

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

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

Absent: Mr. Hairston, Ms. Washington, Mr. Parker

Ms. Rodriguez called the meeting to order at 12:08 p.m.

Approval of the Minutes

Mr. Corrigan moved approval of the minutes for the Regular Board Meeting of 10/19/17; and the Finance Committee Meeting of 10/17/17. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Director Thomas acknowledged an email from Martha Swarts, Hamburg, New York, who complimented the Library for its Superman Exhibit, Special Collections, stunning architecture as well as professionalism displayed by library staff.

Ms. Rodriguez acknowledged a request from Reverend Pamela Pinkney-Butts, who was unable to attend the Board Meeting but asked that the following be shared with the Board and reflected in the meeting minutes:

(1) requests that credit/debit machines be made available at library branches for patrons; (2) possesses a degree in English and wants to serve as a tutor in the Library; (3) desires to partner with the Library in other ways; (4) desires to run against Congresswoman Marcia Fudge in an upcoming election; (5) expressed an interest in being a part of the Library's Writers & Readers Series; and (6) shared concerns about some family issues.

MOTION TO TEMPORARIALY SUSPEND THE REGULATIONS

Ms. Rodriguez stated that because of schedule conflicts that prevented a quorum of Finance committee members,

REGULAR
BOARD MEETING
10/19/17; AND
FINANCE
COMMITTEE
MEETING OF
10/17/17
Approved

LETTER FROM
MARTHA
SWARTS,
HAMBURG, NEW
YORK
Acknowledged

MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS
Approved

there was no Finance Committee Meeting on Tuesday, November 14, 2017.

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

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for October 2017

(See page 1450)

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

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

WHEREAS, Attached to this Resolution are the Gift Reports itemizing the gifts received by the Library for the month of October of 2017; now therefore be it

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

Ninth Amendment to the Year 2017 Appropriation

(See pages 1451-1456)

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

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

RESOLUTION
TO ACCEPT
GIFTS FOR
THE MONTH
OF OCTOBER
2017

Approved

NINTH
AMENDMENT TO
THE YEAR 2017
APPROPRIATION

Approved

WHEREAS, It is now deemed necessary to amend the Year 2017 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated November 06, 2017; and

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

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

Resolution Requesting Tax Advance

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

WHEREAS, **Ohio Revised Code** Section 321.34 authorizes the Board of Library Trustees to request that the Cuyahoga County Fiscal Officer advance tax funds to the Cleveland Public Library prior to regular settlement dates in order for the Library to meet current expenses; now therefore be it

RESOLVED, That the Board of Library Trustees requests that the Cuyahoga County Fiscal Officer advance any tax funds that may be made available to the Library prior to the regular settlement dates during fiscal 2018.

Resolution Authorizing Purchase of Cisco Phones from CMS Communications for the Voice Over IP Telephone System

(See pages 1457-1461)

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

WHEREAS, On June 23, 2007, the Board of Trustees authorized the purchase and installation of a Voice over IP telephone system; and

WHEREAS, Innovating for efficient and sustainable operations is a strategic priority; and

RESOLUTION
REQUESTING
TAX ADVANCE
Approved

RESOLUTION
AUTHORIZING
PURCHASE OF
CISCO PHONE
FROM CMS
COMMUNICATIONS
FOR THE VOICE
OVER IP
TELEPHONE
SYSTEM
Approved

WHEREAS, For the operations of the Library to perform efficiently, staff phones also have to be replaced and upgraded in a timely manner; and

WHEREAS, The IT/CLEVNET Department sought proposals for (415) Cisco 7821 phones, (45) Cisco 7841 phones, (13) Cisco 8841 phones, (2) Cisco 8851 phones, (2) Cisco 8800 key expansion modules and (2) Cisco power supplies from three vendors and received the following:

CMS Communications	\$53,188.00
Network Dynamics, Inc.	\$59,078.25
CDW-G	\$70,188.91

Now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to purchase (415) Cisco 7821 phones, (45) Cisco 7841 phones, (13) Cisco 8841 phones, (2) Cisco 8851 phones, (2) Cisco 8800 key expansion modules and (2) Cisco power supplies for a total cost of \$53,188.00 from CMS Communications, with the expenditure being charged to General Fund Account 13010055-55530 Computer Hardware.

Mr. Corrigan stated that the number reflected the product rather than service and noted that CDW-G was aggressive.

Carrie Krenicky, Chief Financial Officer, stated that their fee included service, a warranty cost, as well as licensing which we did not need. There was almost \$22,000 in service and licensing fees.

After some discussion, Larry Finnegan, Director of IT, stated that the Library has dealt with CMS Communications in the past and has been pleased with their service.

Mr. Corrigan stated that he appreciated the hard work to ensure that the Library secured the low bid.

Resolution Renewing and Amending Agreement with Integrated Precision Systems, Inc. for Maintenance of Access Control and Alarm Systems

(See pages 1462-1476)

RESOLUTION
RENEWING AND
AMENDING
AGREEMENT WITH
INTEGRATED
PRECISION
SYSTEMS, INC.
FOR
MAINTENANCE OF
ACCESS CONTROL
AND ALARM
SYSTEMS

Approved

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

WHEREAS, On September 20, 2012, the Board of Trustees of the Cleveland Public Library authorized the Executive Director of the Cleveland Public Library to enter into an agreement with Integrated Precision Systems, Inc. ("IPS") for the purchase and installation of access control systems for various facilities owned by the Library; and

WHEREAS, The Library entered into an agreement with IPS on October 23, 2012, and this Board approved four (4) subsequent amendments in 2013 to the agreement to install access controls on additional doors in various facilities; and

WHEREAS, This Board authorized the Library to enter into maintenance agreements with IPS for the access control and alarm systems for the periods January 1, 2015 through December 31, 2015 at the cost of \$34,992.98, January 1, 2016 through December 31, 2016 at the cost of \$40,549.74 (which was increased to include additional facilities), and January 1, 2017 through December 31, 2017 at the cost of \$42,127.56 (which was also increased to include additional facilities); and

WHEREAS, The Director of Property Management recommends that the Library renew its agreement with IPS for maintenance of the access control and alarm systems and add as additional facilities the Outreach and Programming Services offices on the second floor of the Louis Stokes Wing and the Digital Hub on the third floor of the Main Library for the period from January 1, 2018 through December 31, 2018 at a total cost of \$43,934.27; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into an agreement with Integrated Precision Systems, Inc. for maintenance services for the Library's access control system, in the amount of \$43,934.27 for the period commencing January 1, 2018 through December 31, 2018, subject to review and approval of the Chief Legal Officer, with the expenditure being charged to the General Fund account 12930053-53340 Building Maintenance.

In response to Mr. Corrigan's inquiry, Larry Finnegan, Director of IT, stated that the Library has had very good response from Integrated Precision Systems, Inc.

RESOLUTION
TO AUTHORIZE
EXPENDITURES
FOR A PROPER
PUBLIC
PURPOSE
Approved

Resolution to Authorize Expenditures for a Proper Public Purpose

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

WHEREAS, Ohio Revised Code 3375.40 states that a Library Board of Trustees has authority to "[e]xpend for library purposes, and in the exercise of the power enumerated in this section, all moneys, whether derived from the county public library fund or otherwise, credited to the free public library under its jurisdiction and generally do all things it considers necessary for the establishment, maintenance, and improvement of the free public library under its jurisdiction;" and

WHEREAS, 1982 Ohio Attorney General Opinion No. 82-006 states that a governing body may expend public funds to purchase refreshments and other amenities and that the decision to do so must be "memorialized by a duly enacted ordinance or resolution and may have prospective effect only;" and

WHEREAS, The Library held an event in February, 2017, and plans to hold an annual special after-hours event for its employees and their families in order to recognize those employees who have attained more than 25 years of service and to thank all employees for their dedicated service. The Library desires to provide food, refreshments (non-alcoholic), entertainment, parking, and commemorative items at this event; and

WHEREAS, The Lockwood Thompson fund permits the Library to expend grant funds in order to bring attention "to the importance and talents of our many staff experts, with some form of recognition as individuals attain 25 years or more of service...", and the Library would like to utilize these funds to pay for these amenities at this annual special event; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees declares the expenditure of funds to provide food, refreshments (non-alcoholic), entertainment, parking, commemorative items and other related amenities for an annual special event for employees and their families recognizing employees who have attained more than 25 years of service and thanking all employees for their dedicated service, to be a proper public purpose, and authorizes the Library's Fiscal Officer to expend moneys for these expenditures and amenities on these occasions from the Lockwood Thompson special revenue fund (228); and be it further

RESOLVED, That the Executive Director, CEO or his designee, is authorized to enter into and execute contracts for the purchase of these items in excess of \$25,000.00, which contracts shall be subject to the review and approval of the Chief Legal Officer.

Mr. Corrigan requested that the record reflect that the Lockwood Thompson Fund is not taxpayer's funds. We reserve taxpayer funds for library services that are obviously very direct. Although this is a proper public purpose, it is important to note that we are also using other contributed non-taxpayer funds to accomplish this end as we do other types of things in that regard.

Resolution to Increase Annual Expenditure for 2017 with Republic Services, Inc.

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

WHEREAS, On December 15, 2016, the Board of Trustees of the Cleveland Public Library authorized the Executive Director to enter into three year Customer Service Agreements with Republic Services to provide waste material and recycling services for the Main Library, the Lakeshore Facility and the Woodland Garage in the amount of \$1,263 per month, plus an additional cost for extra pick-ups as needed at a cost of \$96 per recycling pick up and \$80 for waste pick-up and additional charges of approximately \$700 per month, for a period of 36 months, in an amount not to exceed \$25,000 for each of the first two years and \$25,750 for the third year, for a total contract amount of \$75,750; and

RESOLUTION TO
INCREASE
ANNUAL
EXPENDITURE
FOR 2017 WITH
REPUBLIC
SERVICES, INC.
Approved

WHEREAS, To date, including invoices dated through September 25, 2017, the Library has expended \$23,869.38 with Republic Services, Inc. This amount includes extra yardage fees of \$8,370 and refresh fees of \$414 that were not included in the additional charges upon original estimation; and

WHEREAS, The Director of Property Management deems it necessary to increase the annual expenditure for waste material services by \$8,000 for a total amount not to exceed \$33,000 in order to ensure that Republic Services, Inc. will continue to provide waste material services while the Library disputes and seeks credit for the extra fees described above; and

RESOLVED, That the Board of Trustees authorizes an increase of \$8,000 to the 2017 annual expenditure to provide waste material services for the Main Library, the Lake Shore Facility and the Woodland Garage in an amount not exceed \$33,000 with the expenditure being charged to the General Fund Account 12100053-53340 (Building Maintenance).

Mr. Seifullah asked for clarification on the fees that are being disputed.

Joyce Dodrill, Chief Legal Officer, stated that last year, the Library went out for bids for quotes for waste collection. Republic was the lowest. We entered into a new contract. In this new contract, they added a one-time fee for "extra yardage" for \$30. We were unaware that they would apply this fee for the overage that we have had all the years we had been working with Republic. Basically, if the dumpster is unable to close, Republic will charge overage fee for any bags, boxes or waste outside of the dumpster at the rate of \$30 per yard. We thought that this was a one-time \$30 charge as we were never charged this fee in the past. We were surprised when our PO ran out of funds at this time in the year. After reviewing invoices, we saw that we were charged almost \$8,000 in overage fees. We immediately engaged in discussion with Republic and found that they had inserted that provision in the contract and had not helped us manage our waste in such a way that we would not be charged those fees such as getting us another dumpster so that we would not have the overage.

Ms. Dodrill stated that we are continuing to negotiate with Republic. Although, we have not accepted, Republic has made an offer to give the Library some credit back as a result of the misunderstanding. The credit will not be for the full \$8,000. While we are negotiating, we need to continue to pay their bills so that Republic will continue to pick up the waste at Main, Woodland and Lake Shore Facility. We are asking the Board for the extra funding to expend understanding that we will receive a credit.

In response to Ms. Rodriguez' inquiry, Director Thomas stated that Republic Services has a monopoly on doing this work as there are no other companies that can provide these specialized services for our location.

Mr. Corrigan asked if the overage was in our recyclable materials or other materials.

Kevin Flowers, Custodial Supervisor, Property Management, stated the overage fees are applied to bags of waste outside of the dumpster as well as waste that exceeds the height of the dumpster. Unfortunately, the Library was not informed.

In response to Mr. Corrigan's inquiry, Mr. Flowers confirmed that our regular waste is the concern and not recyclables.

Mr. Seifullah stated that we have two years remaining in our contract with Republic and they are the main provider in this area.

Director Thomas stated that this issue would be solved if they provided the Library with another bin.

Resolution to Enter into New Agreement for Material and Cash Recovery Services with Unique Management Services, Inc.

(See page 1477)

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

WHEREAS, From 2011 through 2017, the Cleveland Public Library Board of Trustees has annually authorized the Cleveland Public Library ("Library") to enter into

RESOLUTION TO
ENTER INTO
NEW
AGREEMENT
FOR MATERIAL
AND CASH
RECOVERY
SERVICES WITH
UNIQUE
MANAGEMENT
SERVICES, INC.
Approved

agreements with Unique Management Services, Inc. ("Unique") for services related to the recovery of overdue fines and materials; and

WHEREAS, The Library Administration believes that based upon Unique's successful history of collecting fines and materials on behalf of the Library, it is in the Library's best interests to continue to contract with Unique and refer overdue accounts for collection; and

WHEREAS, Unique has proposed to continue the budget neutrality guarantee whereby the Library will not be charged for more than the amount of money recovered plus amounts waived, at the cost of \$8.95 per account referred, for an estimated total amount not-to-exceed \$80,000.00 in payments from fees recovered plus amounts waived; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee, to enter into a new agreement between the Cleveland Public Library and Unique Management Services, Inc. for material and cash recovery services from January 1, 2018 through December 31, 2018, incorporating a budget neutral guarantee, at the cost of \$8.95 per account referred in an amount not-to-exceed \$80,000.00, from fees recovered plus amounts waived, which expenditure shall be charged to General Fund Account 11100053-53710 (Professional Services), and which agreement shall be subject to review and approval of the Chief Legal Officer.

Ms. Butts asked how much has been collected.

Carrie Krenicky, Chief Financial Officer, stated that this year, Unique has collected \$61,876 in cash and \$236,000 in materials returned.

Mr. Corrigan stated that originally, they would recover more monies. However, we have found that more materials have been returned. In fact, they have amended the contract to accomplish that change.

Resolution to Purchase Computer Hardware from Business Smarts

(See pages 1478-1481)

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

WHEREAS, Providing our public with equal access to a vast range of information and resources is one of the Library's guiding principles; and

WHEREAS, For the public to have equal access to electronic information and resources, PC workstations and notebooks have to be replaced and upgraded in a timely manner; and

WHEREAS, Innovating for efficient and sustainable operations is a strategic priority; and

WHEREAS, For the operations of the Library to perform efficiently, staff workstations also have to be replaced and upgraded in a timely manner; and

WHEREAS, The IT/CLEVNET Department sought proposals from three vendors and received the following:

For 100 Patron/Staff Desktop Computers and 30 Patron Notebooks

Business Smarts	\$108,600.00
CDW-G	\$111,958.10
HP Public Sector Online Store	\$133,822.30

WHEREAS, The desktop computers come with a 3-year manufacturer warranty and the laptops come with a 1-year manufacturer warranty; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to purchase from Business Smarts (100) HP ProOne 400 G3 All-in-One computers for the public and staff at a cost of \$840.00 each, and (30) HP ProBook 450 G3 LCD Notebooks for the public and staff at a cost of \$820.00 each, for a total cost of \$108,600.00, with the expenditure being charged to General Fund Account 13010055-55530 Computer Hardware.

RESOLUTION TO
PURCHASE
COMPUTER
HARDWARE
FROM BUSINESS
SMARTS
Approved

FISCAL
OFFICER'S
REPORT
Submitted

Fiscal Officer's Report

(See pages 1482-1491)

REPORT ON
INVESTMENTS
Submitted

Report on Investments

(See page 1492)

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

Report on Conference and Travel Expenditures

(See pages 1493-1495)

REPORT ON
CLEVELAND
FOUNDATION
GRANT FOR
LIBRARY
LEARNING
CENTERS
Submitted

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

(See pages 1496-1497)

HUMAN RESOURCES COMMITTEE REPORT

In Mr. Hairston's absence, Ms. Butts presented the following report.

REGULAR
EMPLOYMENT
REPORT
Approved

Regular Employee Report

(See pages 1498-1503)

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

RETIREMENT
RECOGNITION
CITATION
Approved

Retirement Recognition Citation

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

A Citation has been issued for the following staff member on the occasion of her retirement:

Glennis Blair (31 years of service); Technical Services Assistant; Grade D - Acquisitions; retires 11/30/2017.

Be it resolved that the citation for the above staff member be presented by the Board of Trustees in appreciation of her faithful and dedicated service given to the Library by her be recorded in the minutes of this meeting, and

Be it further resolved that the citation be sent to her forthwith if she is not present at this meeting of the Board of Trustees.

After reflecting on her experience at the Library; various Trustees, Director Thomas, members of the Leadership Team and staff extended wholehearted congratulations and best wishes to Ms. Blair.

Report on Paid Sick Time Used by the Month

(See page 1504)

REPORT ON PAID SICK TIME Submitted

Employee Demographics(EEO-4)Report

(See page 1505)

EMPLOYEE DEMOGRAPHICS (EEO-4) REPORT Submitted

Insurance Summary Report

(See page 1506)

INSURANCE SUMMARY REPORT Submitted

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

Amendment to Fines and Fees Schedule

(See pages 1507-1509)

AMENDMENT TO FINES AND FEES SCHEDULE Approved

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

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

WHEREAS, The Fines and Fees Schedule is revised and updated, as needed, to provide greater clarity and definition to library operations and services; and

WHEREAS, The expansion of services and the acquisition of new equipment in TechCentral's MakerSpace require adding fees to the Schedule; and

WHEREAS, Other line items on the Schedule require periodic updating and revision in order for staff to provide fair and equitable service; now therefore be it

RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective November 20, 2017.

MONTHLY
ACTIVITY
REPORT
Submitted

Monthly Activity Report

(See pages 1510-1515)

Mr. Corrigan stated that the Monthly Activity Report reflects no significant changes. However, as the economy improves, year-to-date circulation is on a 10% decline and the e-circulation is up almost 12%. The walk-in count seems to be somewhat regular.

Building Status Update

There was no Building Status Update as Tim Murdock, Director of Property Management, was unable to attend the Board Meeting.

SAFE, WARM
& DRY UPDATE
Presented

Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, stated that bids are due today for Safe, Warm and Dry and will be turned into the Construction Manager for initial evaluations. Scope compilations will be done next week. Asbestos abatement will begin at South Branch on the Monday following Thanksgiving. The Glenville Parking Lot project design made it through zoning. We are awaiting final permit clearances.

Mr. Corrigan asked for clarification on design changes of the parking lot to accommodate landscaping.

Mr. Herman stated that we added planting barriers on the two street sides and added a few more plants in the barriers to make it more opaque. In addition, the location of the fencing slightly changed.

In response to Ms. Butts' inquiry, Mr. Herman confirmed the number of parking spaces decreased from 16 to 12.

Mr. Corrigan stated that the Library should be good neighbors in that regard.

Finally, Mr. Herman stated that November 27, 2017 is the final date for submission of the A/E firms for the new Martin Luther King, Jr. Branch. Evaluations will soon follow.

Director Thomas asked Ms. Dodrill to give an update on the Martin Luther King, Jr. Branch Design Competition.

Ms. Dodrill stated that we put out the RFP and design brief and made it available to firms all over the world to download from our website. We have registrations from over 335 firms from countries including Saudi Arabia, Iran, Germany, Italy, Philippines, Netherlands, and many more.

Advocacy Taskforce Update

In Ms. Washington's absence, Shenise Johnson-Thomas, Director of Community & Government Relations, stated that she, Director Thomas and Trustee Washington met to discuss the next steps for the Advocacy Taskforce. More details will be shared with the Board with regard to the work of the Taskforce.

