

WHEREAS, On May 16, 2019, the Board of Trustees of the Cleveland Public Library approved a project budget of \$526,106 for the construction of improvements to the Eastman Reading Garden, and authorized the Director to proceed with the soliciting of competitive bids for construction of the improvements; and

WHEREAS, On May 11, 2019 and May 18, 2019, a Notice to Bidders was published in the Cleveland Plain Dealer requesting bids for construction of improvements to the Eastman Reading Garden; and

WHEREAS, Sealed bids were received for the Eastman Reading Garden improvement project by 12:00 Noon (local time) on June 4, 2019 from the following contractors: Brookside Construction Services, Inc.; Royal Landscape Gardening, Inc.; and Vizmeg Landscape Inc. A summary of the amount of all base bids and alternate bid items submitted by all bidders is attached to this Resolution.

WHEREAS, The Library Administration has tabulated the bids received on June 4, 2019, evaluated the bids as to compliance with the specifications and bid documents as written, investigated responsiveness and responsibility of the lowest bidders, and has recommended the lowest, responsible bidder for both base bids and both alternate bids for construction of improvements to the Eastman Reading Garden; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby accepts the recommendation of the Library Administration and awards a contract for both base bid portions and both alternate bid portions of the Eastman Reading Garden improvement project to Brookside Construction Services, Inc. which this Board determines is the lowest, responsible bidder for a total cost of \$219,699, with \$50,000 being charged to the Beard Endowment Fund 503 and \$169,699 being charged to the Building and Repair Fund, Account No. 40121005-55300-17901; and be it further

RESOLVED, That this Board also authorizes the Library to establish a contingency fund for this project in an amount not-to-exceed \$22,000.00 being charged to the Building and Repair Fund Account 40121005-55300-17901, in the event of unforeseen conditions or Library requested changes resulting in change orders. The

Library Administration shall have the authority to approve change orders from the contingency and shall report any change orders entered into at the next regular meeting of the Board of Trustees; and be it further

RESOLVED, That the Executive Director, CEO, or his designee is hereby authorized to negotiate and execute a contract for the above awarded bid package, and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to enter into additional contracts and make additional purchases in excess of \$25,000 for furniture, plantings and other items that are necessary for completion of the Eastman Reading Garden Improvements, which contracts shall be paid from the Building and Repair Fund, Account No. 40121005-55300-17901.

In response to Ms. Washington's inquiry, Jeremiah Swetel, Chief Operating Officer, stated that these are not minority owned firms. Although, 85% of Brookside's labor force is minority, they are unable to apply for MBE designation. We are working with Brookside about purchasing their materials from an MBE. The Library's Legal Office did receive a letter today stating the diversity composition of their labor force.

In response to Mr. Corrigan's inquiry, Eric Herman, Capital Projects Manager, explained that Alternate 2 is the electrical work that had to be separated out so that it could be bid separately. We were unsure if landscape firms were able to connect with electrical firms to do the bids which would mean that we would have to offer two separate contracts. Because they were able to partner, we accepted the alternate as a whole bid. The bidder of record is the landscape and the electrical is the alternate. If the electrical would have submitted, the landscape would have been the alternate.

Richard Washington, Landscape Architect, CT Consultants, stated that Alternate 1 is the high top bench that

extends along the curve of the wall, barstool seating and laptop chargers.

Mr. Hairston suggested that in an effort to support the Library's diversity and inclusion initiative, advertising bids should not be restricted to the Plain Dealer.

Resolution Authorizing Agreement with JKURTZ Architects LTD for Design Services for the Martin Luther King, Jr. Branch of the Cleveland Public Library

(See pages 994-1041)

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

WHEREAS, On June 15, 2018, the Board of Trustees of the Cleveland Public Library approved the selection of SO-IL + JKURTZ as the top-ranked, most qualified firms to provide design services for the design and construction of the new Martin Luther King, Jr. Branch, and authorized the Executive Director to enter into negotiations for an agreement; and

WHEREAS, On August 9, 2018, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a preliminary agreement in an amount not-to-exceed \$110,025, including reimbursable expenses, with SO-IL + JKURTZ to perform research, feedback, and development coordination phase; and

WHEREAS, On March 21, 2019, the Board of Trustees of the Cleveland Public Library authorized the Library to amend the preliminary agreement to include schematic design services through June 30, 2019 in an amount not-to-exceed \$409,285.00, which included a credit of \$44,200 toward schematic design; and

WHEREAS, SO-IL + JKURTZ have submitted a proposal for the architect fees for design in the amount of \$1,389,100 plus \$67,425 for reimbursables, for design development, construction documents, bidding and construction administration services. The architect fee, not including the cost of predesign services and

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

schematic design services, amounts to approximately 9.3% of the \$15,000,000 estimated cost of construction; and

WHEREAS, This Board finds that the fee is fair and reasonable; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to negotiate and execute an agreement with SO-IL Office Ltd. and/or JKURTZ Architects Ltd., in an amount not-to-exceed \$1,456,525 (\$1,389,100 plus \$67,425), which added to the cost of the preliminary agreement makes for a total cost of \$1,975,835, upon such terms and conditions as are approved by the Library's Chief Legal Officer, and such other documents as are necessary or appropriate to effectuate the agreement in accordance with this Resolution, with the expenditure of \$375,374.00 being charged to the Building and Repair fund account 40176705-55300-10767 (Construction/Improvements). The remainder of the agreement amount shall be paid for out of the proceeds of the Public Library Fund Notes the Library will be issuing.

In response to Mr. Corrigan's inquiry, Carrie Krenicky, Chief Financial Officer, stated that the Developer will pay the Library \$5.2 million for the current Martin Luther King, Jr. branch site.

Mr. Corrigan stated that our new \$15 million building is roughly under \$10 million for us.

Ms. Washington requested a status on the progress of the design for the new branch.

Jeremiah Swetel, Chief Operating Officer, stated that we have finished the schematic for the design of the project on June 14, 2019. Currently, we are reviewing it internally. We have sent it to Panzica, our Construction Manager at Risk to begin the estimating process and the constructability reviews. We have also sent it to PCS Estimating to reconcile the estimate received from Panzica for an accurate comparison. From there, we will start on the design development of the project.

Mr. Swetel stated that we will need to update the Board on where we are with the process so that the Board can

RESOLUTION
TO ENGAGE
JAROS
STRATEGY LLC
FOR CAPITAL
FUNDRAISING
CONSULTING
SERVICES
(Tabled)

have the opportunity to respond to the design as we are still early enough in the process so that revisions can be made based on Board and community feedback.

Resolution to Engage Jaros Strategy LLC for Capital Fundraising Consulting Services (TABLED)

This item was tabled.

RESOLUTION
AMENDING
RESOLUTION
AUTHORIZING
THIRD
AMENDMENT
WITH THE
CHILCOTE LAW
FIRM LLP FOR
LEGAL
SERVICES
RELATED TO
THE MARTIN
LUTHER KING,
JR. BRANCH OF
THE
CLEVELAND
PUBLIC
LIBRARY
Approved

Resolution Amending Resolution Authorizing Third Amendment With the Chilcote Law Firm LLP for Legal Services Related to the Martin Luther King, Jr. Branch of the Cleveland Public Library

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

WHEREAS, On March 21, 2019, this Board approved a third amendment to the agreement with Chilcote Law Firm LLP (Agreement) in the amount of \$25,000.00 to provide additional legal services relating to the relocation and construction of the new Martin Luther King, Jr. branch, thus bringing the total fee under the contract to an amount not-to-exceed \$125,322.50; and

WHEREAS, Since then the Chief Legal Officer has determined, based on developments in discussions with the Developers and on Mr. Chilcote's estimates of services necessary to complete and fully negotiate remaining documents and issues, including a revised development agreement, construction agency agreement, a reciprocal easement and master declaration, and other possible documents, that the Library will need to retain Mr. Chilcote's services for an additional \$25,000.00; and

WHEREAS, The Chief Legal Officer is, therefore, requesting authority to increase the amendment to the Chilcote Law Firm LLP Agreement for an additional \$25,000, bringing the total amount of the third amendment to \$50,000.00; now therefore be it

RESOLVED, That the Board of Library Trustees hereby amends its Resolution adopted March 21, 2019 and authorizes the Executive Director, CEO or the Chief Legal Officer to enter into a third amendment to the

agreement with the Chilcote Law Firm to provide additional legal services in connection with the Martin Luther King Jr. branch relocation project in an amount up to \$50,000.00, for a total contract amount not-to-exceed \$150,322.50, which expenditure shall be charged to the General Fund Account 11400053-53710 (Professional Services), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Ms. Washington stated that she supports this and recognizes that these deals can be complex to get through.

In response to Ms. Washington's inquiry, Joyce Dodrill, Chief Legal Officer, stated that Lee Chilcote is an expert in real estate and development. Because this project is so very complicated, it requires an expert in terms of preparing a development agreement and we are in the process of protecting ourselves from some of the changes the developers want to make.

Ms. Dodrill further explained that because we have this structure over us, we have to enter into an easement which is a specialized expertise. Mr. Chilcote is also an expert in financing and environmental law.

Director Thomas stated that through prior conversations, the Board has understood that this has been very challenging. Not only because of the space that we are in but also the challenge of working with this group.

Ms. Dodrill stated that in addition, Mr. Chilcote is very familiar with this group and has in the past represented Steve Rubin as his lawyer. This uniquely qualifies him for this project.

Mr. Corrigan stated that he has had the pleasure of working with Mr. Chilcote 25 years ago and found him to be an expert at that time on County and private projects.

RESOLUTION
 AUTHORIZING
 THE ISSUANCE
 OF NOTES IN
 THE AMOUNT
 OF NOT TO
 EXCEED
 \$63,000,000,
 AUTHORIZING
 THE
 EXECUTION OF
 A NOTE
 PURCHASE
 AGREEMENT
 AND
 APPROVING
 THE FORM OF
 OFFICIAL
 STATEMENT
 RELATING TO
 THE NOTES
 Approved

Resolution Authorizing the Issuance of Notes in the
 Amount of Not to Exceed \$63,000,000, Authorizing the
 Execution of a Note Purchase Agreement and Approving the
 Form of Official Statement Relating to the Notes

The Board of Library Trustees (the "Board") of the Cleveland Public Library (the "Library"), Cuyahoga County, Ohio, met in regular session on June 18, 2019, at 12:00 p.m., at the Louis Stokes Wing, Main Library, 525 Superior Avenue, 10th Floor, Cleveland, Ohio 44114, with the following members present:

Mr. Alan Seifullah introduced the following resolution and moved its passage:

AUTHORIZING THE ISSUANCE OF NOTES IN THE AMOUNT OF NOT TO EXCEED \$63,000,000 WITH A MAXIMUM MATURITY OF 40 YEARS IN ANTICIPATION OF LIBRARY FUND RECEIPTS FOR THE PURPOSE OF PURCHASING, LEASING, CONSTRUCTING, RENOVATING AND IMPROVING LIBRARY FACILITIES AND REAL PROPERTY AND PAYING THE COSTS OF OTHER PROPERTY REFERRED TO IN SECTION 3375.40(C), OHIO REVISED CODE; AUTHORIZING THE EXECUTION OF A NOTE PURCHASE AGREEMENT APPROPRIATE FOR THE SALE OF THE NOTES; AND APPROVING THE FORM OF OFFICIAL STATEMENT RELATING TO THE NOTES.

(R.C. Sections 3375.404 and 133.25)

WHEREAS, the Board is a school district public library board of library trustees, within the meaning of Section 3375.404, Ohio Revised Code; and

WHEREAS, the Board is charged with the title, custody, control, and maintenance of the Library; and

WHEREAS, the Board deems it necessary to borrow in anticipation of the collection of Public Library Fund receipts (the "Receipts") not to exceed \$63,000,000 and to issue library fund library facilities notes (the "Notes") under Section 3375.404, Ohio Revised Code, for the purpose of purchasing, leasing, constructing, renovating and improving library facilities and real property and paying the costs of other property referred to in Section 3375.40(C), Ohio Revised Code; and

WHEREAS, the interest rate or rates and maturity schedule for the Notes shall be such that: (1) the aggregate amount payable as principal of and interest on the Notes in any calendar year shall not exceed the aggregate amount of Receipts in that calendar year; and (2) the maximum amount payable as principal of and interest on the Notes in any calendar year in which the Notes are outstanding shall not exceed \$63,000,000, which amount equals 40% of the average of the Receipts of the Library for 2017 and 2018;

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

Pursuant to Section 3375.404, Ohio Revised Code, and in anticipation of the Receipts it is necessary to borrow and there shall be borrowed the principal sum of not to exceed \$63,000,000, which borrowing shall be evidenced by the Notes. The Notes shall be issued for the purpose stated in the title of this resolution. The Notes may be issued in one or more series.

The Notes shall be initially issued in registered form, in such denominations as shall be determined by the Chief Financial Officer, but not exceeding the principal amount of Notes maturing on any one date; shall be numbered consecutively from R-1 upward, as determined by the Chief Financial Officer; and shall have such final terms as shall be determined by the Chief Financial Officer and set forth in the Certificate of Fiscal Officer provided for in Section 3 herein.

The Chief Financial Officer is hereby authorized and directed to execute on behalf of the Board a Certificate of Fiscal Officer Relating to Terms of Notes (the "Certificate of Fiscal Officer") setting forth the aggregate principal amount of the Notes and the final terms of the Notes, which aggregate principal amount and terms, subject to the limitations set forth in this resolution, shall be as determined by the Chief Financial Officer. The Certificate of Fiscal Officer shall identify the Original Purchaser, indicate the dated date for the Notes (which shall not be less than 97% of the aggregate principal amount thereof), the dates on which interest on the Notes is to be paid (the "Interest Payment Dates"), the purchase price for the

Notes, the maturity schedule for the Notes (which shall not be longer than 40 years), the interest rate or rates for the Notes (provided that the true interest cost for all Notes in the aggregate shall not exceed 4.75% per annum), the optional and mandatory redemption provisions, if any, and such other terms not inconsistent with this resolution as the Chief Financial Officer shall deem appropriate including, if desired, provision for the Receipts to be pledged and held by a fiscal agent for payment of interest on and principal of the Notes.

Unless otherwise provided in the Certificate of Fiscal Officer, the Notes shall be issued with interest payable semiannually on each Interest Payment Date until the principal sum is paid or provision has been duly made therefor (the "Current Interest Notes") or with interest compounded on each Interest Payment Date but payable only at maturity (the "Capital Appreciation Notes") in such proportions as shall be set forth in the Certificate of Fiscal Officer. The Current Interest Notes shall be in the denominations of \$5,000 or any integral multiple thereof, and the Capital Appreciation Notes shall be in the denominations on the date of their issuance and delivery equal to the principal amount which, when interest is accrued and compounded thereon, beginning on the date of delivery to the Original Purchaser (as defined hereinbelow), and each Interest Payment Date thereafter, will equal \$5,000 or any integral multiple thereof at maturity. The Current Interest Notes shall be dated such date as shall be determined by the Chief Financial Officer and set forth in the Certificate of Fiscal Officer and the Capital Appreciation Notes shall be dated their date of delivery to the Original Purchaser.

The Current Interest Notes shall be subject to optional and mandatory redemption prior to stated maturity as provided in the Certificate of Fiscal Officer. If optional redemption of the Current Interest Notes at a redemption price exceeding 100% is to take place on any date on which a mandatory redemption of the Current Interest Notes of the same maturity will take place, the Current Interest Notes to be redeemed by optional redemption shall be selected by the Note Registrar (as defined hereinbelow) prior to the selection of the Current Interest Notes to be redeemed

at par pursuant to mandatory redemption on the same date.

When partial redemption is authorized, the Note Registrar shall select a Current Interest Note or portions thereof by lot within a maturity in such manner and in such denominations as the Note Registrar may determine, provided, however, that the portion of any Current Interest Note so selected will be in the amount of \$5,000 or any integral multiple thereof.

The notice of the call for redemption of a Current Interest Note shall identify (i) by designation, letters, numbers or other distinguishing marks, the Current Interest Note or portions thereof to be redeemed, (ii) the redemption price to be paid, (iii) the date fixed for redemption, and (iv) the place or places where the amounts due upon redemption are payable. From and after the specified redemption date interest on the Current Interest Note (or portions thereof) called for redemption shall cease to accrue. Such notice shall be sent by first class mail at least 30 days prior to the redemption date to each registered holder of the Current Interest Note to be redeemed at the address shown in the Note Register (as defined hereinbelow) on the 15th day preceding the date of mailing. Failure to receive such notice of any defect therein shall not affect the validity of the proceedings for the redemption of any Current Interest Note.

The Notes shall be executed by the Chief Financial Officer and President of the Board (the "Board President"), provided that either of those signatures may be a facsimile, shall be designated "Cleveland Public Library, Library Fund Library Facilities Notes, Series 2019", or as otherwise determined by the Chief Financial Officer, and shall express upon their faces the purpose for which they are issued and that they are issued pursuant to this resolution. No Note shall be valid or become obligatory for any purpose or shall be entitled to any security or benefit under this resolution unless and until a certificate of authentication, as printed on the Note, is signed by the Note Registrar (as defined herein below) as authenticating agent. Authentication by the Note Registrar shall be conclusive evidence that the Note so authenticated has been duly issued and delivered under this resolution and is entitled to the security and

benefit of this resolution. The certificate of authentication may be signed by any officer or officers of the Note Registrar or by such other person acting as an agent of the Note Registrar as shall be approved by the Chief Financial Officer on behalf of the Library. It shall not be necessary that the same authorized person sign the certificate of authentication on all of the Notes.

The principal of and interest on the Notes shall be payable in lawful money of the United States of America without deduction for the services of the Note Registrar as paying agent. The principal of the Notes shall be payable upon presentation and surrender of the Notes at the principal office of the Note Registrar. Each Note shall bear interest from the later of the date thereof, or the most recent Interest Payment Date to which interest has been paid or duly provided for, unless the date of authentication of any Note is less than 15 days prior to an Interest Payment Date, in which case interest shall accrue from such Interest Payment Date. Interest on any Note shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name the Note is registered, at the close of business on the 15th day next preceding that Interest Payment Date (the "Record Date") (unless such date falls on a non-business day, in which case the Record Date shall be the preceding business day), on the Note Register (as defined herein below) at the address appearing therein.

Any interest on any Note that is payable, but is not punctually paid or provided for, on any Interest Payment Date (herein called "Defaulted Interest") shall forthwith cease to be payable to the registered owner on the relevant Record Date by virtue of having been such owner and such Defaulted Interest shall be paid to the registered owner in whose name the Note is registered at the close of business on a date (the "Special Record Date") to be fixed by the Note Registrar, such Special Record Date to be not more than 15 nor less than 10 days prior to the date of proposed payment. The Note Registrar shall cause notice of the proposed payment of such Defaulted Interest and the Special Record Date therefor to be mailed, first class postage prepaid, to each Noteholder, at such Noteholder's address as it appears in the Note Register, not less than 10 days prior to such Special Record Date, and may, in its discretion,

cause a similar notice to be published once in a newspaper in each place where Notes are payable, but such publication shall not be a condition precedent to the establishment of such Special Record Date.

Subject to the foregoing provisions of this Section, each Note delivered by the Note Registrar upon transfer of or in exchange for or in lieu of any other Note shall carry the rights to interest accrued and unpaid, and to accrue, which were carried by such other Note.

For purposes of this resolution, the following terms shall have the following meanings:

"Book entry form" or "book entry system" means a form or system under which (i) the beneficial right to payment of principal of and interest on the Notes may be transferred only through a book entry and (ii) physical Notes in fully registered form are issued only to the Depository or its nominee as registered owner, with the Notes "immobilized" in the custody of the Depository, and the book entry is the record that identifies the owners of beneficial interests in those Notes.

"Depository" means any securities depository that is a clearing agency under federal law operating and maintaining, together with its participants, a book entry system to record beneficial ownership of Notes, and to effect transfers of Notes, in book entry form, and includes The Depository Trust Company (a limited purpose trust company), New York, New York.

All or any portion of the Notes may be initially issued to a Depository for use in a book entry system, and the provisions of this Section shall apply, notwithstanding any other provision of this resolution: (i) there shall be a single Note of each maturity; (ii) those Notes shall be registered in the name of the Depository or its nominee, as registered owner, and immobilized in the custody of the Depository; (iii) the beneficial owners in book entry form shall have no right to receive Notes in the form of physical securities or certificates; (iv) ownership of beneficial interests in any Notes in book entry form shall be shown by book entry on the system maintained and operated by the Depository, and transfers of the ownership of beneficial interests shall be made only by the Depository and by book entry; and (v) the Notes as such shall not be

transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository, without further action by the Board. Note service charges on Notes in book entry form registered in the name of a Depository or its nominee shall be payable in same day funds delivered to the Depository or its authorized representative (i) in the case of interest, on each Interest Payment Date, and (ii) in all other cases, upon presentation and surrender of Notes as provided in this resolution.

The Note Registrar may, with the approval of the Board, enter into an agreement with the beneficial owner or registered owner of any Note in the custody of a Depository providing for making all payments to that owner of principal and interest on that Note or any portion thereof (other than any payment of the entire unpaid principal amount thereof) at a place and in a manner (including wire transfer of federal funds) other than as provided above in this resolution, without prior presentation or surrender of the Note, upon any conditions which shall be satisfactory to the Note Registrar and the Board. That payment in any event shall be made to the person who is the registered owner of that Note on the date that principal is due, or, with respect to the payment of interest, as of the applicable date agreed upon as the case may be. The Note Registrar shall furnish a copy of each of those agreements, certified to be correct by the Note Registrar, to other paying agents for Notes and to the Library. Any payment of principal or interest pursuant to such an agreement shall constitute payment thereof pursuant to, and for all purposes of, this resolution.

If requested, the Chief Financial Officer, or any other officer of this Board, including the Board President, is authorized and directed to execute, acknowledge and deliver, in the name of and on behalf of the Library, the letter agreement among the Library, the Note Registrar and The Depository Trust Company, as depository, to be delivered in connection with the issuance of the Notes to the Depository for use in a book entry system in substantially the form submitted to the Board.

The Library may decide to discontinue of the book-entry system through the Depository. In that event,

Note certificates will be printed and delivered to the Depository.

If any Depository determines not to continue to act as a depository for the Notes for use in a book entry system, the Library and the Note Registrar may attempt to establish a securities depository/book entry relationship with another qualified Depository under this resolution. If the Library and the Note Registrar do not or are unable to do so, the Library and the Note Registrar, after the Note Registrar has made provision for notification of the beneficial owners by the then Depository, shall permit withdrawal of the Notes from the Depository and authenticate and deliver Note certificates in fully registered form to the assigns of the Depository or its nominee, all at the cost and expense (including costs of printing definitive Notes), if the event is not the result of action or inaction by the Library or the Note Registrar, of those persons requesting such issuance.

The Chief Financial Officer is hereby authorized and directed to serve as authenticating agent, note registrar, transfer agent, and paying agent for the Notes (the "Note Registrar"). If at any time the Note Registrar shall be unable or unwilling to serve as such, or the Chief Financial Officer in such officer's discretion shall determine that it would be in the best interest of the Board for such functions to be performed by another party, the Chief Financial Officer may, and is hereby authorized and directed to, enter into an agreement with a national banking association or other appropriate institution experienced in providing such services, to perform the services required of the Note Registrar hereunder. Each such successor Note Registrar shall promptly advise all Noteholders of the change in identity and new address of the Note Registrar. So long as any of the Notes remain outstanding, the Board shall cause to be maintained and kept by the Note Registrar, at the office of the Note Registrar, all books and records necessary for the registration, exchange and transfer of Notes as provided in this Section (the "Note Register"). Subject to the provisions of Section 5 hereof, the person in whose name any Note shall be registered on the Note Register shall be regarded as the absolute owner thereof for all purposes. Payment of or on account of the principal of and interest on any Note shall be made only to or upon the order of that person.

Neither the Board nor the Note Registrar shall be affected by any notice to the contrary, but the registration may be changed as herein provided. All payments shall be valid and effectual to satisfy and discharge the liability upon the Notes, including the interest thereon, to the extent of the amount or amounts so paid.

Any Note, upon presentation and surrender at the office of the Note Registrar, together with a request for exchange signed by the registered owner or by a person authorized by the owner to do so by a power of attorney in a form satisfactory to the Note Registrar, may be exchanged for Notes of the same form and of any authorized denomination or denominations equal in the aggregate to the unmatured principal amount of the Notes surrendered, and bearing interest at the same rate and maturing on the same date.

A Note may be transferred only on the Note Register upon presentation and surrender thereof at the office of the Note Registrar, together with an assignment executed by the registered owner or by a person authorized by the owner to do so by a power of attorney in a form satisfactory to the Note Registrar. Upon that transfer, the Note Registrar shall complete, authenticate and deliver a new Note or Notes of any authorized denomination or denominations equal in the aggregate to the unmatured principal amount of the Notes surrendered, and bearing interest at the same rate and maturing on the same date.

The Board and the Note Registrar shall not be required to transfer or exchange (i) any Note during a period beginning at the opening of business fifteen (15) days before the day of mailing of a notice of redemption of Notes, and ending at the close of business on the day of such mailing, or (ii) any Notes selected for redemption, in whole or in part, following the date of such mailing.

In all cases in which Notes are exchanged or transferred hereunder, the Board shall cause to be executed and the Note Registrar shall authenticate and deliver Notes in accordance with the provisions of this resolution. The exchange or transfer shall be without charge to the owner; except that the Board and Note Registrar may make a charge sufficient to reimburse them

for any tax or other governmental charge required to be paid with respect to the exchange or transfer. The Board or the Note Registrar may require that those charges, if any, be paid before it begins the procedure for the exchange or transfer of the Notes. All Notes issued upon any transfer or exchange shall be the valid obligations of the Board, evidencing the same debt, and entitled to the same benefits under this resolution, as the Notes surrendered upon that transfer or exchange.

The Notes shall be special obligations of the Library, issued in anticipation of the Receipts, which are hereby pledged to the payment of the Notes.

The Notes do not constitute a debt, or pledge of the faith and credit, of the State of Ohio, the Library, or any other political subdivision of the State of Ohio, and the holders or owners of the Notes have no right to have taxes levied by the General Assembly or by the taxing authority of any political subdivision of the State of Ohio, including the Board of the Library, for the payment of note service charges. The Notes are payable solely from the Receipts.

The Notes shall be, and hereby are, awarded and sold to PNC Capital Markets (the "Original Purchaser"), at private sale and the Chief Financial Officer of this Board is hereby authorized and directed to deliver the Notes, when executed, to the Original Purchaser upon payment of the purchase price and accrued interest, if any, to the date of delivery. The Board President and Chief Financial Officer, or any of them individually, are authorized and directed to execute on behalf of the Board a Note Purchase Agreement with the Original Purchaser, setting forth the conditions under which the Notes are to be sold and delivered, which agreement shall be in such form, not inconsistent with the terms of this resolution, as the Chief Financial Officer shall determine. The proceeds of the sale of the Notes, except any accrued interest or premium thereon, shall be deposited in the Treasury of the Library and used for the purpose aforesaid and for no other purpose. Any accrued interest received from such sale shall be transferred to the note retirement fund to be applied to the payment of the principal of and interest on the Notes, as permitted by law. Any premium from the sale of the Notes may be used to pay the financing costs of the

Notes within the meaning of Ohio Revised Code Section 133.01(K) or be deposited into the note retirement fund.

In the event that the Chief Financial Officer determines that some or all of the Notes are to be issued as obligations the interest on which is excludable from gross income for purposes of federal income taxation pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), the Board hereby covenants that it shall comply with the requirements of all existing and future laws which must be satisfied in order that interest on such Notes is and will continue to be excluded from gross income for federal income tax purposes, including without limitation restrictions on the use of the property financed with the proceeds of the Notes so that the Notes will not constitute "private activity bonds" within the meaning of Section 141 of the Code. The Board further covenants that it shall restrict the use of the proceeds of the Notes in such manner and to such extent, if any, as may be necessary, after taking into account reasonable expectations at the time the Notes are issued, so that they will not constitute arbitrage bonds under Section 148 of the Code and all of the regulations prescribed under the Code (the "Regulations").

The Chief Financial Officer, or any other officer of this Board, is hereby authorized and directed (a) to make or effect any election, selection, designation, choice, consent, approval or waiver on behalf of the Library with respect to the Notes as permitted or required to be made or given under the federal income tax laws, for the purpose of assuring, enhancing or protecting favorable tax treatment or the status of the Notes or interest thereon or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing any rebate amount or any payment of penalties, or making any payments of special amounts in lieu of making computations to determine, or paying, any excess earnings as rebate, or obviating those amounts or payments, as determined by the Chief Financial Officer, which action shall be in writing and signed by the Chief Financial Officer, or any other officer of the Board, on behalf of the Library; (b) to take any and all actions, make or obtain calculations, and make or give reports, covenants and certifications of and on behalf of the Library, as may

be appropriate to assure the exclusion of interest from gross and the intended tax status of the Notes; and (c) to give an appropriate certificate on behalf of the Library, for inclusion in the transcript of proceedings, setting forth the facts, estimates and circumstances, and reasonable expectations of the Board pertaining to Section 148 and the Regulations, and the representations, warranties and covenants of the Board regarding compliance by the Board with Sections 141 through 150 of the Code and the Regulations.

The Chief Financial Officer of the Board shall keep and maintain adequate records pertaining to investment of all proceeds of the Notes sufficient to permit, to the maximum extent possible and presently foreseeable, the Board to comply with any federal law or regulation now or hereafter having applicability to the Notes which limits the amount of Note proceeds which may be invested on an unrestricted yield or requires the Board to rebate arbitrage profits to the United States Department of the Treasury. The Chief Financial Officer of the Board is hereby authorized and directed to file such reports with, and rebate arbitrage profits to, the United States Department of the Treasury, to the extent that any federal law or regulation having applicability to the Notes requires any such reports or rebates.

The officer having charge of the minutes of the Board and any other officers of the Board, or any of them individually, are hereby authorized and directed to prepare and certify a true transcript of proceedings pertaining to the Notes and to furnish a copy of such transcript to the Original Purchaser. Such transcript shall include certified copies of all proceedings and records of the Board relating to the power and authority of the Library to issue the Notes and certificates as to matters within their knowledge or as shown by the books and records under their custody and control, including but not limited to a general certificate of the Chief Financial Officer and a no-litigation certificate of the President and the Chief Financial Officer, and such certified copies and certificates shall be deemed representations of the Library as to the facts stated therein.

The Chief Financial Officer and the President are hereby authorized and directed to take such action (including, but not limited to, hiring such other

professionals or consultants as may be needed to facilitate the issuance of the Notes) and to execute and deliver, on behalf of the Board, such additional instruments, agreements, certificates, and other documents as may be in their discretion necessary or appropriate in order to carry out the intent of this Resolution. Such documents shall be in the form not substantially inconsistent with the terms of this Resolution, as they in their discretion shall deem necessary or appropriate.

The Chief Financial Officer is authorized to make appropriate arrangements, if the Chief Financial Officer deems it in the best interest of the Library, for the issuance of a municipal bond insurance policy with respect to all or any portion of the Notes, including executing and delivering a commitment therefor and certificates and other documents in connection therewith. All additional provisions required to be authorized by this Board for the issuance of a municipal bond insurance policy shall be contained in the Certificate of Fiscal Officer.

The distribution of an Official Statement of the Library, in preliminary and final form, relating to the original issuance of the Notes is hereby authorized, and the Chief Financial Officer, and Board President are hereby authorized and directed to negotiate, prepare and execute, on behalf of the Library and in their official capacity, the Official Statement and any supplements thereto as so executed in connection with the original issuance of the Notes, and they are authorized and directed to advise the Original Purchaser in writing regarding limitations on the use of the Official Statement and any supplements thereto for purposes of marketing or reoffering the Notes as they deem necessary or appropriate to protect the interests of the Library. The Chief Financial Officer and Board President are each authorized to execute and deliver, on behalf of the Library and in their official capacities, such certificates in connection with the accuracy of the Official Statement, in either preliminary or final form, and any supplements thereto as may, in their judgment, be necessary or appropriate.

The Chief Financial Officer is hereby authorized to obtain or update a rating or ratings on the Notes and the Library if the Chief Financial Officer determines

that it is necessary or advisable in connection with the original issuance of the Notes. If the Chief Financial Officer so determines, then the President and the Chief Financial Officer are hereby authorized and directed to take all steps necessary to obtain such rating or ratings.

The officers of the Board are hereby authorized and directed to prepare and furnish to the Original Purchaser certified copies of all proceedings and records of the Board relating to the power and authority of the Board to issue the Notes and certificates as to matters within their knowledge or as shown by the books and records under their custody and control, including but not limited to a general certificate of the Chief Financial Officer and a no-litigation certificate of the Board President and the Chief Financial Officer, and such certified copies and certificates shall be deemed representations of the Board as to the facts stated therein.

It is hereby determined that all acts, conditions and things necessary to be done precedent to and in the issuing of the Notes in order to make them legal, valid and binding special obligations of the Library have happened, been done and been performed in regular and due form as required by law; and that no limitation of indebtedness or taxation, either statutory or constitutional, has been exceeded in issuing the Notes

It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Ms. Maritza Rodriguez seconded the motion and, after discussion, a roll call vote was taken and the results were:

Voting Aye: Alice G. Butts, Alan Seifullah, Maritza Rodriguez, John M. Hairston, Jr., Alesha Washington, Anthony T. Parker

Voting Nay: _____

RESOLUTION
 APPROVING A
 WRITTEN
 POST-
 ISSUANCE
 COMPLIANCE
 POLICY IN
 CONNECTION
 WITH THE
 ISSUANCE OF
 TAX-EXEMPT
 AND TAX-
 PREFERRED
 OBLIGATIONS
 BY THE
 LIBRARY

Approved

Resolution Approving a Written Post-Issuance Compliance Policy In Connection with the Issuance of Tax-Exempt and Tax-Preferred Obligations by the Library

The Board of Library Trustees (the "Board") of the Cleveland Public Library (the "Library"), Cuyahoga County, Ohio, met in regular session on June 18, 2019, at 12:00 p.m., at the Louis Stokes Wing, Main Library, 525 Superior Avenue, 10th Floor, Cleveland, Ohio 44114, with the following members present:

Mr. Alan Seifullah introduced the following resolution and moved its passage:

A RESOLUTION APPROVING A WRITTEN POST-
 ISSUANCE COMPLIANCE POLICY IN CONNECTION
 WITH THE ISSUANCE OF TAX-EXEMPT AND TAX-
 PREFERRED OBLIGATIONS BY THE LIBRARY

WHEREAS, the Library has previously issued, or intends to issue in the future, bonds and other obligations for the purpose of financing various capital improvements in the Library (collectively, the "Obligations"); and

WHEREAS, such obligations were issued, or will be issued as, tax-exempt and tax-preferred obligations under the Internal Revenue Code of 1986, as amended; and

WHEREAS, in connection with the issuance of the Obligations, it is advised that the Board have a formal written policy outlining the policies and procedures necessary to promote compliance with federal income tax and securities laws, as well as the requirements set forth in the documents for each issue of Obligations; and

WHEREAS, the Board desires to formally approve a written policy outlining such policies and procedures;

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

Approval of Written Post-Issuance Compliance Policy. The Board hereby approves a written post issuance compliance policy (the "Policy") in connection

with the issuance of the Obligations of the Library. On behalf of the Board, the Fiscal Officer is hereby authorized to execute the Policy, which Policy shall be in the form attached hereto as **Exhibit A**. The Fiscal Officer is also hereby authorized to execute any other documents necessary in connection with the Policy. The Fiscal Officer's execution of such documents shall be conclusive evidence of the Board's approval of such documents.

Open Meeting. It is hereby found and determined that all formal actions of the Board concerning and relating to the passage of this Resolution were taken in an open meeting of the Board, and that all deliberations of the Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

Mr. Thomas D. Corrigan seconded the motion and, after discussion, a roll call vote was taken and the results were:

Voting Aye: Alice G. Butts, Alan Seifullah, Thomas D. Corrigan, Maritza Rodriguez, John M. Hairston, Jr., Alesha Washington, Anthony T. Parker

Voting Nay: _____

Fiscal Officer's Report

(See pages 1042-1051)

Report on Investments

(See page 1052)

Report on Conference and Travel Expenditures

(See pages 1053-1055)

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

(See pages 1056-1061)

FISCAL OFFICER'S
REPORT
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

REPORT ON
EXPENDITURES
MADE FROM THE
OWNER'S
CONTINGENCY
FUND FOR SAFE,
WARM AND DRY
CONSTRUCTION
PROJECT
Submitted

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

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

(See page 1062)

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

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

(See page 1063)

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

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

(See page 1064)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 1065-1067)

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

Report on Paid Sick Time Used by the Month

(See page 1068)

REGULAR
EMPLOYMENT
REPORT
Approved

Employee Demographics (EEO-4) Report

(See page 1069)

REPORT ON PAID
SICK TIME
Submitted

Insurance Summary Report

(See page 1070)

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

COMMUNITY SERVICES

INSURANCE
SUMMARY
REPORT
Submitted

Mr. Corrigan submitted the following report.

Resolution to Revise Policy on Internet and Computer Use

(See pages 1071-1072)

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

WHEREAS, Library policies are revised periodically to conform with changes in the law, recommendations from the Library's Executive Leadership Team, and changes in how services are delivered by the Library; and

WHEREAS, MyCloud was a service provided by the Library beginning in 2012 that offered patrons using public computers a persistent virtual desktop that was theirs to customize just as they would a personal computer; and

WHEREAS, Advances in technology have allowed other services to match or surpass much of what MyCloud offered, causing the Library to end the service; and

WHEREAS, The Policy on Internet and Computer Use contains a section on the MyCloud service, including a user agreement; now therefore be it

RESOLVED, That the Board of Library Trustees hereby adopts a revised Policy on Internet and Computer Use, effective July 1, 2019, which strikes all language that refers to MyCloud.

Trustee Corrigan reminded the assembly that Cleveland Public Library was a pioneer in offering cloud services to its patrons. Before these services were readily available through commercial providers, CPL created MyCloud for patrons whose only access to computing was through the public library. CPL no longer offers the service because access to cloud services is now widely accessible from numerous large technology companies. Timothy Diamond, Chief Knowledge Officer, explained that removing references to MyCloud from the policy was overdue. The Knowledge Office is working to bring all policies and procedures up to date.

RESOLUTION TO
REVISE POLICY
ON INTERNET
AND COMPUTER
USE

Approved

**RESOLUTION
TO PROVIDE
AMNESTY FOR
OVERDUE
FINES**

Approved

Resolution to Provide Amnesty for Overdue Fines

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

WHEREAS, If Cleveland Public Library is to actualize its mission as the center of learning for a diverse and inclusive community, the Library must commit to advancing social equity by designing a more just library system; and

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

WHEREAS, This library system has long recognized that overdue fines hurt the community's most vulnerable populations and create barriers to learning which led the Board of Library Trustees to approve a resolution at their regular meeting on February 21, 2019, to "go fine free," effective July 27, 2019; and

WHEREAS, In preparation for becoming a fine-free library system, the Executive Leadership Team recommends that the Library clear all overdue fines owed to CPL from the records of our patrons, leaving on their accounts only whatever fees they may owe to CPL (for lost materials, damaged materials, referrals to the Library's asset recovery provider, and other fees) and whatever amounts they may owe to other CLEVNET libraries; and

WHEREAS, The Executive Leadership Team would like to revisit the subject of these outstanding fees with the Board at a later date, especially as they impact the ability of young people to access library materials and services; now therefore be it

RESOLVED, That prior to the CPL150 Street Festival on July 27, 2019, Cleveland Public Library will clear overdue fines from the records of library patrons, subject to the terms and conditions of the administrative procedures developed for the project.

Trustee Washington asked if this proposed amnesty excluded fees for materials that had not been returned.

Mr. Diamond replied that lost materials were excluded; the amnesty would only apply to overdue fines.

Monthly Activity Report

(See pages 1073-1078)

Mr. Corrigan stated that largely due to the Library's change in policies due to automatic renewal to avoid late fees, year to date gain in circulation is 20%. The largest portion of that increase is at Main Library and eMedia. This shows that items which people come downtown for and download are the most likely items to be automatically renewed. Computer usage remains flat at Main Library but continues to climb at branches.

Building Status Update

Jeremiah Swetel, Chief Operating Officer, stated that in addition to the presentation on DEI Recommendations for Facilities Master Plan, most of the projects are now complete. Final paperwork is in process to get those projects closed out.

Mr. Swetel stated that he has scheduled visits to the branches to discuss with the staff how the Facilities Master Plan will impact them as well as timing. He has also been working with Ms. Johnson Thomas to meet with City Council representatives in those areas as well.

Mr. Swetel stated that he is scheduled to meet with Councilman Mike Polensek and Bill Finn, President & CEO, Hospice of the Western Reserve, Joel Ratner, President & CEO, Cleveland Neighborhood Progress, today to discuss the Lake Shore property, timing and how to include it into a larger development project. This meeting will also provide the opportunity to update Councilman Polensek with an update on our process.

Safe, Warm and Dry Update

In response to Mr. Corrigan, Mr. Swetel confirmed that the Safe, Warm & Dry project has been completed.

MONTHLY
ACTIVITY
REPORT
Submitted

BUILDING
STATUS
UPDATE
Presented

SAFE, WARM
& DRY
UPDATE
Presented

**ADVOCACY
TASKFORCE
UPDATE**
Presented

Advocacy Taskforce Update

Ms. Johnson Thomas, Chief of External Relations and Development, thanked the Board for those who were able to email or place phone calls to members of the Senate Finance Committee with the talking points provided by the External Relations and Development Office in support of an increase in the PLF to 1.7%. The substitute bill did come out and the Senate is proposing to increase the PLF to 1.7% of the GRF but we have some distance to go until June 30, 2019 when it becomes law. Michelle Francis, Executive Director, Ohio Library Council, will testify before the Senate. Ms. Francis will be communicating with libraries across the state on next steps as there is an omnibus component and conference committee until it becomes law. We are, however, pleased that the Senate is recommending the 1.7% increase.

Mr. Corrigan stated that the greatest handicap of term limits has been that every new generation of Republican legislature has been to cut taxes more. As he has mentioned before, Mr. Corrigan stated that the Library for the Blind and Physically Disabled has endured the same budget for three bienniums without an increase. Since we are the only library providing these services means that all of the slippage that has occurred in cost is on us.

Ms. Johnson Thomas stated that if they kept it at 1.68% including those additional cuts, it would be even lower.

In response to Ms. Butts' inquiry, Ms. Johnson Thomas stated that Governor DeWine is very supportive.

Foundation Update

**FOUNDATION
UPDATE**
Presented

Mr. Corrigan stated that he attend the recent Foundation Board Meeting and learned that the Foundation has achieved most of its fundraising goals in support of the CPL150 Anniversary year.

In response to Ms. Washington's inquiry, Mr. Corrigan explained that the term "gala" tends to seem less inclusive.

Finally, Mr. Corrigan stated that he will continue to encourage endowment support for the Library. The collection is too important to require Cleveland taxpayers alone to support it. Our collection needs the sort of predictable annual support to maintain it as a significant endowment can do.

Director Thomas stated that although the Resolution to Engage Jaros Strategy LLC for Capital Fundraising Consulting Services was tabled for now; Susan Jaros is to discuss how to create an endowment or capital campaign to raise money for the Library rather than the Foundation.

Mr. Corrigan stated that the Foundation has had four directors in the last seven years. They have tapped into their capital to pay the operating expenses for what they do. We had a national expert from Saint Paul, Minnesota, in for them and the process has been a slog. Mr. Corrigan stated that he looked forward to Susan Jaros to see what we can do in that regard. We still have several months remaining in our 150th Anniversary to figure out how to at least get a launching platform for an endowment for this Library.

Finally, Ms. Johnson Thomas stated that a save-the-date announcement for the Anniversary Affair, created by our Marketing Department, will be in the August issue of the Community Leader Cleveland Magazine.

Director Thomas stated that this will be the first year that the Foundation will be in the black over the last five years.

Diversity, Equity & Inclusion Update

In Ms. Winlock's absence, Mr. Corrigan stated that he believed that this has been covered in the DEI Recommendations for Facilities Master Plan presentation.

NEW BUSINESS

Ms. Rodriguez presented the following item of New Business.

DIVERSITY,
EQUITY &
INCLUSION
UPDATE
Presented

RESOLUTION
ADOPTING
POLICY ON
PUBLIC
PARTICIPATION
Approved

Resolution Adopting Policy on Public Participation

(See page 1079)

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

WHEREAS, The Board of Library Trustees welcomes public input in its deliberations and recognizes both the importance of public comment on issues before this Board and the ability of members of the community to express their views on matters of interest to the Library; and

WHEREAS, The Board of Library Trustees is committed to conducting its meetings in a civil, orderly, efficient, and productive manner designed to allow for the completion of the regular agenda within a reasonable period of time, while also allowing a fair and adequate opportunity for public input to be considered; and

WHEREAS, The Library wishes to adopt a formal policy on public participation at regular meetings of the Board of Library Trustees and its various committees in order to streamline meetings while preserving the ability of the public to be heard and to express their viewpoints; now therefore be it

RESOLVED, That the Board of Library Trustees adopts the attached policy, to be effective June 19, 2019.

After some discussion, it was agreed that public comments would held either at the beginning or end of the meeting.

Director Thomas stated that Public Comment would be reflected on the agenda at the beginning and end.

DIRECTOR'S REPORT

Director Thomas stated that in consideration of time, the Director's report can be read at leisure.

DIRECTOR'S
REPORT
Presented

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

PUBLIC SERVICES

Programs and Services

Center for Local and Global History Programming

Center for Local & Global History Manager Olivia Hoge worked with Government Documents Supervisor Sarah Dobransky and Web Administrator Will Skora to provide a Civic Data Community Workshop at the Rice Branch on May 9th.

Ms. Hoge, Photograph Collection Librarian Brian Meggitt, and Library Assistant Subject Department Lisa Sanchez hosted an after-hours visit to the Photograph Collection by nine (9) participants in the Cleveland 20/20 project between the Cleveland Print Room and the Library on May 20th. Mr. Meggitt arranged a large display of photographs by prominent Cleveland photographers and a selection of Cleveland subject photographs. The gathering was an opportunity to meet, discuss specific issues with the project, and show off the Collection to individuals whose work will be added to our Collection.

Mr. Meggitt hosted a group from the Lakewood Senior Center on May 8th, led on a Library tour by Library Assistant Subject Department Joseph Parnell. Mr. Meggitt had prepared a small display of historic downtown Cleveland photographs for the group to view. There were eight (8) seniors in the tour group.

Ms. Hoge and Mr. Metter hosted a tour for 35 Project 60 students from Cuyahoga Community College. The tour covered the Map Collection, Photograph Collection, Cleveland Public Library Digital Library, Special Collection, and ended in the Puppet Exhibit.

Ms. Sanchez selected photographs for the department's weekly TBT feature. Some of the images included the Superior building on Superior Ave. and West 9th St., the O-Ke Doke Popcorn factory, and the Kinsman School garden.

Fine Arts and Special Collections

Fine Arts Library Assistant Mark Fox Morgan collaborated with an Art Lab session with Youth Services about the artwork of Andy Warhol and Pop Art on May 15th. He supplied books from Fine Arts and created coloring pages. No participants attended. After reviewing past low attendance of the Art Lab sessions, Fine Arts & Special Collections Manager Pam Eyerdam decided that Mr. Fox Morgan will no longer participate in the programming efforts at this time unless interest is resumed.

Special Collections Librarian Ray Rozman assisted Youth Services in hosting a large group of children from Buhner Dual Language Academy on May 8th. He gave a tour to 25 2nd graders to see the Literature and Special Collections department and the Puppet exhibit. He and Special Collections Librarian Stacie Brisker performed "I'm a Little Teapot" for the children.

A special tour and presentation was given to 22 students (11th graders) from Maple Hts. High School on May 14th. They were interested in resources that the Library had for college-bound students. Ms. Brisker did a presentation about Primary Resources, how to do research, library databases and applied for library cards.

A special tour was set up for 17 students from the Dover Intermediate School on May 17th. They wanted to learn about and see the actual Audubon prints. Students were shown a volume of the 1860 edition of *Birds of America* and the 1845 *Viviparous Quadrupeds of North America*. Two of the students came back that weekend with their parents to see the Audubon prints.

Music at Main

Musician Austin Cane performed a selection of blues music for an audience of 38 people on May 11th.

Poetry Out Loud

Literature Department Librarian Evone Jeffries presented a Cleveland Public Poetry Open Mic Poetry Reading program sponsored by The Ohio Center for the Book on May 20th.

International Languages Programming

International Languages planned and hosted six programs, both in-house and off-site. Senior Subject Librarian Caroline Han planned four of these events which instructed both children and adults in aspects of Chinese language and culture. Subject Librarian Victoria Kabo planned two children-focused Russian literary events in the department. A total of 87 patrons participated in CPL sponsored events during the month.

Lending

Lending assisted Youth Services in registering 70- students from Campus International High School and 30 students from Cleveland Central Catholic with ConnectEd library cards on May 6th and May 13th. Lending Assistant Supervisor Tre Isaac joined Youth Services staff for an outreach event at the Children's Museum on May 9th. Mr. Isaac provided information and library card applications to dozens of patrons at the museum.

Literature

The Ohio Center for the Book hosted Free Comic Book Day among seven locations in the Cleveland Public Library system on May 4th. Over 170 people took part in the festivities visiting Fulton, Harvard-Lee, Langston Hughes, Rice, Rockport, West Park, and Main Library's Literature Department. Some branch staff even wore superhero costumes to mark the occasion! Literature Department Library Assistants Nick Durda and Michael Haverman were the primary coordinators for the event from ordering and delivering cakes to each branch to procuring comic books to distribute to patrons from

Carol and John's Comic Shop. The Ohio Center for the Book hosted the annual Letters About Literature event on May 11th. Literature Department Librarian Timothy Phillips was the primary coordinator for the program, handling everything from catering arrangements to providing master-of-ceremony duties. Several Literature department staff helped with hosting winners, sponsors, and guests. Several winners read their letters at the event, and attendees found them moving and inspirational. In addition to Mr. Phillips, speakers included Director of Main Library & Research John Skrtic, Manager Don Boozer, and Youth Services Librarian Julie Gabb who also served as a judge. A number of attendees personally expressed their gratitude for the event and the ceremony.

Knitting at PAL

Popular Library Manager Sarah Flinn and Public Administration Library Assistant Monica Musser hosted a knitting class for City Hall employees. Patrons are working on baby blankets.

Popular Library Clerk Daunte Bolden worked at the eSports event in the Learning Commons on May 25th.

CDPL

Cleveland Digital Public Library regularly hosts classes, including CPL Fit Yoga, Core Strengthening, and CPL Chess Club. Our weekly Yoga and Core Strengthening offerings are regularly attended by 12 or more people, with a gate count of over 80 attendees over the month, about half of whom are from downtown offices. We have held four meetings of the CPL Chess Club with a total of 7 attendees over the month.

Main Library Tours and School Visits

Special Collections conducted tours for 8 special needs guests from Cleveland Vocational Services, 2 groups of 25 (50 total students) from Buhner Dual Language Academy 2nd graders, and 8 GED students on May 8th. Tours were provided for 50 students from Ruffing Montessori 2nd graders and 9 students from Sunbeam Elementary on May 9th. The week of May 13th welcomed 11 guests from Toronto, Australia and Arizona; as well as 21 students

from Copley School (8th graders), 68 Canterbury Elementary students, 4 guests from Osaka, Japan, and 12 3rd graders from West Side Academy. A tour of Special Collections was given to researchers from Tucson, AZ doing research on servicemen who were killed on the USS Arizona during WWII. They noticed that the Cleveland Roll of Honor was out on display for Memorial Day. Tours were also give May 30th for 38 students from Tri-C campus looking at Charles Chesnutt materials, miniature books & the John G. White exhibits and 10 guests from Catholic Charities Migration and Refugee services.

Main Library Book Clubs

Award Winning Book Club

Literature Department Library Assistant Michael Haverman hosted the monthly Award-Winning Book Club on May 7th. Mr. Haverman and four attendees discussed the novel *Bluebird, Bluebird* by Attica Locke.

The Ohio Center for the Book hosted Literature Department Librarian Timothy Phillips' Literary Friday Frolic program on May 24th. Mr. Phillips and seven attendees discussed John Steinbeck's *The Red Pony* and the 1973 Universal made-for-TV movie with the teleplay written by Emmy-Award-winning Ohio native Ron Bishop.

Books on Tap

Center for Local & Global History Manager Olivia Hoge led the Broads, Books, and Beers book discussion on *Daughters of the Samurai: A Journey from East to West and Back* by Janice Nimura on May 8th at Noble Beast.

Brown Bag Book & Movie Club

Subject Department Librarian Terry Metter held a Brown Bag Book and a Movie Club program on May 20th. Mr. Metter and four patrons discussed *Seven Years in Tibet* by Heinrich Harrer and the film based on the book was screened after the discussion.

Get Graphic!

The Ohio Center for the Book's Get Graphic! initiative hosted two book discussions in May in their "Comics and the Clinic" series: May 2nd on *Nothing Lasts Forever* by Sina Grace, and May 16th on *Mis(h)adra* by Iasmin Omar Ata. The discussions were hosted by Valentino Zullo, PhD student at Kent State University and former Ohio Center for the Book Scholar-in-Residence, and Literature Department Library Assistant Nick Durda.

The OLBDP adult book club met on May 10th to discuss *Merle's Door* by Ted Kerasote.

Main Library Blogs

A blog for the Cleveland Roll of Honor was written by Special Collections staff (announcing that the volumes would be on display for Memorial Day (week)
<https://cpl.org/special-collections-to-display-wwii-greater-cleveland-roll-of-honor/>.

Seven 7 people were added to the email/ mailing list.

Librarian Evone Jeffries wrote one blog post and researched and added one new biography to the Ohio Authors page. Librarian Timothy Phillips added to the website a study guide and discussion questions on the Literary Friday Frolic program on John Steinbeck's *The Red Pony*. Manager Don Boozer wrote three posts: one on the #1Lib1Ref initiative encouraging people to edit Wikipedia articles on Ohio Authors during late May/early June, one promoting the Literary Friday Frolic program, and one a list of recommended Ohio-authors of epic sci-fi/fantasy to assuage people's desire for reading choices after the end of the Game of Thrones TV series. On the statewide initiative's dedicated Twitter feed, Mr. Boozer posted 54 tweets or retweets in April/May. The account, @cplocfb, had 23 mentions and got 36 new followers.

Main Library Outreach

Ms. Sanchez and Library Assistant Substitute Aimee LePelley represented the Cleveland Public Library Rooms to Let in Slavic Village on May 19th. They informed people about library services and the party in the streets to celebrate the 150th anniversary of CPL.

International Languages staff was busy filling Long Loan requests for seven CPL/CLEVNET agencies. To promote new materials, encourage greater use of library resources and increase awareness of CPL sponsored events, staff forwarded 12 distinct emails/mailings to 2,593 patrons affiliated with the department's mailing lists and listserv databases. These messages contained booklists of newly arrived materials, notices of upcoming library closings and related CPL news. Senior Subject Librarian Caroline Han, in conjunction with the Youth Services department, conducted a departmental tour for Copley-Fairlawn Middle School May 19th. 24 visitors were interested in learning about Chinese language-learning materials for high school students. Subject Librarian Victoria Kabo attended the Book Expo America event in NYC May 28th-30th.

Popular Library Assistant April Lancaster prepared items for display at the satellite collection at Kelvin Smith Library.

Two telescopes of books from Fine Arts were pulled and routed out for the Book Box at Edgewater. A request to print more bookmarks of Things to See @ Cleveland Public Library was submitted. These will be circulated to the Soldiers' & Sailors' Monument who helps to promote library activities.

Ohio State PhD candidate of Russian History worked with Special Collections staff to write a profile about former library cataloger Francis Sommer for the Encyclopedia of Cleveland History
<https://case.edu/ech/articles/sommer-francis-erich>.
On May 1st, Fine Arts & Special Collections Manager Pam Eyerdam gave an introduction to the history of Cleveland Public Library and its architecture, along with a quick tour through the Puppet exhibit for Philanthropy Ohio guests (15 attendees). Ms. Eyerdam delivered various library promotional items to support the young men's program at the Galleria called All About Your Health on May 2nd. Board member Alan Seiffullah requested materials on chess programs and any other library resources. Ms. Eyerdam attended the opening of the Cleveland Museum of Art Teen Curatorship exhibit at the Langston Hughes branch on May 30th.

A new Special Collections librarian from the Indianapolis Public Library called for a consultation about Reading Room procedures. Ms. Eyerdam provided him with a copy of the Special Collections procedures and discussed some security issues.

Ms. Eyerdam met with the new Literature Manager Don Boozer and the local chapter of the Jane Austen Society on May 8th to plan some library events for the conference in October 2020.

Mr. Boozer hosted a meeting on May 16th of the CPL Wikipedian Support Group to discuss on-going projects to use Wikipedia to promote access to library resources and to enhance content of interest to the library and the city of Cleveland. Topics discussed included uploading images to Wikimedia Commons and determining the rights issues involved, creating a legal document to provide to Wikimedia to allow library staff to upload images whose copyright is owned by the library, and creating a dedicated GLAM (Galleries-Libraries-Archives-Museums) page on Wikipedia to consolidate and promote Wikipedia activities of Cleveland Public Library and The Ohio Center for the Book. May's monthly meeting was very productive and served to move projects along.

The Literature Department officially took over responsibility for Homebound Services on May 28th. Adult Outreach & Programming Coordinator Shayna Muckerheide coordinated with Literature Mr. Boozer on the move. As part of the training, Mr. Boozer, Literature Department Librarian Timothy Phillips, and Library Assistant Michael Haverman visited the Woodland Branch where Homebound Services was previously headquartered. Literacy Coordinator Rhonda Pai provided a demonstration of the processes used including working with the UPS Worldship software, US Postal Service procedures, and packaging. Ms. Muckerheide had a number of conversations with Mr. Boozer and also took him to the East 55th Street Post Office to explain the on-going Electronic Payment System issues. Literature staff continues to train on policies and procedures connected with Homebound Services and has begun to interact with patrons over the phone. IT/CLEVNET staff members Robert Bobick and Robert Patrick have done exemplary work in transferring equipment and re-configuring phones to accommodate the new service in Literature. Literature department staff

members have been active in promoting the activities of the Ohio Center for the Book via the dedicated website and social media channels of the statewide initiative.

ClevDPL has begun collaboration with Dr. Regennia Williams on an interview project related to the anti-apartheid activism in Cleveland during the 1980s. ClevDPL continues to explore collaboration with the Edward E. Parker Museum in developing an East Cleveland artist related oral history project partnership. ClevDPL continues to explore a partnership with East Cleveland Public Library regarding arrangement, description, and digitization of the Ichabod Flewellyn collection. ClevDPL continues to work with the Cleveland Orchestra to scan scrapbooks. ClevDPL has been working with a vendor and has completed the scanning of Cleveland Scene. Currently QA, markup, metadata review and other aspects of the project remain to be completed, with a new target set for the end of summer/early fall. Delayed until May, it will embark on a COM (computer output microfilm) project with the Daily Legal News. We are waiting for Scene to be complete to go into production for digitizing the Cleveland Leader. Working with the Internet Archive, CDPL is coming to the end of the grant for curating web-content (part of a \$35,000 IMLS grant working with the Internet Archive's ArchiveIT project to document local web-content and local digital resources). ClevDPL has created a collection in the Digital Gallery (ContentDM) for Web Archives and has populated the collection. We have done numerous public presentations on our Web Archiving, and have presentations planned for the summer. ClevDPL staff have continued to enhance demonstration digitization projects with Euclid Library, the Ukrainian Museum and Archives, Shaker Heights Public Library, Cleveland Orchestra and the South Brooklyn Historical Society. CDPL has arranged with the administrator of the Literature Collection regarding storing the surveyed, refoldered, reboxed, and relabeled W. Ward Marsh collection and will be moving the collection to Literature over the summer. CDPL had good attendance at the paper making workshop in May.

TechCentral completed a 20-week long course with the Catholic Charities Refugee Program. The program culminated with a tour of Main Library on May 30th.

Interim TechCentral Manager Suzi Perez was interviewed by Kate Hogan of Pressure Life magazine regarding the MakerSpace on May 17th.

Library Assistants Michael Credico and Alison Guerin brought the Mobile MakerSpace to Tech for Seniors at CMHA Beachcrest Apartments in the Collinwood neighborhood on May 9th.

TechCentral staff participated at the Cleveland Asian Festival on May 28th, showcasing the Mobile MakerSpace, including the laser engraver, 3D printer and button maker.

Main Library Displays

Fine Arts Librarian Andy Kaplan set up a book display featuring books for Asian and Pacific Islanders Heritage Month.

Staff in ClevDPL collaborated with staff from Graphics, Archives, and Special Collections to design and install the "CPL: 150 Years through the Eyes of the Staff" and the "John G. White" exhibits. Support includes maintaining the media displays in Brett Hall, programming, and adding content to the Magic Box in the John G. White Gallery. At the request of OPS staff, ClevDPL also reinstalled temperature and humidity monitors in the Brett Hall exhibit space. ClevDPL worked with Special Collections on registering, shipping and storing the items and supported the cooperative project with the art museum involving youngsters as curators of art work at our MLK Branch.

Collection Development

As part of the joint project with the Encyclopedia of Cleveland History (ECH), Mr. Meggitt reviewed physical collections, selected and digitized about 40 pertinent photographs of African-American Clevelanders, and uploaded those files into CONTENTdm (where he created metadata, and added them into the Library's Digital Gallery). Links to the new items on the Digital Gallery were then provided to ECH for relevant articles.

Mr. Meggitt continued the item-level inventory of the Cleveland City Hall Collection. During the month he

added unique identifying numbers, re-housed items, and created initial metadata for more than 3,000 photographs, bringing the total to 15,253 (out of roughly 35,000 total items in the Board of Zoning Appeals section of the Collection).

Library Assistant Subject Department Adam Jaenke scanned 81 items from the City of Cleveland Park Plans. Ms. Sanchez completed the General Subject Post Card Collection, which included national and international subjects. In total, Ms. Sanchez assigned item ID's and item descriptions to 695 items in the collection.

Ms. Sanchez created finding aids for 1975 images in the Subject Cleveland Collection as well as 1890 images in the Cleveland Picture Collection and Subject Cleveland Collection in aid of a patron request.

ClevDPL has completed its work on studying potential stack options for storing over-sized maps from the Maps Collection. We have received appropriate conservation housings, and have moved forward with wrapping maps in storage tubes. We have obtained appropriate storage racks for the rolled maps, but we still have the rolled maps stored in our 5th floor storage area in Main Building, we have yet to order the foam for the arms. This foam should be ordered and installed by mid-summer, 2019.

Fine Arts librarian Andy Kaplan weeded 116 books in the stack area of the 5th floor. He then began a shift project working with Shelf Division staff. Mr. Kaplan noted that two orchestral sets borrowed by The Heights Chamber Ensemble were returned (used for their May concert series).

Special Collections librarian Stacie Brisker assisted a local author in finding items related to Christmas in Cleveland for his new book. Ms. Brisker has been involved with the Storytelling project and has interviewed local poet Maxwell Shell. She also assisted Library Archivist Ann Marie Weiland and a researcher creating a documentary featuring Langston Hughes. A researcher from Melbourne, Australia came in to see books by Frank Lloyd Wright from the Schweinfurth collection. Chess Master & researcher from California visited the collection the week of May 13th to research

Bobby Fischer. He also took the time to visit with a young chess student player from Joseph M. Gallagher Middle School that was featured in SCENE Magazine. Special Collections staff assisted chess master & author from Indiana and pulled a dozen items and gave him a tour of the collection. Visiting chess researcher from the Czech Republic spent 2 weeks in Special Collections. He used the old card catalog to locate materials that fell out of Sirsi, over 100 items were pulled. A professor from Case Western Reserve requested books on the general history of board games.

CPL Cataloger Michael Gabe requested information in regards to the number of volumes in Slavic languages for a presentation at the Midwest Slavic and Eurasian Library Consortium meeting. Based on the subjects of chess, folklore, social life and customs there are approximately 1600 titles in the Slavic languages (Russian, Ukrainian, Polish, Czech, Slovak, etc.) in the John G. White collection.

Two 20th century Ethiopian manuscripts were recataloged that fell out of Sirsi. Special Collections staff supplied bibliographic information about the manuscripts which were about Ethiopian law and the Queen of Sheba (OCLC subjects headings were researched).

Special Collections librarian Ray Rozman shipped 17 chess journal titles to Lake Shore for the bindery.

A Cleveland State University Literature Department professor is researching and using the 19th century issues of PUCK Magazine for a research project. CPL has the only full set available at a public library in the region.

Gifts:

Chess researcher from California donated 3 rare Latvian expatriate chess periodicals.

Research that's Possible Only at Main Library

- Staff assisted a local author with finding and obtaining images for local television personalities of the 1950s to 1970s for a new book. Some of the 46 subjects included were "Captain Penny" Ron Penfound (WEWS), Gene Carroll (WEWS), Candy Lee (WEWS), Glenn Rowell (WNBK), and Linn Sheldon (WEWS; KYW; WKYC).

- Staff assisted the Cleveland Law Library with locating photographs of local attorneys who were integral to the Law Library's 150-year history. Photographs of thirteen (13) lawyers were found from a list of 61 topics searched.
- Staff assisted a patron with a search for photographs of the Headliner bar (once owned by the patron's family) on Superior Avenue and East 17th Street. While no images of the bar were found, staff recalled an image of the bar's owner in a street scene of Superior Avenue and East 17th on St. Patrick's Day, 1953. The bar owner in the photograph was the patron's uncle.
- Staff assisted a patron who was seeking articles about his father, a local disability rights activist. Staff used microfilm editions of the *Plain Dealer*, *Call & Post*, and *Press* to provide the patron with more information about his father's work.
- Staff assisted a patron from California with finding articles about his father's career as a prominent African American attorney in Cleveland
- Staff assisted a patron who is doing research on Margaret Bourke-White. Staff was able to supply the patron with the addresses to her studios with Cleveland City Directories, news articles from the *Plain Dealer*, *Cleveland News*, and *Press*, and photographic prints from the Margaret Bourke-White Collection in the Photograph Collection.
- Staff found images for a patron from numerous subject files displaying architectural brutalism in Cleveland. Some of the buildings included the Reserve Square Apartments, Cleveland Justice Center, Cleveland State University Rhodes Tower, and Crawford Hall at Case Western Reserve University.
- Staff assisted a patron find images of the Arcade from the late 20th century to the mid-20th century. They plan to use the images for a documentary about the Arcade.
- Staff assisted a patron research a record store from the 1960s, Unlimited Record Mart, at one time owned and operated by the Womack family in Cleveland.
- Staff helped a patron find articles about the "Beatle Twins" in the *Cleveland Press* September and October

1964. The Beatle twins marked a cultural phenomenon in Cleveland. After two 16 year old girls allegedly followed the Beatles back to England after their Public Hall concert, there was a city wide backlash. Other concerts were scrutinized and cancelled while the concept of teens and rock and roll was hotly debated in the Cleveland newspapers.

- Staff assisted a lawyer and researcher to find Cleveland News articles about Doris O'Donnell's encounter with Ted Williams in 1957.
- The following were requested by patrons related to art: art education books, art by Frank Frazetta, work of Peruvian painter Boris Vallejo, fantasy art of the 70s and 80s, books on LGBTQ art; how to paint using oils, Greek vase art, how to sell fashion clothes, digital graphic design, value of glass art, women artists of the 17th century, books on decorating, 19th century architecture, history of book publishing.
- The following were requested by patrons related to music: teach yourself mandolin, music of Brazil, black music and the jazz revolution, how to write songs.
- The following were requested by patrons related to music scores: songs by Al Green, score for the Russian Sailors' dance, songs by Hank Williams, sheet music by Mozart, spirituals, songs by Lionel Ritchie, full score for Porgy & Bess.
- Patron asked about any documentation about the Aviation mural by George Danchuk at the Cleveland Hopkins airport done in the 1930s. Articles were found in the Plain Dealer.
- Researcher from Biblioteca Nazionale Marciana in Venice requested scans from the 16th century chess publication *Libro da imparare giocare a scachi: et de belitissimi partiti* by Damiano. They were trying to compare the pagination from the digital files compared to the penciled in pagination they saw on the manuscript leaf. Staff informed the patron to go by the penciled pagination.
- Researcher from Spain requested scans from a 1515 chapbook by Frei Gomes de Santo Estevao entitled *Infante D. Pedro de Portugal*. It was discovered that

this edition fell out of Sirsi but located on the catalog card in Special Collections and found on the shelf. The researcher found that the Cleveland Public Library John G. White collection had the chapbook that was cited in a Spanish book entitled *Impresos cientificos espanoles*.