Foundation Update

Mr. Corrigan thanked Gretchen Faro and the Foundation for their support with the levy which was very critical. Voters can be certain of the Library's financial stability.

Gretchen Faro, Executive Director, Friends Foundation, stated that the Foundation will focus on the year end mailing which is in the process of design. In addition, rebranding continues from the Friends to the Foundation.

New Business

Ms. Rodriguez presented the following items of New Business.

Resolution to Enter into an Agreement with the Board of Trustees of Morley Library

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

ADVOCACY
TASKFORCE
UPDATE
Presented

FOUNDATION
UPDATE
Presented

RESOLUTION TO
ENTER INTO AN
AGREEMENT WITH
THE BOARD OF
TRUSTEES OF
MORLEY LIBRARY
Approved

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

WHEREAS, By the end of its first decade, CLEVNET had grown to nineteen libraries, and what had begun as a vision for a Cleveland-area bibliographic database was clearly becoming something greater—a model of regional resource sharing; and

WHEREAS, CLEVNET continues to grow at a measured and sustainable pace as more libraries recognize the benefits of library cooperation to their patrons and the value of the services provided by the IT/CLEVNET staff; and

WHEREAS, At their regular meeting on September 20, 2017, the Board of Trustees of Morley Library in Painesville, Ohio, unanimously approved a motion to apply for membership in CLEVNET; and

WHEREAS, The CLEVNET Directors Panel has reviewed the request from Morley Library to join CLEVNET and the Panel is unanimous in support of this request; and

WHEREAS, The Director of CLEVNET and the Director of IT are confident that CLEVNET has the capacity to add Morley Library to its ranks and they believe that Morley Library will be a strong addition to the CLEVNET cooperative; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO to complete negotiations of an agreement between Cleveland Public Library and Morley Library, subject to the approval of the Chief Legal Officer; and be it further

RESOLVED, That the President of the Board of Trustees is authorized to execute any agreements, amendments, or other documents necessary or appropriate to effectuate the Agreement in accordance with this resolution; and be it further

RESOLVED, The Cleveland Public Library Board of Trustees warmly welcomes Morley Library to CLEVNET, with every best wish for a long and successful relationship.

Mr. Corrigan stated that there are now 45 library systems that are now CLEVNET members.

Timothy Diamond, Chief Knowledge Officer, stated that in Lake County, there are 8 library systems and 6 are current members of CLEVNET. Morely Library makes the 7th. Mentor remains not a CLEVNET member.

Mr. Corrigan asked for the population of the service area served by CLEVNET.

Hilary Prisbylla, Director of CLEVNET, stated that she believed that the official count was approximately 1.5 million.

Resolution to Extend CLEVNET System Agreement with Cuyahoga County Law Library

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

WHEREAS, On February 1, 2012, the Board of Trustees of the Cleveland Public Library ("CPL") and the Cuyahoga County Law Library Resources Board ("Law Library") entered into an agreement ("Agreement") for the Law Library's participation in the CLEVNET system of member libraries; and

WHEREAS, The initial term of the Agreement was one-year with the option to renew for four additional one-year periods, for a total term not-to-exceed five years (including the initial term); and

WHEREAS, The final renewal of the Agreement was entered into by CPL and the Law Library effective February 1, 2017, and this renewal will terminate on January 31, 2018; and

WHEREAS, The Law Library has requested the extension of the Agreement for one additional year for the period commencing February 1, 2018 through January 31, 2019; now therefore be it

RESOLVED, That the President of the Board of Trustees of the Cleveland Public Library and the Executive Director, CEO or his designee, are hereby authorized to execute an amendment to the CLEVNET Systems Agreement between the

RESOLUTION TO
EXTEND
CLEVNET
SYSTEM
AGREEMENT
WITH
CUYAHOGA
COUNTY LAW
LIBRARY
Approved

Board of Trustees of the Cleveland Public Library and the Cuyahoga County Law Library Resources Board, extending the term for an additional year to commence on February 1, 2018 and terminate on January 31, 2019, subject to approval of the Chief Legal Officer.

Mr. Corrigan asked for clarification on what CLEVNET services would be utilized by the Law Library.

Hilary Prisbylla, Director of CLEVNET, stated that in addition to our basic services, the Law Library's patron database is hidden from the other members of the consortium.

Mr. Corrigan further explained that defense attorneys do not like prosecutors knowing what the defense attorney was researching.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas thanked the Board for their direction as well as Library leadership and staff for their support in the passage of the levy. This continues to reflect the Library's commitment to keep promises made to the community. The passage of the levy indicates that the community is in agreement.

CELEBRATING A GLOBAL PERSPECTIVE

Dr. Raquel Ortiz, author of *Sofi and the Magic, Musical Mural* and liaison of the Puerto Rican Cultural Ambassador program provided four interactive story times, to a total of eight classes at Lakeshore Intergenerational School on Monday, October 16th. Outreach & Programming Services Library Assistant Melanie McCarter, and Erica Marks, Youth Outreach and Programming Coordinator were on hand to assist.

Dr. Raquel Ortiz returned to Cleveland Public Library on Wednesday, October 18th, presenting an all-day multicultural puppetry and story time training to Cleveland Public Library's Youth Services staff. Dr. Ortiz spoke on the history of Hispanic storytelling and folktales, while vejigante puppets were created for each branch in between lectures.

The Diversity Center of Northeast Ohio began hosting four facilitated dialogues this month, one in each district. All conversations were designed by Branch Managers and the Diversity Center to engage patrons and residents in discussions relevant to their own communities. On October 4, 24 participants at Fulton Branch discussed the adjacent garden space; on October 23, 20 attendees (mostly children) at Lorain Branch spoke on neighborhood improvement; on October 25, Collinwood Branch conversed about creating an inclusive and equitable community; and on October 26, MLK discussed the inclusiveness and appearance of University Circle in the future. The final conversation on November 14 at Fleet Branch will focus on supporting diversity and literacy in the neighborhood. Many conversation participants provided feedback for making their libraries and neighborhoods more welcoming.

FIGHTING COMMUNITY DEFICITS

Sam Quinones, journalist and award-winning author of *Dreamland: The True Tale of America's Opioid Epidemic*, spoke on Saturday, October 7. His book begins in Portsmouth, Ohio, describing how over-prescription and distribution of painkillers in small and suburban towns sparked the heroin and opioid addiction crisis now sweeping across the country, resulting in numerous overdose deaths daily. Mr. Quinones said that keeping up social ties, spending time outdoors, and using alternative methods for pain relief would build communities back up and reduce people's reliance on drugs to take away their pain. In a private meeting prior to the event arranged by Adult Programming and Outreach coordinator Shayna Muckerhide, Quinones met with Cuyahoga County Medical Examiner Dr. Thomas Gilson, Cleveland Clinic educators, and other drug addiction community leaders. For the main event in the Louis Stokes Wing auditorium Mr. Quinones spoke to an audience of approximately 120 people, including families of those affected by addiction and Portsmouth natives.

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volunteers from the Cleveland Marshall School of Law, Case Western University School of Law, Greater Cleveland FoodBank, Cuyahoga County Court of Common Pleas.

FORMING COMMUNITIES OF LEARNING

On October 5th, New York Times bestselling author and Cleveland native, Mira Bartok visited Rice Branch for a special reading of *The Wonderling*. This event was made possible by Candlewick Press. Attendees from The Intergenerational School received a copy of *The Wonderling*, thanks to Friends of the Cleveland Public Library. A Cultural Exchange, a Cleveland based bookstore and longtime library partner ultimately sold-out of books.

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Ms. Newsom was personally invited as a guest of Denise Rucker-Burton, of the Cuyahoga County Division of Senior and Adult Services, to attend the 23rd Annual Cuyahoga County Conference on Aging on October 6. She listened to presentations about eliminating barriers to care, opioid use in aging populations, and health literacy and met with numerous aging/senior professionals. Many of them were surprised and thrilled to see a CPL staff member attend and are hoping to bring Ms. Newsom's programs to their facilities.

Music at Main

Pianist Jackie Warren & percussionist Sammy DeLeon performed in celebration of *Hispanic Heritage month*. Thirsty-two patrons attended on October 2nd.

Exhibits and Displays

Superman: From Cleveland to Krypton an Exhibit -

Youth Services Librarians Lan Gao and Rebecca Donahue coordinated several tours for CMSD schools, with approximately 300 students visiting the Superman exhibit and other areas in the Main Library throughout the month. Tours were conducted by Ms. Gao and Ms. Donahue along with Substitute Library Assistants Charles Vaughn, Mark Tidrick, Joseph Lendl, Peter Roth, and Michael Webster.

Research that's Possible Only at Main Library

- CLGH staff assisted a patron with locating an article printed in the June 2nd, 1927 issue of the Cleveland Plain Dealer which featured local sculptor Max Kalish, who created the statue for the Lincoln Memorial.
- CLGH staff assisted a curatorial assistant at an out of state museum, with determining if a Margaret Bourke-White photograph in the museum's collection had been included in the *Otis Pioneer*, which contained photogravures of the Otis Steel Mill by Ms. Bourke-White. The staff member consulted the copy of the *Pioneer* in the Photograph Collection and was able to determine that the museum's photograph of the steel mill was not used in the book.
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- CLGH staff helped a person in Australia find out more about an ancestor who lived in Cleveland and

was a gardener at the Glen Allen Estate.

- A patron request for the history of the Kadimo Chiefdom of Yimbo in western Kenya.
- A patron visiting Special Collections was impressed with the artifact of rubble salvaged from the Imperial Hotel in Tokyo. The artifact was purchased with Schweinfurth funds to accompany the volume. The hotel was designed by Frank Lloyd Wright in 1923 and demolished in 1967 after surviving the great Tokyo earthquake of 1923, WWI and WWII.
- A chess writer requested scans from John Nunn's *Learn Chess Tactics* for an article.
- An author acknowledged the assistance of Special Collections staff in his article on Nagorno-Karabakh (a landlocked region of the South Caucasus mountain range in Eastern Europe).
- A professor from Indiana was planning to come to Special Collections to research a 15th century manuscript, *Bible en Francois*. Staff informed her that it was digitized and saved her the trip.
- A genealogist stopped in the Sports Research Center in Social Sciences to find articles from the late 1940's Golden Gloves scrapbooks about his uncle who participated in the boxing tournaments.
- Science and Technology patrons regularly request a small book entitled *Dick Gregory's Natural Diet for Folks who Eat: Cookin' with Mother Nature!* The only other Ohio library to own the book is Bowling Green State University.
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- PAL staff provided material for a patron researching the founding of the Cleveland Municipal Court, which was established in 1912. They were specifically interested in the Courts creation of the Conciliation Court now known as the Small Claims Court. The Cleveland Conciliation Court was the first of its kind in the country when established in 1913.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

CLEVNET

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

GRANTS & DEVELOPMENT

PNC - Submitted and Awarded request through Friends of Cleveland Public Library for \$15,000 for 2018 Kindergarten Clubs

Cleveland Foundation - Submitted interim report for MLK Branch Design Competition

Hosted ALA President Jim Neal for a Lunch N Learn program.

Continued work on Best Buy Teen Tech Center - timeline, room layout, job description, construction costs, technology lists, furniture, etc.

PUBLIC SERVICES

SUMMARY

In the month of October the Library hosted approximately 152 programs ranging from community conversations in neighborhood branches to author visits both at Main library and the Rice Branch. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes were held at 14 branch locations and Main Library. The Outreach & Programming Services department encumbered \$37,075.88 during the month of October, the majority of which was in support of first quarter 2018 programming.

SERVICES TO CHILDREN

On October 5th, New York Times bestselling author and Cleveland native, Mira Bartok visited Rice Branch for a special reading of *The Wonderling*. This event was made possible by Candlewick Press. Attendees from The Intergenerational School received a copy of *The Wonderling*, thanks to Friends of the Cleveland Public Library. A Cultural Exchange, a Cleveland based bookstore and longtime library partner, ultimately sold-out of books.

College Now, an ACT/SAT prep program kicked-off their fall session at Main Library on Tuesday, October 10th. College Now is scheduled to meet Monday through Friday in the Learning Commons, located on the second floor of Louis Stokes Wing.

Dr. Raquel Ortiz, author of *Sofi and the Magic, Musical Mural* and liaison of the Puerto Rican Cultural Ambassador program provided four interactive story times, to a total of eight classes at Lakeshore Intergenerational School on Monday, October 16th. Outreach & Programming Services Library Assistant Melanie McCarter and Erica Marks, Youth Outreach and Programming Coordinator, were on hand to assist.

Dr. Raquel Ortiz returned to Cleveland Public Library on Wednesday, October 18th, presenting an all-day multicultural puppetry and story time training to

Cleveland Public Library's Youth Services staff. Dr. Ortiz spoke on the history of Hispanic storytelling and folktales, while vejigante puppets were created for each branch in-between lectures.

Friday, October 20th, Erica Marks, Youth Outreach and Programming Coordinator, and Lan Gao, Youth Services Subject Department Librarian, hosted an information table at the 10th Annual Starting Point Leadership Conference. Both CPL representatives connected with Cuyahoga County early childhood educators and directors, providing information on library programming.

SERVICES TO ADULTS

During the month of October as a part of the The Big Read, a community-wide read sponsored by the National Endowment for the Humanities and the Center for Arts-Inspired Learning, continued educational events based on the book *Station Eleven* by Emily St. John Mandel. Woodland, South Brooklyn, Jefferson, Lorain, MLK, Rockport, and Rice Branches hosted nearly 15 creative writing, upcycling/maker, and graphic novel workshops for patrons of all ages in October. CPL collaborated with CAL, Lake Erie Ink, and Literary Cleveland to offer these programs.

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STAFF

Adult Outreach and Programming Coordinator Shayna Muckerheide attended a senior programming Train the Trainer workshop on October 5.

Youth Outreach and Programming Coordinator Erica Marks attended Cleveland Public Library's, Book Ends training on Thursday, October 19th at the Lakeshore Facility. Topics covered in training were communication, empathy, teamwork and understanding how the library is funded.

On Thursday, October 26th and Friday, October 27th, Ms. Marks attended the first two days of The Cleveland State Leadership Academy. Participants worked extensively with Dr. Jennifer Madden on identifying effective colleague communication tools and leadership styles.

Historical Bridges of Cleveland

Map Collection Librarian Tom Edwards coordinated the *Historical Bridges of Cleveland* program on October 28th. Dario Gasparini and William Vermes conducted the program discussing various historical bridge plans of Cleveland. Fifty-three patrons attended the program.

Innovation Open House

The Government Documents department hosted an *Innovation Open House* - an informative session that highlighted the resources available at Cleveland Public Library for small businesses, intellectual property professionals, and inventors on October 7th. Speakers included BEL Librarian Susan Mullee, Science and Technology Librarian

Jim Bettinger, TechCentral Coordinator Forrest Lykins, and Government Documents Supervisor Sarah Dobransky. In preparation for the event Ms. Dobransky wrote an article entitled *Five Common Mistakes Entrepreneurs Make with Intellectual Property*. Marketing's Michael Young posted the article on CPL's blog and social media.

Adult Education

Librarian Susan Mullee led the GED students through a tour of the Superman Exhibit on October 2nd. The students' assignment was to write an essay on what Superman symbolizes today for people that are experiencing hardships. In addition, Ms. Mullee facilitated a new group of GED students on the Ohio Means Jobs web site with accessing *Learning Express Library*.

Small Business Seminar Series

Senior Librarian Sandy Witmer coordinated the programs *Developing a Winning Business Plan*, *Accounting for Small Business*, and *The Art of Marketing*, on October 7th, 14th, and 21st. Librarian Susan Mullee coordinated the *Taxes for the Small Business* program on October 28th.

Music at Main

Pianist Jackie Warren & percussionist Sammy DeLeon performed in celebration of *Hispanic Heritage month*. Thirty-two patrons attended on October 2nd.

Knitting at PAL

Two knitting meetings were held on October 4th and October 8th. Participants worked on their squares that will be put together to make baby blankets and donated to Warm-Up Cleveland. Due to the overwhelming support for the project the participants will be able to donate multiple blankets.

NaNoWriMo

Literature Department Librarian Evone Jeffries planned and hosted *National Novel Writing Month (NaNoWriMo)* on October 21st. The fifteen participants learned details about *NaNoWriMo*, were guided to Literature Department resources, and were given a "survival" kit that included

tools to inspire and help them get through the challenge of writing 50,000 words in 30 days. Ms. Jeffries also created displays for *NaNoWriMo* and *Cleveland Public Poetry*.

Main Library Book Clubs

CLGH Librarian Terry Metter led the Brown Bag Book Discussion on October 16th. The group discussed David Grann's *Killers of the Flower Moon*. Social Sciences Library Assistant Lakitha Tolbert led the discussion of Ang Tharkay's *Sherpa* for the Social Sciences Non-Fiction book club coordinated by Lakeisha Winstead and Helena Travka on October 12th. Literature Department Library Assistant Michael Haverman hosted his monthly book club on October 3rd. The club discussed Celeste Ng's *Everything I Never Told You*.

Octavofest

Literature Department Librarian Jean Collins and Literature Department and Ohio Center for the Book Manager Amy Dawson hosted the Octavofest/OCFB programs *Coffee and Comics: Comics-Making Workshops* in conjunction with Rising Star Coffee. The two workshops were held on October 7th with March Sumerak and October 21st with Christopher Darling. The program was planned and hosted in partnership with OCFB's *Get Graphic!* guest and former Ohio Center for the Book Scholar-in-Residence, Valentino Zullo.

Bookmaking Workshops

Literature Department Librarian Evone Jeffries facilitated two bookmaking workshops and along with Youth Services Library Assistant Christine Feczkanin guided visitors to the ArtLab in creating superhero-themed tunnel books on October 11th and 25th.

Get Graphic! With Ohio Center for the Book

Literature Department Librarian Jean Collins maintained the tabletop exhibit of books for *Get Graphic! A Graphic Novel Book Club*. Six book sets are on display for the current Fall 2017 book club, *Memoirs of the Middle East*. The early titles for the upcoming *Black Lives in Comics* series are also on display. Ms. Collins along with Guest Reader Valentino Zullo, presented *Rolling*

Blackouts in the Get Graphic! Memoirs of the Middle East series on October 19th.

Friday Frolics

Literature Librarian Timothy Phillips hosted three Literary Frolic Friday events in October. The first frolic, held on October 13th was on Bram Stoker's novel *Dracula*. The second held on October 20th included a screening of Werner Herzog's 1979 *Nosferatu: Phantom der Nacht* and on October 27th, the third frolic of the month was held focusing on Joseph Sheridan le Fanu's novel *Uncle Silas*. Following the discussion, a screening of Peter Hammond's 1989 BBC adaptation *The Dark Angel* was screened.

Sports Icon Interviews

Social Sciences Library Assistant Pete Elwell coordinated the 40th Sports Icon Interview on October 16th featuring Dan Coughlin interviewing Mike Milkovic.

Poetry Out Loud Teacher Training

Literature Department and Ohio Center for the Book Manager Amy Dawson and *Poetry Out Loud* Fellow Kisha Nicole Foster hosted an Ohio *Poetry Out Loud: National Recitation Contest 2017-18 Teacher Training Workshop* sponsored by the Ohio Arts Council on October 25th at the Memorial-Nottingham Branch. The program included an introduction by Kisha Nicole Foster OCFB/POL Fellow/Northeast Ohio Regional Coordinator and *Effective Recitation Techniques/Importance of Poem Selection, Performance Tips & Judging Criteria* by Ray McNiece, performance poet, educator, past POL judge and supporter.