- The medical library in Dayton requested scans on the Hindu influences in the Philippines.
- Researcher requested to see older titles of *Fairy Tales*.
- Author requested to view the 1886 book of *Illustrations of the Nests and Eggs of Birds of Ohio* by the Jones family.
- Visiting scholar from Ireland who is teaching at the University of Melbourne requested scans from text authored by the Sikh scholar Max Arthur Macauliffe. Special Collections has a 6 volume set and some pamphlets.
- Researcher requested to see the Tom L. Johnson Papers, 1908-1911 (former mayor of Cleveland).
- Patron requested to see early editions of *The Book of Mormon* from the 19th century.
- A visiting librarian from China took the time to read the hanging scroll on view in Special Collections (document about officials).
- Chess writer in Europe requested scans from 1934 chess periodical *Tidskrift for Schack* for his online blog.
- Local researcher requested 16 volumes of books related to witchcraft.
- Local researcher requested information about Naids, a Greek mythological figure and how it was depicted in art.
- Local researcher requested information on the Coptic religion.
- A request from Syracuse University art history professor asked for a scan from the 1941 Ladies Home Journal advertisement for Dole Pineapple. Staff requested the 1941 journal from Lake Shore storage and the copy was in terrific shape and scans were made.

- Local chess researcher from Toledo requested scans from the Letters to John G. White and from the Hazeltine chess scrapbooks.

Staff Development

Photograph Collection Page Louise Lybrook accepted a full time Librarian position at Hudson Library & Historical Society. Ms. Lybrook's last day in the Photograph Collection was May 23rd.

Shelf Division Assistant Supervisor Cynthia Coccaro attended Sirsi Book Ends training and NEO-RLS workshop "*Gripes, Grumbles and Grievances: Improving Labor-Management Relations through Effective Communication and Grievance Processing.*" Shelf Division Page Elizabeth Grushcow attended Sirsi Book Ends training.

As part of the Page Hiring Committee, Materials Handling Manager Daniel Oreskovic and Mrs. Coccaro conducted Page Assessments.

Special Collections volunteer Melissa Carr was recruited and hired as a SUB for the Library.

Fine Arts Librarian Bruce Biddle attended Circulation training at Lake Shore on May 30th.

Subject Department Clerk Felicia Ramsey attended BookEnds Operations 101 training on May 21st and Subject Department Clerk Ebony Fields attended BookEnds Circulation training on May 30th.

Lending Assistant Supervisor Tre Isaac assisted in facilitating BookEnds SIRSI training to CPL staff on May 7th. Mr. Isaac continued serving as a member of the Labor Management Committee. Subject Department Clerk Lamar Edmondson attended a SEIU delegate meeting on May 15th. Lending Manager Stephen Wohl assisted in facilitating BookEnds Operations 101 training to CPL staff on May 21st. Lending provided circulation and SIRSI training to a new substitute staff member Melissa Carr on May 21st and 27th. Mr. Wohl represented CPL at the Spring CLEVNET Circulation SIG Meeting on May 30th, held at Hudson Library.

Literature Department Library Assistant Nick Durda and Manager Don Boozer attended Emma newsletter training on May 9th, provided by Web Applications Assistant David Reynolds. Literature Department Pages Erin Binkley and Rebecca Johnson participated in Book Ends Training on April 30th.

Interim TechCentral Manager Suzi Perez attended onboarding for new managers at the Lakeshore Facility on May 7th.

OLBPD Manager Will Reed attended the Ohio Braille and Talking Book Program Consumer Advisory Meeting on May 23rd at the State Library of Ohio.

Other

Library Assistant Subject Department Adam Jaenke went to the Stockyards, Clark-Fulton, and Downtown neighborhoods to take photographs for Cleveland 20/20.

Ms. Sanchez began selecting images to be featured on CPL's Instagram promoting Cleveland 20/20. In collaboration with Mr. Meggitt and Ms. Hoge, Ms. Sanchez selects images, writes descriptions, and keeps track of images uploaded by participating Cleveland 20/20 photographers. Some of the subjects thus far have included portraits from Rooms to Let, Lorain Ave., the west bank of the flats, and Carol & John's Comic Book Shop.

Ms. Eyerdam met with the Schweinfurth Committee on May 10th. The Committee selected trade catalogs and discussed the possible purchase of some items from Cynthia Caldwell (Rocky River). Her father, Walter G. Caldwell was a Michigan-born architect who was active in Cleveland from 1917 until his death (2003). He designed numerous schools and municipal buildings throughout Cleveland suburbs and Northeast Ohio. Schweinfurth Committee members Tony Hiti and Ms. Eyerdam visited the home on May 20th to review the catalogs, books, etc. Ms. Eyerdam will make a recommendation to the Committee in June. Special Collections Library Assistant Bill Chase was given credit for research in the 2019 publication of Bela Lugosi and the Monogram 9. The new CD player and head phones arrived to supplement the Musicarnival CD collection. The WPA prints from the CMA Teen Camp

exhibit at the MLK branch were picked up and returned to Special Collections by Ms. Eyerdam. Two Sirsi hand scanners were installed for staff. Fine Arts & Special Collections are working with Preservation to test out commercial phase boxes for large orchestral sets and misc. sized items from Special Collections.

BRANCHES

The branches continues to provide effective service and programming for the communities they respectfully serve. There were many highlights during the month of May which were impactful. The Cleveland Museum of Art held receptions at the MLK and Langston Hughes Branches to highlight artwork chosen by students involved in the curation program at the museum. Another meaningful highlight was the workshop maintained by the Cuyahoga County Office of Reentry on how to start a business as a restored citizen. Additionally, the EAST 131 Branch in collaboration with LAND Studio, MyCOM, Neighborhood Connections, Western Reserve Land Conservancy participated in the First Street's Coalition's 3rd Annual Beautification Project as a way to revitalize the East 131 community. Many patrons participated in the mulching and gardening of the front lawn of the East 131 Branch. Many thanks to the Property Management team for their support.

DISTRICT ONE

Eastman - Saturday, May 18, 2019 was the final day for students to receive tutoring sessions from the organization Shiksha Daan. Tutoring sessions were held for students grades 2-12 in the areas of English, reading and writing skills, Math, Science, and Social Studies. The program will restart on September 14, 2019.

Lorain - The Lorain Branch partnered with The Rainey Institute for Rockin' with Rainey, a visual arts and physical fitness series for youth. Other youth programs held at the branch included a Cinco de Mayo and Angry Birds in Real Life program, as well as a Mother's Day Craft, and a Sketchbook MakerLab. A Short Story Book Club was also held every other Saturday for adults. Library Assistant Computer Emphasis Peter Roth and Marlie Hooper, Branch Manager Crystal Tancak, and Adela

Santana provided Outreach at Village Prep Willard's Parent Night, H. Barbara Booker's Career Day, the Max Hayes Resource Fair, and Project Red Cord's Night Out. Roth, Santana, and Tancak gave two third grade classes from Stockyard Elementary School a tour of the Lorain Branch, a 3D printer demonstration, and an explanation of programs and services offered including the Summer Lit League, Lorain's community garden, the seed library, the sewing machines, and a tutorial of some of the most popular databases.

Rockport - The Great Lakes Science center had their finale making ice cream with liquid nitrogen with 75 people in attendance.

The Youth Services programs consisted of: Comic Book Day, Marvel Jeopardy, Retro Videogame day, Giant Piano Makerkit program, end of the year ice cream social and monthly Lego program. Staff partnered with schools for older children storytimes and programs including a fifth grade tour of the library, Manga program at John Marshall High School and presentations on Summer Lit League at several schools.

Walz - The Cat Came Back...The Cat in the Hat returned to Walz to promote the summer lit league. Ms. Jeannie Gielty took the Cat around to Waverly, Louisa May Alcott, Marion Seltzer, Jos. Gallagher, Madison Community and Our Lady of Mt Carmel schools as well as several appearances at the library. Our feline ambassador is responsible for a really well received kick-off for our summer programs. Many younger families attended many of our programs. Applications for Summer Lit League and for Library cards were processed as a result of the kick-off.

Walz continues to do the Mobile Pantry which is enormously popular with the students at the refugee center and with the Hispanic Seniors.

West Park - One of the most well-reviewed programs in West Park Branch history was held this month as the youth staff hosted a Harry Potter escape room. Many kudos go out to Libby Hampton for her incredible efforts to make this program successful. The branch also hosted Free Comic Book Day events and served cake and free comics to all youth throughout the day. Tech Central

provided many MakerLab programs with attendees enjoying button making, laser engraving, and Tinkercad sessions. The Facilities Management department presented the Master Plan to the branch staff and answered questions regarding its implementation. DM Dalby participated in the CSU Leadership Academy's graduation ceremonies as well as its culminating project at CMHA housing.

DISTRICT TWO

Brooklyn - The month of May was filled with new activities and opportunities for Brooklyn Branch. This included a collaboration with Arts Renaissance Tremont which provided a music program, featuring violinist Jimmy Thompson, for children from Denison during a branch visit. Children's Librarian Laura McShane provided outreach to both Denison and Horizon Denison schools to promote the Summer Lit League. Library Assistant Computer Emphasis Lana Gionfriddo assisted youth services staff with craft program for Cinco De Mayo. The branch provided a Career Bootcamp in collaboration with Tri-C. The meeting room was used for an increasing number of family visitations. Interim Branch Manager Ron Roberts continued with community connections as he visited the Brookside Food Pantry to provide library promotional materials and discuss future collaborations, and attended the May Ward 14 meeting.

Carnegie West - Children's Librarian Helen Zaluckyj attended the Orchard S.T.E.M. School's Career Day held May 16, 2019. Zaluckyj spoke to five classrooms about the educational requirements and day-to-day duties of a children's librarian, and interspersed stories, science activities, and craft demonstrations throughout the session providing actual examples of current programs.

On May 18, 2019, neighborhood resident and architectural historian Tim Barrett gave a lively presentation to fifty-five people about the origins of Ohio City, and the vast architectural treasures within the neighborhood. The presentation ended with an intense discussion about the changes happening in the neighborhood regarding all the new construction and accompanying tax abatements while long-term residents' property tax bills increased significantly in the last assessment; the two hour program exemplified a "community of learning." Branch manager Angela Guinther received a hand-written note from United States Senator

Sherrod Brown on May 6 thanking her for the work she does on behalf of the Ohio City community; Brown visited Carnegie West Branch twice in the month of April for community meetings.

Fulton - ASPIRE ESOL and Sahaja Yoga Meditation classes continued with the use of the meeting room, while the America Reads Tutoring and Kids Cafe after school meal program both completed their sessions for the school year. Staff and patrons of all ages donned costumes and enjoyed a variety of activities for the annual Free Comic Book Day. The Legal Aid Society of Cleveland hosted a Free Legal Aid Clinic, and the Northeast Ohio Medical University hosted a free health screening session. Children participated in weekly word games and crafting activities, making pop-up cards for Mother's Day, and creating their own campaign posters to coincide with Primary Election day. Over one hundred students from the Thomas Jefferson Newcomer's Academy visited the branch for tours and received library cards. Staff was also very active, visiting schools and daycares to promote the upcoming Summer Lit League. Branch staff also took the People's University on Wheels book bike to the Stockyard Neighborhood Bike-a-thon which was held at Clark Elementary School.

Jefferson - The Jefferson Branch continues to distribute seeds for the Cleveland Seed Bank. The Think & Drink Book Discussion Group tackled Stephen Hawking's Brief Answers to the Big Questions at the Prosperity Social Club. The branch hosted an end of the year celebration for two classes from Tremont Montessori. After school activities included meetings of the Anime Club, gaming with the Wii and the Nintendo Switch, karaoke, and a Mother's Day craft. Club Create, a project of Lake Erie Ink, treated the young poets at the branch to pizza and wings to celebrate the creation of a Poetree, highlighting branch created poetry.

South - The South Branch youth staff have been busy wrapping up their storytimes for the year, promoting all the programs that the Library will have throughout the summer, and signing patrons up for the Summer Lit League. The Youth staff have also been promoting the program to the schools via email and in person with the schools and daycare. The South Branch has

also started the Kindergarten Club, which prepares children who will be entering Kindergarten, and is the only branch offering bilingual storytimes. The Vocal Arts Mastery Program put on a mini performance for the South Branch, which showcased the material they have been working throughout the year.

South Brooklyn - South Brooklyn Branch had numerous organizations utilize the meeting room: Fruitful in a Desert Place Ministry, Councilman Kelley's Ward 13 Democratic Club/Community meeting, Old Brooklyn Knitting Club, TechCentral compute class, Care Alliance and Girl Scouts meeting. Children Librarian Ronald Palka-Roman attended Youth Services meeting, Market Day Produce Giveaway at Benjamin Franklin, Charles Mooney Career Day and NEO Adaptive Librarians Meeting, and co-hosted Kindergarten Club. District Manager Luigi Russo participated in the Second District Community Relations Committee, Old Brooklyn Safety Fair, and Page Assessments.

DISTRICT THREE

Garden Valley - For the Month of May, Ms. Csia arranged for a CFD Firetruck to come to the branch for a recreational and educational visit. Ms. Csia and Mr. Burks is currently planning and organizing the Teen Book Club Program, and arranged a visit from the Rape Crisis Center to facilitate a discussion during the Garden Valley Team Program about healthy relationships. They also visited various classrooms at Anton Grdina School to promote Summer Lit League for the Garden Valley Branch.

The Garden Valley Branch welcomed Branch Page, Ms. Mikel Jordan, to the team.

Hough - LACE Michael Barkacs completed his Master's Degree in Library and Information Science! The Hough Branch surprised him with a party to celebrate this accomplishment. Children's Librarian Ms. Spivey put on her annual program the Mommy Awards to celebrate moms with refreshments and balloons. This year she had some mom's attend with their little ones! Library Assistant-Youth Emphasis Mr. Young represented CPL at the end of the year True2U event to promote the Summer Lit League.

Mr. Young participated in the NEO Webinar, Tweens... After School Behavior: To Battle or Engage. Mrs. Kmiecik met with Liz Deagan from AdvantageCLE Tennis & Education, formerly the Inner City Tennis Clinics, to finalize a summer partnership. Mrs. Kmiecik and Lorain Branch Manager Crystal Tancak began development of the Bookends Module: Tech@Work. Mrs. Kmiecik and Ms. Tancak have also agreed to expand the Bookends Module and present a NEO-RLS Webinar, at their request, on Onedrive and Sharepoint.

Martin Luther King, Jr. - Outreach to the community continued in order to promote the Summer Lit League. Visits were made to area school, daycares and recreation centers by Youth Service staff, Ms. Angela Pope Margerum and Mr. Eric Eubanks. Ms. Cynthia Davis conducted the monthly club with Fenway Manor residents; the book, "Never Tell by Lisa Gardner" was discussed.

College Now continued and concluded its ACT/SAT preparation work with area high schoolers. Collaboration between Fenway Manor and Cleveland Metropolitan Housing allowed area senior citizens to obtain a vision screening followed by vouchers to purchase glasses. The Secretary of State representative Monique Cox-Moore held a round table discussion for business owners on starting and growing a business. The Cleveland Museum of Art held a reception to highlight artwork chosen by students involved in the curation program at the museum. Cuyahoga County Office of Reentry held a workshop on how to start a business as a restored citizen.

Sterling - In addition to the Summer Lit League, the Sterling Branch is participating in KPMG's Summer Reading Challenge for 75 children in grades K-5. Thanks to a generous gift from KPMG, each child will receive eight new books at registration. KPMG corporate volunteers are returning to Sterling for the fourth summer to support our reading initiatives. Branch Manager Monica Rudzinski met with the Center for Arts Inspired Learning to plan nine weeks of summer programming at Sterling.

Woodland - For the Month of May, Ms. Drake El and Mrs. Estrella facilitated the Rise and Shine Pancakes Breakfast, where neighborhood families had the opportunity to meet one another as they shared a meal,

and listen to bedtime stories, dressed in their favorite pajamas. Ms. Drake El and Nate LaPrairie conducted the Paint with Me Program, where they taught young library patrons the basic colors and what happens when they're mixed.

ASPIRE continues to promote Adult Basic Skills Classes for the adult neighborhood patrons. The TechCentral Department also provided Computer and Internet Basics classes.

Mrs. Estrella was asked to participate in the Diversity, Equity and Inclusion Committee.

The Woodland Branch also welcomed Branch Page, Ms. Coletta Monda, to the team.

DISTRICT FOUR

East 131st Street - During the month of May, Interim East 131 Manager, Marina Marquez facilitated her first all staff meeting, conducted a meeting with Brandi Glenn regarding the BUCS Collaborative, met with Mr. Smith, Manager of the Earle B. Turner Recreation, to promote and register students for Summer Lit League, met with Ciara Wilson, Community Engagement Program Manager at Mt. Pleasant Now. In addition, Ms. Marquez attended the Ward 2 Community Meeting and partnered with Paul Klodor, Executive Director of Court Community Service, and Lauren Moore, Municipal Drug Court Judge, to organize the beautification of the landscaping at East 131 by planting a Monarch Way Station and shrinking the front lawn.

Youth staff, Kelli Minter and Rosa Simone held a Cinco De Mayo program. The children learned about the history of Cinco De Mayo and made Maracas. The program was so popular that it was offered twice. Additionally, Children expressed themselves through poetry through a program called Poetic Power.

Fleet - Manager, Pasha Moncrief Robinson, participated in Mound STEM Elementary School Career Day. She spoke to students about her childhood, educational background, and role as a Branch Manager. Mrs. Moncrief Robinson participated in Slavic Village's Homecoming Luncheon by conducting a Q & A session with critically acclaimed

author and journalist Veronica Chambers. She also attended the Homecoming Community Partners Breakfast and Homecoming Dance.

Library Assistant, Youth Emphasis, Anna Fullmer hosted the Fight the Power program. Ms. Fullmer discussed civil rights, soul music, played drums and made protest buttons. Children Librarian, Tracie Forfia and Branch Clerk, R-Riana Spivey created Fleet's Flowers. Fifteen children and teens planted flowers in starter seed pots and gave them as gifts for Mother's Day. Ms. Fullmer presented Comic Book Day button making. Tracie Forfia participated in the True2U event with CMSD. Ms. Forfia also participated in Cleveland College Preparatory's Career Day. Ms. Forfia spoke with students about her career as a librarian and her educational background.

Harvard Lee - Youth Librarian Olivia Morales conducted a Free Comic Book Day program with 35 patrons. Library Assistant Youth Emphasis Kevin Moore attended the True2U event for Cleveland Metropolitan School with the OPS department, servicing 700 eighth graders on high school and college choices. Ms. Morales and Mr. Moore were active in outreach efforts around Summer Lit League, including participating in family engagement events at Louis Stokes Head Start, Adlai Stevenson, and Charles Elliot schools. Interim Branch Manager Kristen Schmidt and Ms. Morales conducted a MakerLab with Snap Circuits and LittleBits kits for teens.

TechCentral conducted the Microsoft Word series for adult patrons. Harvard-Lee hosted the Director of the Department of Aging for a program on services the city provides for older adults. Branch Clerk Rhonda Henderson attended a NEO-RLS training titled A Day for Public Service. Ms. Schmidt met with the Manager of US Bank to plan financial literacy programming for children, teens, and adults. Ms. Schmidt met with Tina Robbins of Ohio State University's Extension program to bring nutrition education to the branch in collaboration with Kids Cafe. COO Jeremiah Swetel and Jasmine Sims met with the Harvard-Lee team on plans for the branch in Phase 2 of the Facilities Master Plan.

Mt. Pleasant - During the month of May the Mt. Pleasant Branch welcomed Mr. Mark Tidrick as the new Children's Librarian and a new L.A.C.E. Ms. Larisse J Mondok. Mount

Pleasant is now at full staff complement. Mount Pleasant youth staff hosted a Make a Mother's Day Present, End of School Pizza Party, Make and Take Craft, and a Make Your Master Piece: Digital Darkroom. MTP ended the month by, once again, hosted the Read to the Beat Music Therapy Classes that introduces music to story time.

Rice - Rice branch began the month of May with the knitting group teaching patrons of all ages to knit or crochet in anticipation for the end of the academic school year and Warm up Cleveland. The District Manager in collaboration with MTP's youth librarian, Mark Tidrick, facilitated a highly popular Free Comic Book Day program with over 35 families participating.

Rice youth librarian, Whitney Johnson, facilitated weekly impromptu craft programs, WVIZ Cat in the Hat programming where families participated in weekly literacy programming with the reward of a tablet full of family friendly apps and programs, made mother's day cards, salsa dancing and salsa making in celebration of Cinco De Mayo, learned about planting gardens where patrons of all ages planted vegetable seeds to get them sprouting indoors in order to replant in Rice's rain garden.

The National Congress of Black Women-Greater Cleveland Council held their monthly board meeting at Rice with Councilwoman Yvonne Conwell as president of the group.

Ms. Hutson graduated from Cleveland State University's (CSU) Leadership 28 training and began CSU's Certified Public Manager courses. Rice ended the month welcoming Ms. Patricia McCoy to the team as the new full time clerk.

Union - For the month of May 2019, Youth staff Mrs. Steward and Ms. Johnson have prepared for the Summer Lit League by attending outreach programs and enrolling students for SLL at the neighborhood schools and day cares. Other events included a Cinco de Mayo program which introduced preschoolers to Mexican food, music and other traditions while learning about the origins of the holiday. Children and teens enjoyed an UNO tournament with prizes and excitement. Title 1 teachers from E-Prep Woodland Hills held an informational meeting at the branch which discussed the importance of continuing

literacy-enriched activities over the summer. The meeting included students, parents and a representative from Seeds of Literacy.

Read to the Beat and Kindergarten Club (ongoing weekly summer programs) commenced this month. During Read to the Beat, the Music Settlement plays music and reads a story to patrons. Kindergarten Club invites children ages 4-6 who have not attended kindergarten and their families for kindergarten readiness activities and supplies.

Ms. Williams and Ms. Johnson attended the year end True2U Mentor Appreciation Celebration. Ms. Williams attended the St Martin De Porres end of year presentation which was held at the Main Library.

DISTRICT FIVE

Addison - Addison's Facilities Master Plan meeting is scheduled to take place on Tuesday, June 11, 2019. Addison Branch Manager, Tonya Briggs, provided coverage for Harvard-Lee's FMP meeting which was held on May 9, 2019.

Collinwood - Youth Services staff provided ten school visits collectively to East Clark, Euclid Park and East Academy schools to get children signed up for the Summer Lit League. Adam Tully participated in Career Day at Hannah Gibbons. Manager, Caroline Peak, is attending regular community events and workshops. Rene Jones, President and CEO of the Rene Jones Empowerment Center, will be hosting three events at the branch beginning on May 30, 2019.

Glenville - The Tri-C Vocal Arts program is still going strong for the students in preparing them for the upcoming performance in June at Severance Hall. GED classes are facilitated at our branch with low attendance. Promotional efforts are in place to increase awareness.

Langston Hughes - The RASHAD Center, via Cleveland State University, has partnered with the Langston Hughes branch to plan a tribute to Langston Hughes titled: "Hughes, History and Harmony" featuring Spelman's Dr. Akiba Harper and Dr. Regennia Williams as Moderator for October 5, 2019 International Teacher's Day. Plans are

underway to install four works of art based on the history of protest on the west side of the branch along East Blvd. Children's Librarian, Christopher Busta-Peck, was interviewed by News Channel 5's Homa Bash, about the history of a house on Lexington Avenue, built in the 1850s and owned by former ship builder, Luther Moses. Cleveland Museum of Art held its kick-off for the Future Museum, Teen Curation Team Project, on Thursday, May 30, 2019.

The branch welcomed Loreal Austin as the new branch Page who replaced Aalia Abdullah. LACE, Kyle Auchter, has accepted a position with the New York Public Library and will leave the branch at the end of the month.

Memorial Nottingham - The branch hosted the annual Congressional Art Competition exhibit on Saturday, May 18, 2019. Over 150 works of art were showcased by students from local area high schools. The awards ceremony featured remarks from CPL Director, Felton Thomas and Congresswoman, Marcia Fudge.

Jowan Smith of the "Getting Our Babies to College 101" initiative, continues with her request for tie donations. Ties will be given to young at-risk makes at a "School to Work" event this summer. Shalenah Williams, a rep from the Cleveland Community Police Commission met with several Branch Managers to organize a city wide book club event entitled "Talking a Stance". The purpose of this book club is to increase community participation in a dialogue that focuses on community and police relations. The first discussion is scheduled to kick off in June.

OUTREACH & PROGRAMMING SERVICES

SUMMARY

In the month of May the Library hosted approximately 232 programs ranging from Legal Aid workshops to outreach to the arts programming for teens. The Library offered 75 preschool story times to children throughout the city in addition to food service at all 28 locations. Education services such as GED and ESOL classes, and SAT and ACT preparation classes were held at 14 branch locations and Main Library; K-8 tutoring will resume at 11 locations in the month of May.

ADULT

The Inaugural Sister Cities Conference began on May 1 with Opening Remarks in the evening from Director Thomas and Global Cleveland Director Joe Cimperman and light refreshments. On May 2, Mayor Frank Jackson, City Council President Kevin Kelley, County Administrator Armond Budish, the Jewish Federation of Cleveland, Israeli city leaders, and award-winning Israeli pianist Yaron Kohlberg all welcomed Beit She'an, Israel as the newest Sister City of Cleveland. Delegates and students from multiple Sister Cities led presentations and participated in teleconferences throughout the day. On May 3, CPL hosted a Naturalization Ceremony led by Judge Polster. Approximately 50 people became new American citizens and enjoyed music performed by Slovenian musician Vlado Kreslin during kosher lunch.

Crescendo - The Cleveland Orchestra - Slavic Village: Past & Present (May 17) showcased the Cleveland Orchestra's residence in the Slavic Village neighborhood, featuring the works of turn of the 20th century Slavic Village-based violinist, composer, and music teacher Charles Rychlik. Approximately 85 attendees enjoyed narrations about Rychlik's life and career along with live performances of his music by Cleveland Orchestra musicians and students from the Cleveland School of the Arts. The most endearing performances of the day were given by Slavic Village's newest violinists, the second-grade class from Mound Elementary school who began learning to play the violin during the 2018-2019 school year as part of a Cleveland Orchestra program.

ideastream Storytelling - CPL staff storytellers submitted nearly 20 audio recordings for ideastream's review by May 1. Ideastream re-recorded one story and fully produced it for broadcast beginning Thursday, May 31. The story was about Robert Donona, an avid font collector and typographer who lives in the Hough neighborhood, and was originally interviewed by Chatham Ewing, Manager of the Cleveland Digital Public Library.

HOMEBOUND & SENIOR SERVICES

Ms. Muckerheide worked with Early Literacy Coordinator Rhonda Pai, Literature Department Manager Don Boozer, and many other CPL staff to transition Homebound Services to Main's Literature department, distribute the

Adult Mobile collection to other locations, and re-locate three Mobile staff to Branch positions.

On May 21, the *Age-Friendly Cleveland* episode featuring Ms. Muckerheide was uploaded to TV20's YouTube channel. She discussed CPL's 150th Anniversary and the many materials and services offered to older patrons, both onsite and in their homes.

YOUTH

The 2019 Winter/Spring Express Yourself! Youth Art Workshops offered by Art Therapy Studio kicked off on January 26 ended on May 31. Programming will resume August 2019. Hough Branch celebrated the end of the Spring session with a student art show and celebration. Art pieces by 34 program participants were displayed.

Youth Art Workshops are offered two days a week at E. 131st Street, Hough, Sterling and West Park branches. In each session, participants learn to develop their art skills using different media - drawing, painting, sculpting - for self-expression. Workshops are facilitated by licensed art therapists.

During the month of May, Braxton Educational and Technology Consulting offered reading and math tutoring at Union and Woodland Branches. Tutoring took place Tuesdays through Thursdays, 4:00 - 6:00 p.m. and on Saturdays by appointment. Braxton tutoring services will continue throughout the month of June, and will resume fall 2019.

CSU Viking Corps and America Reads tutoring began on Monday, February 4 and ended on May 10 at Collinwood, East 131st, Fleet, Fulton, Garden Valley, Glenville, Hough, Langston Hughes, Rice, Rockport, Sterling, Walz and Woodland Branches. Assistance is offered in the subjects of math, science, history, and language arts, Monday through Thursday, 3:00-6:00 p.m. America Reads tutoring will resume fall 2019.

Main library attendance has maintained an average of 25 students weekly. College Now, an ACT/SAT prep program resumed classes on Monday, April 8th at Main Library. Spring classes are scheduled to conclude Friday, June 14, 2019. A select group of students will take a tour of various University's post ACT/SAT prep sessions.

Through a partnership with the Greater Cleveland Food Bank, after-school snacks are delivered to all Cleveland Public Library branch locations and Main Library daily Monday through Friday. In addition to meal delivery, monthly nutrition education programs are provided. As of May 2019, The Cleveland Public Library served approximately 12,575 after-school meals. Summer Lunch is scheduled to begin Monday, June 3rd to Friday, August 2nd.

Rainey Institute leads Cleveland Public Library youth patrons in exploring visual art techniques, Get PHIT (Physical health and international training) and dance for ages seven and up. Lorain Branch hosted Rainey classes during the month of May on Tuesdays and Thursdays, with approximately six students in attendance each session.

Sponsored by the Rock and Roll Hall of Fame and PNC, Cleveland Public Library youth staff were trained in November 2019, to present Fight the Power programs at branch locations, making Rock Hall educational resources accessible to all at the Cleveland Public Library. As a result of this training, various Fight the Power presentations are scheduled throughout Cleveland Public Library, starting in January 2019. Programs are scheduled until May 2019. In "Fight the Power," students will think critically about how rock & roll musicians in the 1960s and early 1970s challenged audiences to consider alternatives and make changes in their communities. Students will listen to and view performances by legendary artists as they are engaged in identifying social commentary in lyrics, performance styles, and historical images. In May 2019 Sterling Branch had six children in attendance, while Fleet Branch had twelve patrons.

PROFESSIONAL DEVELOPMENT

Invest in Children held their annual meeting on May 17th, 2019. The mission of Invest in Children is to mobilize resources and energy to ensure the well-being of all young children in Cuyahoga County, provide supportive services to parents and caregivers, and build awareness, momentum, and advocacy in the community around children and family issues. Leslie Barrett and Erica Marks were in attendance on behalf of the Cleveland Public Library.

Debbie Hajzak provided training to OPS staff on LibCal program/events calendar and the use of LibCal for program submissions (May 16). She also participated in the following: Labor Management Committee - May 9, SEIU District 1199 Chapter Leadership Meeting - May 15, Multiple meetings as part of the Homebound/Mobile Services Reorganization/Transition.

Ms. Muckerheide introduced both Housing Court and Office of Reentry representatives to Branch Managers and attended the May 1 meeting. On May 9, she also attended Cuyahoga County's Complete Count Committee training for the 2020 Census. Ms. Muckerheide provided training to Literature staff on Homebound Services throughout May.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- *External Relations & Advocacy*
 - Ohio Senate Finance Committee Written Testimony, HB166
 - Director Thomas provided the Ohio Senate Finance Committee a written testimony on HB166, the biennial budget bill for FY20-21. He thanked the committee for their past support of the Public Library Fund (PLF) and requested their consideration to increase the PLF from 1.68% to 1.7%. He articulated the impact the funding has had on the Cleveland community and beyond in the areas of education, workforce development, and digital literacy.
 - CPL Facilities Master Plan (FMP) Local Elected Officials Outreach
 - Director Thomas, Chief of Operations Jeremiah Swetel, and Chief of External Relations & Development Shenise Johnson Thomas met with local elected officials to provide an overview of the facilities master plan. The meetings also serve as an opportunity to address questions and obtain feedback on FMP efforts. Outreach will continue until all city and county council members within the CPL footprint have been briefed.

- Congresswoman Marcia L. Fudge Congressional Art Competition
 - CPL hosted Congresswoman Marcia L. Fudge's Congressional Art Competition at the Memorial-Nottingham Branch in May. Congresswoman Fudge presented Director Thomas a plaque to honor the Library's 150th anniversary at the event. Director Thomas thanked the Congresswoman and presented her with her official CPL library card featuring the student winner's artwork from her 2018 Congressional Art Competition.

- AIM Hire: Workforce and Education Conference
 - Representatives from the external relations and development office and our branches attended the Ohio Excels and Governor's Office of Workforce Transformation hosted AIM Hire: Workforce and Education Conference in Columbus. The conference featured students, educators, and businesses who have benefited from ongoing education and business partnerships. Lt. Gov. Jon Husted, director of the Governor's Office of Workforce Transformation, was the keynote speaker.

CPL DEVELOPMENT UPDATES:

- *Fundraising*
 - PPG Foundation grant received to provide Rockport programming for teens through STEAM
 - PNC contribution received in support of CPL150's Tribute to Cleveland efforts and the CPL150 Anniversary Affair
 - Philanthropy Ohio's Corporate Funders Luncheon
 - CPL hosted Philanthropy Ohio's annual luncheon for their corporate funders. Director Thomas gave an overview of our anniversary year and CPL programming and partnerships. More than a dozen corporate funders took a tour of *The World of Puppets* exhibit, learned about the library's history and architecture, and

visited TechCentral's MakerSpace receiving a personalized memento.

CPL FOUNDATION UPDATES:

- *Fundraising:*
 - CPL150 Sponsorship Secured in May, 2019:
 - Eaton Corporation
 - CPL150 Anniversary Affair Sponsorship Secured in May, 2019:
 - Third Federal
 - Benesch Law
 - PNC
 - CPL150 Street Festival In-Kind Support Secured in May, 2019:
 - Cleveland Water Department
 - Great Lakes Brewing Co.

COLLECTION & TECHNICAL SERVICES

Director of Collection Services Jean Duncan McFarren, Assistant Director of Collection and Technical Services and Acquisitions and High Demand Manager Sandy Jelar Elwell, Collections Manager Pam Matthews, Collection Management Librarian Laura Mommers, and Receiving and Distribution Supervisor and Materials Handling Supervisor James Clardy met with Baker & Taylor Public Library Field Consultant Marne Fellows to discuss ordering leased popular titles in book, Blu-ray, and DVD formats. Ms. McFarren, Ms. Jelar Elwell, Ms. Matthews, and Ms. Mommers met with Midwest Tape Senior Account Executive Ed Altwies to review the Library's current physical and digital media needs and to receive updates and announcements for Midwest Tape products and hoopla digital media.