Main Library Tours and School Visits

Throughout the month many groups, schools and organizations visited Main Library including: 22 students from the Christian Community School in Grafton, 22 conference attendees from the legal firm of Thompson-Hine, 32 conference attendees from the Society for American City and Regional Planning History Conference, 9 individuals from the Avon Newcomers Club and 20 students and educators from the Links Girls Academy. In addition, Youth Services Librarian Lan Gao and Librarian Rebecca Donahue, with assistance from Library Assistant

Substitutes Charles Vaughn, Mark Tidrick, Peter Roth, Joseph Lendl, and Michael Webster, coordinated tours for the *Superman* exhibit for over 1,500 students from CMSD and other area schools and Fine Arts & Special Collections Manager Pam Eyerdam hosted a tour of Special Collections for Director Thomas.

International Languages Programming

International Languages staff members planned and conducted a total of 41 programs/outreach events reaching a total of 448 patrons during the month of October. These efforts served local Russian and Chinese speaking communities patrons interested in learning Chinese language and culture. Senior Librarian Caroline Han oversaw outreach with community partners Confucius Institute, Jubilee Academy, and Global Ambassador Learning Academy. Librarian Victoria Kabo focused multi-generation efforts on serving both children and seniors interested in preserving their Russian language skills with four programs at Memorial-Nottingham Branch. These included annual "Kniguri" book awards ceremony which attracted over 50 participants.

Main Library Blogs

The Collections Highlight blog about the painting created by Moses Pearl entitled *Relaxation on the Mall* is now on display in the Special Collections Reading Room.

Main Library Displays

Music Librarian Andy Kaplan and Special Collections Library Assistant Mark Fox Morgan created a book display of Hispanic artists and musicians for Heritage month. In honor of Veteran's Day Government Documents Senior Clerk Erick Walker created a display featuring items from the Government Documents collection and online resources. Literature Department Librarian Jean Collins created a Lending Department display of "First in Series" mystery books and created a theater tabletop display for the upcoming Cleveland Play House production of *Diary of Anne Frank* on stage October 21st through November 19th. In addition, Ms. Collins finalized the book marks for the productions *Diary of Anne Frank* and *A Christmas Story*

and Youth Services Librarian Rebecca Donahue created displays for Halloween, Thanksgiving, and the Cleveland Indians.

Main Library Outreach

Government Documents Supervisor Sarah Dobransky and Science and Technology Senior Librarian Jim Bettinger presented *Introduction to Patent and Trademark Searching with the USPTO* at the 2017 Ohio Regional Association of Law Libraries Conference that took place on the campus of Case Western Reserve University on October 19th.

General Research Collections Manager Don Boozer staffed a table at the Cuyahoga Municipal Housing Authority Health Fair on October 27th. Mr. Boozer highlighted areas of the collection that feature health and wellness information, resources from the federal government, and educational materials on the upcoming levy.

Popular Library Assistant April Lancaster visited CPL's satellite collection at Case Western Reserve University to add new titles and weed the existing collection.

Youth Services Senior Librarian Lan Gao presented a story time to Cuyahoga Valley Scenic Railroads Great Pumpkin Party on October 22nd and Librarian Rebecca Donahue and Library Assistant Substitute Michael Webster distributed books and read stories to children and families at the Virgil E. Brown on Halloween night October 27th.

Collection Development

The Center for Local and Global History (CLGH) staff members worked on a number of projects during the month of October: Photograph Collection Librarian Brian Meggitt processed 100 portrait photographs from the files of the Cleveland Plain Dealer and other news services and continued working on the Charles S. Hackett Collection of 13,868 images of Cleveland from the 1950s and early 1960s. Library Assistant Adam Jaenke has continued work on digitizing the Cleveland Picture Collection (CP0) for the Digital Gallery and scanned 100 images in full RGB color for this month. Library Assistant Danilo Milich scanned seventy-five items from the Park Plan Collection to be added to ContentDM.

Library Assistant Lisa Sanchez added more than 400 item descriptions to the Photograph Collection's Unique Item ID project. The current categorized total for the Unique Item ID project is 21,697 and Map Librarian Tom Edwards has been working with Technical Services to have circulating folded street maps added to the catalog.

Government Documents department staff members processed 160 individual print items including 50 unique monograph titles during the month of October. The department also received 209 unique microform titles.

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Staff Development

CLGH Librarian Olivia Hoge attended the Annual Ohio History Alliance conference in Dublin, Ohio October 6th-7th.

General Research Collections Manager Don Boozer participated in the Ohio Library Council Annual Convention and Expo, October 4th - 6th. Mr. Boozer co-presented *Making Reference Service Great Again: What Does It Mean to be an American Library in a Post-Truth World?* and presented a 10-minute talk entitled *Chasing Relevance* about the continuing relevance of libraries. In addition, Mr. Boozer also helped to moderate a group discussion entitled *Libraries in a Post-Truth World*.

BEL Librarian Susan Mullee completed *Introduction to PowerPoint 2010* via Gale Courses research database, passing the final exam.

Government Documents Supervisor Sarah Dobransky represented Cleveland Public Library at the 2017 Depository Library Council Meeting and Federal Depository Library Conference in Alexandria, VA from October 16th -18th. This year featured keynote addresses from Dr. Carla Hayden, Librarian of Congress; Ms. Jane Sanchez, Law Librarian of Congress; and James LaRue, Director of the American Library Association's Office of Intellectual Freedom. In addition Ms. Dobransky attended the webinar *An Introduction to 'A Century of Lawmaking for a New Nation: U.S. Congressional Documents and Debates, 1774-1875'*.

Lending Department Manager Stephen Wohl attended the *CLEVNET Circulation Special Interest Group (SIG)* meeting on October 19th at Rocky River Public Library.

Literature Department and Ohio Center for the Book Manager Amy Dawson and Senior Librarian Jean Collins attended a reading, author talk, and book discussion with award-winning authors Robin Yocum, Shelley Costa, and Casey Daniels on October 26th.

Literature Department and Ohio Center for the Book Manager Amy Dawson attended the lecture, *Why Superman Matters?* by comics creator, Mark Waid, the Eisner Award-winning comic book writer and one of the comic industry's best and most prolific writers, at Lake Erie College on October 11th and on October 12th, Ms. Dawson hosted Mr. Waid on a tour of the *Superman: From Cleveland to Krypton* exhibit.

Social Sciences staff members Lakitha Tolbert, Helena Travka, and Lakeisha Winstead along with Popular Librarian Judy Daniels attended the NEO-RLS event *Back to the Book XVIII: Doorways into Reading* on October 23rd.

PAL Library Assistant Dave Furies attended three webinars dealing with how laws are made within the legislature, courts, and administrative agencies.

Main Library staff members have been participating in both in person and on-line training coordinated by Human Resource Department staff members, Sherrill Marino and Sherry Parker.

Youth Services staff conducted an all-day professional development workshop with author & educator Dr. Raquel Ortiz on October 18th in collaboration with OPS staff member Melanie McCarter.

Other Library News

Cleveland Public Library and the Center for Local and Global History were acknowledged by the author and editor of the book: Margaret Lynch and Michael Ruffing, *The Day We Celebrate, 175 Years of Cleveland's St. Patrick's Day Parade, 1842 - 2017*.

The CPL Map Collection was part of an article in Scene Magazine, October 18th titled, *A Highway Runs Through It...* about moving the freeway and restoring Gordon Park. The article mentions the resources available in the Library's Map Collection.

Literature Library Assistant Nick Durda and Literature Manager Amy Dawson were interviewed about the *Superman from Cleveland to Krypton* exhibit, the growing Superman and comics collection, and Superman's impact on culture for an independent TV show entitled *The Weirdness* based out of Erie, PA.

Senior Literature Librarian Jean Collins and Library Assistant Michael Haverman were interviewed by phone by author Jill Lauren for a chapter in a new book on library services, to be published by ABC-Clio/Greenwood.

BRANCHES

District One

Eastman - Mr. Knape attended a Westown Community Development organization meeting about the event called *Winter Frolic* held at Halloran Ice Skating Rink. This will be the 8th year that Westown has sponsored this event. They would like the Youth Service staff to maintain a table at the event to talk about library programming. This is a big Christmas event for the community and will be held on December 8th from 5:30 to 7:30. There will be give-a-ways, food, free ice skating, free pics with Santa and a children's craft table. Star Wars Reads Day were held on the October 24, 2017.

Lorain - The Big Read project, funded by the National Endowment for the Arts in partnership with Arts Midwest, began in October at the Lorain Branch. The project focused on Creative Writing and Graphic Novel Workshops for youth. On October 23, 2017, patrons participated in a Diversity Center Dialogue facilitated by The Diversity Center of Northeast Ohio. The dialogue focused on neighborhood-specific topics identified by each branch library, including economic and racial inclusion, community-building, and neighborhood safety planning. Other programs presented at Lorain during the month of October included a Mid-Autumn Festival, a Fall Mixed Up Craft, a Halloween Celebration, Papercraft 3D Modeling, Get Your Game On at the Library, and an Anime and Manga Book Club. Staff also presented storytimes at the branch as well as at H. Barbara Booker, Almira and Stockyard Elementary Schools.

Rockport - Rockport started the month with a highly successful week of Chemistry with Great Lakes Science Center. Patrons of all ages made invisible ink, learned penny alchemy, made glow stick science and ate candy chemistry. The month was full with Chess Club, Lego Club, Wii gaming, Upcycle workshops and a graphic novel workshop. In between all of the programming six classes came to ROC for story time and tours. Youth staff performed outreach at 9 area schools and daycare's. Healthy meals, courtesy of the Cleveland Food Bank, were served for Kids Café. America Reads Tutoring, courtesy of Cleveland State University started with multiple youth daily taking advantage of the service. ROC ended the month with a Big Halloween party and costume contest.

Walz- A pair of Alpacas visited our branch for Hispanic Heritage Month. The kids learned about these South American natives. Walz also hosted a Community Day on the October 28, with face painting, Balloons and PIZZA (always a crowd favorite). Class visits and outreach have kept our librarians hopping. Afternoon tutoring has resumed and is much appreciated by parents, students and staff.

West Park - We have made our VR equipment and PS4 football and basketball games available to patrons in the afternoon. This has provided a measurable increase in kids, especially teens, who spends time playing with friends and peers. Our monthly craft has seen many children and parents make a Halloween "broom" out of a CPL pencil and various other materials. Manager Dalby attended the Lakewood Area Collaborative Leadership Team meeting. LAYE Jeanna Sauls attended the "Back to the Book" presentation with guest Nancy Pearl.

District 2

Brooklyn - Brooklyn Branch welcomed new Page Lilianah Nelson on October 19. October was a busy month with ongoing security issues at the branch. The Children's staff stayed very busy with story time, class visits, and provided Fall-themed crafts. YS staff also has a terrific Halloween display with bats, and orange and black paper.

Carnegie West - Ohio City Inc. obtained a grant to bring MyCom, an organization that strengthens the social

fabric of a community through investing in the development of youth, to our neighborhood. Carnegie West branch was invited to partner in this initiative and hosted the first steering committee meeting in which several prominent neighborhood agencies were in attendance: Cleveland Public Theater, Horizon Education Centers, Lakeview Terrace Community Center, Malachi House, and the Music Settlement. Participants discussed possible future opportunities, ideas from children in attendance, and ways to offer support to our partner agencies. Participation in this exciting opportunity will give Carnegie West branch a stronger position in our goal to form communities of learning and fight neighborhood deficits. Operation Vegetables, another partnership, was concluded this month with a community "harvest" of our vegetable boxes: fresh vegetables and herbs, with additional produce donated by the West Side Market, were prepared to offer a substantial tasting of healthy fare, and was enjoyed by the children of Happy Works daycare.

Fulton - Fulton's October main event would be the community conversation about Fulton's reading garden, and the big Creek explorers' adventure hike and discussion with Big Creek's director, Bob Gardin. Mr. Gardin informed explorers about the importance of the Big Creek to our community and neighborhood, and explained how the water gets filtered to make its way to Lake Erie.

Jefferson - The Jefferson Branch was abuzz with activity during the month of October. Children's staff continued the Hispanic Heritage month series with programs about Hispanic folklore and Latin American cuisine. Young patrons also created their own comic strips with Staff from Lake Erie Ink as part of the Big Read Project. Creativity was fostered during the Nail Art programs, where youth adorned their nails with polish and small decorations. Staff from TechCentral brought the Mobile MakerSpace to the Branch and patrons enjoyed creating buttons, laser cut boxes, and engraved keychains. Adults participated in the Peer to Peer University Learning Circle; they sharpened their skills by taking a course entitled Management for a Competitive Edge. Also, adult patrons attended a presentation by the Public Utilities Commission of Ohio, and discussed "The

Stranger in the Woods" in the Tremont Think and Drink book club.

South - The month of October saw the continuation of celebrations of Hispanic Heritage Month. The Branch displays transitioned from Hispanic Heritage to Halloween in preparation of the Clark Avenue Halloween celebration. Horror themed movies have been pulled from the shelves and displayed on a cart for easy access for our horror flick loving patrons. There are also various displays throughout the Branch promoting Halloween and Fall themed books. Manga Club also held its second meeting this month. Our young patrons enjoyed LittleBits™ Open Play that was provided by Tech Central.

South Brooklyn - For the month of October, South Brooklyn continued with Kids' Café (free snack program in partnership with Food Bank) that provided 35 brown bagged lunches Monday through Friday. NEA Big Bread provided the following programs to the public: Creative Writing/Graphic Novel Workshops for Teens, Graphic Novel Illustration for Youth, and Upcycle/Maker Workshops for Youth (12 per session). Children's Librarian Tammy Houghton provided outreach to Mary Queen of Peace and William C. Bryant Pre-K; attended the Youth Services Meeting for an all day workshop about Puerto Rican Folkloric Culture, NEO workshop entitled Back to the Book XVIII; hosted Anime Club (made DIY manga bookmarks), Gamer's Guild with over 30 youth, Space Camp for children, Spooky Sensory Play, Halloween craft, and SBN Family Game Night, and young adult book club: *This Is Where It Ends* by Marieke Nijkamp. Adult Library Assistant Anna Kaufman Ford had her monthly book club, which discussed Parker Bilal's *The Golden Scales*, working with off-site Senior Resources Book Club, weeded/shifted adult collection, and attended Customer Service Training. District Manager Luigi Russo participated in the following: South Brooklyn Assistant Manager interviews, Brooklyn Branch Clerk interviews, coaching sessions, District Manager meeting, and visits to D2 branches.

District 3

Hough - At the Hough Branch in October Souper Saturdays were started again. It is a monthly program to educate the public on food literacy and provide cooking instruction and food. Microsoft computer classes were

held this month. LA-YE Joanna Rivera made an elaborate Reading Rainbow display behind her desk made up of book covers. Ms. Rivera visited the Juvenile Justice center to drop off reading materials and picked up prior materials. Also, she attended the first African American History Month committee meeting. Branch Manager Lexy Kmiecik attended the OLC Expo and Convention in Dayton.

Garden Valley - This month the Garden Valley Branch continued to celebrate Hispanic Heritage Month, September 15 - October 15, 2017. This week the young library patrons explored the meaning of salsa. Through this program, the young library patrons could better understand the Latino culture, and use salsa as a food and as a dance.

Alycia Woodman and LaToya Barnes had a Lego Maker Lab for the young library patrons of Garden Valley. The kids really enjoyed utilizing the Legos. As a result, the LACE staff would love to obtain Legos for the Garden Valley Branch to start a weekly Lego Builders Club. Ms. Alycia Woodman created the branch's front display which has a campfire/s'mores theme.

Martin Luther King Jr. - Ms. Parker sat on interview panels for the positions of Library Assistance Computer Emphasis; and Assistant Manager for 3rd District. Toni Parker attended and assisted with several Community Day Patron Appreciation events held at different library locations with the 5 districts. October was another month of outreach to community partner PNC Fairfax Connection during their weekly Building Blocks program. Ron Roberts also provided outreach to Daycare for Future Scholars on Carnegie Avenue, and conducted story times at both locations.

The MLK Anime Club continued to meet during the month with weekly meeting on Thursdays. Mr. Roberts continued with informal chess sessions with youth and adults.

Sterling - Sterling was a stop on the CMHA Reverse Ride Along hosted by Cleveland Central Promise Neighborhood and Jan Thrope, founder of Inner Visions of Cleveland. The tour introduces new CMHA Police recruits to people, places and resources in the Central neighborhood and focuses on building police relationships. The arts were center stage at Sterling with a performance by Les Delices and the student paper/book arts exhibit - a

culmination of 7 monthly programs presented by Art Books Cleveland artists.

Woodland - Maria Estrella conducted a Book Ends: Customer Services workshop with Ms. Marino; and met with Ms. Erica Marks to begin updating the content for the upcoming Digital Media training. Training will be conducted for youth services staff members in Northeast Ohio.

Ms. Estrella was also featured in a Latinxs in Kid Lit interview. Latinxs in Kid Lit is a website that explores the world of Latinx YA, MG and Children's Literature. Maria shared her knowledge, experiences, and challenges while utilizing Latino children's literature.

Whitney Johnson is working on developing the branch relationship and connection with the Dike School of the Arts. Hence, the Woodland branch will host its first mass story-time on Monday October 23rd. She also conducted story time for two classes at DSA. Ms. Drake El facilitated the Tinker CAD Maker lab. Participants learned about the free online Tinker CAD software that teaches how to make 3D design. She also visited the Boys and Girls Club to provide information about the branch's Community Day.

District 4

East 131 - October has been an active month at the East 131st Street Branch. Branch Manager Kristen Schmidt met with Ms. Herd of the First Street Coalition to discuss the neighborhood's history and future. Ms. Schmidt wrote a letter of support for the Thea Bowman Center to expressly collaborate with their Center to provide services in the Mt. Pleasant neighborhood. On October 21, 2017, our Branch will host volunteers for Mt. Pleasant MyCom's annual Make a Difference Day.

Ms. Schmidt coordinated a meeting with Captain Sulzer of the Community Services Unit, to ask for support from the Cleveland Police Department around the library, due to the frequency of crimes committed surrounding the branch.

Ms. Quinn contacted Archives to request information on the history of the East 131 Branch, based on her and Ms.

Schmidt's interest. Additionally, our student from St. Martin de Porres's Corporate Work Study Program continues to be a helpful addition once a week.

Fleet - Pasha Moncrief-Robinson, Branch Manager and Tracie Forfia, Children's Librarian attended the monthly Slavic Village/My Com/P-16 Meeting. Mrs. Robinson attended the P-16 Employment Committee meeting where she and other community partners are planning an initiative to assist Slavic Village residents in obtaining employment in their community and surrounding communities. Mrs. Robinson also attended the African-American Committee meeting to assist in planning programs to celebrate Black History Month.

Tracie Forfia and Anna Fullmer, Library Assistant-Youth started a series of workshops via Peer 2 Peer programming entitled "Start Writing Fiction." Mrs. Forfia attended Parent/Teacher night to promote CPL programs and resources. Ms. Fullmer attended the Cleveland Central Catholic School Fair where she also promoted CPL programs and resources. Ms. Fullmer conducted two programs for teens, Teen Zine and College Essay Workshop.

Harvard-Lee - Harvard-Lee Team welcomes its two newest members to the branch. Joe Jones and Shenell Williams will complete our complement for Pages.

Club Create continues to grow stronger with supportive youth participating. Each session is facilitated by Lake Eric Inc. every Tuesday and Wednesday. The goal for the Harvard-Lee team is to create deposits collections to enhance our circulation and promote our collection. YS Librarian, Olivia Geaghan delivered two deposit collections to our daycare partners and is looking to create one for Citizens Academy.

Mount Pleasant - During the month of October, the Mt. Pleasant Branch hosted the MyCom community meeting. Mrs. Scurka and other community partners such as The Thea Bowman Center, Murtis Taylor, and Peace in the Hood welcomed Mr. Morris Ervin from the MANSA Organization. Mr. Ervin led us in an exercise in learning to focus on being aware of how life experiences affect our well-being.

Rice - The branch programs of Yoga, Knitting, Kids Knitting, Qigong, Poetic Power, Line Dancing, and Meditation all continued with success. Club Create from Lake Erie Ink is being relocated to MLK branch. The youth department began its new series of Are You Smarter than a Librarian?, Math Challenge, DIY Wednesdays, and Get Crafty. Story times and class visits to the branch have increased. On October 17, the branch partnered with St Lukes to host a community baby shower for new and expecting parents. The event was very successful with prizes and games food and information for everyone. On October 18, 2017 Network Night was held with a great turnout and conversations.