Ms. McFarren, Ms. Matthews, and Ms. Mommers attended a meeting with Public Services staff to discuss the possibility of re-organizing the picture book collection by designated topics at the Martin Luther King, Jr. Branch. Collections Services Managers and representatives from each of the Collection Services Departments attended a meeting led by Ms. McFarren to discuss implementing procedures for providing tours of the Lake Shore Facility and to identify standard descriptions to be used for each of the Departments.

Several staff from The Cleveland Museum of Art visited the Lake Shore Facility and met with Ms. Jelar Elwell and Catalog Manager Andrea Johnson to learn about the SirsiDynix software and view demonstrations of how Collection Services uses the Acquisitions, AddItem, Cataloging, and Serial Control modules for library materials. Ms. McFarren continued to participate in the negotiation preparation sessions along with other Administrators.

Acquisitions: The Acquisitions Department ordered 7,405 titles and 8,823 items (including periodical subscriptions and serial standing orders); received 15,298 items, 1,112 periodicals, and 318 serials; added 734 periodical items, 56 serial items, 972 paperbacks, and 590 comics; and processed 2,122 invoices and 82 gift items.

Acquisitions Coordinator Alicia Naab and Collections Manager Pam Matthews worked with Rakuten OverDrive Account Manager Todd Warhola to try and acquire copies of some of the bestselling eaudiobooks at a special discount. Ms. Naab assisted Assistant Director of Collection and Technical Services Sandy Jelar Elwell in receiving materials that had been prepaid.

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

Catalog: Librarians cataloged 4,618 titles and added 5,338 items for Cleveland Public Library, and added 1,968 titles for CLEVNET member libraries.

Technical Services Librarian Yeshen Dugarova-Montgomery joined the rotation for handling email requests from CLEVNET staff and other CPL.Newcat tasks. Senior Catalog Librarian Dawn Grattino is reviewing her work. Ms. Grattino created original catalog records for two manuscripts from Ethiopia for Special Collections.

Technical Services Librarians Barbara Satow and Erin Valentine attended the Ohio Valley Group of Technical Services Librarians (OVGTSL) conference in Lexington, Kentucky May 12-14. Catalog Manager Andrea Johnson, Technical Services Librarian Amei Hu, and Ms. Valentine

attended the Northern Ohio Technical Services Librarians (NOTSL) Spring meeting on May 23. Technical Services Librarian Michael Gabe met with International Languages Department Manager Milos Markovic and Project Manager Michael Ruffing to prepare for a discussion he will facilitate at the Midwest Slavic and Eurasian Library Consortium's annual meeting in June.

Collection Management: Collection Management selected 1,278 titles and 9,317 copies, and spent \$182,630 in May.

Collections Manager Pam Matthews attended BookExpo and Library Journal's Day of Dialog, both in New York City, to learn about trends in editing and publishing and about the most buzzed about forthcoming titles.

High Demand: The High Demand Department ordered 1,298 titles and 11,173 items; received and added 14,149 items; and processed 855 invoices.

Materials Processing: Technical Services Associates cataloged 922 new titles for the Cleveland Public Library and added 886 records for the CLEVNET libraries. Technical Services Associates and Senior Clerks added 3,817 items. The Materials Processing Technicians processed 27,190 items for the month.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 94 items to the Main Library for requests and 104 items to fill holds. Main Library received 219 telescopes, the Branches received 511 telescopes, CLEVNET received 77 telescopes, CASE received 6 telescopes, CSU received 5 telescopes, and Tri-C received 1 telescope. A total of 819 telescopes were shipped out. The Receiving and Distribution Technician continued to receive assistance from staff in other Collection Services Departments when needed and sent out 376 items of foreign material and in total 16,334 new items were sent to the Acquisitions and High Demand Departments.

Receiving and Distribution Supervisor and Materials Handling Supervisor James Clardy participated in the assessments to recruit for Page positions along with the rest of the members of the Page committee.

MARKETING & COMMUNICATIONS

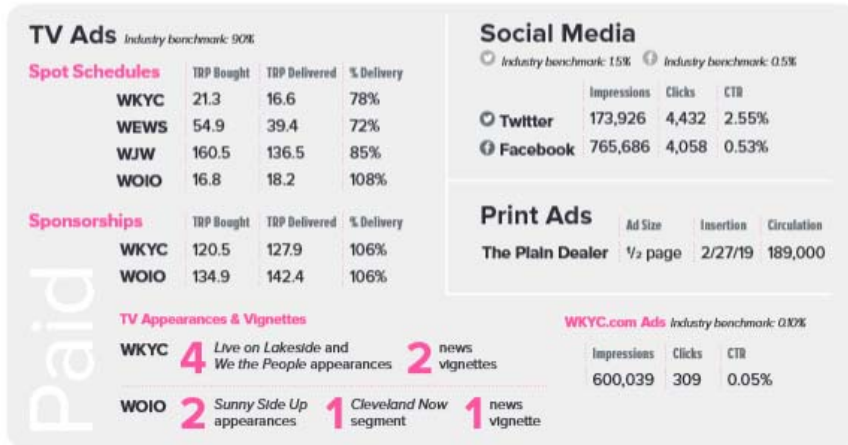
The Library’s 150th anniversary (CPL150) campaign continued its momentum in May with focus on the Cleveland stories projects and the kick off to Summer Lit League May 1st.

HIGHLIGHTS: Through our paid partnerships with WKYC and WOIO, we had the unique opportunity to share the stories of people who have been impacted by Cleveland Public Library:

- [WKYC News Vignette: Director Felton Thomas, Jr.](#)
- [WOIO News Vignette: O’Neal Family](#)
- WKYC News Vignette: Thomas D. Corrigan - taped, but not yet aired

On May 10, we had the opportunity to appear on WKYC’s *We The People* highlighting [Cleveland 20/20 Project](#) featuring Aaron Mason, Director of Outreach & Programming Services and Da’Shaunae Marisa Jackson, Cleveland 20/20 Photographer. For a full list of CPL150 media releases and coverage, visit <https://150.cpl.org/newsroom/>.

PAID MEDIA as of May 2019



FACEBOOK: Organic

	2019	2018	YoY	NOTES
Net Page Likes	49	126	-61%	
Avg Post Reach	6,571	4,457	47%	

Avg Total Reach	7,503	5,065	48%	
Avg Engagement	35	60	-71%	Lapping new ads in 2018.

TWITTER: Organic

	2019	2018	YoY	NOTES
Top Tweet (Impressions)	25,800	9,845	40.3%	Before / After: Main Library's cleaning
Top Mention (Engagements)	4,899	6,596	-25.7%	#Cleveland @Indians 1989 Yearbook. Found @Cleveland_PL Sports Ctr. pic.twitter.com/YqjKiAOzxO
Top Media Tweet (Impressions)	8,600	7,332	17.3%	Extremely honored to receive an Age Friendly Cleveland Champion award! We're proud to be a strategic partner with the @ClevelandAging and we couldn't be the center of learning for a diverse and inclusive community without strong partners like @CityofCleveland! #CLESeniorday pic.twitter.com/30eJXkpe96
Summary Tweets	40	46	-13%	Engagement is at the same rate v. YAG despite dips in new followers.
New Followers	96	116	-17%	

PROPERTY MANAGEMENT

Painters

- M.L.K- painted 2nd floor meeting area.
- LSW- painted walls by handicap ramp, also painted 10th floor hallway.
- Glenville- started painting branch and painted Edgewater Book Box.
- Rice- patched damage ceilings in men's and women's public restrooms.

Carpenters

- Harvard-Lee- removed glass block.
- Jefferson- installed new lock to side door.

- Fulton- patched hole in ceiling of parking lot entrance.
- LSW- installed cove base trim.
- Union- patched parking lot.
- Carnegie West- removed outside chess tables and chairs and filled holes with concrete.
- Garden Valley- hung thirty pictures for the Anton Grdina Project.
- South Brooklyn- repaired exterior doors.

Maintenance Mechanics

- MLK - ran snake and applied drain cleaner to unclog public restroom sinks.
- Rockport - repaired leaking toilet in women's public restroom.
- South Brooklyn - replaced/secured electrical wall outlet behind circulation desk.
- Lakeshore - replaced defective blower motor on Technical Services/server room HVAC unit.
 - o Removed damaged strainer on chilled water loop, replaced with fabricated stainless steel basket from machine shop.
 - o Replaced defective and leaking chilled water valve on air handler #3.
 - o Repaired leaking make-up water valve on cooling tower/drained sump and replaced bad o-rings.
 - o Repaired leaking drain line on portable dehumidifier in stacks area.
 - o Replaced leaking heating valve on meeting room #4 VAV box.
- LSW/Main - repaired broken receptacle in hallway across from room #35.
 - o Installed reverse acting relay to address Siemens/Gamma lighting scheduling issues for external lights on the front and west side of Main building.
 - o Switched IT/data center HVAC from dry coolers to Cleveland thermal chilled water.
- Fulton - installed replacement LED fixtures in main lobby area.

- o Replaced bad ballasts on fixtures in main area of branch.
- Langston Hughes - repaired leaking toilet in men's public restroom.
 - o Replaced diaphragms and rebuilt flush assemblies on all public and staff restroom toilets.
- Hough - branch too hot. Reset oil pressure safety switch on main a/c compressor, replaced faulty fan cycling switch on condensing unit.
- Collinwood - snaked clogged floor drain in 2nd floor mechanical room, checked/cleaned HVAC unit drain pan.
- Fleet - started LED post top/parking lot lighting retrofit project.
 - o Worked with Davey tree to remove bushes and prune trees to increase visibility and improve sight lines.
- E.131 - worked with the carpenters, Davey Tree, and Kurtz bros. on branch beautification project.
- LSW/Main, Lakeshore, Branches - continued replacing dirty pre-filters on air handlers and rooftop HVAC units.

SAFETY & PROTECTIVE SERVICES

Safety Services

- SPS is working with Property Management to have key cylinder locks removed from the LSW 8th floor vault doors and LSW 9th floor map vault doors. Access control cards should be the only method used to enter the vaults.
- Officer Greg Green is a retired CPD officer who was a State Certified Law Enforcement Traffic Accident Investigator. He took pictures and compiled information for a thorough report to be submitted to CPL and the insurance company.
- A Safety Meeting was held at Fleet branch with the CPD 4th district Commander and Supervisor's, CPL's Director, Councilman Brancatelli's representative, and staff members. Staff was able to voice concerns to CPD and CPL Leadership.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
May 2019	1958	24	58	38	116	65
April 2019	1970	22	48	46	90	47
March 2019	126	42	45	79	168	75
Feb 2019	2249	53	117	32	153	178
Jan 2019	2830	36	46	41	84	56
Dec 2018	3166	45	95	90	78	51
Nov 2018	3669	42	51	41	76	51
Oct 2018	4128	25	46	77	77	74
Sept 2018	3463	30	53	68	37	63
Aug 2018	3788	61	65	95	87	71
July 2018	4594	51	62	81	35	106
June 2018	3785	68	54	69	22	42
May 2018	5913	44	60	73	29	33

Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: Fleet coverage (special attention), Board event at Rice, after hours meeting LSW 2, GC RTA event 5/6, Sister Cities event LSW, Rice branch Community Meeting, and City Music Cleveland 5/1.
- SPS Manager Duncan attended the Ohio City Safety Meeting at the Market Brewery with Carnegie West Manager Angela Guinther.
- A meeting is scheduled for June 10, 2019 with all CPL Third District managers, branch managers, SPS, CPD's Third District Commander Anne Todd, and Mrs. Parks.
- Video requests fulfilled for Cleveland Police Department, CPL Human Resources, and CPL Legal team.
- Safety & Protective Services posted Officers at Fleet and Sterling branches for thirty days after two misdemeanor incidents in May.
- SPS officers are visiting the Edgewater Book Box checking on staff members.

- Lt. Harris and SPS Manager Duncan attended the Police Action Committee meeting with University Circle Police.

Protective and Fire Systems

- Fire and burglar system troubles were addressed at Rice, Harvard Lee, LSW, Mt. Pleasant, and Fulton branches.
- ABCO completed a quote for the 2019-2020 fire sprinkler inspections.

Contract Security

- SPS will be moving the Memorial Nottingham guard to Rice branch. The SPS officer posted at Lake Shore and Royce guard from Lake Shore will patrol and respond to all requests for service at Memorial Nottingham.
- Lt. Harris is the point of contact (POC) for Royce Security issues, questions, or concerns.
Administration
- SPS Supervisors were measured for white uniform shirts last week. This will help clearly identify Safety & Protective Services Supervisors from Field Officers.
- A procedure was developed for non SPS staff to clarify when it is appropriate to call CPD instead of SPS. The document is with the Knowledge Office for review.
- SPS met with Human Resources and identified the following times for producing CPL identification cards: Monday thru Friday - 11:00 AM until 12:00 PM & 2:00 PM until 5:00 PM.

INFORMATION TECHNOLOGY & CLEVNET

Mentor Public Library, the newest member of CLEVNET, went live on May 6, 2019. CLEVNET now totals 46 member library systems. Strategic preparation and meticulous project management by CLEVNET's Library Systems and Applications (LSA) Team made it another successful migration. Cheryl Kuonen, Director of Mentor Public Library, sent the following message to LSA staff: "Thank you so much for your time and all your assistance with our transition to CLEVNET. Your staff being here yesterday was very helpful and calming. Overall, I think

it went very smoothly and we're happy to join the CLEVNET family."

Over 236,000 physical item records were added to the shared CLEVNET collection with Mentor's migration. And over 63,500 patron records were loaded. With an annual circulation last year of nearly three-quarters of a million items, Mentor Public Library is now the tenth largest library in CLEVNET. Mentor will contribute \$12,333.60 per month for membership to the CLEVNET Special Revenue Fund for the remainder of the year.

The LSA Team is truly a team and is headed by Hilary Prisbylla, Director of CLEVNET, who is recognized by her peers as an authority in her field. In March, she was nominated by a CLEVNET director to the board of the Ohio Public Library Information Network (OPLIN), an independent agency within the State Library of Ohio. The OPLIN Board agreed that Ms. Prisbylla was well qualified and submitted an appointment request to the State Library Board on May 16, 2019, which was approved. Ms. Prisbylla's three-year term begins July 1, 2019. OPLIN is a trusted and invaluable partner of CLEVNET, providing member libraries with their broadband Internet connections and CLEVNET as a whole with rack space at the State of Ohio Computer Center (SOCC) in Columbus.

Meanwhile, the Network Team continued the cleanup of the data center in the lower level of the Louis Stokes Wing. Staff removed several cages, servers, network devices and dead wiring from the CPL server room. In preparation for moving a number of CPL's servers to a more secure environment at the SOCC in June, staff virtualized the servers to new hardware for its consolidation and failover capability.

There were no CLEVNET meetings in May. The next Directors Panel meeting is scheduled for June 5, 2019, at Bellevue Public Library. The next quarterly meeting of the CLEVNET Directors will be held at Sandusky Library's Kelleys Island Branch on July 26, 2019.

EXECUTIVE SESSION

Ms. Rodriguez moved to adjourn into Executive Session to consider pending litigation and the employment and compensation of public employees. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:53 p.m.

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

The Regular Board Meeting resumed at 2:51 p.m.

Ms. Rodriguez presented the following item of New Business.

Resolution Authorizing the Executive Director to Settle Claims and Litigation Up to the Amount of \$150,000

RESOLUTION
AUTHORIZING
THE EXECUTIVE
DIRECTOR TO
SETTLE CLAIMS
AND
LITIGATION UP
TO THE
AMOUNT OF
\$150,000
Approved

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

WHEREAS, From time to time, claims and lawsuits, including administrative claims, are filed or lodged against the Cleveland Public Library and its officers and employees; and

WHEREAS, In some cases it is in the best interests of the Library to settle a lawsuit or claim for a small or modest monetary sum rather than incur the costs of litigation and subject the Library to the possibility of a large judgment for damages; and

WHEREAS, Certain courts and administrative agencies require that the Library have full settlement authority at mediations, arbitrations, and pretrials when settlement negotiations are likely to take place; and

WHEREAS, Because the Board of Trustees of the Cleveland Public Library only meets regularly once a month it is not always possible to obtain Board authorization prior to a settlement negotiation; and

WHEREAS, Therefore, this Board desires to grant the Executive Director standing authority to settle claims

and litigation up to an amount not-to exceed \$150,000;
now therefore be it

RESOLVED That the Board of Trustees of the Cleveland Public Library hereby grants the Executive Director, CEO, the authority to settle any claim or lawsuit, including any administrative claim, presented to or filed against the Library, its officers and/or employees, provided the settlement does not exceed One Hundred and Fifty Thousand (\$150,000), and further provided sufficient monies are available for the payment of the settlement amount. This authority shall be in effect from the date of this Resolution for a period of one (1) year, after which time the Director's authority shall be \$40,000. Said settlement must be approved by the Chief Legal Officer, who will notify the Board of Trustees as soon as possible after a settlement is reached.

Ms. Rodriguez adjourned the Regular Board Meeting at 2:52 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR MAY 2019

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	263	3,659
Periodicals	1	34
Publishers Gifts	1	5
Non-Print Materials	216	1,022
Total Library Service Materials	481	4,720

TECHNOLOGY RESOURCES

Tech Gifts	9	15
Total Technology Resources	9	15

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 0	\$ 35,085
Library Fund	Restricted	0	1,513
Young Fund	Restricted	0	13,163
Schweinfurth Fund	Restricted	0	72,576
Founders Fund	Restricted	0	53,300
Ohio Center for the Book	Restricted	0	2,300
Judd Fund	Restricted	0	61,670
Lockwood Thompson Fund	Restricted	94,747	94,747
Learning Centers	Restricted	0	25,000
Early Literacy	Restricted	0	150,000
Total Money Gifts		\$ 94,747	\$ 509,353

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	19	90	481	4,720
Technology Resources	1	4	9	15
Money Gifts	1	25	1	29
TOTAL GIFTS	21	119	491	4,764

**THE STATE LIBRARY OF OHIO
COLUMBUS, OHIO
43201**

**OHIO FFY 2019
LSTA
CFDA 45.310
RESOURCE SHARING PROJECT
FUNDED WITH FFY 2018 CARRYOVER FUNDS (PROJECT # II-8-19)
AND FFY 2019 FUNDS (PROJECT # II-7-20)
IMLS**

AGREEMENT

Ohio Library for the Blind and Physically Disabled

State Fiscal Year 2020

THIS AGREEMENT, made and entered into this 4th day of June, 2019, between THE STATE LIBRARY OF OHIO, hereinafter referred to as the STATE LIBRARY, and the BOARD OF TRUSTEES OF THE CLEVELAND PUBLIC LIBRARY, hereinafter referred to as the LIBRARY,

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

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

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

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

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

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

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

THAT the LIBRARY shall be administered in the following manner:

Part A

1. The CLEVELAND PUBLIC LIBRARY shall administer the program in accordance with the Annual Plan of Service (Appendix A) and the budget submitted to the STATE LIBRARY as outlined in Appendix B attached to this Agreement. The Cleveland Public Library will serve all 88 counties in Ohio.
2. The CLEVELAND PUBLIC LIBRARY will submit quarterly narrative and financial reports to the STATE LIBRARY by the 15th day of the months of October 2019, January 2020, and April 2020. A termination report will be submitted no later than July 15, 2020 and a close-out financial report will be submitted no later than September 15, 2020. The narrative reports shall describe the activities carried out toward reaching the goals of the project.
3. Staff of the State Library shall visit the CLEVELAND PUBLIC LIBRARY during July 2020 to review the program with personnel of the CLEVELAND PUBLIC LIBRARY. This review shall be based upon the annual budget and plan of service. The STATE LIBRARY shall furnish a written report of this evaluation.
4. The CLEVELAND PUBLIC LIBRARY will work with the State Library by providing publicity, training, monitoring and evaluation of the CLEVELAND PUBLIC LIBRARY.

Part B

The STATE LIBRARY shall:

1. Pay the LIBRARY for expenses for the period of July 1, 2019 - June 30, 2020 an amount not to exceed \$1,508,194.00. \$150,000.00 shall be paid from FFY 2018 LSTA carryover funds, \$84,000.00 shall be paid from FFY 2019 LSTA funds, and \$1,274,194.00 shall be paid from Fund 5GB0 from ALI 350-605.

Payment shall be made as follows:

\$125,682.00	Fund LSTA	July 2019 or upon signing of this agreement by both parties.
\$108,318.00	Fund LSTA	August 2019
\$17,364.00	Fund 5GB0	August 2019
\$125,683.00	Fund 5GB0	September 2019
\$125,683.00	Fund 5GB0	October 2019
\$125,683.00	Fund 5GB0	November 2019
\$125,683.00	Fund 5GB0	December 2019
\$125,683.00	Fund 5GB0	January 2020
\$125,683.00	Fund 5GB0	February 2020

\$125,683.00	Fund 5GB0	March 2020
\$125,683.00	Fund 5GB0	April 2020
\$125,683.00	Fund 5GB0	May 2020
\$125,683.00	Fund 5GB0	June 2020

FFY 2018 federal funds will be encumbered by September 30, 2019 and disbursed by October 31, 2019.

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

Part C

The LIBRARY SHALL:

1. Make available services outlined under provisions of its annual plan of service for blind and physically handicapped readers as approved by the STATE LIBRARY.
2. Provide to the STATE LIBRARY quarterly financial reports and three narrative reports against the approved plan of service and budget. Fiscal reports must be submitted in reporting format required by the State Library.
3. Provide to the STATE LIBRARY no later than September 1, 2020 a financial and narrative report of all receipts and expenditures incurred pursuant to the implementation of this agreement.
4. Recommend policy for the program to the STATE LIBRARY.

Part D

Conditions:

1. Any special grants or gifts from sources other than the STATE LIBRARY shall not be deducted from the LIBRARY's appropriation as set out in Part B, Section 1 and may be used to further the implementation of the annual plan of service.
2. Any changes either in the operating budget or in the service in general from the approved annual plan of service shall be approved in advance in writing by the STATE LIBRARY.
3. Funds received by the LIBRARY from the STATE LIBRARY under this agreement shall be designated for the LIBRARY and shall be expended pursuant to the provisions of the attached plan of service. FFY 2018 federal funds must be

disbursed by October 31, 2019 and FFY 2019 federal funds and SFY 2020 funds must be encumbered by June 30, 2020 and disbursed by August 31, 2020. Any funds not expended shall be returned to the STATE LIBRARY. Said plan of service may be updated or otherwise amended by mutual agreement between the LIBRARY and the STATE LIBRARY to meet ongoing program needs.

4. All receipts and expenditure relating to this program shall be subject to audit. The CLEVELAND PUBLIC LIBRARY agrees to submit to the STATE Library within 30 days from the date the report is issued, one copy of its audit report for each fiscal year which includes any part of this project period.
5. This agreement is subject to annual review by the parties hereto.
6. It is expressly understood and agreed to by the parties that none of the rights, duties, and obligations herein shall be binding on either party, until all statutory provisions of the Ohio Revised Code, including but not limited to section 126.07, have been complied with and until such time as all necessary funds are available or encumbered.

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

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

PUBLIC LIBRARY

THE STATE LIBRARY OF OHIO

President, Board of Trustees



State Librarian
June 4, 2019

Approved by the State Library Board, May 16, 2019

CLEVELAND

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

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

Cleveland Public Library
 Ohio Library for the Blind and Physically Disabled
 SFY 2020 Approved Budget

Appendix B

	STATE	FEDERAL	TOTAL
1. Salaries	\$713,730.00	\$175,964	\$889,694.00
2. Benefits	261,120.00	47,928.00	309,048.00
3. Computer costs	77,280.00	-0-	77,280.00
4. Space rental	185,174.00	-0-	185,174.00
5. Materials/Equipment/Telephone Services	9,780.00	10,108.00	19,888.00
6. Administrative Services	17,860.00	-0-	17,860.00
7. Travel	2,700.00	-0-	2,700.00
8. Programming and Outreach	6,150.00	-0-	6,150.00
8. Volunteer program	400.00	-0-	400.00
TOTAL	\$1,274,194.00	\$234,000.00	\$1,508,194.00



Company Address 9321 Ravenna Rd
Twinsburg, OH 44087
US
Quote ID 13368 - 1419
Created Date 6/12/2019
Expiration Date 7/26/2019

Prepared By Rob Jackson
Phone (216) 644-3505
Email rjackson@ipsid.com
Contact Name Eric Herman

Bill To Name Cleveland Public Library HQ
Bill To 325 Superior Ave
Cleveland, OH 44114-1271
Ship To Name Cleveland Public Library HQ
Ship To 325 Superior Ave
Cleveland, OH 44114-1271

Scope

Install (1) people counting camera at the main entrance to Brett hall Connect to the CPL polling account. Polling coverage will run from 7/1/2019 to 11/15/2019 when it will be added to the annual People Counting contract.

Note:

Cleveland Public Library to provide and install wire from switch to Orbit locations, switch to ST-600 location, switch, and device mounting hardware.

- (1) year warranty included with installation
- Polling for (1) device included in quote. Polling for other device is included in annual system contract.

Project Detail

Product Code	Product	Quantity	Sales Price	Subtotal
IPS-LABOR	IPS LABOR - Installation	1.00	\$840.00	\$840.00
SHT-Orbit5	Orbit 5	1.00	\$3,490.00	\$3,490.00
IPS-Shipping	Shipping and Handling	1.00	\$49.20	\$49.20
IPS-SMAINT	System Maintenance Contract	1.00	\$202.50	\$202.50

Total Price \$4,581.70

*Unless quoted, applicable sales tax and shipping are not included.

Proposal Terms

General Terms

- A purchase order or signed proposal is required prior to any start of work

Payment terms

- Unless specified in Master Service Agreement, payment is due **Net 30 days** from invoice date.

Quote approval

Signature _____ Date _____ Purchase Order # _____

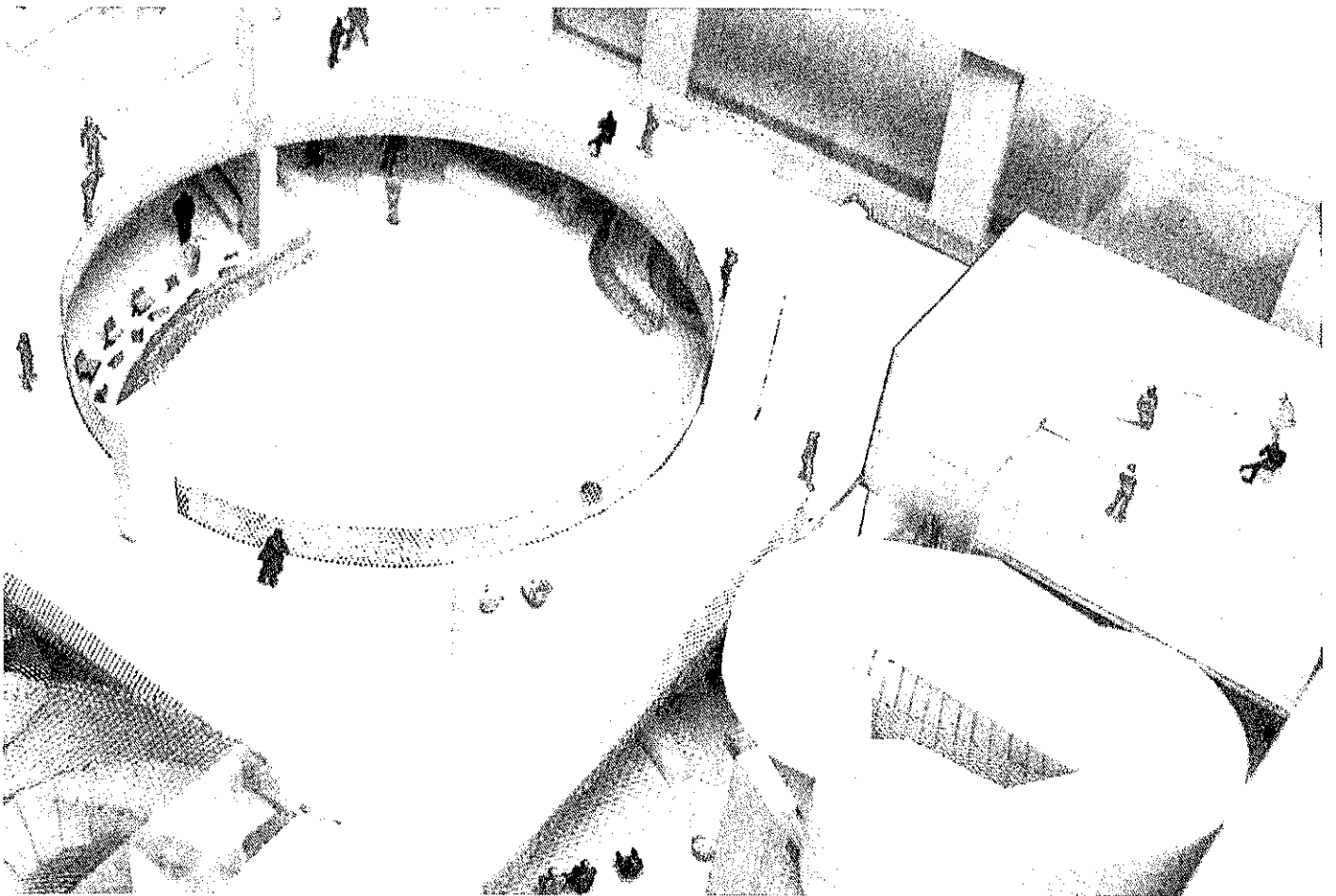
SUMMARY OF EASTMAN READING GARDEN IMPROVEMENT PROJECT BIDS

Contractor	Landscape Improvements	Irrigation	Alternate 1	Alternate 2	Total
Brookside Construction Services, Inc.	\$61,477	\$14,160	\$16,337	\$127,725	\$219,699
Royal Landscape Gardening, Inc.	\$56,335	\$13,544	\$17,510	\$137,390	\$224,779
Vizmeg Landscape Inc.	\$87,100	\$22,200	\$19,700	No Bid	\$129,000

Proposal for Design Services
June 14, 2019 rev_1

Cleveland Public Library
Martin Luther King Jr. Branch Project
Cleveland, OH

SO – IL
JKURTZ



May 24, 2019

Board of Library Trustees
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

RE: Cleveland Public Library
Martin Luther King Jr. Branch
Design Reboot Proposal

Dear Trustees,

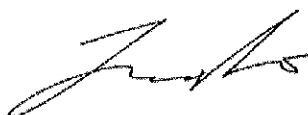
We are honored to move forward in designing a new, state-of-the-art branch library that will pay tribute to the legacy of Dr. Martin Luther King, Jr. We admire the ambition to make the MLK Branch an integral part of the ongoing mixed-use project at the confluence of four distinct neighborhoods in Cleveland. We are excited at the prospect of setting the tone for the larger development project that will exist at the forefront of the changing community.

We are enthused about your vision for building upon the prestige of this neighborhood, enriching the architecturally varied and distinctive character of University Circle. We look forward to creating a space that not only honors Dr. King's legacy but also increases public usage by serving as a center of a diverse and inclusive community.

We recognize that the Library Trustees seeks to ensure the connectivity of this library with the new developments and existing neighborhood. We believe that SO – IL + JKURTZ is poised to strengthen this narrative, taking design risks to bring the library to a broader audience. We will work to develop a holistic narrative that takes these diverse stakeholder and public identities into account while also designing a space that will adapt and thrive over time.

We are excited be a part of making the library a reality.

Sincerely,



Jing Liu
Principal, SO-IL
liu@so-il.org



Jonathan Kurtz,
Principal, JKURTZ
jk@jonathankurtz.com

Design Team:

Our team is uniquely positioned to lead this project to success. We have a record of realizing innovative projects that are catalysts for learning, arts, community and urban development across all scales.

We have assembled the following team and have itemized the design services each firm will provide:

SO-IL	Lead Design Architecture Interior Design Specifications FF&E Landscape
JKURTZ	Associate Design Architect of Record Interior Design Specifications Landscape
GPD	Structural Engineering Mechanical, Electrical, and Plumbing Engineering Civil Engineering Fire Protection/ Life Safety Sustainability [LEED]
Tec Studio	Lighting Consultant A/V Data/Telecom Security
Nesnadny + Schwartz	Wayfinding Identity Graphics Exhibits
Threshold	Acoustics
SGH	Envelope
PCS	Estimating

Project Description:

The project is for a library located on three parcels located on the north side of Euclid Avenue in University Circle, Cleveland, Ohio.

The new library will be ground and second [mezzanine] levels. This project will include a residential development above the library by others, with which we will coordinate the design of the library to maintain design intent. The program and other requirements are represented within the Schematic Design Submission as delivered on June 14, 2019.

This proposal includes basic Architectural and Engineering services associated with the MLK Library as well as coordination with the architect of the residential tower. This proposal assumes that there will be shared spaces and/or building components which will require coordination with the tower as well as components of the tower which will require cursory review and have some bearing on the Library.

Included below are a series of assumptions that this proposal has relied on which have originated out of initial discussions with the Library and their pre-construction services advisor.

Architectural- We will provide architectural design services on components relating to the first two stories of the overall building structure with the exclusion of those items belonging solely to the residential tower development. These exclusions include residential elevators and residential lobbies. We have assumed the design of the facade including coordination and detailing of those components which wrap the residential portions of the ground level of the building, these will require close coordination with the tower architects which we have allotted for.

Furniture Fixtures and Equipment - This proposal includes interior design and FFE for which we will coordinate with designated library personnel to identify and provide direction. It assumes a furnishing supplier is engaged to specify and purchase furnishings and equipment to meet the libraries needs design and material selection from the architects.

Civil - MDP to provide all civil to within 5' of building along with related approvals. We will review, coordinate, and verify Civil accommodations are adequate for any Library needs through providing building related infrastructure loads and requirements. See GPD in appendix B for clarification.

Landscape- We have included landscape services from surrounding curbs to the building. We exclude alley way, service drive, crosswalks, and items outside of this purview. We have included FFE coordination as it relates to Landscape elements. We have not included Landscape services for the plaza to the east nor any accommodation for on-structure landscape components. See GPD in appendix B for clarification.

Structural - It is currently conceived that MDP will provide all superstructure and foundation design, including design of the Library 2nd floor assuming this is all part of the concrete plinth. We will provide all sub-structure for the Library, ground level facade and related structural requirements that might impact loading of the superstructure [canopy, curtain wall, railings, ceilings, stairs, etc.] See GPD in appendix B for clarification.