Union - New Children's Librarian Tamara Steward joined the Union Team on October 2, 2017. LA-Youth Gregory Parker presented at the Nathan Hale Elementary Parent/Teacher meeting. Mr. Parker discussed the importance of parents reading to and with their children. He also informed parents and teachers about the Cleveland Public Library ConnectEd card. Mrs. Steward attended a full day workshop presented by Dr. Raquel Ortiz, Center for Puerto Rican Studies. At the youth services meeting, Raquel Ortiz (author) discussed the history of folklore in Puerto Rico. In particular, Mrs. Steward learned about Pura Belpre, a Puerto Rican librarian and author who came to the U.S. in the early 1900's. Mrs. Steward's favorite part of the day was making a paper mache puppet of a Puerto Rican trickster from traditional folklore. Mrs. Steward and Mr. Parker presented story times at Nathan Hale and Miles Elementary Schools. Outreach story times also included Oakfield and CEOCG daycare centers.

Manger Marcie Williams joined the Book Ends Training Team. Ms. Williams attended the Bookends Customer Service training as a participant and will attend future trainings as an observer in preparation to facilitate a session. Ms. Williams is also a part of the True2U Youth

District 5

Addison - This month, Property Management continues to touched-up paint in the Public Restrooms and Meeting Room. ASPIRE Greater Cleveland; *Barbara Watson* has scheduled an orientation session next month for new clients interested in taking part in the Adult Education Classes. All books have been claimed for the OPS SRC

Book Giveaway for children. Branch Manager, Magnolia Peters shared information concerning Issue 60 at Ward 7 Community Meeting and participated in canvassing for the Woodland/Garden Valley community.

Collinwood - 1 Community - "*Keeping on track for all*" is the theme for the Collinwood Branch's Community Conversation facilitated by the Diversity Center of Northeast Ohio on Wednesday, October 25th from 11am to 1 pm. The branch is pleased to also welcome back tutors from America Reads. To date we have had 20 sessions with students beginning on October 10th. Our LACE's continue to trouble shoot our computers and provided 54% of their time to Web Navigation and assisted with resume preparation. Our Catalog computer was replaced with a newer model.

Glenville - The Senior Forum Book Club met this month and was presented with Kelli Newsome from Outreach in MOB with a wonderful interactive program. Branch Manager, Ms. Jefferson, attended the Train the Trainer at Judson Park for Adult Programming with Kelli Newsom as the presenter. Ms. Jefferson also attended the community event sponsored by Front. Front is the host for the opening of the Glenville Arts Campus located on 105th called "The Madison". Ms. Jefferson attended the community event at Collinwood library hosting the Diversity Institute with the inclusion of New Tech currently in Collinwood High School. She also met with staff at St. Aloysius to talk about the partnership of doing the "Little Free Library".

Langston Hughes - This month the branch hosted **Computer Basics 101**. We also hosted the **Kid's Café**, with an increase of the lunch amount to 45 from the 30 we had offered previously. The branch welcomed back the return of the tutors from **America Reads**. The branch also hosted: **Make your own Fall Picture Books; Leaf Man; Making Fall Pop-Up Books; Design your own Jack O Lantern** and **Last Minute Costumes**. Our after school **Chess club** meets on Tuesday and Thursday afternoons. District Manager met with representatives from the Cleveland Museum of Art to organize the upcoming AfriCOBRA Art panel discussion program that will be held at the branch in early December. Mr. Bradford attended the board meeting of the Oberlin College library where he serves as Chair of the Nominations Committee.

Memorial Nottingham - The K-3 tutoring program with Braxton Tutoring is back in full swing, with about 5 children regularly attending sessions Monday-Thursday. Our Kid's Café has seen recent growth, reaching a surprising new high for us of 36 lunches. We have also continued to provide a space for Ohio Board of Elections training sessions throughout the month, and the foreign literature department continues to meet for their Russian children's programming and book clubs, as well.

TechCentral

Staffing Changes

Alison Guerin transferred into the TechCentral Department as a Library Assistant, Computer Emphasis, PFT, as of October 16. Ms. Guerin was previously at the Rockport Branch as a Library Assistant, Computer Emphasis, PTR.

Community Engagement: Visits and Outreach

Library Assistant, Computer Emphasis, Julie Gabb provided a tour of TechCentral and the MakerSpace on October 5 for students from Orchard STEM School.

Library Assistant, Computer Emphasis, Tawana Campbell provided tours of TechCentral and the MakerSpace for three groups of school-aged students on October 6 and 19.

Library Assistant, Computer Emphasis, Paolo Balboa provided a tour of the MakerSpace for 15 people from a local Rotary Club on October 14.

Mr. Balboa provided a tour of the MakerSpace for a delegation of staff members from the Akron Summit Public Library on October 18.

TechCentral Manager, CJ Lynce and TechCentral Coordinator, Forrest Lykins met with a representative from a ESOL Program near the Walz Branch on October 19 to discuss organizing computer classes for ESOL students at the Walz Branch Library.

Library Assistants, Computer Emphasis, Cortney Gatewood and Suzi Perez provided demonstrations of the 3D printer

to 60 girls with the Federal Reserve Bank of Cleveland's *Girls Make IT Better* program on October 20.

Mr. Lynce along with Library Assistant, Computer Emphasis, Karen Kelly Grasso attended the SPARK STEM Event at the Cleveland Convention Center on October 27 to provide demonstrations of the mobile laser engraver and mobile 3D printer.

Mr. Lynce participated in the Stuffed Animal Adoption Day program, held in Youth Services, on October 28. Custom laser-engraved name tags were made for each adopted bear.

Cleveland Digital Public Library

Programs, Services & Exhibits

Learning Commons

Cleveland Digital Public Library regularly hosts classes. During October, we regularly hosted CPL Fit Yoga, Meditation Mondays, and CPL Chess Club. The unit has developed new curricular offerings that are derived from the digital gallery, including classes on Google apps (useful for image storage and sharing) and Digital Photography for Seniors (with graphics and TechCentral). Programs will include classes on digitization and video, classes on the use of Google and Google apps. We are still at work on some classes on using digital coaching tools. Our Digital Hub area has been equipped with laptops that may be reserved for use by the public (and have been used for classes and for chess programming), and we will continue to offer 3D scanning as a service using the HP Sprout Scanner.

Programs

We held four meetings of the CPL Chess Club with a total of 16 attendees. Coordinating with CPL FIT, we host Yoga and Meditation offerings MWF at 1:00 and have 14 or more regular attenders, about half of whom are from downtown offices. We held Scan Day Saturday on Oct. 14, and Art of the Book on the 21st. The CPL Wikipedians met on Oct. 19th in the classroom, the Blue Streak Ensemble presented on their musical work on Oct. 21 in the afternoon.

Exhibits

ClevDPL continues to assist with Superman exhibits including providing support for the registration of

incoming items, support maintaining the three multimedia displays and the Magic Box in Brett Hall, supporting the media content in the John G. White Gallery, and advising on both media conservation & environmental monitoring.

- *Magic Box*

Cleveland Digital Public Library has placed the Magic Box exhibit case on display in Brett Hall. We developed and now maintain digital content for the Magic Box for Superman exhibit, including a video done by and for children, a video on the significance of Action #1, and a facsimile of Action #1 that customers can flip through.

- *Kiosk*

During June ClevDPL obtained display kiosk as a loan from CCS. The kiosk has been placed in a central position in the John G. White Gallery. Content now on display was produced by ClevDPL as a complement to the Antiquities exhibit. ClevDPL has previously created content for the kiosk, and has refreshed content several times, focusing, as appropriate, on chess, Dr. Zelma George, and general special collections. Feedback on the kiosk has been generally positive - the special collections staff feels it adds new interactive experiences to their exhibits. We will be deciding in November whether to continue using the kiosk or to send it back to CCS.

- *Digital Exhibition Tools*

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

Videography and Photography

ClevDPL has continued collaborating with Sports Research Center by creating interview videos. After working to update rights clearances on forms, these videos are being loaded onto Internet Archive, and Sports Research Center staff are in the process of providing time-indexed tables of contents to enhance the ContentDM records pointing to the interviews.

During October ClevDPL produced the following multimedia: W.O.W. Recognition (Photos), Sports Research Mike Milkovich (Photos), Sports Research Mike Milkovich

Interview (Video), Music At Main (Video), Music At Main (Photos), Russian Children's Book Contest (Photos), Russian Children's Book Contest (Video), Welcome To CPL(Video), Director's Message (Video), Editing Norma Doleful Long Version (Video), Halloween Costumes At Main (Photos), Lee Chilicloth (Photos)- Laura's Project, Photos for Research Office, Lee Road Baptist Church Local History Testimonies.

Scanning Assistance

Cleveland Digital Public Library staff assisted 14 reservations and drop in sessions of two hours (or more) in length. There was scanning of both large personal and library collections in the Digital Hub. Patrons used the Epson 11000XL flatbed, ATIZ book scanner, and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Public Services Statistics

Patron Visits: Between October 1st and October 27th the Cleveland Digital Public Library had 1078 patron interactions. There were 139 KIC Scanner sessions resulting in 4932 images/ 11246.3 MB or somewhat more than 11 GB of scan volume. We had a total of 119 attendees at programs.

Digital Gallery: For the partial month reported from October 1, 2017-October 29, 2017, Google Analytics (GA) reports 3682 sessions for 2595 users and 57,802 page views. Per **GA**, our user base skews toward males, our users are 54% Male and 46% female. Per **GA**, our age breakdown skews towards youth. The age numbers are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. Per **GA**, the bulk of our users have English set as their language preference; however, we have numbers of Spanish, French, Italian, German, Croatian, and Chinese speaking users. Additionally, **GA** user statistics related to location indicate that we have users from the US, United Kingdom, Canada, India, Brazil, Spain, France, and Switzerland. Finally, **GA** shows that we have a diverse group of channels that deliver users to CPL's ContentDM:

- *Organic Search* channels 38.4% of our accesses, and Google accounts for 36.95% of those.
- *Direct Access* through CDM search accounted for 43.3% of our accesses.

- *Referrals* through other websites are about 13% of our access volume (around 16% of all referrals are from Wikipedia, again up from last month. Referrals from our library website, cpl.org, only account for less than 1% of our referral total - it is possible that the redesign has eliminated a point of access by removing a main page link to the digital gallery.
- *Social Media* accounted for 5.4% of our accesses (of that Facebook accounts 36% and Twitter the remaining 56% -- our numbers for Twitter and Facebook have flipped).
- *Platform*: A third of our sessions in October occurred on Mobile devices (more than half of these on iPhones and iPads). Our switch to the responsive design website is borne out by the increasing numbers of mobile users accessing the digital gallery.

Outreach

Cleveland Digital Public Library has entered the next stage as a successful partner on a 35,000 dollar IMLS grant working with the Internet Archives ArchiveIT project to document local web-content and local digital resources. ClevDPL has completed work with Duraspace on a hosted Hyku project. In November we will be deciding on whether to continue with Duraspace or Hyku. Staff have also enhanced demonstration digitization projects with Euclid Library, the Ukrainian Museum and Archives, Shaker Heights Public Library, Cleveland Orchestra and the South Brooklyn Historical Society.

On October 29, ClevDPL staff attended an event at Lee Road Baptist Church to record local history testimonies as part of a partnership with the Cleveland Restoration Society and CMSD's PACT High School at Kennedy.

Through e-mail and on the phone, we have continued meeting Karamu House regarding strengthening our partnership for collections management, arrangement, description, preservation, display, and programming. CPL, through ClevDPL, is now a partner with the Cleveland Museum of Art and Karamu on the arrangement, description, and digitization of Karamu archives. As a start, we have placed digital surrogates of all Karamu programs online in a new "Cleveland Theater" collection, and we anticipate a rich partnership with Karamu and the Cleveland Museum of Art with regard to digitization.

Working with CPL's legal department, ClevDPL has clarified legalities with Dito, a vendor who can assist us with using Google Cloud Storage, we should be adopting digital storage with Dito in November. ClevDPL will be returning a loan from Western Reserve Historical Society of four books to be scanned for the City of Westlake library in early November. ClevDPL continues to scan the *Old Brooklyn News* for the Old Brooklyn Historical Society.

Rachel Senese and Amia Wheatley presented on ClevDPL's metadata work at the Northeast Regional Digital Collections Conference and ContentDM User group meeting 26-29 September (this didn't make last month's report, so it's reported here). ClevDPL continues to communicate with the Ukrainian Museum and Archives regarding collaborating on the digitization of materials from their collections that represent the local Ukrainian experience in Cleveland.

Cleveland Digital Public Library hosted the Northeast Ohio Working Group on Digital Libraries (NOW-DL) on Oct. 19th. We had 16 attendees from all over the state come and hear Anna Acklin from Bostwick Design Associations speak about the development and design of the ClevDPL space. The program outlined and explored what it takes to design a digitization space in a library. Twitter continues to be a successful tool for promoting the Digital Gallery. ClevDPL did 17 tweets, and has 40 new followers for a total of 556 followers. There were 583 profile visits.

Collection Development

Library Staff Does Digitization

Cleveland Digital Public Library staff has scanned 148 items (4352 files), did post-metadata for 100 items, and uploaded 490 items (687 files) into the Digital Gallery.

Interlibrary Loan

The ILL/Photo Duplication staff have been integrated into ClevDPL, and we can report that there has been no drop off in service volume, and a slight improvement in service delivery. ClevDPL staff have been trained to support and back-up ILL and Photoduplication functions. ILL numbers are as follows for September [October unavailable]):

Borrower Activity Overview Report:
 CPL Patron Requests Initiated: 36
 CPL Requests Filled: 40
 Lender Activity Overview Report
 ILL Loans requested of CPL: 1610
 ILL Loans filled by CPL: 423
 Loans: 400
 Copies: 23

Loan request turn-around time for filled requests in September averaged roughly 03:07:12 (~3 days, 8 hours), a little better than average for our ILL unit and slightly better than last month. Turnaround time for unfilled requests is 17:02, a 19% improvement over August (and in August ClevDPL posted a 22% improvement over July); however, even with gains in efficiency, there is room for improvement. To address turnaround speed for **filled** requests, we have put through the hiring request for a page to assist with decreasing the amount of time required fill for our ILL requests and should have a page in the unit to address this in November. We may have to take additional steps to increase filled request speed, but this is a start.

Staff Development

Several staff attended the Wikipedia editing workshop conducted by Don Boozer here at ClevDPL.

The entire ClevDPL staff has completed HR's online blood borne pathogens workshop.

Curtis Flowers and Rachel Senese attended BookEnds training, the introductory module for public service training at CPL.

September 26-29, while Ms. Wheatley and Ms. Senese attended a ContentDM user-group meeting in Kingston, New York, they learned useful information about other institution's metadata practices, gleaned information about add-on tools that will make our work more efficient (Catcher, Metadata Refinery), and strengthened institutional ties with fellow libraries and OCLC.
 16, 10:30-3:0

Preservation

Preservation staff did the following:

Paper treatments: 3 sheets simple repair, 1 item

Book treatments: 35 regular, 61 regular, complex repairs

Digicovers: 40
Enclosures: 23
Labels printed: 48
Books received: 104
Books returned: 156

Preservation staff has completed disassembly and repair on the American edition of Boydell's Shakespeare Gallery and is awaiting the completion of the scanning process to finish this project.

Environmental Monitoring

Working with buildings including Property Management Supervisor Tim Murdock and Oliver Reyes, Dr. Ewing continues to monitor from 22 placements around Main and LSW using PEM II environmental monitoring devices. We have added an additional five placements at the Lakeshore Facility and have begun monitoring all five of them. We are also monitoring the collections processing room at Lakeshore. We are regularly collecting and uploading data into E-Climate Notebook for sharing and analysis. We have now licensed an additional 10 slots in E-Climate Notebook and have placed them in galleries to gather and share information from exhibit areas monitored by our portable monitors (Artens, Hobos, and PEMIIs).

Stacks and Collections

ClevDPL has completed its work on studying potential stack options for storing oversized maps from the maps collection. We will order appropriate conservation housings and order appropriate storage racks to be placed on the seventh floor of the Lewis Stokes Wing in stack areas currently used for general storage.

IPM monitoring

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

Superman Exhibits

ClevDPL was involved in repairing, prepping, and preparing items for display for the Superman opening. ClevDPL is coordinating with the Intermuseum Conservation Association to overseeing boxing of selected items from the collections. The department has

been taking part in the planning discussions regarding the exhibit being curated by the library.

Metadata Revision

ClevDPL staff has nearly completed the process of implementing our plan for revising and updating records from the Digital Gallery to make our metadata ready for inclusion in DPLA. With the exception of the photograph collection, we are ready to contribute data from most of our collections to DPLA and OCLC's Digital Collection Gateway. We are working with Photographs, and hope to be able to move forward with the photograph collection by the end of 2017. Working with OCLC, we are migrating and consolidating collections in the Digital Gallery to improve ease of access to our digital materials.

OLBPD

For October 2017, OLBPD circulated 43,234 books and magazines directly to patrons. OLBPD registered 163 new readers to the service. Approximately 640 BARD patrons among 1,767 active users downloaded 11,186 items.

OLBPD is participating along with other network libraries in a National Library Service (NLS) trial for wireless delivery of talking books using a Mobile Cartridge (MOCA) device. When a user inserts a blank cartridge into the MOCA device, a preselected book automatically downloaded to the device is loaded onto the cartridge, which can then be removed and played using a digital talking-book machine (DTBM). NLS recently completed an initial trial phase among its own staff, and moved to the second trial phase by offering a MOCA device to each regional library. The MOCA device is not necessarily going to be the final end user application for wireless book delivery, and is not designed for long term use beyond the pilot. MOCA is intended to measure and help provide NLS with a better idea on connectivity coverage areas, and whether MOCA could be an option to help assist patrons who are not tech savvy to be able to receive books delivered wirelessly. In the next phase, NLS will pilot this device with a small sample set of patrons.

On October 24th, OLBPD hosted its annual Volunteer Appreciation Luncheon. The luncheon was held at OLBPD and Lake Shore Rooms 1A & 1B. Approximately fifteen volunteers attended the luncheon. OLBPD hosted twenty

volunteers over the last year who contributed 2,452 hours of service.

The Ohio Braille and Talking Book Program Consumer Advisory Committee (CAC) meeting was held at the State Library of Ohio on October 26th. Consumers were provided updates about the service, including information regarding the MOCA pilot, and the scheduled changes to cassette service in 2018. A volunteer appreciation luncheon was also held for CAC members for their participation this year.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Jane Edna Hunter Resource Fair on October 3rd; Canton Philomathean Society Information Fair on October 16th; Western Reserve Area Agency on Aging (WRAAA) Senior Fair at Gunning Recreation Center on October 19th; ACB-Ohio Convention on October 21st; and the WRAAA Senior Fair at Great Northern Mall on October 27th.

EDUCATION AND LEARNING

Aspire Greater Cleveland

Along with Director Thomas, Denise Crudup, Marina Marquez, and Tracy Martin attend a meeting at Tri-C with the Aspire Greater Cleveland service providers.

Best Buy Teen Tech Grant

Marina Marquez met with Amiya Hutson, Tracy Martin, Joyce Dorill, Bryan Szalewski, Tim Murdock, and Eric Herman to discuss the construction plans and budget for the Best Buy Teen Tech Center at the Rockport Branch. We received the recommended design and the list of furniture and equipment requirements from William Woodworth at Best Buy.

Amiya Hutson, Tracy Martin and Marina Marquez met with Tiffany Graham, LANDStudio, regarding the art mural for the BBTTC at Rockport.

Along with Amiya Hutson and Tracy Marin, Marina Marquez met with CJ Lynce and Larry Finnegan regarding the scope of the Best Buy Teen Tech Center project. Equipment requirements were discussed in detail and CLEVNET agreed

to work with the Best Buy Geek Squad in relation to the Teen Tech Center.

Marina Marquez created the timeline detailing the scope of the Best Buy Teen Tech Center project. Along with Amiya Hutson and Tracy Marin, Marina Marquez met with Cindy Lombardo and John Skrtic regarding the scope of the Best Buy Teen Tech Center project.

Bill Hood and CJ Lynce provided the cost estimate of equipment required for the Teen Tech Center.

Eric Herman and Tim Murdock are working on the construction budget and timeline for the Teen Tech Center.

Bruening Grant

Project Manager Denise Crudup

- Created a grant implementation timeline.
- Drafted a Request for Proposal to send to potential consultants to create the training curriculum for the Early Childhood Literacy Training Initiative.
- Met with Madeline Corchado regarding the job description for the Early Childhood Literacy Specialist.

Cleveland Kids Collaborative

Denise Crudup attended meeting hosted by the Cleveland Kids Collaborative. There were several other nonprofits in attendance. The purpose of the meeting was to determine how all of the organizations in Cleveland that provide services to the children of Cleveland could better collaborate.

Cleveland Museum of Art Collaboration

Cleveland Foundation's Visual Arts Mastery Initiative
Denise Crudup and Marina Marquez identified three branch locations to host the Arts Mastery Program. Denise Crudup emailed the list to Cyra Levenson and her team at CMA.

Denise Crudup and Director Thomas attended a meeting at CMA regarding the announcement and planning of the Cleveland Foundation sponsored Curatorial Arts Mastery programs.

Digital Photography Learning Path

Marina Marquez followed up with Chatham Ewing, CJ Lynce, Shayna Mukerheide, Adam Jaenke, Bryan Swaleski, and Will

Skora regarding updates and changes to the digital photography learning path for TPU|CMA. Paolo Balboa will be teaching the social media class rather than Forrest Lykins.

Shayna Muckerheide and Marina Marquez met with Paolo Balboa regarding the digital photography learning path and discussed his role as the new instructor for the social media class. Paolo will provide an updated class syllabus by November 10th.

Marina Marquez and Bryan Szalewski revised the CMA service agreement and finalized a participant waiver for all registrants to complete prior to starting the course.

CPL Puppetry Project Meeting

Denise Crudup, Marina Marquez, and Tracy Martin met with Lan Gao and Melanie McCarter about finding grant funding to develop an in-house puppetry troupe.

Denise Crudup, Marina Marquez, and Tracy Martin attended a puppet show in the LSW Auditorium

Community Wellness Programs Initiative

Denise Crudup met with MetroHealth's Education Coordinator and a CWRU medical school faculty regarding starting Community Wellness Programs in the branches.

Dance Cleveland

Along with Director Thomas and Tracy Martin, Marina Marquez participated in conference call with Pam Young, Executive Director of Dance Cleveland. Mrs. Young would like to partner with CPL to offer the early childhood program *Read to Learn, Dance to Move* in the branches.

Learning Land Lab - Carnegie West

Along with Angela Guinther and Bryan Szalewski, Marina Marquez met with Cathi Lehn, Sustainable Cleveland Coordinator, and Jessica Gift, Manager of Parks and Recreation, Research and Planning. Bryan provided an update to the group about the City land agreement. Cathi Lehn suggested the CPL team to meet with landscape architects Ann Ciccarelli and Garrett Ormitson. Along with Angela Guinther and Cathi Lehn (Sustainable Cleveland Coordinator), Marina Marquez met with two landscape architects - Ann Ciccarella, Founder of Cleveland Pollinator and Native Plant Symposium, and

Garrett Ormiston, Cleveland Museum of Natural History, to discuss landscape designs.

Starting Point/MyCom: Out-Of-School Database

Marina Marquez updated the Out-of-School Time (OST) youth referral database with all the CPL youth programming for the rest of 2017. Starting Point and MyCom are partnering to help Cleveland children, youth and their families access quality after-school, holiday and summer activities that supplement and enhance school learning; nurture talents and interests; develop leadership skills and foster 21st century abilities that help young people become productive citizens and future leaders of our community.

Project Outcome

Marina Marquez completed PLA's webinar, Using Project Outcome Data to Improve & Support Library Programming. Using Project Outcome, surveys will be created for pre and post assessment of the Digital Photography classes in 2018.

Warm Up Cleveland

Warm Up Cleveland and Adopt-A-Soldier have partnered for the donation drive this fall. Warm Up Cleveland will collect donations of hats, scarves, gloves, and socks for service members. Marina made laser engraved wood labels with the Warm Up Cleveland logo for each donation.

Professional Development

Marina Marquez

- Attended Book Ends Sirsi Training at Lakeshore
- Completed PLA's webinar, Using Project Outcome Data to Improve & Support Library Programming.

Denise Crudup

- Started and completed Library Journal's four-week Professional Development course titled Literacy Redefined.
- Completed a three-day Data Analytics workshop host by Digital C.
- Completed an online safety training class.
- Watched a Meeting of the Minds webinar titled What Urban Transformation Really Looks Like For One Older Industrial Legacy City (Cleveland)

- Attended the Meeting of the Minds two day conference at the Global Center for Health Innovation.

Miscellaneous

- Marina Marquez attended bi-weekly CPL-FIT meetings.

ADVOCACY & COMMUNITY AND LOCAL GOVERNMENT RELATIONS

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

ADVOCACY TASK FORCE:

Director Thomas, Trustee Washington, and Shenise Johnson Thomas met regarding the work of the Advocacy Task Force. Next steps for this area will be detailed during the December board meeting.

COMMUNITY AND LOCAL GOVERNMENT RELATIONS:

Local Government Relations

Issue 60:

Shenise Johnson-Thomas, a key member of CPL's Issue 60 strategy team, has contributed to this area during off-the-clock time since coming aboard mid-September. Efforts include but are not limited to providing overall support and direction to the internal campaign committee, developing strategies to build Issue 60 awareness and engagement amongst staff, and serving as an Issue 60 ambassador attending and presenting at various after-work events with key stakeholders.

CPL Community Relations Priorities:

Define CPL Community Value Proposition & Priorities:

Shenise Johnson-Thomas has begun work on defining the organization's community value proposition & priorities. The following work has been completed or is in progress:

- Information Gathering and Discovery with Staff
 - o Structured interviews
 - o Targeted surveys
 - o Anecdotal conversations

Specific CPL community needs-assessment studies and other seminal library sources related to this work have

been consulted and reviewed as well. In the coming months a summary of findings will be produced and shared with internal staff for feedback. Once feedback is obtained, applicable updates will be made, and recommendations for CPL community value proposition & priorities will be shared.

***Create, Maintain, and Increase Public Support:
"After Election Day" Community Relations Strategy***

The office of Community and Local Government Relations is working with Director Thomas to create, maintain, and increase public support after Election Day. Part of this work will be to centralize CPL's external partners that meet specific external affairs criteria. Another part of this work is to develop targeted cultivation approaches for these external audiences to advance specific CPL priorities.

Increase CPL's Community Relations Capacity

The office of Community and Local Government Relations seeks to increase the organization's capacity to engage with the community. First steps include acquiring a baseline understanding of current community engagement efforts, identify areas for improvement (if applicable), and address these areas. Currently the office is working with the Knowledge Mgmt. department to administer a survey to acquire baseline information with the first internal audience.

TECHNICAL SERVICES

Acting Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell met with Outreach & Programming Services Library Assistant Melanie Guzmán McCarter to discuss ways in which Technical Services could assist Outreach & Programming Services with the handling and processing of the free tickets that they are responsible for distributing to patrons. Ms. Jelar Elwell attended the Lunch and Learn featuring American Library Association President Jim Neal.

Technical Services staff completed the online training module of Avoiding Exposure to Bloodborne Pathogens. An additional make-up session of Bravo wellness screenings was held at the Lake Shore Facility for those staff that had been unable to attend the earlier sessions.

The Technical Services Managers met individually with the bargaining unit employees in their Departments throughout the month to discuss their annual performance evaluations.

Acquisitions: The Acquisitions Department ordered 6,925 titles and 29,671 items (including periodical subscriptions and serial standing orders); received 13,636 items, 1,352 periodicals, and 212 serials; added 557 periodical items, 78 serial items, 834 paperbacks, and 1,061 comics; and processed 2,131 invoices.

The Librarians in the Department continued to handle the duties of Technical Services Librarian Tonya Jenkins during her leave of absence. Acquisitions Coordinator Alicia Naab attended a training session for CLEVNET members at the OverDrive headquarters in Cleveland. Technical Services Associate Glennis Blair attended the Book Ends Customer Service Training.

Catalog: Librarians cataloged 2,837 titles and added 3,896 items for Cleveland Public Library.

Technical Services Librarian Yeshe Dugarova-Montgomery created original records for nine books in Thai that were on hold. Since it has become obvious that Thai books are being requested by our patrons more often than in the past, she downloaded transliteration macros for Thai-Latin and Latin-Thai parallel fields to OCLC Connexion.

Catalog Manager Andrea Johnson and Technical Services Librarian Barbara Satow tested the new Time and Expense Claim feature in ESS. Senior Catalog Librarian Dawn Grattino cataloged an 18th century Lutheran prayer-book and a number of ephemeral items from the Great Lakes Exposition held in Cleveland in 1936 and 1937. Ms. Johnson showed Ms. Satow how to copy hold requests from one record to another. Technical Services Librarian Erin Valentine, with the help of Ms. Satow, learned how to do batch searching for CLEVNET packets.

Ms. Satow attended the 2017 Ohio Library Council Convention and Expo. She presented a poster session on "The Anatomy of a Graphic Novel" at the event, and also lead an unprogram titled "The Patron-Focused Catalog" along with George Morrison of the Delaware County District Library. Technical Services Librarian Amei Hu

participated in the WorldCat Public Library Advisory Board on Data Quality WebEx meeting on October 19, discussing the manual merge process for OCLC staff working on duplicates. Ms. Dugarova-Montgomery and Technical Services Librarian Michael Gabe attended the Book Ends Customer Service Training.

Collection Management: Collection Management selected 1,855 titles, 15,984 copies, and spent \$272,984 in October. 38 telescopes of materials were relocated.

Department staff continued to select and process branch discretionary selections for Children's and Young Adult materials and select eBooks, Large Print, and Spanish titles, covering the duties of the retired Children's and Youth Selector and Technical Services Director.

Technical Services Assistant Eric Hanshaw continued his service on the United Way/Community Shares (UW/CS) committee. He attended their monthly meeting and helped begin planning for the UW/CS yearly pledge drive along with planning for both the Halloween costume contest and The People's University hoodies fundraisers.

Collections Manager Pam Matthews and Mr. Hanshaw attended the 2017 Ohio Library Council Convention and Expo. Ms. Matthews moderated an unprogram on the weeding of library resources. Collection Management Librarian Laura Mommers attended part of the Youth Services program on "Bringing Books to Life: Connecting Literature to Our Communities" presented by Raquel Ortiz Rodriguez.

High Demand: The High Demand Department ordered 1,591 titles and 13,716 items; received and added 10,661 items; and processed 628 invoices.

Technical Services Associate Summer Salem completed the last session of the Personal Financial Management Workshops.

Materials Processing: The Technical Services Associates cataloged 742 new titles for the Cleveland Public Library and added 1,204 records for the CLEVNET libraries. The Technical Services Associates and Senior Clerks added 6,533 items. The Materials Processing Technicians worked on 21,779 items.

Dwayne L. Jones joined the Materials Processing Department as a Technical Services Associate. Technical Service Associates Christon Hicks and Karima Ward have been training Mr. Jones under the supervision of Materials Processing Manager Elizabeth Hegstrom. Technical Services Senior Clerk Shirley Jones and Materials Processing Senior Technician Marisol Adorno-Cruz attended the Book Ends Customer Service Training. Main Library Shipping Clerk Dominique Pegues finished her temporary assignment in the Department.

Shelf/Shipping: The Lake Shore Shelf/Shipping Department staff sent 110 items to the Main Library for requests and 101 items to fill holds. Main Library received 237 telescopes, the Branches received 772 telescopes, CLEVNET received 54 telescopes, CASE received 8 telescopes, CSU received 6 telescopes, and Tri-C received 3 telescopes. A total of 1,077 telescopes were shipped out. The Receiving/Distribution Technicians sent out 497 items of foreign material and in total 17,295 new items were sent to the Acquisitions and High Demand Departments.

Receiving/Distribution Technician Amber Alexander completed the last session of the Personal Financial Management Workshops.

MARKETING & COMMUNICATIONS

Media coverage for the month of October included 61 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$18,345.00. During the month, the online media outlets that featured CPL events and programs received 12,297,854 unique visitors. The media attention did not focus on one story in particular; however, the story that got the most traction was the global design competition for the new Martin Luther King, Jr. Branch.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 781 times on average per day, with an average of 103 clicks to the website per day resulting in a 13.2% click-through rate for the month. Nearly 62% of the click-through's were from some combination of the keywords *library, libraries, public,*

and cleveland oh. No special ads were run on cleveland.com.

Facebook

	2017	2016	YoY
Net Page Likes	126	82	54%
Avg Post Reach	3,476	2,255	54%
Avg Total Reach	4,962	3,704	34%
Average engagement	61	36	69%
Reactions	54	34	59%
Comments	7	2	250%
Shares	10	7	43%

Twitter

	2017	2016	YoY
Top Tweet (Impressions)	8,453	9,949	-15%
Top Mention (Engagements)	891	3,253	-73%
Top Media Tweet (Impressions)	5,430	4,984	9%
Summary Tweets	123	119	3%
New Followers	95	99	-4%

The Library continues to be more active on Instagram with 5 posts and 245 points of engagement, attracting 43 new followers.

Graphics

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

PROPERTY MANAGEMENT

Painters

- Collinwood- painted staff workroom.
- New South- touched up paint behind circulation desk and repaired walls where needed.

- P.A.L- scraped, skim coated and painted walls behind shelving.
- Addison- finished painting entrance area.

Carpenters

- Hough- tore out concrete areas that causes tripping hazard and replaced with new concrete.
- Brooklyn- installed a five foot metal transition for wheelchair access to building.
- Union- cut holes in interior doors and installed fire rated louvers.
- Westpark- installed book drop.

Mechanic

- Serviced all branch outside equipment.
- Repaired tires and serviced vehicles 6, 11, 17, 18, 20 and 28.

Maintenance Mechanics

- Lakeshore - performed repairs on main boilers with D.B. Johnsen to address issues found by the boiler inspector.
- Mem-Nott - installed replacement coil on drinking fountain.
- MLK - P.M. on boilers and misc. heating equipment.
- Lorain - replaced existing emergency and exit lighting with LED fixtures.
- Fleet - repaired wiring short on public computer area power pole.
- Woodland - electrical and data cabling for carpenter's office expansion.
- Mt. Pleasant - replaced bad ballasts throughout branch and staff areas.
- Harvard Lee - replaced men's restroom sink faucet.
- Woodland - boiler/AHU P.M.'s.
- Rice - replaced RTU and floor filters/started boiler P.M.'s
- Harvard Lee - secured loose wiremold on beams and walls above public area.
- Woodland - repaired leaking toilet in handicapped stall in men's public restroom.

- Main - cleaned coils and P.M. on Automation Liebert system dry coolers.
- Westpark - ceiling tile cleanup/roof leak (basement).
- Langston Hughes - power run/outdoor receptacle installation.
- Rockport - boiler/AHU P.M., replaced damaged flue piping.
- Walz - completed replacement control air compressor installation.
- Fleet - repaired toilet leak in men's public restroom.
- LSW - replaced toilet parts/Sloan valve body on 10th floor women's restroom toilet.
- Jefferson - replaced existing emergency and exit lighting with LED fixtures.
- Lakeshore - installed access panels/resumed cleaning VAV reheat coils for AHU#3 & 4
- Addison - replaced outdoor fixture above rear door facing parking lot.
- Collinwood - boiler/AHU P.M.'s
- MLK - replaced sink faucet in staff workroom.
- Harvard Lee - P.M. on boilers and gas fired RTU's.
- Lakeshore - replaced re-heat coil valve for AHU#3 zone VAV.
- Main - water softener installation with Culligan.
- Lorain - boiler P.M.
- Westpark - asbestos/glove bag cleanup for collapsed wall in 2nd floor stairwell.
- Eastman - boiler P.M./recharged heating loop expansion tank.
- Fleet - boiler/AHU P.M.
- E.131 - boiler/RTU P.M.
- LSW - Eastman garden fountain pump repair/unclogged return piping.
- Glenville - boiler P.M.'s
- LSW - started replacing bad ballasts on floors 3,4 & 5.
- Gardiner - weeklong HVAC training seminar for Derrick, Gordon and Arjuna.

SAFETY & PROTECTIVE SERVICES**Safety Services**

- SPS supervisor candidate Monroe Goins declined the offer of employment from CPL.
- During the Mini Makers Faire SPS was advised by CPD that CPD **has to** conduct traffic control on city streets.

Protective Services

Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Oct 2017	4092	157	62	65	676	66	65	68
Sept 2017	3900	156	79	55	742	56	65	54
Aug 2017	4173	155	91	59	827	55	58	46
July 2017	3498	140	49	57	679	75	138	53
June 2017	4126	159	111	45	877	107	72	60
May 2017	3772	145	85	70	600	83	89	51
April 2017	3609	144	73	63	646	120	57	47
March 2017	4084	151	102	85	728	174	68	48
Feb 2017	3574	155	65	109	586	164	80	40
Jan 2017	2920	127	44	112	470	115	80	93
Dec 2016	3087	123	34	108	372	160	68	29
Nov 2016	3404	155	52	113	568	116	74	40
Oct 2016	4127	165	73	118	707	148	81	49

Special Attention, Special Events, and Significant Incidents

- 10/2, a juvenile who had been asked to leave Rice for the day due to aggressive physical behavior with another patron, returned to the branch with his tutor. The SPS officer informed him he needed to leave and the juvenile became verbally abusive toward the officer. He continued this behavior in the outside perimeter. The tutor helped the officer make contact with the juvenile's father and the matter was resolved.
- 10/3, a juvenile male at Fleet was observed creating a disturbance and refusing to leave the branch when told to do so by the officer. They male was verbally confrontational with the officer and

- staff. He eventually left, however he and his friends were disruptive as they exited. He was told not to return until staff spoke with his parents.
- 10/4, Lorain branch personnel were notified that an assault was taking place outside of the branch. Personnel observed a male holding a female on the ground. Personnel notified 911 and SPS. An unknown male separated the two combatants and the female ran into the library. She exited a short time later and was stopped by police. Police spoke with witnesses.
 - 10/6, a female patron at Harvard Lee was heard using profanity while talking to her children. The security guard asked the patron to cease and then informed the onsite SPS about the situation. The SPS presented the patron with a copy of the Patron Code of Conduct. She then became upset and confrontational. The patron was told to leave and complied.
 - 10/8, an unknown patron stated to staff that if he were 18 he would "shoot this place up." The other staff was notified and the male will not be permitted to return for 30 days.
 - 10/10, an unidentified male was observed by the Rockport SPS officer with an open drink. The male was told he had to dispose of the cup. He refused, taking a drink and threw the cup on the floor. When told he would have to leave for the day, the male replied "You know what? Fuck you. You better not be here tomorrow you fucking bitch". As the male was leaving he stated, "You're dead bitch". The male was unknown to staff.
 - 10/11, a juvenile female entered the library and stated she was going to stab herself or someone else with the scissors in her purse. This occurred following a verbal altercation with another female. She spoke with someone from the Suicide Hotline and was picked up by her grandfather.
 - 10/17, at Fulton branch A female patron was assaulted by a male, known to her, outside of the Fulton Branch. A verbal altercation ensued and the male prevented her from entering the branch in seek of help. The male picked the female up and slammed her to the ground. CPD was notified and responded. The female declined medical attention. She was taken to the Brooklyn South branch. Due to the

location of the incident video footage was unavailable.