Project Description:

MEP - Main service for all utilities to and from building will be provided by MDP. We will provide loading requirements for the Library. Roof drains and roof will be by MDP but coordinated through our space and within library performance criteria [i.e. cast iron to reduce noise vs. PVC etc.]. We will provide drainage as related to canopy and or coordinate that loading with roof drainage approach. It is assumed that services will be brought into a central room [i.e. shared electrical room] and then the panel and library service will be designed by our team. See GPD in appendix B for clarification.

Lighting and Technology Design - this proposal includes lighting, AV, Technology, and Security for the Library as well as ground level facade, entry, and associated landscape lighting. See Tec Studio in Appendix B for clarifications.

Signage/Identity/Wayfinding and Anisfield Wolf collection exhibits - We have provided both general building signage and graphics and design of the Anisfield Wolf exhibits within this proposal. It does not include the fabrication of such signage and exhibits. See N+S in Appendix B for Clarifications.

Interactive exhibits - We have included a line item for both conceptual study of interactive exhibits as identified in our competition proposal [N+S] as well as exploration of the technology associated with such exhibits [Tec Inc]. Because these exhibits could vary greatly in both scope and complexity, we have not allocated services for the design and execution of any one of them but propose that once defined, values and the team required to execute will be assembled. We will also assist CPL in identifying and allocating a budget for such exhibits. See N+S and Tec Studio proposals in appendix B for clarifications.

Acoustics - As the accepted design for the MLK Library includes a large degree of open areas and architectural volume, we have included acoustic design and oversight by specialists in the industry within this proposal. See Threshold Acoustics in appendix B for clarifications.

Envelope - This proposal includes envelope consulting for thermal and moisture performance, skylights, glazing, fenestration, doors and walls. See Simpson Gumpertz & Heger in appendix B for clarifications.

Cost Estimating - This proposal includes one costs estimate and one cost reconciliation for DD and the same for CD. Two estimates and reconciliations in total. We assume the CD estimate and reconciliation will be at either 50% CD, 75% CD or 90% CD as discussed with CM and CPL. See PCS & Estimate in appendix B for clarifications.

Permits, testing, and inspections are assumed to be by the Construction Manager with the assistance of the architectural team in providing required documentation. Planning and design approval by the City of Cleveland and other AHJ [Midtown design review] will be by design team, coordinated with overall tower approvals.

We have included fees for architecture and engineering outlines, narratives and documentation for a conceptual stand-alone building for use by estimators in evaluating costs related to CPL/MDP coordinated bookkeeping.

Preliminary Design Schedule

The schedule outlined below is based on initial conversations with CPL and may be adjusted as the selected CMR is engaged. This schedule assume release of the design team to begin the Design Development Phase upon completion of the currently underway Schematic Design phase. It is therefore assumed that modifications that must be made in relation to SD cost estimates will be made in the course of the Design Development phase.

Project Timeline

Project | **MLK Library**
Comm | **1801.03**

03.18.2019

	Task	Start	End	Dur. (wks.)	Resp.
PD	Project Duration				PD
	Design Process	3/20/19	6/14/19	12.3	
DD	Design Development	6/17/19	9/6/19	11.6	DD
CD	Construction Documents	9/6/19	1/31/20	21.0	CD
BN	Bidding & Negotiation	11/15/19	1/10/20	8.0	BN
CA	Construction Administration	2/3/20	5/3/21	65.0	CA

Project Fees

Fee schedule breakdown by discipline by phase:

MLK Library Fees Phase	2 mos		4 mos		1 mos		15 mos		Fee Totals	%	
	DD	CD	CD	Bidding	CA	CA	CA				
Percentage of Fee Per Phase	18%	30%		2.0%		25%			75%		
Design Services											
Architectural	\$ 189,000	\$ 315,000		\$ 21,000		\$ 262,500		\$ 787,500	5.25%	SO-IL + JKURTZ	
Interiors	\$ -	\$ -		\$ -		\$ -		Incl. Above	0.00%	SO-IL + JKURTZ	
Mechanical	\$ 24,200	\$ 47,300		\$ 5,500		\$ -		\$ 77,000	0.51%	GPD	
Electrical	\$ 19,800	\$ 38,700		\$ 4,500		\$ -		\$ 63,000	0.42%	GPD	
Structural	\$ 8,800	\$ 17,200		\$ 2,000		\$ -		\$ 28,000	0.19%	GPD	
Site Coordination	\$ 704	\$ 1,376		\$ 160		\$ -		\$ 2,240	0.01%	GPD	
Construction Administration - GPD						\$ 75,000		\$ 75,000		GPD	
Base Design Fees								\$ 1,032,740	6.88%		
Interiors FF&E	\$ 5,400	\$ 9,000		\$ 600		\$ 7,500		\$ 22,500		SO-IL	
Acoustical Design	\$ 8,000	\$ 10,000				\$ 7,000		\$ 25,000		Threshold	
Wayfinding	\$ 12,900	\$ 19,350		\$ 6,450		\$ 25,800		\$ 64,500		N+S [Phase allocation estimated]	
Exhibit Design [Anisfield Wolf]	\$ 8,900	\$ 13,350		\$ 4,450		\$ 17,800		\$ 44,500		N+S [Phase allocation estimated]	
Interactive Display Exploration - Conceptual Study	\$ 2,040	\$ 3,060		\$ 1,020		\$ 4,080		\$ 10,200		N+S [Phase allocation estimated]	
AudioVisual Design											
Lighting Design											
Security Design	\$ 20,800	\$ 15,600				\$ 7,800					
Data/Telecom								\$ 44,200		Tec Studio	
Interactive Display Exploration - per display	\$ 1,500	\$ 2,250		\$ 750		\$ 3,000		\$ 7,500		Tec Studio [Phase allocation estimated]	
Facade Consultant	\$ 24,000	\$ 18,000						\$ 42,000		SGH	
LEED (basic)	\$ 13,050	\$ 25,375		\$ 2,175		\$ 13,775		\$ 54,275		GPD	
Landscape Arch	\$ -	\$ 2,275		\$ 350		\$ 875		\$ 3,500		GPD	
Cost Estimator	\$ 13,780	\$ 16,805						\$ 30,585		&Estimate [PCS]	
Permitting		\$ 7,500						\$ 7,500		GPD	
Totals	\$352,874	\$562,141		\$48,955		\$425,130		\$ 1,389,100	9.3%		
Totals								\$ 1,389,100	9.3%		
Estimate of Reimbursables								\$67,425		Direct expense no mark-up	

Terms

This proposal is based on the competition reboot and Schematic Design phases previously completed for this project and their understanding of the design and construction timeline.

SO-IL will act as Design Architect and will collaborate with JKurtz Architects as Architect of Record. A scope breakdown has been provided as an addendum to this proposal.

Billable Rates

SO-IL	<u>Role</u>	<u>2019 Hrly rate</u>	GPD	<u>Role</u>	<u>2019 Hrly rate</u>
	Principal	\$325		Principal	\$178
	Sr. Associate	\$210		Director	\$176
	Associate	\$180		Chief Architect/Engineer	\$160
	Designer	\$160		Sr. Project Manager	\$160
	Intern	\$90		Construction Manager	\$155
				Project Manager	\$140
				Project Engineer	\$130
				Professional Surveyor	\$125
				Planner	\$120
				Associate PM	\$115
				Project Architect	\$105
				Design Engineer	\$110
				Civil Project Coordinator	\$110
				Civil Engineer	\$110
				Construction Supervisor	\$100
				Architectural Project Coordinator	\$100
				Illustrator	\$95
				Architectural Designer	\$90
				Landscape Architect	\$90
				Survey Project Manager	\$105
				Environmental Engineer	\$80
				Interior Designer	\$78
				Landscape Designer	\$70
				Project Support	\$70
				Admin	\$65
				CAD Technician	\$60
				Survey Technician	\$60
				Intern Architect/Engineer	\$55
JKURTZ	Principal	\$225			
	Associate	\$160			
	Designer	\$135			
	Intern	\$85			
Tec Studio	Principals	\$150			
	Associates	\$125			
	Designers/Draftsman	\$100			
Threshold Acoustics	Partners	\$250			
	Principal Consultants	\$200			
	Senior Consultants	\$175			
	Consultants	\$125-\$150			
	Technical Staff	\$100-\$125			
Nesnadny + Schwartz	Principals [Creative + Design Directors]	\$185			
	Design + Production Staff	\$165			

Appendix A
Architectural Scope Breakdown

DIVISION OF TASK RESPONSIBILITIES FOR ARCHITECTURAL SERVICES

Client Cleveland Public Library
 Project MLK Branch

Construction Manager - CM
 Architect of Record - AoR
 Design Architect - DA

Symbols:

- X Major Activity by Designee
- o Minor Activity by Designee
- + Design Intent-only review
- No responsibility by Designee
- # joint Responsibility

Notes:

Designee	
JKURTZ	SO-IL
AoR	DA
40%	60%

C. DESIGN DEVELOPMENT PHASE

1. PROJECT ADMINISTRATION

a. Schedule and coordinate design workshops & meetings	X	o
b. Provide meeting reports & notes	X	o
c. Coordinate input to & distribution of design documents	o	X
d. Coordinate design work for spaces developed during phase	o	X
e. Lead presentations to client during workshops & meetings	o	X
f. Coordinate submittal of deliverables to CPL and CM	X	o
g. Provide main point of contact with CPL and CM during phase	X	o
h. Main point of contact and coordination with Development Team	X	o

2. ARCHITECTURE

a. Coordinate compilation of written responses to schematic design review	X	o
b. Refine schematics based on review comments	o	X
c. Accessibility and egress review and comment	X	-
d. Confirm accessibility & egress requirements are incorporated into design intent	o	X
e. Resolve outstanding code related issues from schematic design	X	o
f. Coordinate BIM model	X	o
g. Coordinate site plan layout, materials & details W/ development team	X	o
h. Coordinate & incorporate input from acoustical consultant	X	o
i. Develop building components, Structure, and primary MEP Systems	#	#
j. Develop preliminary design details and Assemblies	#	#
k. Develop architectural envelope systems	o	X
l. Develop pedestrian & service entry requirements	X	o
m. Coordinate utility routing	X	o
n. Provide interior materials palette	o	X
o. Locate fire extinguishers and drinking fountains	X	o
p. Develop public vertical circulation (open/convenience stairs/ramps/table)	o	X

Appendix A
Architectural Scope Breakdown [Continued]

q.	Develop Back Of House circulation - stairs, ramps, elevators	X	o
r.	Coordinate shafts, risers and floor openings	X	o
s.	Coordinate space requirements for S/MEP/FP systems	X	o
t.	Verify & indicate fire separation and fire-rated walls, and acoustic partitions	X	o
u.	Coordinate overall requirements for building technology systems	X	o
v.	Coordinate IT, AV & security requirements	X	o
w.	Detailed plans, sections, RCPs & elevations	o	X
x.	Develop typical wall types	X	o
y.	Develop door, frame & glazing schedules	X	o
y.	Develop outline specifications	o	X
z.	Provide interior product data & material selections	o	X
3. COST & BUDGET CONTROL			
a.	Review DD cost estimate from CM	#	#
b.	Review DD options & coordinate necessary changes for budget control (VE)	#	#
4. PRESENTATIONS & REVIEWS			
a.	Presentations to CPL Leadership	o	X
b.	Presentations to User group	o	X
c.	CM and AHJ review	X	o
5. QUALITY ASSURANCE			
a.	Review DDs for architectural content	X	o
b.	Review DDs for engineering content	X	o
c.	Review documents for compliance with submittal requirements & codes	X	o
d.	Review DDs for completeness and clarity of design intent	o	X
6. DELIVERABLES			
a.	Presentation materials	o	X
b.	Deliverables per Phase as required	X	o
c.	Export document files as appropriate or as required	X	o
d.	Coordinate specifications needed at DD Phase for CM process	X	o
D. CONSTRUCTION DOCUMENTS		60%	40%
1. PROJECT ADMINISTRATION			
a.	Schedule and coordinate design workshops & meetings	X	o
b.	Provide meeting reports & notes	X	o
c.	Coordinate input to & distribution of design documents	o	X
d.	Coordinate any design work developed during this phase	X	o
e.	Lead presentations to client during workshops & meetings	X	o
f.	Coordinate submittal of deliverables to CM & client	X	o
g.	Provide main point of contact with CPL and CM during phase	X	o
h.	Main point of contact and coordination with Development Team	X	o
2. ARCHITECTURAL DESIGN			
a.	Coordinate compilation of written responses to DD review comments	X	o
b.	Provide sketch resolution based on DD review comments	o	X

Appendix A
Architectural Scope Breakdown [Continued]

c.	Refine outstanding design issues from DD	<input type="radio"/>	<input checked="" type="radio"/>
d.	Address any outstanding accessibility and/or code issues	<input checked="" type="radio"/>	<input type="radio"/>
e.	Refine BIM model	<input checked="" type="radio"/>	<input type="radio"/>
f.	Final color and finish materials selections	<input type="radio"/>	<input checked="" type="radio"/>
g.	Provide details for final design components, enlarged drawings, material connections and transitions, RCP's, Facades, Storefronts and Glazing, Door and door details, devices and services	<input type="radio"/>	<input type="radio"/>
h.	Detail and finalize custom fabrications, millwork, and custom product details.	<input type="radio"/>	<input checked="" type="radio"/>
i.	Floor Plans, Elevations, Sections	<input type="radio"/>	<input checked="" type="radio"/>
j.	Enlarged Floor Plans, Elevations, Sections	<input type="radio"/>	<input checked="" type="radio"/>
k.	Glazing, Roof, Facade, and Assembly Details	<input checked="" type="radio"/>	<input type="radio"/>
l.	Interior Elevations and Details	<input type="radio"/>	<input checked="" type="radio"/>
m.	Typical Details and Millwork	<input checked="" type="radio"/>	<input type="radio"/>
n.	Finalize the incorporation of input from acoustic consultant	<input checked="" type="radio"/>	<input type="radio"/>
o.	Review progress documents for conformance with design intent	<input type="radio"/>	<input checked="" type="radio"/>
p.	Coordinate & finalize vertical circulation & details	<input checked="" type="radio"/>	<input type="radio"/>
q.	Develop FF & E layout package	<input type="radio"/>	<input checked="" type="radio"/>
r.	Develop FF & E specifications	<input type="radio"/>	<input checked="" type="radio"/>
s.	Develop project manual	<input checked="" type="radio"/>	<input type="radio"/>
t.	Develop alternates	<input checked="" type="radio"/>	<input type="radio"/>
u.	Coordinate CDs between disciplines	<input checked="" type="radio"/>	<input type="radio"/>
3.	COST & BUDGET CONTROL		
a.	Review cost estimate updates from CM	<input type="radio"/>	<input checked="" type="radio"/>
b.	Review, evaluate and reconcile V,E. changes	<input checked="" type="radio"/>	<input type="radio"/>
4.	PRESENTATIONS & REVIEWS		
a.	Presentations to CPL Leadership	<input type="radio"/>	<input checked="" type="radio"/>
b.	Presentations to User group	<input type="radio"/>	<input checked="" type="radio"/>
5.	SUBMISSIONS		
a.	Submit to Fire Marshall	<input checked="" type="radio"/>	<input type="radio"/>
6.	QUALITY ASSURANCE		
a.	Review CDs for architectural content	<input checked="" type="radio"/>	<input type="radio"/>
b.	Review CDs for engineering content	<input checked="" type="radio"/>	<input type="radio"/>
c.	Review documents for compliance with submittal requirements	<input checked="" type="radio"/>	<input type="radio"/>
7.	DELIVERABLES		
a.	50% CD submittal	<input checked="" type="radio"/>	<input type="radio"/>
b.	90% CD submittal	<input checked="" type="radio"/>	<input type="radio"/>
c.	100% CD submittal	<input checked="" type="radio"/>	<input type="radio"/>
E.	BIDDING ASSISTANCE	70%	30%
1.	PROJECT ADMINISTRATION		
a.	Schedule and coordinate design workshops & meetings	<input checked="" type="radio"/>	<input type="radio"/>
b.	Provide meeting reports & notes	<input checked="" type="radio"/>	<input type="radio"/>

Appendix A

Architectural Scope Breakdown [Continued]

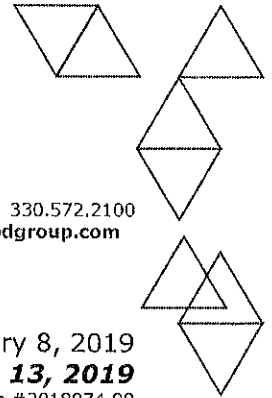
c.	Assemble Bid Set and instruction to bidders	+	+
d.	Organize pre-bid conference and walkthrough	X	o
e.	Provide design conformance input to CM during bidding	#	#
F.	CONSTRUCTION SERVICES	70%	30%
1.	PROJECT ADMINISTRATION		
a.	Receive & distribute RFIs, CORs, etc.	X	+
c.	Prepare & issue meeting minutes	+	+
d.	Prepare & issue field observation reports	X	o
2.	ARCHITECTURAL		
a.	Attend regular project construction meetings (minimum bi-weekly)	X	o
b.	Review progress of work	X	o
c.	Receive, review & distribute Shop Drawings (as necessary)	X	+
d.	Interpret requirements of the construction documents [RFI's]	X	o
e.	Prepare and issue clarification sketches	X	o
f.	Review clarification sketches	o	X
g.	Review and approve final interior & exterior materials including aesthetic mock-ups	#	#
h.	Provide final review of project and issue punch list(s)	X	o
i.	Issue certificate of substantial completion & application for final payment	+	+
j.	Complete Record Drawings [CM Requirement?]	+	+

Appendix B
Sub-Consultant Proposals



520 South Main Street, Suite 2531
Akron, Ohio 44311

Phone 330.572.2100
www.gpdgroup.com



Mr. Jon Kurtz, AIA
Principal
JKURTZ Architects
10803 Magnolia Drive
Cleveland OH, 44106

February 8, 2019
Revised June 13, 2019
Job #2018074.00

RE: Cleveland Public Library MLK Branch

Dear Jon:

We are thrilled to be part of this great team you have assembled and won for the CPL MLK design competition. The project will be both challenging and culturally momentous to our region. Following the concept design phase, we look forward to continue working closely with you and Jing to achieve your vision for this Cleveland landmark.

Project Description

Our team was honored to participate with you in the design competition last year for the construction of this new state-of-the-art branch library that will honor the legacy of Dr. Martin Luther King, Jr. Located along the western boundary of the University Circle neighborhood. The new MLK Branch will become an integral part of a large, residential and commercial mixed-use project at the confluence of four distinct neighborhoods and districts: the Hough and Fairfax neighborhoods, the University Circle educational and cultural district, and the vast Cleveland Clinic hospital campus. This offers CPL a unique opportunity to create a library design that sets the tone for the larger development project that will serve as a gateway amongst these distinct neighborhoods.

The project site consists of three parcels located on the north side of Euclid Avenue between E. 105th Street and Stokes Boulevard, Cleveland, Ohio 44106. The concept design phase help clarify some items regarding the design and scope of the project. The proposal uses this concept design as a basis of design. CPL intends to hire a construction manager at risk (CMr) to procure the construction activities for this new library.

The concept design phase is being implemented to integrate the needs and requirements of the developer into the design presented with the competition phase.

GPD anticipates the construction costs will not exceed \$15M.

Scope of Services

GPD Group proposes to provide the services outlined below:

Task 100 – Site Coordination

- GPD will review the developer drawings and provide feedback and coordination with the building design and MEP systems.

- Work includes review and coordination of any utility runs between the building and the library independent heating/cooling plant.
- Civil engineering to within five-foot of the building, storm water documentation, and site design will be provided by the developer's A/E team.
- GPD assumes the building footprint will be site located by the Developer team.

Task 200 – Landscape Architecture

- The survey and proposed civil site plan will be utilized as the information for the landscape plans along with SD and DD landscape plans developed by others.
- Drawings will be sealed by GPD and coordinated with the owner for all permit and plan review submittals required. Code review and approval from the city shall be obtained by ***JKurtz/SO-IL***. The documents produced will provide a complete set of drawings and specifications suitable to bid and award the project. A rendered landscape plan will not be provided. The owner is responsible for all permit fees associated with the improvements.
- Project improvements will include the design for the following:
 - Tree pits and plantings along Euclid Avenue and Reserve Court
 - Hardscape design and layout for adjacent areas and walks based on the SD and DD documents
- The plans will be provided at the CD phase only. Landscape Plans will delineate all planting zones, treatments, seeded areas, and plant lists. Hardscape plans will delineate the pavement types, limits, treatment, and patterns. Planting and hardscape details will be provided.
- ***Building pavement*** will be coordinated with the building architect and site civil engineer. ***ADA site access and grading will be performed by MDP and NEFF.***
- Technical Specifications will be provided on the drawings that are suitable for bidding to construct the landscape.

Task 300 – Structural Coordination

- GPD will provide supplemental structural engineering to support building features including canopies, curtain wall, railings, ceilings and stairs).
- Building structure (superstructure) and foundations, including mezzanine, roof, skylight, and lateral framing, will be provided by the Developer A/E team.
- Coordination with the developer team will be provided with the proposal to provide loading and reactions for the overall building structural design by the Developer's A/E.

Task 400 – Mechanical/Plumbing/Fire Protection

- Provide design and documentation required for permitting, bidding, and construction including mechanical, plumbing, and fire protection, as required to accommodate the approved preliminary plan and identified scope of work for the project. Documentation is to include:

- HVAC underfloor system design and layouts
- Central cooling and heating plant design and layouts
- Mechanical enlarged plans and details
- BAS control drawings and sequence of operations
- Plumbing design and layouts for natural gas, domestic hot and cold water, sanitary and storm systems
- Plumbing risers and isometrics
- Criteria specifications and criteria drawings for fire protection. (Fire protection system design and hydraulic calculation to be completed by others).
- Roof drainage from canopies.
- Overall utility coordination with Developer's engineer. (FP service, Domestic Water, sewer, storm, NG)

Task 410 – Electrical

- Provide design and documentation required for permitting, bidding, and construction including electrical engineering, as required to accommodate the approved preliminary plan and identified scope of work for the project. Documentation includes:
 - Coordination with utility company and developers engineer for pad mount transformer size and location. (Size determined by utility)
 - Electrical distribution system (480/277v, 3 phase service, 120/208v, 3 phase)
 - Emergency generator system has been excluded from the proposal.
 - Power distribution for 120 volt system furniture and office equipment.
 - Telecom/security raceways and coordination (Technology and Security design by others)
 - Power distribution for lighting system and coordination. **Emergency egress lighting.** (2) two design changes are included. (Lighting

and controls designed by others to meet LEED requirements. LEED lighting credits and documentation by others.)

- Power distribution for HVAC equipment, plumbing equipment and controls.
- Fire alarm system design
- Overall utility coordination with Developer's engineer. (Power, cable, data, fire alarm)
- Excludes any site lighting.
- Lighting, A/V design, technology and security will be provided by a separate consultant.

Task 500 – LEED/Sustainability

- GPD will manage and initial LEED workshop to establish the LEED goals and initial scorecard for the project.
- Work includes preparation of specifications and specific plans required to submit for LEED certification.
- It is anticipated the building will be seeking a Silver Certification level using LEED rating system Version 4 (Interior Design & Construction) with the project.
- GPD will address specific questions from the contractor during the construction phase related to their specific discipline.
- GPD anticipates the project will submit both a design and construction submittal.
- USGBC registration, review or credit interpretation ruling fees are not included with the proposal.
- No fundamental or enhanced commissioning is included with the proposal.
- Proposal assumes developer will provide required information, drawings and documentation for their scope of work required for Certification.

~~Task 510 – Architectural Specifications~~

- ~~GPD will coordinate with JKURTZ's design and documents to develop a complete project specification manual. Divisions 1-14 will be included with this task.~~
- ~~GPD anticipates CPL will provide the front-end (Division 0) specifications. GPD will coordinate these sections with the Project Manual.~~

Task 520 - Peer Review

- ~~We will conduct a Quality Control review of all drawings, including other sub-consultants and architectural, for each discipline of design prior to submitting for permit.~~
- QA/QC of GPD drawings is included as part of the various tasks and disciplines listed.

Task 600 - Permitting

- Research the permitting requirements with the necessary jurisdictions and prepare all applications and plan review submittal documents. The plan review fee will be provided by JKurtz Architects.
- GPD will stamp and sign the engineering documents in accordance with city and state requirements and follow up with the municipalities until the permit is received. The fee assumes addressing one round of comments from the municipality.

Task 700 - Construction Administration

- Address questions **and valid substitution requests** during bidding and respond to you with our written responses for consolidated communication to all the bidders.
- Assist in review and analysis of the bids.
- Address questions (RFIs) during construction. We assume **150** hours for addressing RFIs.
- **Maintaining an electronic conformance set for any sketches issued during construction.**
- Review shop drawings, as required.
- **Proposal assumes 1 GPD representative at weekly construction meetings for 65 weeks of construction.**
- Provide a 50% complete site inspection, as coordinated with JKurtz and CPL and the contractor.
- Provide a final inspection and punch list report at the completion of the project.
- Follow up with the contractor for proper and timely completion of the punch list items.
- Provide record drawings based on the contractor provided **as-built** mark-ups during construction in PDF and CAD format for your use and reference.

Fee Proposal

GPD proposes to complete the above Scope of Services for the following lump sum fees plus reimbursable expenses.

Task	Proposed Fee
Task 100 – Site Coordination	\$ 3,200
Task 200 – Landscape Architecture	\$ 3,500
Task 300 – Structural Coordination	\$ 40,000
Task 400 – Mechanical/Plumbing/Fire Protection	\$ 110,000
Task 410 – Electrical	\$ 90,000
Task 500 – LEED/Sustainability	\$ 72,500
Task 510 – Architectural Specifications	\$ 75,500
Task 520 – Peer Review	\$ 24,500
Task 600 – Permitting	\$ 7,500
Task 700 – Construction Administration	\$ 75,000
TOTAL	\$501,700

The fee breakdown by phase is as follows:

Design Phase	% of Fee	Proposed Fee
Schematic Design	25	\$ 125,000
Design Development	18	\$ 90,300
Construction Documents	35	\$ 176,400
Bidding	3	\$ 15,000
Construction Administration	19	\$95,000
TOTAL	100%	\$501,700

Reimbursable expenses include, but are not limited to, travel expenses such as printing, mailing, and plan review submittal fees with local municipalities. Reimbursable expenses will be passed through at actual cost without mark-up. ***It is anticipated that reimbursable expenses for the project will not exceed \$9,975.***

Work will be billed on a monthly basis for the percentage of work completed that month.

Proposed Schedule

- Schematic design (SD) documents will be provided within two months of the notice to proceed (NTP).
- Design development documents will be submitted within two and half months from approval of the SD documents.
- Construction documents will be submitted for permitting and bidding purposes within three and half months of approved preliminary floor plan and finalized scope of work.
- Permitting time frame is contingent upon current municipality turnaround times.
- Construction administration throughout the construction phase, estimated at 65 weeks.

Exclusions / Clarifications

The following items are not anticipated to be needed on this particular project and therefore are excluded from our fee proposal:

- ALTA Survey.
- Geotechnical studies.
- Phase I and II environmental testing and remediation. Asbestos testing.
- Lighting photometric measurements.
- ALTA, title research.
- Lot split, lot consolidation, easements.
- Traffic studies.
- GPD cannot guarantee planning approvals.
- Permit fees, applications fees, recording / filing, and review fees will be paid for by **others**.
- Architectural/Interior design or documentation other than Specifications.
- Renderings.
- Planning and zoning, Planning Commission, Architectural Review Board.
- Civil engineering, storm water management (**SWPPP**) and documentation.
- Green roof.

- Roof and roof drains will be provided by the developer's A/E team. GPD will coordinate roof drain pathways through the building.
- Cost Estimating.
- New utility design.
- Off-site utility extension design.
- Lighting design and photometric plans.
- Irrigation system design.
- Fire protection design will be provided by a licensed fire protection contractor. Fire pump or fire protection required for the tower is excluded with the proposal.
- Technology, A/V and security design.
- Structural engineering. Proposal includes supplemental structural engineering to support building features. Building structure and foundations, including mezzanine, will be provided by the Developer A/E team.
- Kitchen equipment specifications and planning.
- LEED Certification for the residential tower. Proposal assumes the library fit-out only. **USGBC Certification fee(s) will be paid for by others.**
- Additional meetings with the city or owner will be charged on an hourly basis.
- Client directed changes after the start of CDs may result in additional services to be performed on an hourly basis.
- Additional site visits beyond those proposed, if requested, will be **negotiated as an add-service.**
- Testing and inspections, if required during construction, will be the responsibility of the contractor.
- **GPD anticipates JKurtz/SO-IL to provide a central BIM/Revit model (with Developer's A&E info) and we will provide a SMEP model(s) for you to link into the building complex central.**
- This proposal is valid for a period of 30 days from the date of correspondence.
- In the event that any certifications, affidavits, or any other documents prior to, during, and after construction become relevant and require the engineer / architect(s) of record signature and/or stamp, GPD will provide an amendment to this proposal which will include the new scope and fee. Such documents include, but are not limited to, commissioning forms, certifications for building departments, verification of as-built drawings, affidavits of inspections, assignments, pay application forms, etc.

GPD can provide any of these services or others at your request. If service adjustments are requested, we will provide a proposal revision for your review.

Thank you again for the opportunity to provide this proposal. We look forward to hearing from you and the potential to work together on this project. Please contact me at 216.927.8692 or via email at jnolde@gpdgroup.com with any questions or comments regarding our proposal.

Respectfully,

Jason Nolde
Project Manager

June 3, 2019



Mr. Jonathan Kurtz, AIA
JKURTZ Architects

1016 State Edge Blvd.
Columbus, OH 43260
614.441.1100

Re: Cleveland Public Library, MLK Branch
Lighting and Technology Design Services Proposal **Rev2**

Dear Mr. Kurtz,

It was a pleasure working with the design team on the competition for the Cleveland Public Library MLK Branch. We look forward to the opportunity to developing further lighting and low voltage system concepts and seeing the project through to construction. Please review the proposal of services as requested for this new construction branch.

SCOPE OF WORK

The following areas shall be part of this Scope of Work:

Interior Public and back of house spaces
Exterior Façade, Entry and associated Landscaped areas

SCOPE OF SERVICES

Our fee proposal for this project is based on the following scope, assumptions, and notes:

- A. Schematic Design Phase:
1. One (1) Conference with the Owner and Client as required to discuss illumination criteria, technology system concepts, project cost guidelines and schedule parameters. Coordination calls/webex with the Design Team are included as part of base services.
 2. Analysis of lighting requirements for visual tasks to be performed by the occupants of the various rooms and functional requirements for the lighting systems.
 3. Analysis of Technology, Security and AV requirements for each space as set forth by the program.
 4. Submittal of a Basis of Design report outlining the recommended program for lighting, technology, AV and security, for Owner and Client review and approval.
 5. Coordination as required to assist in the preparation of an order-of-magnitude project cost estimate.

7810 State Edge Blvd.
Columbus, OH 43260
614.441.1100

Mr. Jonathan Kurtz, AIA

June 3, 2019

Page 2 of 6



B. Design Development Phase:

In this Phase, Tec Studio assumes there will be not more than one (1) **formal** issuance of lighting documentation packages.

1. Participate in conceptual and technical conferences with the Owner and the Client and their Consultants.
2. Perform electric lighting calculations for layout purposes.
3. Prepare preliminary documentation as follows for inclusion into the Project's Design Development Phase documentation.
 - a. Scaled lighting layout plans indicating fixture types, and locations, scaled technology, security and AV drawings. The designers will coordinate this work with the Client and their Consultants. These will be executed on backgrounds provided by the Client.
 - b. Preliminary details of any special lighting treatments.
 - c. Preliminary lighting fixture schedule, catalogue cuts and specifications.
 - d. Preliminary Technology, AV and Security specifications, and catalogue cuts.
 - e. Coordination with the Client and their Consultants to assist in the preparation of a preliminary project cost estimate.

C. Construction Documents Phase:

In this Phase, Tec Studio assumes there will be not more than two (3) issuances of lighting/technology documentation progress packages and one (1) final issue.

1. Review of the Project's Design Development documentation as related to the lighting and technology design and provide clarifications and coordination as required.
2. Coordination conferences with the Owner and the Client and their Consultants.
3. Preparation of sketches and clarifications of design intent as required to update the lighting and technology scope of the design for final documentation.
4. Coordination with Electrical Engineer on emergency lighting to ensure system functions properly, layout is the responsibility of the Engineer.
5. Preparation of final schedules and final specifications for lighting and technology systems.
6. Provide review of Contract Documentation as prepared by The Client and/or their Consultants as it relates to the lighting and technology design.
7. Preparation of final layout plans. The Designer will coordinate this work with the Client and their Consultants. These will be executed on backgrounds provided by the Client.
8. Preparation of final details of any special lighting treatments.
9. Preparation of specifications for lighting control systems, technology, AV and security. Provide Sequence of Operations for system design.
10. Coordination with the Client and their Consultants to assist in the preparation of a final project cost estimate.

D. Bidding and Negotiation Phase:

1. Evaluation as required of Contractor bids for the lighting equipment.
2. Provide clarifications of the design intent of the lighting documentation as required by the Client, their Consultants or the bidding Contractors. All information given to any bidder will be recorded in writing and forwarded to the Client for distribution to all bidders.

Mr. Jonathan Kurtz, AIA

June 3, 2019

Page 3 of 6



- E. Construction Administration Phase:
1. Answer questions and render interpretations of the construction documents and **provide sketches/narrative if modifications are required.**
 2. Submittal review. Our review includes those submittals required by Division 26 section of the construction documents. The Designer assumes that all submittals will be made in accordance with the specifications (using either the basis of design or one of the two listed equals), and that no time will be spent reviewing unsolicited substituted products proposed by others. We will provide one (1) submittal and two (2) re-submittals. **(See attachment for basic specification language that will go into the CD set in regards to substitutions)**
 3. Provide one site visit to review progress as requested by your Office.
 4. Perform one site visit to complete a final punch list and **one additional for a back punch after the completion of construction.**

INFORMATION WE REQUIRE

For the purposes of this project, the following information is required to be supplied by your office:

1. Architectural coordination drawings.
2. CAD background files in AutoCAD Version 2019
3. Interior elevations and sections, Exterior Elevations and site plans
4. One (1) set of completed bid documents, drawings, and specifications for our office file for each phase.

BASIC SERVICES

The basic services will include the following phases: schematic design, design development, construction document preparation, and bidding and construction administration.

If our design work is required to result in a construction cost below a predetermined value, in order to design to this value we must know the amount before we begin working drawings.