- 10/18, at Glenville group of females were causing a disturbance in the branch by being excessively loud. They were told to quiet down, but refused. SPS officers arrived and told them to quiet down. They again refused and were told to leave for the day. As they left they stated that they were members of the Vice Lords Queens and stated "you can't fuck with us because you gonna be dealt with." The females were issued a 30 day expulsion.
- 10/20, at Brooklyn a female patron was assaulted by her boyfriend. He hit her head and pulled her hair. SPS and CPD responded. This was the second such incident this week. The male was gone on arrival and the female once again declined to press charges.
- 10/20, at Brooklyn SPS responded to for an unruly patron using foul language and being disruptive. SPS officers responded and found the male to be disruptive and confrontational. He was informed he would be banned from the library for 30 days. He stated, "Fuck you niggas. On my mama tomorrow I will be back and shoot you". He eventually left.
- 10/25, at Woodland A black male entered the branch and attempted to engage in conversation with a 16 year old female. The male also attempted to talk to a juvenile male within the branch. He was confronted by another male patron who told the male to leave the juveniles alone. They exchanged words and the male was escorted from the branch by the security officer.
- 10/28, at Carnegie West a known male was disorderly in the branch, causing the onsite officer to request assistance. The male stated that he wished he had his gun and further stated he would return after closing. CPD arrived and the male fled on foot. A report was made with CPD and officers were referred to the prosecutor for charges.

Protective and Fire Systems

- Fourth quarter fire drills have started.
- Installation of the access card reader at Mt. Pleasant has been completed.
- Magnetic lock replaced on a door at Lake Shore.

- Motion detector at Lake Shore replaced.

Contract Security

- The Mount Pleasant Royce guard has been promoted to supervisor. Another guard will be posted at the branch.
- I spoke with administrators at Royce because some guards had their paychecks bounce. It was the second occurrence and they said it was a bank issue that will be resolved.

Administration

- The policy for pepper gel and a Use of Force Continuum have been delivered to Local 860. Officer Matt Brown will lead training. Training will take place at Lake Shore on a Sunday.
- SPS will start an employee of the month award and the officer will receive a gift card.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors held their final quarterly meeting of 2017 in the indoor reading garden on the first floor of the Louis Stokes Wing on Friday, October 27, 2017. James Tolbert, Chair of the CLEVNET Directors' Panel and Director of Milan-Berlin Library District, wished Nancy Currie, Director of Madison Public Library, best wishes on her upcoming retirement. He also congratulated Marlene Pelyhes on her new job as the Technical Services Manager at Geauga County Public Library. Ms. Pelyhes worked as a Library Systems and Applications Specialist for CLEVNET for the past five years and was much appreciated by the member libraries for her skills as a teacher and trainer.

The meeting continued with Timothy Diamond, CPL's Chief Knowledge Officer and liaison to CLEVNET, providing an update on the strategic plan. Mr. Diamond reported that the staffing model developed during the strategic planning process was nearly filled; however, with the departure of Ms. Pelyhes, there are now two openings for Library Systems and Applications Specialists.

The Directors Panel continues to think strategically and focus on three priorities: new members, the new data center in Columbus, and the core CLEVNET services, defined as the ILS (SirsiDynix); networking (including VoIP); technical support; and emedia/databases .

The Board of Trustees of Morley Library in Painesville unanimously approved a motion to apply for membership in CLEVNET at their regular meeting on September 20, 2017. The Directors Panel reviewed their request and unanimously recommended that it go to Cleveland Public Library's Board of Trustees for approval.

The ad hoc committee to revise the provisional bylaws of CLEVNET will have their final draft to the Directors Panel in time for their meeting on December 6, 2017. The plan is to present it to the full membership at the CLEVNET quarterly meeting in January. If approved by the membership, work can begin on amending and restating the CLEVNET agreement. The goal is to have an amended and restated agreement signed by the board of each member library by the end of the second quarter of 2018.

Carrie Krenicky, Chief Financial Officer at Cleveland Public Library, gave a detailed presentation of the proposed new pricing model recommended by GFOA (Government Finance Officers Association), consultants on the project. The Pricing Model Review Group, composed of CLEVNET directors and fiscal officers, has been working on this project since 2015. GFOA, hired in 2016, reviewed and analyzed CLEVNET's current pricing formula, conducted interviews of CLEVNET members and similar consortia, researched leading best practices, and developed price sharing model recommendations. The Work Group reviewed GFOA's recommendations and brought them to the Directors Panel. The Directors Panel unanimously approved the recommendations and shared the final draft with the full CLEVNET membership on October 24, 2017, for discussion at the quarterly meeting.

The current pricing model weighs items inventoried (33%), circulation (33%), the number of computer stations (34%) and adds a surcharge for electronic resources. GFOA identified the following recommendations to the current pricing model: 1) remove computer stations from the formula and include the cost of the electronic resources in the total contract costs; 2) add the number of active users registered per library system

as a statistical measure; and 3) add the square footage per library system as a statistical measure. The new model would weigh the following measures equally at 25%: items inventoried; circulation; active users; and square footage. Adding additional measures makes the formula more equitable, and it relies on measures that are reported and tracked. Other recommendations in the GFOA report included: establishing an indirect allocation cap of 10%; aligning the CLEVNET agreement date with the calendar year (the "CLEVNET Year" currently runs from February 1 to January 31); and allocating direct and indirect costs over 12 months and make year-end adjustments based on the actual expenditures.

The proposed pricing model generated a great deal of discussion. Twelve member libraries could face increases of more than 10% and/or \$10,000 per year. The general consensus, however, was that the proposal is equitable and, since it would not be implemented until 2019, libraries would have time to prepare for the cost increases. The member libraries have until the end of November to vote on the proposal, giving them time to discuss with their boards.

Ms. Krenicky's second presentation of the day focused on the CLEVNET special revenue fund and the CLEVNET costs for 2018. Ten detailed reports were included in a packet distributed to each director. The total shared costs are up 2% over 2017, a remarkably low percentage given the number of new services that will be provided to member libraries in 2018.

Hilary Prisbylla, Director of CLEVNET, Larry Finnegan, Director of IT, and their team members updated the CLEVNET directors on special projects and initiatives. Ms. Prisbylla demonstrated the new mobile app that is in development, and reported that the credit card transactions project has moved from testing to CLEVNET-wide implementation. She also spoke about the new OverDrive Advantage Plus accounts that a number of member libraries plan to use as a way of sharing their emedia collections more efficiently with other CLEVNET member libraries. Meetings were held at OverDrive's headquarters on September 22 and October 13, giving member libraries the opportunity to discuss the new service with the vendor. Attendees also received an overview of OverDrive's Marketplace software and other best practices.

Mr. Finnegan gave a status report on the move of CLEVNET's data center to the State of Ohio Computer Center (SOCC) in Columbus. What has been in planning for months is now actually happening. CLEVNET is working closely with OPLIN to make the move a success. Once the move is complete, CLEVNET's network staff can return to rolling out VoIP at the member libraries waiting for this cost-saving service.

Mr. Finnegan also spoke about the new TechSoup account for CLEVNET that will make it possible for CLEVNET to make some of its purchases at greatly reduced rates through this 501(c)(3) nonprofit devoted to making technology available and affordable to nonprofits and libraries all over the world.

Jim Benson, Library Systems and Applications Analyst, and Andy Busch, Solutions Architect, spoke about the new Voicent Call Center that is replacing an analog automated calling system that is running on three servers that are at end of life. The cost of replacing the existing product is \$100,000 plus \$20,000 annually. The Voicent Call Center costs only \$4,600 plus \$1,375 annually. Not only is it far less expensive, it is easy to set up, uses hardware CLEVNET already owns, and finishes calls faster, with fewer failures.

Kyle Guster, Network Specialist, shared the good news that CLEVNET would be offering Cassie Computer and Print Management as a service to members. Beginning in 2018, individual libraries will no longer have to have their own contracts with Cassie, another tremendous cost savings to CLEVNET members. Mr. Guster also spoke about Rubrik, CLEVNET's new backup and recovery solution.

Chris Wisniewski, Solutions Architect, and Brian Leszcz, Database Administrator, spoke about security, two-factor authentication, and CLEVNET's new purchase of Traps™ endpoint protection. Ms. Wisniewski also unveiled the plan to roll out Singlewire InformaCast Mass Notification to all of CLEVNET. This project started with Director Felton Thomas's request for a solution that would allow CPL staff to sign up for notifications that would be sent to their cell phones of emergency situations, closures, etc. Notifications can also be sent to CPL desk phones. The test at CPL proved successful and the service is easily replicable and scalable for all of CLEVNET at a reasonable cost with

minimal time and labor to maintain. The CLEVNET directors were very pleased to learn of all these new services that will be included in their 2018 costs, with the total shared costs only two percent higher than 2017. In appreciation, the directors gave the CLEVNET staff a sustained round of applause for their dedication and hard work.

The next quarterly of the CLEVNET Directors will be held on Friday, January 26, 2018, at Geauga County Public Library's Administrative Center at 9:30 a.m.

CLEVNET Projects

- Installed a new network at the newly renovated University Heights Public Library.
- Upgraded switches at CPL Main Library building.
- Upgraded router and APS at Bristol Public Library.
- Configured and deployed OpenDNS appliance for web filtering at Orrville.
- Migrated Geauga County Public Library's APS at the Administrative Center, Chardon, Middlefield, and Newbury to CLEVNET's controller.
- Installed and tested a secondary firewall at the SOCC to allow redundant access to equipment located at the SOCC.
- Migrated Norwalk Public Library from Comprise to Cassie.

Ms. Rodriguez moved to adjourn into Executive Session for the purpose of preparing for negotiations and litigation concerning the SEIU Collective bargaining Agreement. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 2:06 p.m.

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

The Regular Board Meeting resumed at 2:28 p.m.

Ms. Rodriguez adjourned Regular Board Meeting at 2:29
p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR OCTOBER 2017**LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	792	8,085
Periodicals	38	1,289
Publishers Gifts	0	8
Non-Print Materials	633	1,386
TOTAL LIBRARY SERVICE MATERIALS	1,463	10,768

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 52	\$ 2,510
Library Fund	Restricted	70	2,745
Young Fund	Restricted	0	36,465
Schweinfurth Fund	Restricted	0	2,485
Founders Fund	Restricted	13,750	93,584
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	0	176,431
Lockwood Thompson Fund	Restricted	0	91,768
Early Literacy	Restricted	0	150,000
TOTAL MONEY GIFTS		\$ 13,872	\$ 556,889

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	16	161	1,463	10,768
Money Gifts	7	70	7	70
TOTAL GIFTS	23	231	1,470	10,838

Cleveland Public Library
2017

November 6, 2017

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

Dear Bryan,

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

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-16	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 21,352,450.41	\$ 28,840,441.02	\$ 28,840,441.02	\$ 2,097,748.36	\$ 2,097,748.36	\$ -
			\$ 21,464,342.85	\$ 21,464,342.85			
Special Revenue Funds							
201	Anderson	\$ 298,256.67			\$ 19,000.00	\$ 19,000.00	\$ -
202	Endowment for the Blind	\$ 2,315,138.10			\$ 145,000.00	\$ 145,000.00	\$ -
203	Founders	\$ 6,519,469.54			\$ 570,906.12	\$ 575,406.12	\$ 4,500.00
204	Kaiser	\$ 63,388.19			\$ 4,000.00	\$ 4,000.00	\$ -
205	Kraley	\$ 186,152.65			\$ 11,000.00	\$ 11,000.00	\$ -
206	Library	\$ 165,285.26			\$ 12,000.00	\$ 12,000.00	\$ -
207	Pepke	\$ 136,083.10			\$ 9,000.00	\$ 9,000.00	\$ -
208	Wickwire	\$ 1,441,278.03			\$ 95,000.00	\$ 95,000.00	\$ -
209	Wittke	\$ 93,248.13			\$ 6,000.00	\$ 6,000.00	\$ -
210	Young	\$ 4,284,457.50			\$ 300,000.00	\$ 300,000.00	\$ -
225	Friends	\$ 5,000.00			\$ 53,000.00	\$ 53,000.00	\$ -
226	Judd	\$ -			\$ 234,733.00	\$ 234,733.00	\$ -
228	Lockwood Thompson	\$ 17,630.70			\$ 183,536.00	\$ 183,536.00	\$ -
229	Ohio Center for the Book	\$ -			\$ 1,700.00	\$ 900.00	\$ (800.00)
230	Schweinfurth	\$ 105,500.75			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 355,090.36			\$ 5,177,908.10	\$ 5,227,437.05	\$ 49,528.95
251	OLBPD	\$ (7,291.61)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
252	LSTA-Know It Now	\$ -			\$ 35,062.62	\$ 35,062.62	\$ -
254	MyCom	\$ (35,658.92)			\$ 150,000.00	\$ 150,000.00	\$ -
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
257	Tech Centers	\$ -			\$ 40,000.00	\$ 40,000.00	\$ -
258	Early Literacy	\$ -			\$ 150,000.00	\$ 150,000.00	\$ -
		\$ 15,943,028.45			\$ 8,756,038.84	\$ 8,809,268.79	\$ 53,228.95
Capital Projects Funds							
401	Building and Repair	\$ 8,876,395.08			\$ 1,330,000.00	\$ 1,330,000.00	\$ -
Permanent Funds							
501	Abel	\$ 226,173.04			\$ 15,500.00	\$ 15,500.00	\$ -
502	Ambler	\$ 2,193.48			\$ 150.00	\$ 150.00	\$ -
503	Beard	\$ 128,479.79			\$ 9,200.00	\$ 9,200.00	\$ -
504	Klein	\$ 5,163.48			\$ 350.00	\$ 350.00	\$ -
505	Malon/Schroeder	\$ 184,284.84			\$ 17,500.00	\$ 17,500.00	\$ -
506	McDonald	\$ 188,343.08			\$ 12,000.00	\$ 12,000.00	\$ -
507	Ratner	\$ 91,907.78			\$ 6,500.00	\$ 6,500.00	\$ -
508	Root	\$ 35,410.29			\$ 2,500.00	\$ 2,500.00	\$ -
509	Sugarman	\$ 52,295.93			\$ 12,000.00	\$ 12,000.00	\$ -
510	Thompson	\$ 117,350.04			\$ 11,000.00	\$ 11,000.00	\$ -
511	Weidental	\$ 6,522.12			\$ 430.00	\$ 430.00	\$ -
512	White	\$ 1,830,468.94			\$ 145,000.00	\$ 145,000.00	\$ -
513	Beard Anna Young	\$ 18,417.34			\$ 4,400.00	\$ 4,400.00	\$ -
		\$ 2,887,010.15			\$ 236,530.00	\$ 236,530.00	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 7,601.54			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ -			\$ -	\$ -	\$ -
		\$ 7,601.54			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-Special Revenue by \$53,228.95 relating to \$4,500 in the *Founders fund* from the CPL Foundation/PPG Industries Foundation for STEM programming at the Rockport Branch; a decrease of \$800 in the *Ohio Center for the Book fund* relating to Letters About Literature as the funding will be received in 2018; and an increase in the *CLEVNET fund* relating to Rocky River Public Library's 2017 membership costs.

Thank You,

Carrie Krenicky

Treasurer/CFO

Cleveland Public Library

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

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

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.



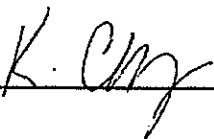

Cleveland, Ohio

November 6, 2017

To the Board of Library Trustees of the: **Cleveland Public Library**

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

Fund	Unencumbered Balance	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	\$21,352,450.41	\$28,840,441.02	\$21,464,342.85	\$2,097,748.36	\$73,754,982.64
Special Revenue	\$15,943,028.45			\$8,809,268.79	\$24,752,297.24
Capital	\$8,876,395.08			\$1,330,000.00	\$10,206,395.08
Permanent	\$2,887,010.15			\$236,530.00	\$3,123,540.15
Agency	\$7,601.54			\$0.00	\$7,601.54
Totals/Subtotals	\$49,066,485.63	\$28,840,441.02	\$21,464,342.85	\$12,473,547.15	\$111,844,816.65

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: NINTH AMENDMENT
NOVEMBER 16, 2017**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	21,352,450.41	0.00	21,352,450.41 (3)
Taxes - General Property	26,414,754.97	0.00	26,414,754.97
Public Library Fund (PLF)	21,464,342.85	0.00	21,464,342.85
State Rollbacks/CAT	2,438,175.59	0.00	2,438,175.59
Fines and Fees	381,033.86	0.00	381,033.86
Earned Interest	580,601.36	0.00	580,601.36
Services	0.00	0.00	0.00
Unrestricted Gifts	2,446.53	0.00	2,446.53
Miscellaneous	1,222,677.07	0.00	1,222,677.07
Return of Advances/(Advances Out)	(101,500.00)	0.00	(101,500.00)
TOTAL RESOURCES	73,754,982.64	0.00	73,754,982.64

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	36,095,163.28	0.00	36,095,163.28
Supplies	1,076,042.00	0.00	1,076,042.00
Purchased/Contracted Services	10,114,403.43	0.00	10,114,403.43
Library Materials/ Information	6,749,723.65	0.00	6,749,723.65
Capital Outlay	1,123,707.87	0.00	1,123,707.87
Other Objects	145,762.38	0.00	145,762.38
SUBTOTAL OPERATING	55,304,802.61	0.00	55,304,802.61
Transfers	1,300,000.00	0.00	1,300,000.00
TOTAL APPROPRIATION	56,604,802.61	0.00	56,604,802.61

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: NINTH AMENDMENT
NOVEMBER 16, 2017**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	24,699,068.29	53,228.95	24,752,297.24
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	297,114.16	0.00	297,114.16
Endowment for the Blind	2,460,138.10	0.00	2,460,138.10
Founders	4,625,713.30	4,500.00	4,630,213.30
Kaiser	67,388.19	0.00	67,388.19
Kraley	197,152.65	0.00	197,152.65
Library	177,285.26	0.00	177,285.26
Pepke	145,083.10	0.00	145,083.10
Wickwire	1,529,025.40	0.00	1,529,025.40
Witke	99,248.13	0.00	99,248.13
Young	4,584,457.50	0.00	4,584,457.50
Friends	31,500.00	0.00	31,500.00
Judd	234,733.00	0.00	234,733.00
Lockwood Thompson	201,166.70	0.00	201,166.70
Ohio Center for the Book	1,700.00	(800.00)	900.00
Schweinfurth	155,500.75	0.00	155,500.75
CLEVNET	5,532,998.46	49,528.95	5,582,527.41
LSTA-OLBPD	1,500,902.39	0.00	1,500,902.39
MyCom	74,403.70	0.00	74,403.70
Learning Centers	0.00	0.00	0.00
Tech Centers	40,000.00	0.00	40,000.00
Early Literacy	150,000.00	0.00	150,000.00
TOTAL APPROPRIATION	22,105,510.79	53,228.95	22,158,739.74 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	10,206,395.08	0.00	10,206,395.08
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	10,206,395.08	0.00	10,206,395.08 (5)

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: NINTH AMENDMENT
NOVEMBER 16, 2017**

PERMANENT FUNDS

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

AGENCY FUND

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

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: NINTH AMENDMENT
NOVEMBER 16, 2017**

- (1) Certificate dated October 11, 2017
- (2) Certificate dated November 6, 2017
- (3) \$21,311,700.41 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$25,000 and \$15,750 to produce the carryover balance available for appropriation in 2017; plus \$5,702,168.24 encumbered cash.
- (4) \$15,983,778.45 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$25,000 and \$15,750 to produce the carryover balance available for appropriation in 2017; plus \$848,312.41 encumbered cash. \$8,707,768.79 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.
($\$15,943,028.45 + \$8,707,768.79 - \$2,492,057.50 = \$22,158,739.74$)
- (5) \$8,876,395.08 unencumbered cash carried forward; plus \$1,615,639.76 encumbered cash. \$1,300,000.00 transfer from General Fund. \$30,000 additional revenue.
($\$8,876,395.08 + \$1,300,000 + \$30,000 = \$10,206,395.08$)
- (6) \$3,671,326.51 unencumbered cash carried forward; plus \$13,352.22 encumbered cash. \$236,530 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.
($\$3,671,326.51 + \$236,530.00 - \$784,316.36 = \$3,123,540.15$)