The following general items are included in the basic services:

1. Local travel expenses. **Note:** Between our office and your office, for the purposes of this project, will be considered local travel.
2. Telephone calls and mail initiated by our office.
3. Computer services for normal engineering calculations and word processing time.

Mr. Jonathan Kurtz, AIA
June 3, 2019
Page 4 of 6



4. Minor reproduction of sketches and drawings and other material required for the exchange of information. *Note:* The reproduction costs required for bidding purposes are not included in this proposal.

ADDITIONAL SERVICES

The following general items are not included in the basic services in this fee proposal and, if requested and mutually agreed upon in writing, will be performed as additional services requiring additional compensation (see "Compensation" section).

1. Emergency Egress Illumination.
2. Interactive lighting or interactive media displays
3. Content creation for media displays
4. Special renderings or presentation materials, or scale models of lighting treatments, lighting mock ups.
5. Custom Luminaire Design
6. Preparation and submission of LEED documentation or WELL Building.
7. Review of Contractor submittals for equipment substitutions.
8. Coordination of lighting fixture orders and deliveries from manufacturers.
9. Preparation of daylighting calculations or analysis.
10. Redesign because of scope changes or Value Engineering after the Client's acceptance of the Designer's Construction Document set.
11. Preparation of documents for alternate bids or out-of-sequence services requested by the Owner or Client.
12. Preparation of supporting data and other services in connection with Change Orders or Negotiated Contracts.
13. Preparation of energy-use calculations and/or other submittals as required for energy code compliance and/or public utility rebate programs.
14. Site visits to lighting manufacturer's facilities as required to verify their products' conformance to the Designer's specifications and/or their ability to perform according to any other project requirements.
15. Travel expenses out of the State to meet with the Design Architect and Engineer of Record.

Mr. Jonathan Kurtz, AIA
June 3, 2019
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COMPENSATION

For the purposes of this project, we propose to work on a phased fix fee basis

The phased fixed fee for work to be performed by the Designer shall be Fifty-Two Thousand Dollars (\$52,000.00), which does not include any reimbursable expenses, or additional services.

Fee Breakdown

Schematic Design	15%	\$ 7,800.00
Design Development	40%	\$20,800.00
Construction Documents	30%	\$15,600.00
Bidding and Construction Admin.	15%	\$ 7,800.00

Compensation for Additional Services

Additional services will be billed on an hourly basis based on the hourly rates currently in effect as set forth below. Rates will be maintained during the life of the project unless the project is placed on hold. Any hold in excess of 12 months, may allow for hourly increase for additional services. The Designer will notify the Client of the need for additional services prior to commencing work.

Principals:	\$ 150.00
Associates:	\$ 125.00
Designers/Draftsman:	\$ 100.00

Our terms of payment are net thirty (30) days after invoicing. Invoicing for this project will be monthly. Please advise if special billing formats or reference numbers are required. Our fees and rates are based on the timely receipt of payment for our services performed. We reserve the right to renegotiate fees in the event that the project is suspended and later resumed.

Thank you for the opportunity to present this proposal. If the proposal meets with your approval, please sign and return the original proposal, retaining the copy for your files. Should any item in the proposal require clarification, please contact us. We look forward to hearing from you in the near future.

Respectfully submitted,

Tec Studio, Inc.

Ardra Zinkon, CLD, IALD
 President, Director of Lighting Design



January 21, 2019

Mr. Jonathan Kurtz, AIA
JKURTZ Architects

Re: Cleveland Public Library, MLK Branch
Multimedia Interactive Display Consulting Services

Dear Mr. Kurtz,

Please accept this proposal as an additional service to our lighting and technology design proposal. This scope of work would include exploratory research for an interactive display within the MLK branch.

SCOPE OF WORK

The following areas shall be part of this Scope of Work:

Interior Public Spaces as defined by the Owner/Architect

SCOPE OF SERVICES

Our fee proposal for this project is based on the following scope, assumptions, and notes:

- A. Schematic Design Phase:
1. One (1) Conference with the Owner and Client as required to discuss opportunities for multimedia interactive display within the new library space. Conference should provide direction on potential locations for further study and possible concepts.
 2. Analysis of lighting and technology requirements for display opportunities, including requirements for content creation, programming and additional integration team members.
 3. Submittal of a Basis of Design report outlining a maximum of five (5) concepts within the library that could be accepted individually or jointly for the project for further development into contract documents.
 4. Coordination as required to assist in the preparation of an order-of-magnitude cost estimate for each potential option.
 5. Meeting with the Client to review/prepare for final presentation and ensure proposed solutions are consistent with architectural concepts for the project.
 6. One (1) Additional meeting with the Owner and Client to present report and discuss next steps.

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Mr. Jonathan Kurtz, AIA
 January 21, 2019
 Page 2 of 3



BASIC SERVICES

The basic services will include the following phases: schematic design.

If our design work is required to result in a construction cost below a predetermined value, in order to design to this value we must know the amount before we begin. If we are not advised of this amount before we are instructed to begin working drawings and it later results in a redesign on our part, then the work shall be billed as additional services as described elsewhere in this fee proposal.

The following general items are included in the basic services:

1. Local travel expenses. *Note:* Between our office and your office, for the purposes of this project, will be considered local travel.
2. Telephone calls and mail initiated by our office.
3. Computer services for normal engineering calculations and word processing time.
4. Minor reproduction of sketches and drawings and other material required for the exchange of information. *Note:* The reproduction costs required for bidding purposes are not included in this proposal.

ADDITIONAL SERVICES

The following general items are not included in the basic services in this fee proposal and, if requested and mutually agreed upon in writing, will be performed as additional services requiring additional compensation (see "Compensation" section).

1. Design Development and Construction Documents for interactive multimedia display.
2. Content Creation.
3. Programming and Commissioning.

COMPENSATION

For the purposes of this project, we propose to work on a phased fix fee basis

The phased fixed fee for work to be performed by the Designer shall be Seven Thousand, Five Hundred Dollars (\$7,500.00), which does not include any reimbursable expenses, or additional services.

Fee Breakdown

Prep and Initial Meeting	10 hours
Research and Development	30 hours
Final Presentation	10 hours

Our terms of payment are net thirty (30) days after invoicing. Invoicing for this project will be monthly. Please advise if special billing formats or reference numbers are required. Our fees and rates are based on

Mr. Jonathan Kurtz, AIA
January 21, 2019
Page 3 of 3



the timely receipt of payment for our services performed. We reserve the right to renegotiate fees in the event that the project is suspended and later resumed.

Thank you for the opportunity to present this proposal. If the proposal meets with your approval, please sign and return the original proposal, retaining the copy for your files. Should any item in the proposal require clarification, please contact us. We look forward to hearing from you in the near future.

Respectfully submitted,

Tec Studio, Inc.

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

Ardra Zinkon, CLD, IALD
President, Director of Lighting Design



NESNADNY + SCHWARTZ

June 3, 2019
Jonathan Kurtz
Principal
JKURTZ Architects

Via Email

Cleveland Public Library Martin Luther King Jr. Branch Branding, Signage, and Anisfield-Wolf Book Awards Exhibition Design

Dear Jonathan,

We are excited about working with JKURTZ, SO-IL, and Cleveland Public Library (CPL) team on the redesign of the CPL Martin Luther King Jr. Branch, and making it possible for everyone to have "A Place at the Table." Thank you again for inviting us to be a part of this significant and vital addition to Cleveland's vibrant cultural and literary community, and working together to create an iconic living tribute to Dr. King and the Anisfield-Wolf Book Awards.

As we heard in the many meetings leading up the design competition, we are looking forward to helping make this library branch a local, regional, and even national destination that elevates the library experience, and makes visitors rethink what a library is, and can be.

Per our discussion we are dividing our Proposal into 3 sections: Essential Services which are absolutely needed for a successful opening of the new Library; Optional Services, which while not essential, can complement our Essential Services; and Enhanced Services which would bring the project to the level of aspiration the competition included. We are combining most of these services into three Design Packages, which will include all creative fees associated with the Essential Services, as well as preliminary explorations and recommendations of the interactive exhibits listed in the Enhanced Services.

ENGAGEMENT OVERVIEW

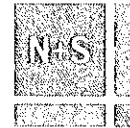
Nesnadny + Schwartz (N+S) is pleased to submit the following specifications and budget in response to an invitation from JKURTZ / SO-IL to design Identity, Way-finding, and Exhibition Design for the Cleveland Public Library Martin Luther King Jr. Branch (MLK Library). The specific items addressed in this agreement are itemized below. In addition to these unique undertakings, it is understood that N+S will also serve as the MLK Library's visual design consultant and advise on all projects and matters relating to how the library is visually represented to internal and external audiences. Projects over and above those described here can be addressed as they arise as separate budgets, or N+S can work with CPL on a retainer until the library is complete, and all design matters have been resolved. Our budget is based on the parameters discussed during all calls, meetings, and our review and familiarity of current designs and plans of the new library.

SCOPE OF PROJECT: ESSENTIAL SERVICES

Identity Design: This project consists of creating an identity theme for the new MLK Library, which may consist of unique typographical treatments, iconography, patterns, and color which will serve to brand the look and feel of the library and work harmoniously with the architecture to help elevate the overall visitor experience. Just as the architecture will serve as a model for the future of CPL, so should the entire visual scheme. This visual voice will then help guide the design of the Way-finding and Signage System.

Approach: The creative process will include extensive typographical, graphical, and color palette research, and thorough design studies to ensure the new identity works seamlessly within the context of the surrounding architecture, and pays respectful homage to the Dr. King legacy.

Way-finding and Signage Design: Part of a successful MLK Library experience necessitates the design of clear and easy-to-understand way-finding and signage to help visitors navigate through the library environment. While operationally imperative, well-designed way-finding also serves to enhance the visual appeal of the facility, and complement the architecture. N+S will apply the new MLK Library identity to a family of signs outside and inside the new library. This collection of signs may include: main exterior street-facing branding signage; secondary exterior branding signage along the rear and sides of the library; exterior



MLK Library: Identity, Way-finding, and Exhibit Design

Page 2

way-finding and informational signage; main interior branding signage; and all interior way-finding and informational signage.

Approach: The creative process will include extensive typographical, graphical, color palette, materials, fabrication, and installation research in order to develop a comprehensive way-finding signage system with standardized type styles, composition, and layout formats that may be applied to a variety of signage types and applications.

Signage types to be explored include library area identifiers (e.g. Shelter, Playground, Think Room, Action Area, Reading Garden, Information, etc.), book stack and subject area identifiers (e.g. Fiction, Nonfiction, Children, etc.), desk labels, meeting room and office identifiers, and floor plan maps.

Signage applications to be explored include wall graphics, floor graphics, banners, free standing signage, window graphics, illuminated signage, and interactive touch screens.

Anisfield-Wolf Book Awards Exhibition Design: As the Anisfield-Wolf Book Award (AWBA) design firm of record, N+S is keenly familiar with the history and importance of this venerable institution and makes us uniquely qualified to be involved with creating the award-winning books' new home in the MLK Library. N+S will work closely with JKURTZ, SO-IL, AWBA, and CPL in conceptualizing and designing the AWBA exhibit installation, and making the "Mountaintop," and "Forest of Hopes and Dreams" a reality.

Approach: The creative process will include extensive typographical, graphical, color palette, materials, fabrication, and installation research in order to develop a unique, impactful, and memorable installation that successfully honors the AWBA winners, gives visitors a fulfilling understanding of the Award's importance, provides thorough access to all AWBA winning books, represents the iconic mirrored forest originally envisioned, and adheres to the AWBA brand that has already been established.

SCOPE OF PROJECT: OPTIONAL SERVICES

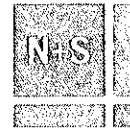
Business Papers, Collateral, and Marketing Materials: As one of the premier branches in the CPL system, the MLK Library can greatly benefit from a unique family of compelling communication materials to help promote the location as a important and exciting destination. N+S will apply the new MLK Library identity to an assortment of Business Papers and Collateral Materials specified by the MLK Library staff. As those pieces have yet to be identified, N+S is budgeting time for the design of 12–18 unique items.

Approach: The creative process will include extensive typographical, graphical, color palette, materials, and production research in order to develop a comprehensive communications package with standardized type styles, composition, and layout formats.

Items that may be explored include business cards, letterhead, envelopes, note cards, pocket folder, bookmark, t-shirt, hat, etc.

Identity Guidelines: N+S will design a straightforward (up to 12 pages), Brand Identity Guideline document that outlines usage rules for the new MLK Library identity. Some of the items to be addressed include proper and improper identity usage, size and placement requirements, typographical specifications, color palette description and color usage, and extended complementary color palette.

Approach: The creative process will include extensive typographical, graphical, color palette, materials, and production research in order to develop a cohesive and comprehensive set of guidelines that clearly outlines proper use and application of the new MLK Library identity, allowing for consistent visual branding by all internal and outside sources.



SCOPE OF PROJECT: ENHANCED SERVICES

In addition to the **MLK Library Identity and Way-finding Signage**, which will reference Martin Luther King Jr.'s legacy, there are other featured projects exhibits we are proposing that can solidly embed his presence into the MLK Library experience. It is important to note that any of one of these exhibits is a prime sponsorship opportunity for local, regional, or even national organizations and corporations. N+S can work with CPL in helping to broker these opportunities, as many of our clients are potential funders, e.g. the Cleveland Foundation and the George Gund Foundation.

MLK Library Website: N+S is proposing the design of an innovative, forward-looking, responsive (viewable on all devices) website that would not only serve as an online tool for accessing the collections, resources, and services currently offered online, but also be an extension of the interactive exhibits in place at the branch. For example, recordings made in the Dream Room can be accessible on the MLK Library Website, and conversely recordings made offsite can be uploaded to the library exhibit. Or, a miniature version of the Freedom Map which pinpoints key Cleveland historical locations can be accessed through the website. The potential is limitless. With a compelling user interface, intuitive navigation, contemporary design, and engaging content, the website will serve as a dynamic extension of the MLK Library, and further reinforce its role as a library of the future.

Approach: N+S will work closely with CPL in determining the website's content and site map, desired features and services, needs for a custom content management system (CMS), visual design, and overall user experience.

Dream Room: On the "Mountaintop" there will be a unique space where visitors can record what they envision our community, our city, our country, and our world can be. They will also be able to listen to archived wishes from previous visitors using a variety of search parameters.

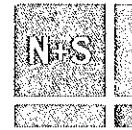
Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, CPL, and potential project sponsor, in designing the appearance of the space as it relates to the surrounding AWBA installation, and overall library ambiance. N+S will explore title and instructional signage for the area that follows the MLK Library system described above, along with additional graphical applications to energize the space. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the space that is a unique piece of signage, but also follows the newly established MLK Library brand.

Word Walk: N+S will design a unique walkway along the perimeter of "The Table" where visitors can walk or roll over a strip of floor that is occupied by thousands of glowing words. As people move the words interact with their feet or wheels. They can simply enjoy the playful movement they create or spend more time building sentences or phrases.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, CPL, and potential project sponsor, in designing the appearance of the space and projected typographical styles as they relate to the surrounding library and Table look and feel. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the space that is a unique piece of signage, but also follows the newly established MLK Library brand.

Freedom Map: This project consists of creating an interactive map exhibit focusing on Greater Cleveland and highlighting important locations where significant civil rights milestones and events occurred, from Dr. King's speech at Olivet Institutional Baptist Church to Karamu House, the oldest African American theater in the United States. Viewers can touch featured points on the map and pop-up windows will expand to give further information and visuals relating to the historical event or location. Where appropriate sound or video may be included. A free app that complements the exhibit can be downloaded at the station and guide users throughout the city where they can visit the actual locations.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, archivist, historian, CPL, and potential project sponsor, in designing the appearance of the map and accompanying graphics including map design and interactive functionality, sound research and design, video research and design, photo research and design, and all expandable written content and design. N+S will explore title and instructional signage for the area that follows the MLK Library system described above, along with additional graphical applications to energize the space. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the space that is a unique piece of signage, but also follows the newly established MLK Library brand.



Living Wall: N+S will create an interactive wall that may be programmed with words from Dr. King's writings and speeches. Words like "character," "faith," "hope," and "love." Viewers can touch one of the words and the entire quotation appears, with the date and location of when and where the words were spoken. They can touch another portion of the wall and use more words to create their own verses and poems.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, archivist, historian, CPL, and potential project sponsor, in designing the appearance of the wall and projected typographical styles as they relate to the surrounding library and Table look and feel, along with additional graphical applications to energize the space. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the space that is a unique piece of signage, but also follows the newly established MLK Library brand.

Virtual Garden: Reinforcing the notion of a library being the source of personal and communal growth, N+S will design an interactive garden that will change with the seasons, and visitors you can interact with it by planting virtual seeds and virtually watering them. They may then return at a later date, "walk through" the garden using a virtual map, locate their plants, and see how they've grown and bloomed.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, CPL, and potential project sponsor, in designing the appearance of the garden, along with additional graphical applications to energize the space. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the space that is a unique piece of signage, but also follows the newly established MLK Library brand.

Community Portrait: Supporting the idea that the MLK Library and its thematic Table can conceptually and literally bring people together, this project consists of creating a large back-lit monitor displaying a grid of portraits. These will be photos of library visitors – people of all ages, races, from all different walks of life from all over the world. Integrated within the installation will be a camera new visitors can stand in front of and let themselves be photographed. Their image then becomes part of the Community Portrait for others to see.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, CPL, and potential project sponsor, in designing the appearance of the exhibit, along with additional graphical applications to energize the space. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the space that is a unique piece of signage, but also follows the newly established MLK Library brand.

Talking Books: One of the charges to our team is the challenge of making parts of the library accessible 24 hours a day, 7 days a week. N+S envisions the design of a virtual library on the façade of the MLK Library in the form of a projected case of books that visitors can touch, and passages of the books will be read to them.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, CPL, and potential project sponsor, in designing the appearance of the exhibit, along with additional graphical applications to energize the surrounding area, including book spine design and interactive functionality, and sound research and design. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the space that is a unique piece of signage, but also follows the newly established MLK Library brand.



Road to Hope: Continuing to meet the challenge of making the MLK Library a unique destination 24 hours a day, 7 days a week, N+S would create a projected word experience as visitors walk beneath the buildings cantilevered canopy that projects over the front sidewalk. As visitors look up they see the words of Martin Luther King Jr. in large glowing excerpts from his many famous speeches and quotations. Using projected sound, visitors actually hear Dr. King reciting the words as they travel down the street.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, archivist, historian, CPL, and potential project sponsor, in designing the appearance of the canopy and projected typographical styles as they relate to the surrounding library and Table look and feel, along with additional graphical applications to energize the space. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the area that is a unique piece of signage, but also follows the newly established MLK Library brand.

Freedom Stride: One more compelling way the library can be accessible 24/7 is by designing an interactive exhibit on the façade of the library where as visitors walk along the front of the building toward the entrance, they notice an image of Dr. King walking beside them. Using video tracking and archival video, the experience would emulate the experience of marching with Dr. King on one of his many historical peaceful protests.

Approach: N+S will work closely with JKURTZ, SO-IL, the team's technical partner, archivist, historian, CPL, and potential project sponsor, in designing the appearance of the projected walk, along with additional graphical applications to energize the space. If a sponsor is funding the exhibit, N+S will work with them in designing a personal identifier for the area that is a unique piece of signage, but also follows the newly established MLK Library brand.

FOUR STEP DESIGN AND DEVELOPMENT PROCESS

Our development methodology for these projects will follow a four Phase process including:

- | | |
|-------------------------|--|
| 1. Discovery + Strategy | 3. Typesetting + Electronic Production |
| 2. Concept + Design | 4. Production Management |

These Phases will be followed during this collaborative engagement to provide a system for informed dialogue, clear feedback, and well-defined scheduling milestones and budgetary parameters. It is through this efficient process for creative and production development that we can ensure the ultimate success of these projects. It is understood that N+S will provide professional and creative services for these projects and work closely with the MLK Library team to establish, review, and implement the direction and design for these undertakings. This includes time for research, meetings, presentations, conceptual development, original design concepts, graphic design, typesetting, and production of all digital files as required.

1. Discovery + Strategy: We pride ourselves on "doing our homework." Great design is responsive to the needs of our clients, and our clients' end-users. The first step in this process will be to establish and confirm the overall strategy and objectives for all components of these projects. Central to this process will be an evaluation of previous project versions (if relevant). This Phase would also include a review of any relevant additional content and visual assets and discussions with CPL and MLK staff regarding the constraints and goals of the efforts. Regular communication between N+S and the MLK Library team will continue throughout the discovery, creative, and production processes.

2. Concept + Design: Once we have completed Phase 1, Discovery + Strategy, N+S will proceed with the Concept + Design step. As these projects are multi-faceted, incremental, and subject to coinciding with building design and construction deadlines, each project must be completed in a defined order for the entire effort to progress efficiently and effectively. We see these efforts being completed in the following order: Identity Design; Way-finding Design; Anisfield-Wolf Book Awards Exhibition Design; all Enhanced Services Exhibits; followed by Business Papers, Collateral, and Marketing Materials and Brand Identity Guidelines.



Identity Design: N+S will create and present up to 2 identity themes with up to 2 sets of refinements. Once a final design direction has been approved, N+S will advance to exploring how the identity theme can work throughout the library exterior and interior environments.

Way-finding and Signage Design: Once a final identity theme has been approved, N+S will begin exploring way-finding and signage design. Once initial research has been completed for specific signage needs and applications, and the types of signs and content of each has been approved by the MLK Library team, N+S will begin designing a select family of up to 6 sign compositions that represent the types of signage that will appear throughout the Library, including individual composition, material, structure, and location. Design approaches shall be presented in digital environments emulating each sign's size, structure, and placement. N+S will present up to 2 design themes with up to 2 rounds of design refinements. Once a theme direction has been approved N+S will apply the look and feel to the remaining sign types.

Anisfield-Wolf Book Awards Exhibition Design: N+S will work in tandem with JKURTZ, SO-IL, AWBA, and CPL to design the overall look, structure, and interactive elements of the AWBA exhibit, ensuring that the finished appearance adheres to the established AWBA brand, while having its own unique and inspired visual voice. N+S, JKURTZ, and SO-IL will work together to coordinate schedule, presentations, and refinements. We are budgeted to create up to 2 design directions, with up to 2 rounds of revisions.

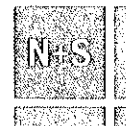
Enhanced Services Exhibits: Depending on the selected exhibits, N+S will work closely with JKURTZ, SO-IL, technical partners, archivists, historians, CPL, all fabricators, builders, and any potential project sponsors, on the design and production of these exciting opportunities. In each case N+S will present 1 design approach with up to 2 rounds of design refinements.

Business Papers, Collateral, and Marketing Materials: N+S will design between 12–18 unique business papers or collateral and marketing materials, which may include business cards, letterhead, envelopes, note cards, pocket folder, bookmark, t-shirt, hat etc. After CPL and N+S have agreed on this assortment of items, N+S will begin the design process which will include extensive typographical, graphical, color palette, materials, and production research in order to develop a comprehensive communications package with standardized type styles, composition, and layout formats. N+S will present 2–3 designs for each item in the form of high-resolution color presentation pages, with 2–3 sets of design refinements. Once each design has been approved, N+S will proceed to the Typesetting + Electronic Production phase to create print-ready files of each item.

Identity Guidelines: Once all preliminary projects have been designed and approved, and all design applications and rules have been addressed, N+S can proceed with developing a clear and accessible set of Brand Identity Guidelines. This document will be up to 12 pages long in PDF form, and address proper and improper logo usage, minimal size requirements, typographical specifications, color palette description and color usage, and extended complementary color palette.

3. Typesetting + Electronic Production: N+S will provide all required and relevant Typesetting and related Electronic Production services. This includes all time for the initial setting of all type, up to 3 rounds of type changes, and preparation of all “printer-ready” files, as required.

4. Production Management: Preliminary cost estimates for Production Management and/or the time that may be required to manage or supervise these services, are included in this Proposal. In addition to playing an active role in the proof review process, we assume that N+S will play an active role in the supervision of all printing, binding, fabrication, and installation of all projects including scheduling and all vendor communication, and RFQ requests as needed. We are not including a printing, fabrication, and installation costs at this time until final designs, material specifications, and installation parameters have been determined.



ESTIMATE AND RELATED TERMS

This Proposal and related budget (±10%) include costs for professional services and expenses as outlined. This encompasses a preliminary allowance for design related materials, office supplies, long distance phone, and related expenses. We believe the budget estimates for consultation, research, and design to be adequate. Additional work beyond this estimated time may result in additional costs. In the event that these estimates appear to be insufficient, N+S will consult with JKURTZ, SO-IL, and CPL *before* any additional costs are incurred. Except as specifically noted, this Proposal and related budget do not include printing, fabrication, installation, deliveries, or extensive changes. These costs (if any) will be invoiced directly to the client based on approved budgets. N+S would like to receive 75 sample copies of printed materials that are produced. Additionally, we respectfully request that (subject to mutual agreement and aesthetic considerations) a credit appear at the end of the publications. The credit should read "Design: Nesnadny + Schwartz."

MLK Library Identity / Way-finding and Signage Design Package

N+S will work with the MLK Library team in supplying the above creative services itemized in the Essential Services section for the MLK Library Identity and Way-finding and Signage System, which includes all Consultation, Research, Design, Art Direction, Typesetting, Electronic Assembly, Production, Production Management, and Fabrication and Installation Supervision. Final deliverables include the MLK Library Identity and Way-finding and Signage System. All design and typographical specifications relating to the new MLK Library Identity, Way-finding, and Signage will be the property of CPL and may be applied to additional CPL branches as a system-wide program.

While costs pertaining to all internal expenses relating to these projects our included in our Proposal, our budget does *not* include costs for new photography, illustration, signage and exhibit materials, fabrication, construction, and installation. When final designs have been approved for these projects, updated Production Budgets can be assembled for approval by CPL.

Total Creative Services: \$64,500

Anisfield-Wolf Book Awards Exhibit Design Package

N+S will work with the MLK Library team in supplying the above creative services itemized in the Essential Services section for the Anisfield-Wolf Book Awards Exhibit, which includes all Consultation, Research, Design, Art Direction, Typesetting, Electronic Assembly, Production, Production Management, and Fabrication and Installation Supervision. Final deliverables include the Annisfield-Wolf Book Awards Exhibit Design.

While costs pertaining to all internal expenses relating to these projects our included in our Proposal, our budget does *not* include costs for new photography, illustration, exhibit materials, fabrication, construction, and installation. When final designs have been approved for these projects, updated Production Budgets can be assembled for approval by CPL.

Total Creative Services: \$44,500

Interactive Exhibit Exploration and Research

Included in this phase is the time required (up to 50 hours) for the exploration of interactive exhibit technology, solutions, and installation / location ideas for the projects listed above in the Enhanced Services section (not including the MLK Library Website). N+S will present the MLK Library team with interactive exhibit ideas for review and discussion. Upon approval of 3-5 conceptual directions, N+S will be available to work with the MLK Library team in assembling complete Design, Production, Construction, and Installation Budgets for the completion of these exhibits.

Total Research Services: \$10,175

MLK Library Business Papers, Collateral, Marketing Materials, and Identity Guidelines Design Package

N+S will work with the MLK Library team in supplying the above creative services itemized in the Optional Services section, which includes all Consultation, Research, Design, Art Direction, Typesetting, Electronic Assembly, Production, Production Management, and Printing Supervision. Final deliverables include 12-18 unique business papers or collateral and marketing materials, as well as a 12 page digital Identity Guidelines document. Our budget does not include costs for printing, new photography, or illustration.

Total Creative Services: \$26,750

MLK Library Website Design and Development

Total Creative Services: To be Determined Once the Site Size and Features Has Been Agreed Upon

N+S Hourly Rates	Rate Per Hour
Principals (Creative Director and Design Director)	\$185
Design and Production Staff	\$165

All of us here at Nesnadny + Schwartz are looking forward to partnering with you and the MLK Library team. Please don't hesitate to contact me if you have any questions. Thanks again for this exciting opportunity.

Sincerely,

Greg Oznowich, Creative Director



11 February 2019

Jonathan Kurtz
JKURTZ Architects
10803 Magnolia Drive
Cleveland, OH 44106
Phone: (330) 328-7347

RE: Acoustics Consulting Proposal
Cleveland Public Library, Martin Luther King Jr. Branch

Dear Jonathan:

We are excited to have the opportunity to collaborate again, especially on a building of such civic importance. The core principals driving the project of *visual connections; differentiate, while part of the whole; and shared, not separated* all speak to an importance of carefully balancing the interior acoustic environment of each program area so that it supports the nature of the activity inside, giving it identity, and allowing the activity to spill into the adjacent areas to speak to the connections and express a level of vibrancy, all without allowing for disruption of one area by another.

The variety of spaces demand a level of intentional acoustic differentiation. The teen and children's spaces clearly need to allow for a level of boisterousness that may or may not be appropriate to the mood of the temporary exhibit, which may call for a degree of variability in privacy, acoustic control, and ambiance depending on its nature. The expression of the volumes using stairs and curtain wall shaping may itself allow for developing a level of functional independence acoustically, even while the sightlines among these spaces may remain uninterrupted.

The opening through the mezzanine over the performance space offers an exciting opportunity to draw attention to activity in the central zone when desired and may require special attention to keep daily activity from unintentionally disrupting the quieter activity on the mezzanine. We look forward to exploring the options for aligning the acoustic behavior with the program goals for the facility in its entirety.

In order to efficiently provide the input required, we are proposing more intensive involvement early in the project, with lighter overview input later in design, remaining on call for questions when design direction pulls you away from principles established in the early phases. We have made the following adjustments to our typical scope of services to provide our services in a cost-effective manner:

- We will depend on the design team to alert us to issues requiring our attention after our mid-Design Development (DD) review. In our typical approach, we provide detailed document reviews throughout the project.
- Extensive model testing or auralization services utilized to confirm or compare alternative design approaches with an understanding of the acoustic impact have been excluded. These tools can be made available as additional services if design directions appear especially challenging acoustically, or if concerns are raised by the library representatives that require a more experiential level of interaction to arrive at a level of confidence in the design.
- One meeting per phase is included in design, with no more than three trips in Construction Administration / Commissioning.

THRESHOLD ACOUSTICS

141 West Jackson Boulevard
Suite 2080
Chicago, Illinois 60604

P 312.386.1400
F 312.386.1414
www.thresholdacoustics.com



- A construction kick-off, typically provided at the start of critical acoustically-related trades (MEP, drywall, etc.) to anticipate questions that frequently come into play, is not included, and may not be necessary.

An outline of our approach is offered on the following pages.

Scope of Services

Schematic Design -- Less than 3-month duration

- Visit the existing MLK branch or other sites selected by the library that illustrate spaces that work well or that perform badly to gain a level of first-hand experience regarding the acoustic goals for the new spaces within the reboot project.
- Visit the site for the project to assess the nature of the environmental noise present to inform design of the building façade. Take measurements of typical outdoor noise at the site.
- Participate in a design session with members of the design team, potentially including the architects, Mechanical, Electrical and Plumbing (MEP) engineers, structural engineers, and curtain wall consultants (if any), all at the architects' discretion.
- Establish volumetric and adjacency requirements consistent with acoustic objectives and provide conceptual recommendations regarding isolation strategies in key programmatic areas
- Develop an acoustic design report including narrative description of the acoustic criteria, and provide drawing markups indicating desired performance of sound isolating construction, background noise requirements, and preliminary selection of interior treatment performance requirements for walls, floors, and ceilings.
- Coordinate acoustic treatments and sound isolation approaches with the Audio/Video systems design provided by others.
- One multi-day trip to Cleveland is anticipated in this phase.

Design Development -- Three months or less in duration

- Review a single progress set of documents and/or building model to verify consistency with the Schematic Design recommendations for room acoustic, sound isolation, and noise control performance.
- Attend one meeting during this phase to advance any portion of the work that remains with coordination of acoustic design outstanding.
- Provide preliminary specification language (either partial or complete sections as required) for acoustic-specific products and construction techniques.

Construction Documents -- Four months or less in duration

- Review a single progress set of documents and/or building model to verify consistency with the Design Development recommendations for room acoustic, sound isolation, and noise control performance.
- Attend one meeting during this phase to advance any portion of the work that remains with coordination of acoustic design outstanding.
- Provide final specification language for acoustic-specific products and construction techniques.



Construction Administration

- Conduct on-site observations of the in-progress construction related to acoustics performance and meet with the Design Team and Contractors on site to review any construction issues that require coordination. Issue a Field Report for each site visit. A total of 3 site visits are anticipated in this phase of work.
- Review submittals and RFIs concerning acoustically relevant building components.

Fees

Our fee for the proposed scope of work will be \$40,000. Customary reimbursable expenses will be billed in addition to the fee at ~~440%~~ of cost.

PHASE	FEE
Schematic Design	\$15,000
Design Development	\$10,000
Construction Documents	\$8,000
Construction Administration/Commissioning	\$7,000
TOTAL	\$40,000

Additional Services

Services beyond those identified in the Scope of Services may be added for additional fee at the following hourly rates:

Partners	\$250.
Principal Consultants	\$200.
Senior Consultants	\$175.
Consultants	\$125-150.
Technical Staff	\$100-125.

14 June 2019



Mr. Jonathan Kurtz
JKURTZ Architects
10803 Magnolia Drive
Cleveland, OH 44106

Re: Facade Design Phase Consulting Services, Cleveland Public Library, Martin Luther King Jr. Branch, Cleveland, OH

Dear Mr. Kurtz:

Simpson Gumpertz & Heger Inc. (SGH) shall be pleased to provide building enclosure consulting services for the above-named project. This letter presents our proposed scope of work.

1. PROJECT UNDERSTANDING

Our understanding of the project is based upon the design update presentation dated 28 May 2019 and our 29 May 2019 phone call with you. The Martin Luther King Jr. Branch of the Cleveland Public Library is a planned two-story public space in Cleveland, Ohio. We understand that SO-IL will be the design architect and JKURTZ Architects (JKURTZ) will be the Architect-of-Record for this project.

You asked us to provide facade consulting for the project. This proposal described our scope for the ground-floor library space only, and does not include any consulting services for the residential spaces above.

2. BASIC SERVICES

The scope of services we can provide for enclosure consulting is broad and variable. We present below, for your consideration, a scope of consulting services based on our understanding of your needs and the general building configuration shown on the preliminary drawings that you provided. We would be glad to reduce, expand, or otherwise modify this scope to meet your needs more closely, should you so desire.