Quotation

For:
George McLemore
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114
(216)623-2800

Date:	10/4/2017
Pricing Valid Until:	10/14/2017
Account No:	0

Prepared By:
Tim McNiff
(800)511-6750
tim@cmisc.com

Item #	Description	Quantity	Unit Price	Total
CP-7821	Cisco 7821 Phones	415	\$101.92	\$42,296.80
CP-7841	Cisco 7841 Phones	45	\$146.44	\$6,589.80
CP-8841	Cisco 8841 Phones	13	\$216.73	\$2,817.49
CP-8851	Cisco 8851 Phones	2	\$237.82	\$475.64
CP-BEKEM	Cisco 8800 Key Expansion Module	2	\$212.05	\$424.10
CP-PWR-CUBE-4	Cisco 8800 Power Supply	2	\$42	\$84
	Ground Shipping	1	\$500	\$500
Total				\$53,188

All equipment carries a 1 year warranty
Terms are Net 10 Days
Pricing does not include sales tax
Shipment F.O.B. Chesterfield, MO
Delivery schedule is based on availability at time of order

INFORMATION IN THIS QUOTATION IS PROPRIETARY AND CONFIDENTIAL

722 Goddard Avenue Chesterfield, Missouri 63005-1106

Price Quotation



BILL KIRCHNER
 NETWORK DYNAMICS, INC.
 4511 BROOKPARK RD,0
 CLEVELAND, OH-44134
 UNITED STATES
 Ph.no:+1 216-351-1100

Cleveland Public Library
 325 Superior Ave
 Cleveland Oh 44113
 UNITED STATES
 Ph no:
 georgie.mclemore@cpl.org

Date: 04-Oct-2017
 Estimate ID: 217-1004-1
 Deal ID: NA

All prices are shown in USD

Part Number	Description	QTY	Unit Price	Total Price
CP-7821-K9=	Cisco UC Phone 7821	28	255.00	7,140.00
CON-SNT-CP7821K9	SNTC-8X5XNBD Cisco UC Phone 7821	12	10.00	120.00
CP-7841-K9=	Cisco UC Phone 7841	28	365.00	10,220.00
CON-SNT-CP7841K9	SNTC-8X5XNBD Cisco UC Phone 7841	12	10.00	120.00
CP-8841-K9=	Cisco IP Phone 8841	28	515.00	14,420.00
CON-SNT-CP8841K9	SNTC-8X5XNBD Cisco UC Phone 8841	12	17.00	204.00
CP-8851-K9=	Cisco IP Phone 8851	28	615.00	17,220.00
CON-SNT-CP8851K9	SNTC-8X5XNBD Cisco UC Phone 8851	12	20.00	240.00
CP-BEKEM=	Cisco IP Phone 8800 Key Expansion Module	49	490.00	24,010.00
CON-SNT-CPBEKEM	SNTC-8X5XNBD Cisco IP Phone 8800 Key Expansion Module	12	10.00	120.00
CP-PWR-CUBE-4=	IP Phone power transformer for the 89/9900 phone series	14	65.00	910.00

Valid through: None
 FOB Point: None

Product Total: 59,078.25
 Service Total: 4,002.42
 Subscription Total: 0.00
 Total Price: 63,080.67

Signed: _____
 CPL



QUOTE CONFIRMATION

DEAR GEORGE MCLEMORE,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JHZB695	10/18/2017	CISCO BUDGET	1959914	\$92,407.02

IMPORTANT - PLEASE READ

Special Instructions: TAX: MULTIPLE TAX JURISDICTIONS APPLY
TAX: CONTACT CDW FOR TAX DETAILS

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Cisco IP Phone 7821 - VoIP phone</u> Mfg. Part#: CP-7821-K9= UNSPSC: 43191511 TAX: CLEVELAND, OH .0000% \$.00 Contract: National IPA Technology Solutions (130733)	415	3179178	\$136.22	\$56,531.30
<u>Cisco SMARTnet extended service agreement</u> Mfg. Part#: CON-SNT-CP7821K9 UNSPSC: 81111812 Electronic distribution - NO MEDIA TAX: CLEVELAND, OH .0000% \$.00 Contract: National IPA Technology Solutions (130733)	415	3191520	\$9.14	\$3,793.10
<u>Cisco IP Phone 7841 - VoIP phone</u> Mfg. Part#: CP-7841-K9= UNSPSC: 43191511 TAX: CLEVELAND, OH .0000% \$.00 Contract: National IPA Technology Solutions (130733)	45	3179181	\$194.98	\$8,774.10
<u>Cisco SMARTnet extended service agreement</u> Mfg. Part#: CON-SNT-CP7841K9 UNSPSC: 81111812 Electronic distribution - NO MEDIA TAX: CLEVELAND, OH .0000% \$.00 Contract: National IPA Technology Solutions (130733)	45	3191524	\$9.14	\$411.30
<u>Cisco IP Phone 8841 - VoIP phone</u> Mfg. Part#: CP-8841-K9= UNSPSC: 43191511 TAX: CLEVELAND, OH .0000% \$.00 Contract: National IPA Technology Solutions (130733)	13	3384165	\$275.11	\$3,576.43
<u>Cisco SMARTnet extended service agreement</u> Mfg. Part#: CON-SNT-CP8841K9 UNSPSC: 81111812 Electronic distribution - NO MEDIA TAX: CLEVELAND, OH .0000% \$.00 Contract: National IPA Technology Solutions (130733)	13	3440090	\$15.53	\$201.89

QUOTE DETAILS (CONT.)

<u>Cisco IP Phone 8851 - VoIP phone</u>	2	3388146	\$328.53	\$657.06
Mfg. Part#: CP-8851-K9= UNSPSC: 43191511 TAX: CLEVELAND, OH .0000% \$.00 Contract: National IPA Technology Solutions (130733)				
<u>Cisco SMARTnet extended service agreement</u>	2	3454355	\$18.27	\$36.54
Mfg. Part#: CON-SNT-CP8851K9 UNSPSC: 81111812 Electronic distribution - NO MEDIA TAX: CLEVELAND, OH .0000% \$.00 Contract: National IPA Technology Solutions (130733)				
<u>Cisco - key expansion module</u>	2	3428012	\$261.75	\$523.50
Mfg. Part#: CP-BEKEM= UNSPSC: 43202205 TAX: CLEVELAND, OH .0000% \$.00 Contract: National IPA Technology Solutions (130733)				
<u>Cisco SMARTnet extended service agreement</u>	2	3513415	\$9.14	\$18.28
Mfg. Part#: CON-SNT-CPBEKEM UNSPSC: 81111812 Electronic distribution - NO MEDIA TAX: CLEVELAND, OH .0000% \$.00 Contract: National IPA Technology Solutions (130733)				
<u>Cisco Unified IP Endpoint Power Cube 4 - power adapter</u>	2	1986349	\$56.26	\$112.52
Mfg. Part#: CP-PWR-CUBE-4= UNSPSC: 39121006 TAX: CLEVELAND, OH .0000% \$.00 Contract: National IPA Technology Solutions (130733)				
<u>Cisco power cable - 8 ft</u>	2	1506703	\$7.00	\$14.00
Mfg. Part#: CP-PWR-CORD-NA= UNSPSC: 26121636 TAX: CLEVELAND, OH .0000% \$.00 Contract: National IPA Technology Solutions (130733)				
<u>Cisco Unity Connection (v. 11.x) - license</u>	300	3814168	\$46.77	\$14,031.00
Mfg. Part#: UNITYCN11-STD-USR UNSPSC: 43232805 Electronic distribution - NO MEDIA TAX: CLEVELAND, OH .0000% \$.00 Contract: National IPA Technology Solutions (130733)				
<u>Cisco SMARTnet Software Support Service - technical support - for Cisco Uni</u>	300	3458183	\$12.42	\$3,726.00
Mfg. Part#: CON-ECMU-UNITCN0S UNSPSC: 86101601 Electronic distribution - NO MEDIA TAX: CLEVELAND, OH .0000% \$.00 Contract: National IPA Technology Solutions (130733)				

PURCHASER BILLING INFO

Billing Address:
CLEVELAND PUBLIC LIBRARY
ACCTS PAYABLE
325 SUPERIOR AVE E
CLEVELAND, OH 44114-1271
Phone: (216) 623-2800
Payment Terms: Net 30 Days-Govt State/Local

SUBTOTAL	\$92,407.02
SHIPPING	\$0.00
GRAND TOTAL	\$92,407.02

DELIVER TO

Please remit payments to:

Products:	\$ 70,188.91
Service:	\$ 8,187.11
License:	\$ 14,031.00

Shipping Address:

CLEVELAND PUBLIC LIBRARY
PURCHASING STOCKROOM
17001 LAKE SHORE BLVD
CLEVELAND, OH 44110-1017

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

Shipping Method: DROP SHIP-GROUND

Need Assistance? CDW•G SALES CONTACT INFORMATION



Jeff Jones

(866) 668-9487

jeffjon@cdw.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

© 2017 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



Integrated
Precision
Systems, Inc.

MAINTENANCE AGREEMENT

CUSTOMER: CLEVELAND PUBLIC LIBRARY

CUSTOMER CONTACT: CLEVELAND PUBLIC LIBRARY SECURITY

LOCATIONS: Main, LSW, Lakeshore, Rice and Garden Valley, South, Brooklyn, Glenville and Lorain.

CONTRACT TYPE: GOLD #TBD

ANNUAL PAYMENT TERMS: \$43,934.27^B + Attachment C^C

CONTRACT EFFECTIVE DATES: Commencement Date 1/1/18
Expiration Date 12/31/18

^B – Covering all equipment outlined in Attachment B
^C – As described in section 11 of this contract

IPS, an Ohio corporation having its principle place of business at 9321 Ravenna Road, Twinsburg, Ohio and "CUSTOMER", as listed above, hereby agree to the terms and conditions on the first and subsequent pages of this Agreement, under which IPS shall provide Maintenance Service for the Equipment, and Standard/Custom Software, as detailed in the attached itemized spreadsheet.

Customer acknowledges that they have read and understand all pages of this agreement, and agrees to be bound by its terms and conditions. Further, customer acknowledges that this agreement is the complete and exclusive statement of the agreement between the parties, which supersedes all proposals or prior agreements, oral or written, and all other communication between the parties relating to the subject matter herein.

AGREED TO AND ACCEPTED BY:

CUSTOMER:	IPS:
BY: _____ (Authorized Signature)	BY: _____ (Authorized Signature)
TITLE: _____	TITLE: _____
ADDRESS: _____	ADDRESS: _____
DATE: _____	DATE: _____

IPS Maintenance Agreement

Customer and IPS agree that the terms and conditions contained in Section A of this Agreement apply only to maintenance for the Equipment, if any, as specified in Attachment B of this Agreement; Section B applies only to the Standard/Custom Software, if any, as specified in Attachment B of this Agreement; Section C Terms and Conditions apply to any Equipment (hardware), and any Standard/Custom Software as specified in Attachment B of this agreement.

A. TERMS AND CONDITIONS APPLICABLE TO EQUIPMENT (HARDWARE) ONLY

The following terms and conditions apply only to the Equipment, if any, at the location(s) specified in this Agreement.

1. **Equipment Maintenance.** During the Service Coverage Period, IPS will provide up to 2 Preventative Maintenance sessions per year to keep the equipment in, or restore the Equipment to, proper working order. All parts listed in attachment below are covered for 1 year parts and labor. Maintenance Parts, which will be new or reconditioned to perform as new, will be furnished on an exchange basis, and the exchanged parts will become the property of IPS. Maintenance provided under this Agreement does not assure uninterrupted operation of the equipment. If Customer requests that IPS perform maintenance outside the Service Coverage Period, any such emergency service will be provided, when available, at the IPS Service Fee Structure rates and terms then in effect.

Equipment Maintenance includes:

- a. On-Line/system support during the Service Coverage Period to an IPS Customer Support Center for problem reporting.
- b. Scheduled Preventive Maintenance during the Service Coverage Period, as defined below.
- c. Remedial maintenance performed at Customer's site during the Service Coverage Period following telephone notification by Customer to the IPS Customer Support Center that the Equipment is inoperative; Please consult attached Service Fee Structure for attributable charges.
- d. Hardware, Software and Firmware revision upgrades.
- e. "On-site in 60 seconds" WEB based remote diagnostics support sessions and meeting center.
- f. Replacement of printer print heads are left up to the discretion of the manufacturer. These items are covered only by the manufacturer's warranty, not by this contract.

B. TERMS AND CONDITIONS APPLICABLE TO STANDARD/CUSTOM SOFTWARE ONLY

The following terms and conditions apply only to the Standard/Custom Software, if any, at the location(s) specified in this Agreement.

1. **Standard Software Maintenance.** During the Service Coverage Period, IPS shall provide:
 - a. On-Line/system support during the Service Coverage Period to an IPS Customer Support Center for problem reporting.
 - b. Scheduled Preventive Maintenance during the Service Coverage Period, as defined below.
 - c. Remedial maintenance performed at Customer's site during the Service Coverage Period following telephone notification by Customer to the IPS Customer Support Center that the Equipment is inoperative; please consult attached Service Fee Structure for attributable charges.
 - d. WEB Access to iSolve™, installation specific knowledge base and training center.
 - e. Hardware, Software and Firmware revision upgrades.
 - f. WEB based/on-site training library.
 - g. "On-site in 60 seconds" WEB based remote diagnostics support sessions and meeting center.
 - h. Standard Software version upgrades and enhancements per the rates defined in the attached Service Fee Structure.
2. **Standard/Custom Software Exclusions.** Services required for application program and conversions from products or software not supplied by IPS;

*IPS Maintenance Agreement***C. GENERAL TERMS AND CONDITIONS APPLICABLE TO MAINTENANCE OF EQUIPMENT (HARDWARE), AND STANDARD/CUSTOM SOFTWARE.**

1. **Term of Agreement.** This Agreement shall be in effect as described by the service coverage period. Following the end of this agreement, this agreement shall automatically renew for an additional Twelve (12) month term on the anniversary date of its commencement, *unless either party notifies the other in writing (30) days prior to that anniversary renewal date.*
2. **Service Coverage Period and IPS Response Time.** IPS agrees to provide the maintenance services described in the Agreement between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday excluding IPS holidays (hereafter "Service Coverage Period"). For maintenance required under this Agreement, IPS agrees to provide an average response time not to exceed eight (8) business hours, for sites within a 150 mile radius of a IPS Customer Support Center. For sites outside the 150-mile radius, IPS agrees to respond within a reasonable time following notification, not to exceed two (2) IPS business days.
3. **Payment.** Customer shall pay annual maintenance charges in advance, at least thirty (30) days after the Commencement Date of the initial or any renewal term. Customer shall pay applicable Zone Charges, and Service Fee Structure upon receipt of invoice. IPS shall be solely responsible for any sales or other taxes imposed upon the transaction which is the subject of this Agreement. Customer shall provide IPS with an appropriate certification of Customer's sales tax exemption upon request.

After the initial term of this Agreement, annual maintenance charges, additional zone charges, zone definition, and the Service Coverage Period are subject to change by IPS. IPS agrees to notify Customer of any increases in the above charges and definitions at least 60 days prior to the expiration of the initial term or any renewal. Notwithstanding any other provision of this Agreement to the contrary, Customer may terminate this Agreement or any renewal thereof at any time in the event IPS increases annual maintenance charges or zone charges.

4. **Addition of Equipment, Standard/Custom Software.** Customer may request that equipment, Standard Software and/or Custom Software other than those specified on the face of this Agreement be added to this Agreement. If IPS agrees to any such addition, Customer agrees to pay the prorated charges for such addition, and any such addition shall be automatically renewed as provided in this Agreement.
5. **Maintenance Exclusions.** Maintenance service does NOT include repair of damaged or replacement of spare parts resulting from:
 - a. Any cause external to the Equipment, or Standard/Custom Software, including, but not limited to, electrical work, fire, flood, water, wind, lightning, and transportation, or any act of God;
 - b. Customer's failure to continually provide a suitable installation environment including, but not limited to, adequate electrical power;
 - c. Customer's improper use, relocation, refinishing, management or supervision of the Equipment or Standard/Custom Software or other failure to use the Equipment, or Standard/Custom Software in accordance with IPS' Specifications;
 - d. Customer's repair, attempted repair or modification of the Equipment or Standard/Custom Software without prior authorization from IPS;
 - e. Customer's use of the Equipment or Standard/Custom Software for purposes other than those for which they are designed or the use of accessories or supplies not approved by IPS; or,
 - f. Customer's personal computer malfunctions.

Any maintenance necessary as a result of Section C.5. (a.) through (f.) shall be charged to Customer at the then applicable IPS Service Fee Structure Rate.

6. **Responsibilities of the Customer.** Customer agrees to:
 - a. provide IPS personnel with full, free and safe access to Equipment and Standard/Custom Software for purposes of maintenance, including use of the data communications facilities, if required;

IPS Maintenance Agreement

- b. maintain and operate the Equipment, Standard/Custom Software in an environment and according to procedures which conform to IPS specifications communicated in writing to Customer; and
 - c. not to allow maintenance or repair of the Equipment, Standard/Custom Software by anyone other than IPS without prior authorization from IPS.
7. **Default.** Each party reserves the right to terminate (or as pertains to IPS, suspend) maintenance service in the event the other party is in default under this or any other Agreement between the parties and such default if not corrected within fifteen (30) days after written notice. In addition, this Agreement will terminate, in the event that either party ceases to do business as a going concern or has its assets assigned by law
8. **Warranty Exclusion.** IPS shall provide all maintenance services in accordance with the standard of care equal to that of vendors who provide the same services and products in Ohio. The parties agree that all other warranties, expressed or implied, including warranties of merchantability and fitness for a particular purpose, are excluded
9. **Limitation of Liability.** Except in the event of IPS' negligence or material breach of contract, Customer's sole remedy, and the sole liability of IPS, for any breach by IPS shall be repeat performance of any repair, replacement, or maintenance required under this Agreement. **IN NO EVENT WILL IPS BE LIABLE FOR (a) LOST PROFIT, LOST DATA OR ANY OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES; OR (b) DAMAGES CAUSED BY CUSTOMER'S FAILURE TO PERFORM ITS RESPONSIBILITIES.**
10. **General.**
- a. This Agreement shall be governed by Ohio law.
 - b. The invalidity or illegality of any provision of this Agreement shall not affect the validity of any other provision. The parties intend for the remaining unaffected provisions to remain in full force and effect.
 - c. Neither party shall assign this agreement without the prior written consent of the other and any purported assignment, without such consent, shall be void; provided however, that IPS may assign this Agreement to its parent affiliate or subsidiary without such written consent.
 - d. Neither party shall be liable for failure or delays in performance due to causes beyond its reasonable control, including war, strikes, lockouts, fire, flood, storm or other acts of God. Both parties agree to use their best efforts to minimize the effects of such failure or delays.
 - e. All notices, which must be given under this Agreement, shall be in writing and sent to the attention of the IPS Contact and the Customer Contact at the address listed on the first page of this agreement.
 - f. This agreement supersedes all prior or contemporaneous representations, negotiations, or other communications between the parties relating to the subject matter of this Agreement. This Agreement may be amended only in writing signed by authorized representatives of both parties.
11. **Contract addendums – The following section has been added to the original contract.**
- a. Additional equipment may be added and covered by this contract based on an equipment inspection and the following rate table. Equipment inspections will be billed at the IPS standard labor rate.