We expect our review will address the following building envelope systems:

- Opaque wall assemblies.
- Facade waterproofing.
- Fenestration (windows, doors, curtain walls, storefronts, and skylights).
- Exterior canopies.
- Tie-ins and transitions between the systems described above.

Our work will include the services described below:

- Evaluation of the general design of the fenestration, wall cladding, and facade systems, including comments on the proposed design and recommendations for alternate approaches.

- Recommendations for fenestration and cladding systems, including manufacturers.
- Assist in the design of the proposed fenestration systems including:
 - Sizing of primary cladding and framing members, as well as typical glazing panels for both strength and serviceability.
 - Assist in developing details to meet the architectural intent, considering ease of construction and cost effectiveness, as appropriate.
 - Evaluate potential sources for elements such as large-format glass panels.
- Coordination with other consultants, including:
 - Project Structural Engineer on enclosure interfaces as well as structural support and movements.
 - Project Mechanical Engineer on the design environmental conditions as well as the required thermal performance for the building enclosure.
- Assess and study the thermal performance for typical conditions for the fenestration systems for use in energy modeling and condensation analysis.
- Review of the architectural drawings and specifications for the building enclosure systems listed above.

We propose to perform the specific tasks listed below. We will perform our work in a consulting role to SO-IL and JKURTZ, who will remain Architects-of-Record for the project and maintain full discretion over all design decisions.

2.1 Design Phase

Design Development (DD) Phase

Our scope of work during the DD phase will include the following tasks:

- Attend one project kick-off meeting at SO-IL's New York City office and conference JKURTZ to discuss your goals and design intent for the project.
- Write a letter to you that provides our general conceptual recommendations for the building enclosure systems listed above, including fenestration, thermal insulation, opaque wall assemblies and facade waterproofing. Our recommendations will include materials, products, and manufacturer options for these systems.
- Perform preliminary calculations of the framing and glass sizing requirements for the fenestration systems. We anticipate that one curtain wall system will be part of this project.
- Perform one review of SO-IL and JKURTZ's architectural drawings and specifications for the building enclosure systems listed above. Our review will include "redline" comments showing our recommendations for modifications to the details and specifications for improved waterproofing and thermal performance, including integration between the different building enclosure systems. We also will provide hand sketches of details that we recommend SO-IL and JKURTZ include in your drawing set. Our comments on the specifications also will

include our recommendations for the required mockup and laboratory and field performance verification testing requirements for the different building enclosure systems.

- Perform initial two-dimensional steady-state thermal analysis of the fenestration system to review the thermal performance. We have included up to four models in our scope of work for the DD phase. We will provide initial thermal and solar performance data for the fenestration systems to the Mechanical Engineer (or other party) for use in its work.
- Attend two half-day working meetings with SO-IL at its New York City office and conference JKURTZ to discuss our recommendations for the building enclosure systems and the development of its design.
- Provide additional "ad-hoc" consulting services for the building enclosure systems listed above, including telephone calls, meetings, memoranda, etc. We include up to 20 combined staff hours for this task during the DD phase.

Construction Documents (CD) Phase

Our scope of work during the CD phase will include the following tasks:

- Provide final framing and glass sizing requirements for the fenestration systems for inclusion with your project documents.
- Revise our previous thermal models from the DD phase to correspond to the development of the fenestration's design. We will provide refined thermal and solar performance data for the fenestration systems to the Mechanical Engineer (or other party) for use in its work.
- Perform one review of SO-IL and JKURTZ's architectural drawings and specifications for the building enclosure systems listed above. We will review the drawings for inclusion of our previous review comments and review new details added to the drawings. We also will provide hand sketches of details that we recommend SO-IL and JKURTZ include in the drawing set.
- Attend two half-day working meetings with SO-IL at its New York City office and conference JKURTZ to discuss our recommendations for the building enclosure systems and the development of its design.
- Provide additional ad-hoc consulting services for the building enclosure systems listed above, including telephone calls, meetings, memoranda, etc. We include up to 20 combined staff hours for this task during the CD phase.

3. ADDITIONAL SERVICES

At your request, we would be happy to provide a proposal to you for the following consulting services as an additional service:

- Bid- and construction-phase services, including submittal review, site visits, etc.
- Whole building energy modeling.
- Daylight analysis.

Mr. Jonathan Kurtz

- 4 -

14 June 2019

- Full building enclosure specifications (Divisions 7 and 8, in lieu of reviewing specifications produced by your office).
- Full service structural engineering.
- Fire and life safety consulting.

At your request, we can prepare separate cost estimates for these services.

4. FEE AND BUDGET

Our lump-sum fee for the basic services described in Section 2 for this project will be \$42,000 including expenses (which we estimate to be \$500). A breakdown of this fee (itemized by phase) is presented below:

Phase	Fee
DD Phase	\$24,000
CD Phase	\$18,000
Total	\$42,000

Our fees for additional services will be computed on an hourly basis as shown on the attached Fee Schedule and Payment Terms. SGH will bill direct expenses at actual cost. Direct expenses are out-of-pocket expenses and include, but are not limited to, subconsultants, travel, outside services, copying, and charges for the use of SGH field and laboratory equipment and specialized computer software.

This proposal is valid for sixty days. Our proposed agreement consists of this proposal and the enclosed Contract Provisions and Fee Schedule and Payment Terms. If acceptable, please sign and return one copy of this letter, together with a retainer of \$5,000. We will credit this amount to your account, to be applied against our final billing, and will return any unexpended balance to you at that time.

Sincerely yours,
SIMPSON GUMPERTZ & HEGER INC.



Sean M. O'Brien, P.E.
Senior Principal
OH License No. PE.74991

Accepted: JKURTZ ARCHITECTS

Signature: _____

Printed Name: _____

Title: _____

Date: _____

SMO/st (NY19-0001922-SMO)0101C19 CP-2
Encls.

**SIMPSON GUMPERTZ & HEGER INC.
FEE SCHEDULE AND PAYMENT TERMS**

<u>Personnel Category</u>	<u>Hourly Billing Rate</u>
Senior Principal	\$340
Principal	\$320
Associate Principal	\$300
Staff Consultant	\$250 – \$300
Senior Project Manager	\$255 – \$295
Senior Project Supervisor	\$215 – \$260
Senior Staff II	\$205 – \$230
Senior Staff I	\$165 – \$195
Staff IV	\$220 – \$230
Staff III	\$190
Staff II	\$145 – \$155
Staff I	\$135
Technical Aide	\$80
Senior Laboratory Technician	\$125 – \$155
Laboratory Technician	\$115
Senior Graphics Specialist	\$235
Graphics Specialist II	\$165
Graphics Specialist	\$120
Senior Project Drafter	\$165
Senior Drafter	\$140
Drafter	\$110
Non-Technical	\$100 – \$115

Rates are in US dollars. Individuals performing services are billed at the applicable rate(s) stated above. Where ranges of hourly rates are shown for a single title they reflect the varying rates of the particular individuals with that title. SGH will provide specific hourly rates for individuals assigned to the project if requested. An annual rate adjustment, based upon salary increases, will apply on 1 January each year.

Invoices will be submitted showing labor (hours worked) by labor category and total expenses.

FORM 0101C19

01 January 2019



1301 E9 St., #2100
Cleveland, OH 44114

and-estimate.com
216.619.1700

June 5, 2019

Mr. Jonathan Kurtz
JKURTZ Architects
10803 Magnolia Drive
Cleveland, OH 44106

RE: Service and Fee Proposal; Estimating
New MLK Library Branch
Cleveland, Ohio

Dear Jonathan:

PCS & Estimate, LLC is pleased to offer our proposal to provide cost estimating services for the referenced project. We understand the project to be a new MLK Library branch to be located within a proposed residential mixed-use developer driven project located in Cleveland, Ohio.

Our proposal to provide one (1) Estimate of Probable Construction Cost for all trades work with one (1) minor revision after JKURTZ Architects' review, is as follows:

Design Development Estimate	\$ 10,685
Design Development Reconciliation	\$ 3,095
Construction Documents Estimate	\$ 13,710
Construction Documents Reconciliation	<u>\$ 3,095</u>
Total	\$ 30,585
Reimbursables	\$ 950

We specifically exclude any printing, meetings, site visits, value engineering/cost studies, reconciliation meetings, alternate/optional work scope or subsequent estimating efforts or revisions beyond those noted above. We have assumed JKURTZ Architects will provide one hard copy file for our use in this estimating effort.

These estimates will be completed using our standard Microsoft Excel format and delivery to JKURTZ Architects in electronic PDF format. We exclude any hazardous material estimating as our insurance company will not allow for this service.

JKURTZ Architects will provide one (1) complete copy of the electronic format (PDF) for our use in estimating this project. It is understood that our proposal is based on receipt of the documents during the 2019 calendar year.

&estimate
a PCS company

As standard in our industry, &estimate expects prompt payment within seven (7) days from the date you receive our invoice. Any payments exceeding 120 days will be subject to a 5% interest charge. If the project costs and or the construction cost is increased throughout the duration of our engagement &estimate will be entitled to an appropriate fee increase in relation to the percentage of additional funding.

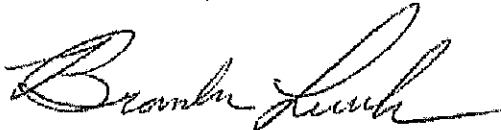
Our estimate will be based on the drawings, specifications, narratives, emails and verbal instructions provided by JKURTZ Architects. Since we have no control over the cost of labor, materials, contractor markups, or market conditions, our opinions represent our best judgment of a probable construction cost in Cleveland, Ohio at this time. However, we cannot and do not guarantee that bids will not vary from our opinions of probable construction costs. If a formal contract is forthcoming, then this proposal must be attached.

If this proposal meets with your approval, your signature below or authorization to proceed will serve as a contract between JKURTZ Architects and PCS & Estimate, LLC. If a contract is to be signed, this proposal shall be attached to any contract between JKURTZ Architects and PCS & Estimate, LLC. It will also serve as our authorization to proceed when complete documents are available. &estimate can complete this estimate as required in seven (7) to ten (10) business days after receipt of all documents. We have not included estimating services of any soft costs such as A/E fees, FF&E and other normal soft costs adders.

Many thanks for your continued interest in our services. We look forward to working with you and your team on this very important project.

Respectfully,

PCS & Estimate, LLC



Brandon Lawlor
President, &estimate
d 216.239.5276
c 216.406.7151
and-estimate.com

a PCS company

APPROVED: _____ DATE: _____

JKURTZ Architects

Appendix C
DESIGN STATUS AT COMMENCEMENT

REPORT A

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

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	20,208,251.23	0.00	0.00	0.00	\$ 0.00	20,208,251.23
42 Intergovernmental	10,622,466.94	669,376.60	0.00	0.00	\$ 0.00	11,291,843.54
43 Fines & Fees	139,658.74	0.00	0.00	0.00	\$ 0.00	139,658.74
44 Investment Earnings	232,533.93	77,297.27	0.00	9,860.73	\$ 0.00	319,691.93
45 Charges for Services	0.00	3,099,842.92	0.00	0.00	\$ 0.00	3,099,842.92
46 Contributions & Donations	35,085.00	474,267.94	0.00	0.00	\$ 0.00	509,352.94
48 Miscellaneous Revenue	117,459.20	0.00	0.00	0.00	\$ 40,401.69	157,860.89
Total Revenues	\$ 31,355,455.04	\$ 4,320,784.73	\$ 0.00	\$ 9,860.73	\$ 40,401.69	\$ 35,726,502.19
51 Salaries/Benefits	15,590,259.68	1,396,968.78	0.00	0.00	\$ 0.00	16,987,228.46
52 Supplies	302,756.15	35,461.53	0.00	1,096.58	\$ 0.00	339,314.26
53 Purchased/Contracted Services	5,096,266.99	1,756,409.50	240,175.18	26,858.12	\$ 0.00	7,119,709.79
54 Library Materials	3,769,892.57	315,345.11	0.00	16,469.37	\$ 0.00	4,101,707.05
55 Capital Outlay	514,078.89	39,721.55	1,864,958.15	5,538.55	\$ 0.00	2,424,297.14
57 Miscellaneous Expenses	50,525.51	12,058.08	0.00	0.00	\$ 38,881.04	101,464.63
Total Expenditures	\$ 25,323,779.79	\$ 3,555,964.55	\$ 2,105,133.33	\$ 49,962.62	\$ 38,881.04	\$ 31,073,721.33
Revenue Over/(Under) Expenditures	\$ 6,031,675.25	\$ 764,820.18	\$(2,105,133.33)	\$(40,101.89)	\$ 1,520.65	\$ 4,652,780.86
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	180,015.00	(180,015.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$ 180,015.00	\$(180,015.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 6,211,690.25	\$ 594,805.18	\$(2,105,133.33)	\$(40,101.89)	\$ 1,520.65	\$ 4,652,780.86
Beginning Year Cash Balance	\$ 22,691,431.19	\$ 19,102,200.53	\$ 5,532,079.99	\$ 4,180,956.91	\$ 12,095.10	\$ 51,518,763.72
Current Cash Balance	\$ 28,903,121.44	\$ 19,687,005.71	\$ 3,426,946.66	\$ 4,140,855.02	\$ 13,615.75	\$ 56,171,544.58

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending May 31, 2019

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	22,447,383	9,336,768	13,110,615	42%	41%
General Property Tax	33,635,180	20,208,251	13,426,929	60%	61%
Rollback, Homestead, CAT	2,400,000	1,285,699	1,114,301	54%	50%
Fines & Fees	180,800	139,659	41,141	77%	38%
Investment Earnings	574,090	232,534	341,556	41%	50%
Contributions	36,400	35,085	1,315	96%	100%
Miscellaneous	1,227,361	117,459	1,109,902	10%	54%
Return of Advances Out	0	255,015	(255,015)	0%	0%
Total	\$ 60,501,214	\$ 31,610,470	\$ 28,890,744	52%	52%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	37,182,278	15,620,425	21,561,853	42%	38%
Supplies	926,512	623,032	303,480	67%	45%
Purchased Services	11,742,382	8,815,251	2,927,131	75%	72%
Library Materials	10,928,033	6,363,411	4,564,622	58%	55%
Capital Outlay	1,989,586	662,491	1,327,095	33%	30%
Other	175,676	74,607	101,069	42%	61%
Subtotal	\$ 62,944,466	\$ 32,159,217	\$ 30,785,249	51%	48%
Advances Out	0	75,000	(75,000)		
Transfers Out	0	0	0		
Total	\$ 62,944,466	\$ 32,234,217	\$ 30,710,249	51%	50%

Note (1): Certificate from Cuyahoga County Budget Commission dated April 9, 2019.

Note (2): Subtotal Amended Appropriation of \$56,752,181.79 plus carried forward encumbrance of \$6,192,284.63.

Note (3): Subtotal includes 40% expended and 11% encumbered.

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	12,241,512.39	11,181,392.39	4,722,943.71	0.00	6,458,448.68
51120 Clerical Salaries	10,760,259.04	10,405,209.04	4,407,785.17	0.00	5,997,423.87
51130 Non-Clerical Salaries	1,306,477.03	1,102,217.03	465,158.22	0.00	637,058.81
51140 Buildings Salaries	4,354,116.00	4,086,439.94	1,718,959.04	0.00	2,367,480.90
51150 Other Salaries	534,924.26	527,934.26	220,816.41	0.00	307,117.85
51180 Severance Pay	0.00	122,881.68	123,789.91	0.00	(908.23)
51190 Non-Base Pay	475,000.00	888,690.00	268,767.40	0.00	619,922.60
51400 OPERS	4,181,573.32	3,937,757.27	1,658,445.63	0.00	2,279,311.64
51610 Health Insurance	4,299,714.82	4,050,224.82	1,683,551.26	0.00	2,366,673.56
51611 Dental Insurance	225,998.16	206,578.16	85,042.10	0.00	121,536.06
51612 Vision Insurance	17,528.88	17,158.88	6,451.69	0.00	10,707.19
51620 Life Insurance	13,644.00	14,144.00	5,610.60	0.00	8,533.40
51625 Short Term Disability Insurance	27,792.24	29,032.24	11,908.60	0.00	17,123.64
51630 Workers Compensation	155,341.02	161,792.64	6,179.40	0.00	155,613.24
51640 Unemployment Compensation	10,000.00	29,702.66	32,896.25	11,802.99	(14,996.58)
51650 Medicare - ER	399,237.08	387,175.11	161,549.41	368.95	225,256.75
51900 Other Benefits	21,251.64	33,947.51	10,404.88	17,993.30	5,549.33
Salaries/Benefits	\$39,024,369.88	\$ 37,182,277.63	\$ 15,590,259.68	\$ 30,165.24	\$ 21,561,852.71
52110 Office Supplies	45,647.34	51,383.77	20,367.60	2,452.18	28,563.99
52120 Stationery	30,745.00	31,884.29	16,287.32	3,811.10	11,785.87
52130 Duplication Supplies	24,400.00	25,065.84	11,172.49	230.99	13,662.36
52140 Hand Tools	1,500.00	1,500.00	369.34	0.00	1,130.66
52150 Book Repair Supplies	66,000.00	66,507.30	24,683.37	660.08	41,163.85
52210 Janitorial Supplies	100,700.00	105,596.57	48,519.54	11,943.45	45,133.58

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	Electrical Supplies	47,097.25	18,621.50	21,118.70	7,357.05
52230	Maintenance Supplies	347,278.24	112,558.66	205,193.48	29,526.10
52240	Uniforms	8,164.14	0.00	2,868.74	5,295.40
52300	Motor Vehicle Supplies	63,980.98	19,745.52	41,232.60	3,002.86
52900	Other Supplies	178,053.69	30,430.81	30,764.65	116,858.23
	Supplies	\$ 926,512.07	\$ 302,756.15	\$ 320,275.97	\$ 303,479.95
53100	Travel/Meetings	117,023.72	35,975.79	27,040.68	54,007.25
53210	Telecommunications	297,253.07	104,358.61	164,503.61	28,390.85
53230	Postage/Freight	92,875.36	17,480.64	66,451.80	8,942.92
53240	PR/Other Communications	316,832.82	53,341.19	40,856.04	222,635.59
53310	Building Repairs	162,830.01	51,405.15	95,330.23	16,094.63
53320	Machine Repairs	26,433.62	7,510.78	924.66	17,998.18
53340	Building Maintenance	603,381.02	155,991.21	90,117.87	357,271.94
53350	Machine Maintenance	276,061.84	89,902.62	72,921.44	113,237.78
53360	Computer Maintenance	347,344.94	197,731.03	9,818.96	139,794.95
53370	Motor Vehicle Repairs/Maint	31,938.23	9,519.40	20,928.81	1,490.02
53380	Contract Security	729,958.82	433,277.27	280,869.24	15,812.31
53390	Landscaping	10,450.00	5,280.00	450.00	4,720.00
53400	Insurance	421,856.00	1,390.00	0.00	420,466.00
53510	Rent/Leases	158,484.08	63,372.12	92,742.42	2,369.54
53520	Equipment Rental	114,563.14	7,371.29	12,579.94	94,611.91
53610	Electricity	1,960,138.93	719,713.65	1,215,868.55	24,556.73
53620	Gas	158,258.49	96,339.80	60,003.44	1,915.25
53630	Chilled Water	904,311.44	124,991.65	731,196.93	48,122.86

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	125,273.00	143,841.94	45,470.16	82,669.99	15,701.79
53710 Professional Services	1,125,605.00	2,151,232.36	746,561.48	533,887.43	870,783.45
53720 Auditors Fees	695,000.00	750,353.50	503,196.74	52,028.50	195,128.26
53730 Bank Service Charges	11,000.00	11,000.00	3,037.72	0.00	7,962.28
53800 Library Material Control	266,500.00	436,497.64	107,727.83	63,754.81	265,015.00
53900 Other Purchased Services	1,519,212.61	1,519,460.61	1,515,320.86	4,038.50	101.25
Purchased/Contracted Services	\$10,054,074.82	\$ 11,742,381.58	\$ 5,096,266.99	\$ 3,718,983.85	\$ 2,927,130.74
54110 Books	2,085,000.00	2,480,741.32	818,884.84	475,658.47	1,186,198.01
54120 Continuations	291,000.00	486,205.10	143,737.85	172,625.82	169,841.43
54210 Periodicals	790,000.00	1,648,065.89	663,177.21	204,618.56	780,269.92
54220 Microforms	30,600.00	69,249.00	18,461.61	21,479.00	29,308.39
54310 Video Media	1,615,000.00	1,978,823.35	754,797.35	310,031.94	913,994.06
54320 Audio Media - Spoken	90,150.00	117,693.90	47,142.57	11,897.73	58,653.60
54325 Audio Media - Music	172,650.00	260,490.65	72,536.50	77,550.13	110,404.02
54350 Computer Media	0.00	729.88	693.38	0.00	36.50
54500 Database Services	570,000.00	1,223,120.47	593,502.34	113,126.37	516,491.76
54530 eMedia	1,622,600.00	2,289,454.39	607,547.27	1,017,467.39	664,439.73
54600 Interlibrary Loan	3,000.00	4,135.00	1,941.50	2,193.50	0.00
54710 Bookbinding	20,000.00	46,455.69	6,454.61	17,940.89	22,060.19
54720 Preservation Services	20,000.00	53,993.71	17,224.18	18,875.30	17,894.23
54730 Preservation Boxing	5,000.00	14,339.60	7,747.06	1,663.80	4,928.74
54790 Preservation Reformatting	25,000.00	50,515.20	12,627.60	13,393.80	24,493.80
54905 Other LM-Hotspots	200,000.00	200,000.00	0.00	134,996.00	65,004.00
54910 Other LM-Tablets & Devices	0.00	4,019.70	3,416.70	0.00	603.00

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
Library Materials	\$7,540,000.00	\$ 10,928,032.65	\$ 3,769,892.57	\$ 2,593,518.70	\$ 4,564,621.38
55300 Construction/Improvements	0.00	26,144.12	0.00	26,144.12	0.00
55510 Furniture	219,787.80	262,584.97	45,912.16	38,873.76	177,799.05
55520 Equipment	358,256.77	428,974.43	98,181.99	41,169.04	289,623.40
55530 Computer Hardware	585,825.52	821,209.13	284,844.85	12,313.83	524,050.45
55540 Software	106,400.00	136,699.25	11,165.89	29,911.25	95,622.11
55700 Motor Vehicles	240,000.00	313,974.00	73,974.00	0.00	240,000.00
Capital Outlay	\$1,510,270.09	\$ 1,989,585.90	\$ 514,078.89	\$ 148,412.00	\$ 1,327,095.01
57100 Memberships	87,767.38	89,478.68	41,790.46	12,100.22	35,588.00
57200 Taxes	15,000.00	15,487.89	5,431.77	8,978.03	1,077.09
57500 Refunds/Reimbursements	71,232.62	70,709.82	3,303.28	3,002.21	64,404.33
Miscellaneous Expenses	\$174,000.00	\$ 175,676.39	\$ 50,525.51	\$ 24,081.46	\$ 101,069.42
59810 Advances Out	0.00	0.00	75,000.00	0.00	(75,000.00)
Advances	\$0.00	\$ 0.00	\$ 75,000.00	\$ 0.00	\$(75,000.00)
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$59,142,181.79	\$ 62,944,466.22	\$ 25,398,779.79	\$ 6,835,437.22	\$ 30,710,249.21

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2019

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	22,691,431.19	31,610,470.04	25,398,779.79	6,835,437.22	22,067,684.22
Total General Fund	\$ 22,691,431.19	\$ 31,610,470.04	\$ 25,398,779.79	\$ 6,835,437.22	\$ 22,067,684.22
201 Anderson	346,454.39	13.09	528.08	0.00	345,939.40
202 Endowment for the Blind	2,653,421.78	(4,530.42)	0.00	0.00	2,648,891.36
203 Founders	7,113,384.74	143,560.83	640,799.83	799,230.02	5,816,915.72
204 Kaiser	73,325.37	0.00	0.00	0.00	73,325.37
205 Kralley	206,681.24	504.31	0.00	0.00	207,185.55
206 Library	177,000.37	1,206.10	4,275.00	399.56	173,531.91
207 Pepke	158,161.91	(1,265.77)	0.00	0.00	156,896.14
208 Wickwire	1,629,879.06	3,419.24	963.59	11,634.72	1,620,699.99
209 Witke	99,729.36	0.00	0.00	0.00	99,729.36
210 Young	5,007,491.72	2,365.58	0.00	553.07	5,009,304.23
225 Friends	4,490.87	0.00	0.00	100.00	4,390.87
226 Judd	63,460.85	61,669.75	55,550.83	35,362.29	34,217.48
228 Lockwood Thompson Memorial	158,275.27	94,746.50	88,391.45	95,010.95	69,619.37
229 Ohio Center for the Book	64.50	2,300.00	1,992.08	0.00	372.42
230 Schweinfurth	84,166.12	72,576.00	18,354.00	3,840.00	134,548.12
231 CLEVNET	926,146.62	3,099,842.92	1,973,194.68	1,297,003.23	755,791.63
251 OLBPD-Library for the Blind	52,461.90	628,415.00	605,495.97	24,186.69	51,194.24
254 MyCom	33,938.93	115,961.60	86,495.00	51,242.97	12,162.56
256 Learning Centers	49,264.60	25,000.00	17,294.79	24,353.99	32,615.82
257 Tech Centers	170,000.00	0.00	180,000.00	0.00	(10,000.00)
258 Early Literacy	94,400.93	150,000.00	137,644.25	59,663.15	47,093.53
Total Special Revenue Funds	\$ 19,102,200.53	\$ 4,395,784.73	\$ 3,810,979.55	\$ 2,402,580.64	\$ 17,284,425.07

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2019

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
401 Building & Repair	5,532,079.99	0.00	2,105,133.33	1,632,403.50	1,794,543.16
Total Capital Project Funds	\$ 5,532,079.99	\$ 0.00	\$ 2,105,133.33	\$ 1,632,403.50	\$ 1,794,543.16
501 Abel	271,024.22	0.00	0.00	0.00	271,024.22
502 Ambler	2,757.40	0.00	0.00	0.00	2,757.40
503 Beard	163,891.13	7,794.35	22,509.11	37,853.37	111,323.00
504 Klein	6,521.81	0.00	0.00	0.00	6,521.81
505 Malon/Schroeder	324,456.49	475.60	2,062.43	50.00	322,819.66
506 McDonald	228,826.19	69.11	5,538.55	0.00	223,356.75
507 Ratner	110,935.10	(490.78)	0.00	0.00	110,444.32
508 Root	47,757.00	0.00	0.00	0.00	47,757.00
509 Sugarman	218,704.11	(34.57)	906.00	0.00	217,763.54
510 Thompson	178,304.90	4,093.37	2,442.16	8,714.84	171,241.27
511 Weidenthal	8,080.50	0.00	0.00	0.00	8,080.50
512 White	2,523,609.44	(2,046.35)	16,504.37	5,179.37	2,499,879.35
513 Beard Anna Young	96,088.62	0.00	0.00	0.00	96,088.62
Total Permanent Funds	\$ 4,160,956.91	\$ 9,860.73	\$ 49,962.62	\$ 51,797.58	\$ 4,089,057.44
901 Unclaimed Funds	5,400.04	741.28	0.00	0.00	6,141.32
905 CLEVNET Fines & Fees	6,695.06	39,660.41	38,881.04	0.00	7,474.43
Others	\$ 12,095.10	\$ 40,401.69	\$ 38,881.04	\$ 0.00	\$ 13,615.75
Total All Funds	\$ 51,518,763.72	\$ 36,056,517.19	\$ 31,403,736.33	\$ 10,922,218.94	\$ 45,249,325.64

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

Balance of All Funds	<u><u>\$ 56,171,544.58</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	107,598.26
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,620.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u>\$ 115,000.97</u>
PNC - Money Market	10,199.26
U.S. Bank - Investments	34,046,417.98
U.S. Bank - Inv - Money Market	57,690.20
STAR Ohio Investment	2,790,750.90
STAR Plus Program	0.00
Investments	<u>\$ 36,905,058.34</u>
PNC- Endowment Account	19,151,485.27
Endowment Account	<u>\$ 19,151,485.27</u>
Cash in Banks and On Hand	<u><u>\$ 56,171,544.58</u></u>

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – May 2019

1. INTERIM DEPOSITS

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

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

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Investment Form
05/01/19 - 05/31/19	31	Various	STAR Ohio	Various	8,192.15	Investment Pool
05/01/19 - 05/31/19	31	Various	STAR Plus	Various	0.00	Bank Deposit Program
05/01/19 - 05/31/19	31	Various	U.S. Bank	Various	154.61	Sweep Money Market
05/01/19 - 05/31/19	31	Various	PNC	Various	10.39	Money Market
11/07/18 - 05/07/19	182	1,000,000	Federal Farm Credit Bank	1.300%	6,500.00	Federal Agency
11/25/18 - 05/25/19	182	540,000	Federal Home Loan Mortgage Corp.	1.500%	4,050.00	Federal Agency
11/30/18 - 05/30/19	182	500,000	Federal National Mortgage Assn.	1.270%	3,175.00	Federal Agency
11/29/18 - 05/29/19	182	2,000,000	Federal National Mortgage Assn.	1.500%	15,000.00	Federal Agency
11/06/18 - 05/06/19	182	500,000	Federal National Mortgage Assn.	1.250%	3,125.00	Federal Agency
11/15/18 - 05/15/19	182	550,000	Federal Home Loan Bank	1.375%	3,781.25	Federal Agency
11/06/18 - 05/06/19	182	1,000,000	Federal National Mortgage Assn.	1.250%	6,250.00	Federal Agency
12/31/18 - 05/24/19	145	775,000	United States Treasury Note	1.125%	5,678.19	Treasury Security
11/24/18 - 05/24/19	182	1,425,000	Federal Farm Credit Bank	1.670%	11,898.75	Federal Agency
11/28/18 - 05/28/19	182	125,000	Federal Home Loan Mortgage Corp.	1.950%	1,218.75	Federal Agency
11/22/18 - 05/22/19	182	425,000	Federal Home Loan Bank	1.250%	2,656.25	Federal Agency
11/09/18 - 05/09/19	182	500,000	Federal Farm Credit Bank	1.500%	3,750.00	Federal Agency
02/27/19 - 05/01/19	64	500,000	Federal Farm Credit Bank	1.875%	1,666.67	Federal Agency
					\$ 77,107.01	Earned Interest May 2019
					\$ 232,533.93	Earned Interest Year To Date

CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

June 18, 2019

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MAY 2019

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Minneapolis, Minnesota	3/25/2019 - 3/27/2019	James Benson	1,314.96
United States Patent and Trademark Office Patent and Trademark Resource Centers Program Alexandria, Virginia	4/8/2019 - 4/12/2019	James Bettinger	1,986.47
Northeast Ohio Regional Library System Play Your Way to Literacy Through STEM and Musical Madness! Huron, Ohio	4/16/2019 - 4/17/2019	Tawana Campbell	221.20
Information Today Computers in Libraries Washington, D.C.	3/25/2019 - 3/28/2019	Melissa Canan	1,158.66
Best Buy Teen Tech Center and Clubhouse Network Annual Conference San Diego, California	4/8/2019 - 4/12/2019	Michael Dalby	1,172.43
Ohio Excels Workforce and Education Conference Columbus, Ohio	5/16/2019	Michael Dalby	160.08
Northeast Ohio Regional Library System Critical Conversations Conference: Mental Health Awareness Twinsburg, Ohio	4/4/2019	Jaime Declet	33.47
Government Documents Roundtable of Ohio (GODORT of Ohio) Spring Meeting Columbus, Ohio	5/17/2019	Sarah Dobransky	167.04
Ohio History Connection Ohio History Day Delaware, Ohio	4/27/2019	Sarah Dobransky	147.32
Ohioana Library Ohioana Book Festival Columbus, Ohio	4/27/2019	Nicholas Durda	314.14
Northeast Ohio Regional Library System Gripes, Grumbles, and Grievances: Improving Labor Relations Cleveland, Ohio	5/9/2019	Maria Estrella	2.03
Association of College and Research Libraries Annual Conference Cleveland, Ohio	4/11/2019 - 4/13/2019	Pamela Eyerdam	519.00
Northeast Ohio Regional Library System Early Literacy 101: An Ohio Ready-to-Read Workshop Stow, Ohio	5/16/2019	Patricia Fullmer	15.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Critical Conversations Conference: Mental Health Awareness Twinsburg, Ohio	4/4/2019	Allson Guerin	33.99
Northeast Ohio Regional Library System Escape Rooms from Scratch Cuyahoga Falls, Ohio	3/7/2019	Libby Hampton	45.18
Northeast Ohio Regional Library System A Day for Public Service Cleveland Heights, Ohio	5/8/2019	Rhonda Henderson	15.00
Northeast Ohio Regional Library System Early Literacy 101: An Ohio Ready-to-Read Workshop Stow, Ohio	5/16/2019	Allison Kennedy	15.00
Ohio Library Council Community Engagement at Your Library Columbus, Ohio	5/16/2019	Alexandra Kmiecik	379.15
Case Western Reserve University Data Days CLE Cleveland, Ohio	4/16/2019	Nathanial Krieger	40.00
Northeast Ohio Regional Library System Early Literacy 101: An Ohio Ready-to-Read Workshop Stow, Ohio	5/16/2019	Jennifer Moncayo	15.00
Northeast Ohio Regional Library System Early Literacy 101: An Ohio Ready-to-Read Workshop Stow, Ohio	5/16/2019	Sandra Nosse	15.00
Avon Lake Public Library Adapted Storytime Meeting Avon Lake, Ohio	5/9/2019	Ronald Palka-Roman	25.81
Best Buy Teen Tech Center and Clubhouse Network Annual Conference San Diego, California	4/8/2019 - 4/12/2019	Jill Pappenhagen	111.16
Detroit Hispanic Development Corporation Best Buy Teen Tech Center Grand Opening Detroit, Michigan	3/26/2019	Jill Pappenhagen	185.60
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Minneapolis, Minnesota	3/25/2019 - 3/27/2019	John Pas	1,050.42
Customers of SirsiDynix Users Group (COSUGI) Annual Conference Minneapolis, Minnesota	3/25/2019 - 3/27/2019	Hilary Prisbylla	1,176.34
Libraries for the Blind and Physically Handicapped 2019 Midland/Northern Conference New York City, New York	4/8/2019 - 4/10/2019	William Reed	1,293.22
State Library of Ohio Ohio State School for the Blind Art Show Columbus, Ohio	4/25/2019	William Reed	146.16
Cleveland State University Public Management Academy Cleveland, Ohio	5/15/2019 - 2/19/2020	Oliver Reyes	2,700.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System A Day for Public Service Cleveland Heights, Ohio	5/8/2019	Reginald Rudolph	15.00
Ohio Valley Group of Technical Services Librarians Annual Conference Lexington, Kentucky	5/12/2019 - 5/14/2019	Barbara Satow	831.38
Northeast Ohio Regional Library System Critical Conversations Conference: Mental Health Awareness Twinsburg, Ohio	4/4/2019	Rosa Simone	32.60
Northeast Ohio Regional Library System A Day for Public Service Cleveland Heights, Ohio	5/8/2019	Benjie Smith	15.00
Customers of SirsiDynix Users Group (COSUG) Annual Conference Minneapolis, Minnesota	3/25/2019 - 3/27/2019	Megan Trifiletti	1,245.91
Ohio Library Council Legislative Day Columbus, Ohio	4/9/2019	Felton Thomas	318.62
Ohio Valley Group of Technical Services Librarians Annual Conference Lexington, Kentucky	5/12/2019 - 5/14/2019	Erin Valentine	805.88
Ohio Digitization Interest Group March Meeting Columbus, Ohio	3/26/2019	Amlia Wheatley	174.58
Northeast Ohio Regional Library System Directors' Retreat: Steps to Stress-Free Leadership Perryville, Ohio	5/22/2019 - 5/23/2019	Robin Wood	20.00
TOTAL			\$ 17,917.80

SUMMARY

FUND	MAY	YEAR TO DATE
General	\$7,004.32	\$35,975.79
Library for the Blind and Physically Disabled	1,439.38	\$1,439.38
Lockwood Thompson	4,686.47	\$10,086.47
CLEVNET	4,787.63	\$6,631.31
Thompson	0.00	\$2,442.16
TOTAL	\$17,917.80	\$56,575.11

CLEVELAND PUBLIC LIBRARY

Board Meeting
June 18, 2019

Safe, Warm and Dry Construction Project

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

For the Period Ending May 31, 2019

		Safe, Warm and Dry Construction Initiative Budget		\$5,000,000.00
		Encumbered	Expended	
URS Corporation - Asbestos Survey and Testing		\$ -	\$ 33,728.21	
Osborn Engineering Company - Professional Architectural and Engineering Services		31,579.05	418,350.95	
Regency Construction Services, Inc. - Construction Manager at Risk		426,420.39	3,827,642.08	
Direct Expenditures paid from Contingency Fund		-	51,278.50	
		\$ 457,999.44	\$ 4,330,999.74	
Available Budget from Owner's Contingency and Permit Fund				\$211,000.82

Owners Contingency and Permit Fund \$381,871.15

Direct Expenditures

Date	Vendor	PO	Description	Encumbered	Expended
11/3/2017	City of Cleveland	171701	Building Plan Processing Fee	\$ -	\$ 3,280.00
			Permits for Glenville, Harvard		
1/22/2018	City of Cleveland	180314	Lee, Lorain and Jefferson	-	19,256.25
			Permits for Collinwood, Fulton,		
7/15/2018	City of Cleveland	181262	and Langston Hughes	-	18,752.25
			Upgrade/Replace existing		
			indoor wall mount fixtures for		
			Addison Branch that should		
			have been part of Safe, Warm		
10/22/2018	Grainger	181752	and Dry project	-	9,990.00
				\$ -	\$ 51,278.50

Executed Guaranteed Maximum Price (GMP) Approved by the Board 12/21/18 \$ 4,425,831.81

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

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

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

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

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

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #125 11/28/18	Additional abatement that took place on 8/28 in the basement at Carnegie West due to the shift of toilet per RFI 111	1,761.65
PCO #127 12/20/18	Inspection of VAVs and reconnection of VAVs 3 and 7 at Collinwood. Inspection of VAVs took place per Eric Herman's approval.	629.31
PCO #128 12/20/18	Demolition of (2) exhaust drops, installation of (2) new exhaust ducts and (3) exhaust grills in the restroom at Collinwood	1,510.54
PCO #138 12/21/18	Repair of an additional lintel on the east elevation that was approved to be done on time and material basis at Collinwood	2,265.28
PCO #139 12/26/18	Credit for not installing the door operator at Lorain that was unable to be installed due to existing condition space limitations. Door operator was turned over to CPL	(204.50)
PCO #130 12/27/18	Fixing the hanging light that was damaged at Fulton due to the previous improper connection of the light fixture	144.23
PCO #131 12/27/18	Credit for the tuckpointing of the west elevation of Collinwood that was deleted from the scope per RFI 138	(4,490.46)
PCO #132 12/27/18	Credit for the deletion of the replacement of the west entrance stair/platform at Collinwood per RFI 137	(2,038.18)
PCO #133 12/27/18	Credit for the elimination of clear coat application to (21) Terra Cotta Columns at Carnegie West per owner and architect direction	(1,939.20)
PCO #134 12/27/18	Fixing and maintaining the existing frost slab at Fulton in lieu of replacing it per RFI 124	(1,010.00)
PCO #137 12/27/18	Caulking to fill voids in the concrete steps and landing at the west entry and the joint between the asphalt and concrete at the west basement stair at Collinwood per RFIs 137 and 139	901.93
PCO #129 01/08/19	Budget reconciliation for the door closer allowance that was not needed.	(1,313.00)
PCO #136 01/03/19	Caulking at the exterior of the restroom at Fulton to stop and prevent further water leakage into the building.	556.50
PCO #140 01/03/19	Additional electrical work required by the electrical Inspector at Collinwood	558.61
PCO #141 01/08/19	Reconciliation of drywall patching allowances that was included in the Interiors package. Allowance will be reconciled as follows: Carnegie West (\$1,896.00), Fulton (\$1,468.65) and Jefferson (\$1,896.00).	(5,313.26)
PCO #135 01/28/19	Addition of a guardrail to the ramp at Collinwood and painting the guardrail per Andy Cygan's bulletin. A temporary guardrail has been installed while the permanent guardrail is being fabricated.	3,880.82
PCO #144 01/25/19	Reconciliation of the temporary HVAC allowance	(4,385.68)
PCO #142 01/25/19	Reconciliation of the art protection allowance	(1,443.83)
PCO #142 01/25/19	Reconciliation of the door rework allowance	(11,417.01)
PCO #145R 02/11/19	Collinwood tile work and reconciliation of window patching allowance. The remainder of tile reconciliation for Fulton is included.	(623.17)
PCO #146R 02/26/19	(2) additional automatic air vents requested by the owner during the training session at Carnegie West	953.44
Change Order Number: 010 05/29/19	Reconciliation of the contingency	(18,911.58)
Total Change Orders to date \$		(171,768.84)
Updated Guaranteed Maximum Price (GMP):		\$ 4,254,062.47

CLEVELAND PUBLIC LIBRARY

Board Meeting
June 18, 2019

South Branch Renovation Project

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

For the Period Ending May 31, 2019

				Owner's Contingency and Permit Fund		\$255,090.11
Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ -	\$ 11,050.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
12/31/2018	GEO-SCI Laboratory, Inc.	182054	Concrete and Soil Testing	-	8,365.95	
6/30/2018	The Albert M. Higley Co., LLC	161895	Change Order # 001			3,768.22
8/6/2018	The Albert M. Higley Co., LLC	161895	Change Order # 002			40,350.26
8/27/2018	The Albert M. Higley Co., LLC	161895	Change Order # 003			31,758.84
9/10/2018	The Albert M. Higley Co., LLC	161895	Change Order # 004			31,049.96
5/3/2019	The Albert M. Higley Co., LLC	161896	Change Order # 005			(14,476.37)
				\$ -	\$ 57,188.87	\$ 92,450.91
Owner's Contingency and Permit Fund Available Balance						\$105,450.33

				South Branch Renovation Project Budget		\$ 4,500,000.00
				Encumbered	Expended	
HBM Architects, LLC - Architectural Design Services				\$ 6,510.00	\$ 317,500.00	
The Albert M. Higley Co., LLC - Construction Manager at Risk Furniture, Fixtures, Equipment and Technology				550,333.52	3,347,118.02	
Direct Expenditures paid from Contingency Fund				-	115,654.26	
				-	57,188.87	
				\$ 556,843.52	\$ 3,837,461.15	
Available Budget as of 05/31/2019						\$ 105,695.33

Change Order DetailsChange Order # 001

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

Change Order # 002

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

Change Order # 003

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

Change Order # 004

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

Change Order # 004

PCO #00026	Ceiling plaster repair Teen, Adult	\$ 2,401.26
PCO #00027	Deduct Clark Street scope	(10,582.02)
PCO #00028	Electrical field ticket work	11,181.98
PCO #00029	Electrical security wiring install	7,167.48
PCO #00030	Window film cost add change	3,221.30
PCO #00031	Temporary handrail install	8,672.26
PCO #00032	GMP contract deduct	(36,538.63)
		\$ (14,476.37)

CLEVELAND PUBLIC LIBRARY

Board Meeting

June 18, 2019

Lakeshore Facility Roof Replacement Project

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

For the Period Ending May 31, 2019

				Owner's Contingency and Permit Fund		\$64,550.00
Date	Vendor	PO	Description	Encumbered	Expended	
7/16/2018	Warren Roofing & Insulating Co.	181234	City permit	\$ -	\$ 10,151.30	
				\$ -	\$ 10,151.30	
Owner's Contingency and Permit Fund Available Balance						\$54,398.70

				South Branch Renovation Project Budget*		\$ 703,551.30
				Encumbered	Expended	
Construction Resources, Inc. - Prepare Specifications/Construction Administration				\$ 5,060.00	\$ 44,840.00	
Warren Roofing & Insulating Co. - Contractor				-	643,500.00	
Direct Expenditures paid from Contingency Fund				-	10,151.30	
				\$ 5,060.00	\$ 698,491.30	
Available Budget as of 05/31/2019						\$ -

*Project nearly completed; budget reduced by \$296,448.70

REPORT G**CLEVELAND PUBLIC LIBRARY****Board Meeting**

June 18, 2019

**AGREEMENTS ENTERED INTO FOR ENTERTAINMENT AND VENDORS FOR 2019
CPL150 ACTIVITIES FOR THE PERIOD ENDING MAY 31, 2019**

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

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Visual Artist and Musical Act	Museum of Contemporary Art, Cleveland	\$ 5,000.00
Roy Wood Jr. Speaker Fee	South Park & Princeton Productions, Inc.	24,500.00
Musical Performance by Reading RAMM Glenville Summer Camp Students	Edward "DJ Phatty" Banks Kiera Danyale Brown, The	1,100.00
CPL 150 Streetfest Balloon Twisting	Twister	425.00
Art Exhibition Service Commission - Glen Infante will paint a mural onsite July 27, 2019	A.R.T.S Inc., LLC	5,000.00
Visual Arts Programming with Teaching Artist Sequoia Bostwick	Center for Arts-Inspired Learning	1,000.00
License fee for the use of Sesame Workshop Assets for the Exhibit - World of Puppets for the term: 03/23/19-11/30/19	Sesame Workshop	24,500.00
Total for the Period Ending May 31, 2019		\$ 61,525.00
Cumulative Total		<u>\$ 147,525.00</u>

**CLEVELAND PUBLIC LIBRARY
Regular Employment Report
5/01/2019 TO 5/31/2019**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
AUCHTER, KYLE J	Langston Hughes	LIBRARY ASST-COMP EMPH	05/31/2019
BLACKWELL, JOSLYN	Library for the Blind	LIBRARY ASSISTANT-LBPH	05/30/2019
HAIRE, EMILY J	Rockport	PAGE	05/14/2019
JIRA, JOSEPH M	Shelf Pages	PAGE	05/28/2019
LYBROOK, ABIGAIL L	Center for Local & Glot	PAGE	05/23/2019
PAGE, DONOATHER	Glenville	PAGE	05/23/2019
STRICKLAND, KETTRIN K	Youth Services	PAGE	05/30/2019
WILSON, TENA J	Deputy Director	DEPUTY DIRECTOR	05/31/2019
OTHER TERMINATIONS			
DEJESUS, MAGDALENA	Science & Technology	PAGE	05/16/2019
SCHOOP, ELI	Harvard Lee	LIBRARY ASST-COMP EMPH	05/15/2019

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 05/01/2019 TO 05/31/2019**

EMPLOYEE: JAENKE, RYAN C **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: GRAPHICS DESIGNER **CURRENT STEP:** 3 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY NON BASE WAGE	26.25	26.25	

EMPLOYEE: KIMMEL, AQUENE R **CURRENT GRADE:** B **EFFECTIVE DATE**
JOB TITLE: SUBJECT DEPARTMENT CLERK **CURRENT STEP:** 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	0.00	36,034.70	MLIS STEP PER UNION CONTRACT

EMPLOYEE: MCCOY, PATRICIAA **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: BRANCH CLERK **CURRENT STEP:** 9 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	47,908.12	47,908.12	TRANSFER

EMPLOYEE: NEWSOM, KELLI A **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: LIBRARY ASSISTANT-YOUTH **CURRENT STEP:** 7 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	58,731.92	58,731.92	TRANSFER

EMPLOYEE: RENDER, ROBERT **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: LIBRARY ASST-COMP EMPH **CURRENT STEP:** 3 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
MASTER CHANGE MISC	0.00	26.25	TRANSFER

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 5/01/2019 TO 5/31/2019**

EMPLOYEE:	CARR, MELISSA H	CURRENT GRADE:	F	HIRE DATE:	5/12/2019
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	22,961.12	HOURLY RATE:	24.03
EMPLOYEE:	HARRIS, BRIAN T	CURRENT GRADE:	Z	HIRE DATE:	5/26/2019
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	MARTIN LUTHER KING	SALARY:	0.00	HOURLY RATE:	10.46
EMPLOYEE:	HARRISON, MESSIAH E	CURRENT GRADE:	Z	HIRE DATE:	5/28/2019
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	WEST PARK	SALARY:	0.00	HOURLY RATE:	10.46
EMPLOYEE:	JIRA, JOSEPH M	CURRENT GRADE:	Z	HIRE DATE:	5/12/2019
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.46
EMPLOYEE:	JOHNSON, ALTHEA	CURRENT GRADE:	L	HIRE DATE:	5/12/2019
JOB TITLE:	DIRECTOR OF HUMAN RESOURCES	CURRENT STEP:	7		
LOCATION:	HUMAN RESOURCES	SALARY:	105,350.45	HOURLY RATE:	54.03
EMPLOYEE:	MONDOK, LARISSE	CURRENT GRADE:	F	HIRE DATE:	5/12/2019
JOB TITLE:	LIBRARY ASST-COMP EMPH	CURRENT STEP:	1		
LOCATION:	MT PLEASANT	SALARY:	35,337.38	HOURLY RATE:	24.27
EMPLOYEE:	MOORE, CLARKE E	CURRENT GRADE:	Z	HIRE DATE:	5/26/2019
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	MEMORIAL NOTTINGHAM	SALARY:	0.00	HOURLY RATE:	10.46
EMPLOYEE:	NDUKWE, MASSEY E	CURRENT GRADE:	Z	HIRE DATE:	5/12/2019
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	10.46
EMPLOYEE:	STEPHENS, MARQUESA D	CURRENT GRADE:	C	HIRE DATE:	5/12/2019
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICER	CURRENT STEP:	1		
LOCATION:	SECURITY	SALARY:	28,254.98	HOURLY RATE:	19.41

CLEVELAND PUBLIC LIBRARY

REPORT H

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

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

MONTH	2018 SICK LEAVE HOURS USED	2019 SICK LEAVE HOURS USED	2019 TOTAL HOURS
January	3931.18	3,251.75	95,303.43
February	4368.48	3,853.94	91,826.85
March	3941.66	4,016.19	91,808.99
April	3899.74	3,867.74	91,763.15
May	3768.36	6,050.12*	137,079.11*
June	5135.95*		
July	3360.54		
August	3710.82		
September	3940.78		
October	4268.98		
November	5562.59*		
December	4835.04		

*Covers three pay dates

**CLEVELAND PUBLIC LIBRARY
MAY 1, 2019 - MAY 31, 2019
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES**

REPORT I

Human Resources Committee Report

June 1, 2019

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	M
Officials/Administrators	87	25	14	2			26	15	4				1
Professionals	73	17	1			1	30	13	7	4			
Technicians	19	12	1	1			3	1	1				
Protective Service	27	7	11	3			1	4	1				
Para-Professionals	139	31	28	3	1		40	29	6	1			
Administrative Support	224	28	49	3	2		39	88	11	3		1	
Skilled Craft	12	6	4	1				1					
Service Maintenance	47	8	30	1			1	6	1				
Grand Total	628	134	138	14	4	0	140	157	31	8	0	1	1

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

Insurance Report for the Month of May 2019

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	5	3	8
Essential	56	13	69
Standard	235	136	371
Cobra		1	1
Total MMO			449
Dental Insurance	292	181	473
Vision Employee			265
Vision Children			40
Vision Spouse			50
Vision Family			74
Total Vision			429
Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

CLEVELAND PUBLIC LIBRARY Policy on Internet and Computer Use

Computer Use

"Computer use" shall include using library computers for any purpose, including without limitation, word processing purposes, or for Internet and electronic mail use. Use of Library computers is subject to the Library's Policy on Patron Conduct.

1. A patron must have an unexpired library card to use the public computers managed by the Library's reservation software.
2. Persons using the computers, and accompanied by children six and under, may not leave the children unattended.
3. The Library employs reservation software to maximize the number of patrons who are able to access the Library's public computers. The Library reserves the right to limit the amount of time an individual user can devote to a single computer session. The last computer session of the day ends 10 minutes before the Library closes. Patrons must not attempt to disable or circumvent the Library's reservation software.
4. Headphones are permitted, but volume must be kept low to not disturb others.
5. Only two persons may share a single workstation. Staff, in their discretion, may approve or disapprove requests for study group accommodations.
6. Workstations equipped with adaptive software and hardware such as ZoomText, JAWS and Braille printers may be used only by patrons in need of adaptive technology.
7. Patrons may not use library computers for any activity that is patently offensive, intrusive, disruptive, harassing, or creates an intimidating or hostile environment to staff and/or to other patrons.
8. There is a charge for printing from the Library's computers. Printing costs are listed in the Fines and Fees Schedule. Printing must be completed and collected before the Library closes.
9. Staff are unable to recover data once a computer session ends. To save a document, the patron must copy it to his/her personal media or online data storage during the computer session. The Library is not responsible for time or data lost due to computer failure or failure to save data during a computer session.
10. The Library is not responsible for any loss or liability that may occur as a result of the disclosure of financial or other personal information over the Library's public computer services, including Internet and electronic mail use. Users should be aware that use of public computers is not a private or secure medium, and that third parties may be able to obtain information regarding user's activities. Users should also be aware that Library staff may monitor use of the computers for the limited purpose of ensuring compliance with this Policy, and hereby consent to such monitoring.
11. Patrons may not utilize the Library's computers in violation of any local, state, or federal ordinances, regulations, or laws, including copyright laws. Users are prohibited from disclosing confidential information, harming CLEVNET networks or other networks on the internet or other

user accounts, invasions of privacy, engaging in spamming, unsolicited advertising, network reconnaissance, or denial of service attacks. Users engaged in illegal activities involving library computers may be subject to prosecution.

12. Users may be liable for alterations or damage they cause to library hardware or software, including knowingly uploading or installing worms, viruses, or Trojan horses, or transmitting viruses that affect other users' accounts or the Library's systems. Patrons should report any computer problems to Library staff and must not attempt maintenance on Library computers, including unplugging, disconnecting, powering on, powering off, and/or detaching any PC hardware or components.
13. Users must not make any attempt to access or modify passwords or data belonging to others, or seek unauthorized access to the Library's or any other computer system. Users are prohibited from using remote administration tools or root kits, for purposes other than to access a user's own personal computer.
14. Whether or not they are in use, the Library reserves the right to designate computers for the exclusive use of children aged 17 and under and their accompanying caregivers.
15. By using a library computer, the user agrees to conform to all regulations contained in this Policy. All users of library computers agree to indemnify and hold the Library harmless for any claims, losses, damages, obligations, or liabilities arising out of the use of the Library's computers. The Library reserves the right to terminate a computer session and/or suspend library privileges of anyone who violates the Library's computer use policies without notice.

Internet Use: Generally

1. In keeping with the Cleveland Public Library's objective to make accessible the broadest range of information in a variety of formats, the Library provides public access to the Internet. The Internet enables the Library to provide information beyond the confines of its own collection. However, the Library cannot control and is not responsible for the content of information obtained through the Internet, and does not warrant that information accessed through the Internet is accurate, reliable, legal or complete.
2. Parents, guardians and caregivers are encouraged to work with their children to develop acceptable rules of Internet use. It is their responsibility to set family standards and guidelines and to decide which library resources and Internet websites or resources are appropriate for their children. Library staff are available to assist parents and their children with using the Internet and to help identify appropriate Internet sites. However, Library staff are not responsible for monitoring information accessed by children from the Internet, and the Library will not act in loco parentis nor assume the functions of a parent's or legal guardian's authority with regard to the behavior of their children in the Library.
3. Patrons may not send, receive, print, disseminate, or display text or graphics which may be construed as obscene or "harmful to juveniles" under Chapter 2907 of the Ohio Revised Code.

For approval by the Board of Library Trustees June 18, 2019; effective July 1, 2019

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAY 2019

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	2019	2018	
Main Library	143,544	116,238	690	559	699,758	548,784	27.5%
Branches	257,021	211,410	1,169	957	1,204,064	1,004,133	19.9%
Mobile Units	2,549	4,471			15,259	18,742	-18.6%
Library for the Blind	40,478	40,842			195,998	199,548	-1.8%
OLBPD BARD	11,330	15,997			61,070	62,988	-3.0%
eMedia	51,390	37,847			244,537	188,906	29.4%
TOTAL CIRCULATION	506,312	426,805			2,420,686	2,023,101	20%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
eBook	25,649	21,453	122,540	108,227	13.2%
eAudiobook	17,908	14,354	85,600	69,265	23.6%
eMusic	4,555	280	23,474	1,660	1314.1%
eVideo	1,642	474	4,344	2,891	50.3%
eMagazines	1,636	1,286	8,579	6,863	25.0%
TOTAL eCIRCULATION	51,390	37,847	244,537	188,906	29.4%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions		Number of Sessions		Hours in Use		YTD Gain/Loss
		2019	2018	2019	2018	2019	2018	
Main Library	107	56 minutes	39,346	33,144	34,333	34,388	-0.2%	
Branches	590	42 minutes	285,078	266,074	212,516	194,809	9.1%	
TOTAL USAGE	697		324,424	299,218	246,849	229,197	7.7%	

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

WiFi Hotspot Checkouts	Monthly Total		Year-to-Date	
	2019	2018	2019	2018
	602		3,101	

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	2019	2018	
Main Library	36,153	33,180	174	160	162,486	159,574	2%
Branches	159,793	161,225	727	730	789,433	789,381	0%
TOTAL VISITS	195,946	194,405			951,919	948,955	0.3%

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

REPORT K

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR MAY 2019**

Branch	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	4,250	1,715	753	1,320	8,038	564	8,602
Brooklyn	2,397	1,227	586	585	4,795	454	5,249
Carnegie West	5,583	1,803	1,711	1,618	10,715	1,376	12,091
Collinwood	3,764	1,441	447	1,731	7,383	567	7,950
East 131st	2,061	669	286	445	3,461	385	3,846
Eastman	8,553	2,567	1,159	1,852	14,131	2,041	16,172
Fleet	6,027	1,780	842	1,491	10,140	686	10,826
Fulton	4,979	2,070	521	997	8,567	863	9,430
Garden Valley	2,074	648	203	339	3,264	239	3,503
Glenville	4,324	1,458	485	1,459	7,726	531	8,257
Harvard-Lee	3,271	972	541	919	5,703	875	6,578
Hough	4,262	1,035	395	933	6,625	423	7,048
Jefferson	3,012	1,247	817	1,020	6,096	679	6,775
Langston Hughes	3,362	1,876	481	1,101	6,820	521	7,341
Lorain	4,419	1,306	506	769	7,000	581	7,581
Martin Luther King, Jr.	2,987	993	578	1,461	6,019	450	6,469
Memorial-Nottingham	4,920	1,241	1,119	2,688	9,968	1,146	11,114
Mt. Pleasant	2,344	1,012	377	651	4,384	319	4,703
Rice	6,439	1,359	1,021	1,899	10,718	956	11,674
Rockport	11,553	2,085	1,612	2,477	17,727	1,755	19,482
South	7,057	1,408	498	666	9,629	1,175	10,804
South Brooklyn	9,721	1,554	1,734	2,639	15,648	1,774	17,422
Sterling	3,846	998	545	646	6,035	450	6,485
Union	2,826	1,053	322	618	4,819	467	5,286
Walz	7,418	2,037	1,051	2,029	12,535	1,020	13,555
West Park	8,228	2,169	3,062	4,729	18,188	2,019	20,207
Woodland	5,312	1,587	499	618	8,016	555	8,571
TOTAL	134,989	39,310	22,151	37,700	234,150	22,871	257,021

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

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

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2019	2018	2019	2018			
Addison	8,602	8,241	41,084	37,297	3,787	10%	
Brooklyn	5,249	4,364	23,257	19,741	3,516	18%	
Carnegie West	12,091	11,769	55,729	51,995	3,734	7%	
Collinwood	7,950	5,124	34,277	27,743	6,534	24%	
East 131st	3,846	4,534	18,655	19,246	-591	-3%	
Eastman	16,172	16,212	78,518	72,842	5,676	8%	
Fleet	10,826	10,821	49,900	49,776	124	0%	
Fulton	9,430	9,598	42,188	42,744	-556	-1%	
Garden Valley	3,503	3,283	17,176	14,868	2,308	16%	
Glenville	8,257	3,126	38,304	9,849	28,455	289%	
Harvard-Lee	6,578	926	30,769	24,660	6,109	25%	
Hough	7,048	5,263	33,014	24,442	8,572	35%	
Jefferson	6,775	1,165	32,695	21,931	10,764	49%	
Langston Hughes	7,341	6,592	35,118	31,701	3,417	11%	
Lorain	7,581	5,254	33,039	16,628	16,411	99%	
Martin Luther King, Jr.	6,469	5,212	30,653	25,091	5,562	22%	
Memorial-Nottingham	11,114	11,711	56,525	54,922	1,603	3%	
Mt. Pleasant	4,703	3,660	21,207	17,610	3,597	20%	
Rice	11,674	9,383	57,446	43,619	13,827	32%	
Rockport	19,482	16,758	90,451	74,725	15,726	21%	
South	10,804	8,203	50,923	36,840	14,083	38%	
South Brooklyn	17,422	15,424	78,669	73,176	5,493	8%	
Sterling	6,485	4,447	28,278	20,255	8,023	40%	
Union	5,286	3,913	25,699	18,583	7,116	38%	
Walz	13,555	12,189	64,485	58,545	5,940	10%	
West Park	20,207	17,397	94,999	83,265	11,734	14%	
Woodland	8,571	6,841	41,006	32,039	8,967	28%	
TOTAL	257,021	211,410	1,204,064	1,004,133	199,931	20%	

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

CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE MAY 2019

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2019	2018	2019	2018		
Addison	4,233	4,485	19,973	21,940	-1,967	-9%
Brooklyn	3,122	2,784	15,422	14,144	1,278	9%
Carnegie West	6,929	8,698	37,625	42,221	-4,596	-11%
Collinwood	3,990	4,622	19,365	24,077	-4,712	-20%
East 131st	6,878	8,480	32,356	37,662	-5,306	-14%
Eastman	8,148	8,371	41,101	44,439	-3,338	-8%
Fleet	7,587	7,802	36,481	39,565	-3,084	-8%
Fulton	5,525	6,485	26,440	31,899	-5,459	-17%
Garden Valley	4,160	4,053	19,637	18,008	1,629	9%
Glenville	4,117	3,084	21,270	8,879	12,391	140%
Harvard-Lee	5,859	0	29,286	23,198	6,088	26%
Hough	6,108	7,579	29,464	33,166	-3,702	-11%
Jefferson	4,889	0	22,227	14,325	7,902	55%
Langston Hughes	5,368	6,168	26,287	30,009	-3,722	-12%
Lorain	5,034	4,304	23,627	13,336	10,291	77%
Martin Luther King, Jr.	5,415	5,523	24,288	25,090	-802	-3%
Memorial-Nottingham	4,941	5,500	23,300	21,076	2,224	11%
ML Pleasant	3,021	3,805	14,754	16,954	-2,200	-13%
Rice	9,660	9,458	47,822	46,146	1,676	4%
Rockport	7,329	6,572	34,733	33,166	1,567	5%
South	6,549	5,274	24,963	23,701	1,262	5%
South Brooklyn	10,508	12,145	53,748	49,939	3,809	8%
Sterling	7,995	6,594	37,158	33,813	3,345	10%
Union	7,135	6,803	30,181	29,982	199	1%
Walz*	1,514	7,372	25,456	37,330	-11,874	-32%
West Park	6,986	8,036	37,584	37,906	-322	-1%
Woodland	6,793	7,228	34,885	37,410	-2,525	-7%
TOTAL	159,793	161,225	789,433	789,381	52	0%

*Walz equipment malfunction in May.
2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Garden Valley, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS MAY 2019**

Branch	Total Circulation	Branch	Attendance	Branch	Population 2010	Population 2000
1 West Park	20,207	South Brooklyn	10,508	1 South Brooklyn	32,043	34,217
2 Rockport	19,482	Rice	9,660	2 West Park	27,814	29,398
3 South Brooklyn	17,422	Eastman	8,148	3 Fleet*	26,727	34,598
4 Eastman	16,172	Sterling	7,995	4 Eastman	23,674	25,873
5 Walz	13,555	Fleet	7,587	5 Rockport	19,896	21,467
6 Carnegie West	12,091	Rockport	7,329	6 Fuiton	19,647	22,575
7 Rice	11,674	Union	7,135	7 Rice	19,462	25,893
8 Memorial-Nottingham	11,114	West Park	6,986	8 Memorial-Nottingham	19,271	22,598
9 Fleet	10,826	Carnegie West	6,929	9 Harvard-Lee	17,655	21,246
10 South	10,804	East 131st	6,878	10 Walz	16,063	18,497
11 Fuiton	9,430	Woodland	6,793	11 Collinwood	14,769	19,377
12 Addison	8,602	South	6,549	12 Langston Hughes	14,439	21,224
13 Woodland	8,571	Hough	6,108	13 Glenville	14,006	20,302
14 Glenville	8,257	Harvard-Lee	5,859	14 Addison	13,603	19,263
15 Collinwood	7,950	Fulton	5,525	15 East 131st	13,025	18,001
16 Lorain	7,581	Martin Luther King, Jr.	5,415	16 Mt. Pleasant	12,792	17,155
17 Langston Hughes	7,341	Langston Hughes	5,368	17 Lorain	12,588	14,589
18 Hough	7,048	Lorain	5,034	18 Martin Luther King, Jr.	12,392	15,483
19 Jefferson	6,775	Memorial-Nottingham	4,941	19 Carnegie West	10,487	11,716
20 Harvard-Lee	6,578	Jefferson	4,889	20 Union	8,416	12,603
21 Sterling	6,485	Addison	4,233	21 Sterling	8,267	8,712
22 Martin Luther King, Jr.	6,469	Garden Valley	4,160	22 Woodland	7,946	7,213
23 Union	5,286	Glenville	4,117	23 South	6,325	7,729
24 Brooklyn	5,249	Collinwood	3,990	24 Hough	5,667	7,845
25 Mt. Pleasant	4,703	Brooklyn	3,122	25 Brooklyn	5,524	6,430
26 East 131st	3,846	Mt. Pleasant	3,021	26 Jefferson	3,515	3,987
27 Garden Valley	3,503	Walz*	1,514	27 Garden Valley	2,310	3,220
	257,021		159,793	28 Broadway*	388,323	473,177

*Walz equipment malfunction in May.

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

*Broadway and Fleet service areas merged

Prepared By: Northern Ohio Data and Information Service - NODIS,
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University

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAY 2019

OTHER TRANSACTIONS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Loans* to:					
CLEVNET	73,325	45,573	364,160	279,997	30%
Other Libraries	317	463	2,334	2,436	-4%
TOTAL	73,642	46,036	366,494	282,433	30%

*Totals included in Main Library and Branch circulation counts

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Projected	10,693	14,929	66,047	77,243	-14%
Mail and Email Reference	656	327	3,111	1,503	107%
Interlibrary Loan Requests	597	930	4,374	5,132	-15%
TOTAL	11,946	16,186	73,532	83,878	-12%

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
New Titles Added	6,176	3,921	27,636	20,972	32%
Total Items Added	24,901	17,450	108,212	97,967	10%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Main Library	208	208	1,008	1,008	0%
Branches	5,937	5,965	28,810	28,863	0%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Downloads	11,330	15,997	61,070	62,988	-3%
Users	640	646	3,266	3,257	0%

Included in circulation activity

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
TOTAL SESSIONS	67,052	201,951	306,332	979,679	-69%

New wifi session tracking program implemented in August 2018. Complete datasets unavailable at time of reporting.

STREAMING MEDIA	Monthly Total		Year-to-Date	
	Songs	Users	Songs	Users
	15348	310	83371	1306

POLICY ON PUBLIC PARTICIPATION

The Board of Trustees of the Cleveland Public Library (the "Board") welcomes public input in its deliberations and recognizes both the importance of public comment on issues before the Board and the ability of members of the community to express their views on matters of interest to the Library.

The Board is committed to conducting its meetings in a civil, orderly, efficient, and productive manner designed to allow the Board's regular agenda to be completed in a reasonable period of time while allowing a fair and adequate opportunity for public input to be considered. Accordingly, public participation at regular monthly Board meetings will be governed by the following principles:

- Public participation at Board meetings is limited to the public comment portions of the meetings as indicated in the agenda. At all other times during a Board meeting, the audience will not be recognized by the Board unless specifically requested to do so by the President of the Board or other presiding officer.
- Persons wishing to address the Board must be physically present and register their names and topic on the sign-in sheet, which will be provided at the meetings. Speakers must fill out the sign-in sheet before they will be recognized.
- Each person addressing the Board is limited to three (3) minutes. This time limit may be extended in the sole discretion of the President of the Board or other presiding officer.
- Persons addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting, and refrain from vulgar, profane, or harassing remarks. The President of the Board or other presiding officer may terminate any presentation deemed not to adhere to these standards.

Failure to adhere to these principles may result in removal from the meeting.