IPS Maintenance Agreement

ATTACHMENT B

Main/LSW		Parts Covered Under Maintenance/Warranty
72	5395	5395 Thinline II - Gray Std. Wiegand
2	S2-NN-E10R-WM	S2 Network Node with 10 readers, 20 inputs, 20 outputs capability
5	S2-NN-E6R-WM	S2 Network Node with 6 readers, 12 inputs, 12 outputs capability
3	S2-NN-E4R-WM	S2 Network Node with 4 readers, 8 inputs, 8 outputs capability
8	S2-NN-E2R-WM	S2 Network Node with 2 readers, 4 inputs, 4 outputs capability
6	S2-ACM	S2 Access Control Extension Blade
10	S2-OUTP	Relay controlled output application extension blade: 8 outputs
3	S2-INP	Supervised input application extension blade: 8 inputs
1	S2-SELECT-128	S2 Enterprise™ Select Controller w/ 128 portal license
1	S2-IDC-128	Identity Management for systems with at least 128 portals
1	S2-NR64	64 portal expansion for new systems
4	269R	SWITCH,HOLDUP WITH ARMOR COVER
2	AD-AS-HUSK20	HOLD UP KEY RESETTABLE SWITCH
2	AD-AS-HUSK20KEY	RESET KEY FOR THE HUSK20
12	TS14	RTE PNMTCTMR, 1.5" BUTTON
13	TS14N	TS14 BUT MNTD ON 1.75" SS PLAT
1	AD-SN-TSBC	XTRA DOOR CORD W/GRY/BK CAP
66	RCRREXW	REQUEST TO EXIT (GE-REX) SENSOR WHITE
2	491	BREAK GLASS RELEAS W/ SIREN
44	MK2	MOM KYSWTH MOM DPDT SNGL GNG
87	947-75TBR	STEEL DOOR CONTACT W/TERM BR
61	RB5	RELAY BOARD, 6 OR 12 V
5	ANX-RB30	Heavy duty load switching relay module
16	M62	M62 1200LB 12/24VDC MAGLOCK
2	AD-SN-SAMD	SHEAR MGLK 12/24VDC SELF ALIGN
5	DSBBK	DUAL SENSE BAR-BLACK ANODIZED
20	100610401	1006-12/24D-630 STRIKE BODY
17	100620021	FACEPLATE KD-630
3	100620041	FACEPLATE N-630
8	850010405	8500-12/24D-613
1	960010404	9600-12/24-606
1	AD-HE-450030601	4500-12/24-630
4	AD-AC-1200S	1200 POUND, UL TO 10C STD
19	1012ULACM	10AMP 12VDC FUSED POWER SUPPLY
3	AL175ULX	12/24VDC 1.6A UL LISTED P/S GY
1	IPS-24VDC-KIT	24VDC Power Supply Kit

IPS Maintenance Agreement

50	1270	12V 7AMP BATTERY
400	1326LSSMV	PROX 2 CARDS,W/STANDRD ARTWORK
500	PVC00500	14 Mil Adhesive Back
1	D9412GV2-C	D9412GV2 WITH TRANSFORMER, D8103 STANDARD ENCLOSURE, LOCK AND KEY
1	RA-D928	DUAL PHONE LINE SWITCHER
1	RA-D122	DUAL BATTERY HARNESS
1	D8130	RELEASE MODULE
1	D1255	ALPHA NUMERIC COMMAND CENTER WITH VACUUM FLUORESCENT DISPLAY - OFF-WHITE ENCLOSURE
2	AD-MO-804R4	RJ31X CORD 4' MOD TO MOD
2	RA-D166	RJ31X PHONE JACK
2	D8125	POPEX ZONE EXPANDER FOR G SERIES
167	D9127U	POPIT WITH NO TAMPER SWITCH
14	W108	INSTRUMENT BOX 11X11X3 - BEIGE
7	AD-LN-DXS21	WIRELESS HNDLHELD SPRVSD 1 BTN
3	AD-LN-DXSR1508	8CHNL SPVRSW WRLSS RECV MOMLTH
21	RA-D9127U	POPIT WITH NO TAMPER SWITCH
1	AD-AX-AL175ULX	12/24VDC 1.6A UL LISTED P/S GY
1	AD-IM-1270	12V 7AMP BATTERY
1	AD-WG-31081112	22/10 STR CMP/CL2P 1000'BX NAT
42	IPS-BR-RNG-KIT	2 inch Bridle Ring with Beam Clamp Kit
1	MA-8300-121	5395 Thinline II - Gray Std. Wiegand
1	AD-SR-RCRREXW	REQUEST TO EXIT (GE-REX) SENSOR WHITE
1	AD-947-75TBR	STEEL DOOR CONTACT W/TERM BR
1	S2-ACM	S2 Securit S2ACM Access Control Extension Blade 2 Reader 4 Input & 4 Output
All	AD-WG-31085512	22/10 STR CMP/FT6 5C BX NAT
All	AD-WG-31045501	22/4 STR JKT CL2P 5C BX WHT
All	AD-WG-32145512	18/2 STR OAS CL2P 5C BX BGE
2	MA-8300-141	5395 Thinline II - Black Std. Wiegand
1	S2-ACM	S2 Securit S2ACM Access Control Extension Blade 2 Reader 4 Input & 4 Output
2	AD-SN-M62	M62 1200LB 12/24VDC MAGLOCK
2	AD-SN-AKG	ADHESIVE KIT FOR GLASS HARDWRE
2	AD-SN-GDB	GLASS DOOR BRKT F/MODLS 32&62
2	AD-SN-HEB3G	HEADER EXT BRKT 3X3X8 GLASS DR
2	AD-SR-RCRREXW	REQUEST TO EXIT (GE-REX) SENSOR WHITE
2	AD-AC-PN5111	PNEMTC TIME DELAY,RNG 2-60SECS
1	AD-SN-SP1	TOUCH SENSE PLATE
2	AD-AC-SMB3	BACKBOX SLIMLN F/NARRW PSH PLT
1	AD-AX-AL175ULX	12/24VDC 1.6A UL LISTED P/S GY

IPS Maintenance Agreement

2	AD-IM-1270	12V 7AMP BATTERY
All	AD-WG-31085512	22/10 STR CMP/FT6 5C BX NAT
All	AD-WG-31045501	22/4 STR JKT CL2P 5C BX WHT
All	AD-WG-32215012	16/2 STR OAS CL2P 5C RL BGE
1	P110i-U	P110i w/ USB
3	800015-340	5 Panel Color Ribbon - 350 images YMCKO
31	IPS-Misc-Kit200	Boxes, Wire Mold, Conduit, Connectors
All	IPS-BR-RNG-KIT	2 inch Bridle Ring with Beam Clamp
All	AD-WG-31141012	18/2 STR JKT CL2P 1M RL BGE
All	AD-WG-32955099	PLENUM PROFUSION ACCESS CBL 5C
All	AD-WG-31081112	22/10 STR CMP/CL2P 1000'BX NAT

South Branch

Parts Covered Under Maintenance/Warranty

Qty	Part#	Product Description
2	RA-D1255	FULL FUNCTION FIRE KEYPAD WITH VACUUM FLORESCENT DISPLAY
2	RA-D56R	CONDUIT BOX FOR COMMAND CENTERS - RED
2	AD-BK-D4120	4-WIRE, PHOTO, LOW FLOW
2	AD-BK-DST5	SAMPLING TUBE 5'WITH HOLE
2	AD-BK-RTS151KEY	REMOTE TEST STATION W/KEY
2	AD-BK-4WTB	4-WIRE P/E SMOKE DET W/THERMAL
1	RA-D192G	BELL SUPERVSN MOD 12V/24V
2	RA-FMM-462	POPIT MAN STA SGL ACT
5	AD-BK-P2R	2WIRE HORN/STROBE STD RED
2	AD-BK-SR	STROBE STD CANDELA RED
14	RA-D9127U	POPIT WITH NO TAMPER SWITCH
2	RA-D8125	POPEX ZONE EXPANDER FOR G SERIES
1	AD-AX-AL602ULAD	24VDC @ 6.5 AMP NAC PWR SPLY
1	RA-D9412GV4-B	D94212GV4 FIRE PACKAGE
2	NO-EOLR-1	12 or 24 volt EOL relay module.
1	RA-D8130	RELEASE MODULE
1	RA-D8004	TRANSFORMER KIT UL APPROV
1	AD-DE-EAX2500S	HARDWIRE EXIT ALARM
1	AC-IL7205-SE1-26D-KA2	1 1/4 MORTICE CYLINDER CHROME
1	AD-AX-TP2440	TRANSFORMER 24VAC 40VA PLUG IN
1	AD-CK-FG1625	ACOUSTIC GLASSBREAK /25FT.
7	AD-GI-29AB	SURF MT-SCRW TERM-BRN
3	RA-ZX938Z	PIR MOTION DETECTOR 60FT W/POPIT
1	AD-269R	SWITCH,HOLDUP WITH ARMOR COVER

IPS Maintenance Agreement

2	MA-8300-121	5395 Thinline II - Gray Std. Wiegand
1	AD-SN-DSBBK	DUAL SENSE BAR-BLACK ANODIZED
1	AD-SN-M62	M62 1200LB 12/24VDC MAGLOCK
1	AD-HE-100610401	1006-12/24D-630 STRIKE BODY
1	AD-HE-100620041	FACEPLATE N-630
1	AD-SR-RCRREXW	REQUEST TO EXIT (GE-REX) SENSOR WHITE
1	AD-AC-TS14	RTE PNMTTC TMR, 1.5" BUTTON
1	S2-NN-E2R-WM	S2 Network Node with 2 readers, 4 inputs, 4 outputs capability
6	ANX-473191	AXIS P3354 6MM DAY/NIGHT FIXED DOME WITH LIGHTFINDER TECH
2	ANX-473703	AXIS P3364-VE 6MM VANDAL RES OUTDOOR, LIGHTFINDER, 720P/1MP H.264, POE, WDR
2	ANX-395977	AXIS P33VE SERIES PENDANT KITTO MOUNT P3343/44-VE ON STNDRD 5502-321
1	ANX-S2-NETVR-2TB-8	S2 NetVR Unit 2TB Licensed for 8 IP cameras
1	BB-SS-731B	17" Flat Screen Lcd Monitor
1	AD-NO-PTRK2126	21SPC RLLNG PRTBL RCK 26"DEEP
2	AD-AX-RB1224	AX 12/24VDC 5AMP/120VAC RELAY
1	IPS-LABOR	IPS LABOR - Installation
1	AD-AX-AL300ULXR	UL PWR SPLY 2.5AMP,RED ENCLSR
1	ANX-AL400ULACM	Power Supply/Charger - 8 fused Class 2 power limited outputs
8	AD-IM-1270	12V 7AMP BATTERY
2	ANX-395265	Wall Bracket 5017-611
3	IPS-Misc-Kit200	Boxes, Wire Mold, Conduit, Connectors
1	IPS-Misc-Access	Miscellaneous Parts and Connectors
1	IPS-3102-PPSF	Prints, Permits, Submittals, Fees
1	AD-WG-46031004	18/4 SOL OAS FPLP 1M RL RED
0.5	AD-WG-31151012	18/4 STR JKT CL2P 1M RL BGE
0.5	AD-WG-46081004	14/2 SOL OAS FPLP 1M RL RED
0.2	AD-WG-41025504	22/6 SOL JKT FPL 5C BX RED
0.3	ANX-B658AFS	Profusion Access Control Cable Plenum 1000 ft
112	IPS-BR-RNG-KIT	2 inch Bridle Ring with Beam Clamp Kit

IPS Maintenance Agreement

Lakeshore		Parts Covered Under Maintenance/Warranty
Qty	Part#	Product Description
24	MA-8300-121	5395 Thinline II - Gray Std. Wiegand
5	ANX-S2-NN-E4R-WM	S2 Network Node with 4 readers, 8 inputs, 8 outputs capability
5	S2-NN-E2R-WM	S2 Network Node with 2 readers, 4 inputs, 4 outputs capability
24	AD-SF-SS2408EX	NUMATC STPR STN ADJ TMR BTN BL
24	AD-SR-RCRREXW	REQUEST TO EXIT (GE-REX) SENSOR WHITE
25	AD-AX-RB5	RELAY BOARD, 6 OR 12 V
5	AD-AX-1012ULACM	10AMP 12VDC FUSED POWER SUPPLY
5	AD-AX-AL175UL	12/24VDC 1.6AMP UL LISTED
20	AD-IM-1270	12V 7AMP BATTERY
All	AD-WG-31141012	18/2 STR JKT CL2P 1M RL BGE
1	RA-D9412GV2-C	D9412GV2 WITH TRANSFORMER, D8103 STANDARD ENCLOSURE, LOCK AND KEY
1	RA-D1255	ALPHA NUMERIC COMMAND CENTER WITH VACUUM FLUORESCENT DISPLAY - OFF-WHITE ENCLOSURE
2	RA-D8125	POPEX ZONE EXPANDER FOR G SERIES
64	RA-D9127U	POPIT WITH NO TAMPER SWITCH
11	AD-BW-BW108	INSTRUMENT BOX 11X11X3 - BEIGE
1	AD-SN-M62GBD	M62 COND MAG BND SEN DR POS SW
1	AD-SN-AKG	ADHESIVE KIT FOR GLASS HARDWRE
1	AD-SN-GDB	GLASS DOOR BRKT F/MODLS 32&62
1	AD-SN-HEB3G	HEADER EXT BRKT 3X3X8 GLASS DR
1	AD-SF-SS2408EX	NUMATC STPR STN ADJ TMR BTN BL
18	IPS-Misc-Kit200	Boxes, Wire Mold, Conduit, Connectors
225	IPS-Misc-Access	Miscellaneous Parts and Connectors
All	31081112	22/10 STR CMP/CL2P 1000'BX NAT
2	AL-Alarmlock PG21E	Pg21E Local Door Alarm
2	AL-Alarmlock PP100	Battery Eliminator
All	AD-WG-32955099	PLENUM PROFUSION ACCESS CBL 5C
All	AD-WG-31151012	18/4 STR JKT CL2P 1M RL BGE

IPS Maintenance Agreement

Rice		Parts Covered Under Maintenance/Warranty
Qty	Part#	Product Description
1	MA-8300-121	5395 Thinline II - Gray Std. Wiegand
1	ANX-S2-NN-E4R-WM	S2 Network Node with 4 readers, 8 inputs, 8 outputs capability
1	AD-SF-SS2408EX	NUMATC STPR STN ADJ TMR BTN BL
1	AD-SR-RCRREXW	REQUEST TO EXIT (GE-REX) SENSOR WHITE
3	AD-AX-RB5	RELAY BOARD, 6 OR 12 V
2	AD-AX-AL175UL	12/24VDC 1.6AMP UL LISTED
6	AD-IM-1270	12V 7AMP BATTERY
2	AD-WG-31141012	18/2 STR JKT CL2P 1M RL BGE
1	RA-D9412GV2-C	D9412GV2 WITH TRANSFORMER, D8103 STANDARD ENCLOSURE, LOCK AND KEY
1	RA-D1255	ALPHA NUMERIC COMMAND CENTER WITH VACUUM FLUORESCENT DISPLAY - OFF-WHITE ENCLOSURE
2	RA-D8125	POPEX ZONE EXPANDER FOR G SERIES
54	RA-D9127U	POPIT WITH NO TAMPER SWITCH
1	RA-D8129	OCTO-RELAY 8 RELAY MODULE FOR G SERIES
6	AD-BW-BW108	INSTRUMENT BOX 11X11X3 - BEIGE
All	AD-WG-32955099	PLENUM PROFUSION ACCESS CBL 5C
All	31081112	22/10 STR CMP/CL2P 1000'BX NAT
All	AD-WG-31141012	18/2 STR JKT CL2P 1M RL BGE
1	AL-AKPG21E	PG21E Door Alarm
1	AC-AKPP100	Battery Eliminator for PG21E
1	AD-BK-5621	135 FXD/ROR 2 CIRCUIT HEAT DET
3	AD-BK-4WTB	4-WIRE P/E SMOKE DET W/THERMAL
1	AD-BK-D4120	4-WIRE, PHOTO, LOW FLOW
1	AD-BK-RTS151KEY	Key Resettable Duct Test Switc
1	RA-D192G	BELL SUPERVSN MOD 12V/24V
1	AD-AX-AL602ULAD	24VDC @ 6.5 AMP NAC PWR SPLY

IPS Maintenance Agreement

Garden Valley		Parts Covered Under Maintenance/Warranty
Qty	Part#	Product Description
2	MA-8300-121	5395 Thinline II - Gray Std. Wiegand
1	S2-NN-E2R-WM	S2 Network Node with 2 readers, 4 inputs, 4 outputs capability
2	AD-SF-SS2408EX	NUMATC STPR STN ADJ TMR BTN BL
2	AD-SR-RCRREXW	REQUEST TO EXIT (GE-REX) SENSOR WHITE
4	AD-AX-RB5	RELAY BOARD, 6 OR 12 V
2	AD-AX-AL175UL	12/24VDC 1.6AMP UL LISTED
4	AD-IM-1270	12V 7AMP BATTERY
1	RA-D9412GV2-C	D9412GV2 WITH TRANSFORMER, D8103 STANDARD ENCLOSURE, LOCK AND KEY
1	RA-D1255	ALPHA NUMERIC COMMAND CENTER WITH VACUUM FLUORESCENT DISPLAY - OFF-WHITE ENCLOSURE
1	RA-D8125	POPEX ZONE EXPANDER FOR G SERIES
33	RA-D9127U	POPIT WITH NO TAMPER SWITCH
2	AD-BW-BW108	INSTRUMENT BOX 11X11X3 - BEIGE
All	AD-WG-32955099	PLENUM PROFUSION ACCESS CBL 5C
All	31081112	22/10 STR CMP/CL2P 1000'BX NAT
All	AD-WG-31141012	18/2 STR JKT CL2P 1M RL BGE
11	AD-BK-4WTB	4-WIRE P/E SMOKE DET W/THERMAL
1	RA-D928	DUAL PHONE LINE SWITCHER
1	RA-D122	DUAL BATTERY HARNESS
1	AD-RV-PI15SS	15 WATT SELF CONTAINED SIREN
1	AD-BK-P2R	2WIRE HORN/STROBE STD RED
2	AD-5140MPS-1	PULL STATION MANUAL ADA COMP
1	AD-947-75TBR	STEEL DOOR CONTACT W/TERM BR

IPS Maintenance Agreement

Brooklyn		Parts Covered Under Maintenance/Warranty
Qty	Part#	Product Description
3	RA-D1255	ALPHA NUMERIC COMMAND CENTER WITH VACUUM FLUORESCENT DISPLAY - OFF-WHITE ENCLOSURE
3	RA-D56	CONDUIT BX COMMAND CENTER OFF-WHITE
1	RA-D9412GV4-B	D94212GV4 FIRE PACKAGE
6	AD-BK-P2R	2WIRE HORN/STROBE STD RED
6	AD-BK-BBS2	RED WALL BACK BOX SKIRT
3	AD-5140MPS-1	PULL STATION MANUAL ADA COMP
23	AD-BK-4WTB	4-WIRE P/E SMOKE DET W/THERMAL
1	AD-AX-602ULADAJ	AL602ULADAJ AL600ULADA IN CAB
1	RA-D192G	BELL SUPERVSN MOD 12V/24V
2	RA-D8125	POPEX ZONE EXPANDER FOR G SERIES
49	RA-D9127U	POPIT WITH NO TAMPER SWITCH
4	AD-BK-EOLR1	END OF LINE RELAY
4	AD-IM-1270	12V 7AMP BATTERY
1	AD-VS-DUO220AM	DL TECH ANTIMASK DT W/LK DW ZN
3	AD-VS-DUO240	360 CEILING DUALTECH PIR W/UL
1	AD-CK-FG1625	ACOUSTIC GLASSBREAK /25FT.
1	AD-GI-20036	FLOOR MT IND OVERHD-DOOR SWTH
2	AD-VS-RJ31XSET	BLOCK WITH A DOUBLE CORD
All	AD-WG-45111104	16/2 SOL JKT FPLP 1M BX RED
All	AD-WG-45065504	18/2 SOL JKT FPLP 5C BX RED
All	AD-WG-45071101	18/4 SOL FPLP 1M BOX WHT
All	AD-WG-31151112	18/4 STR JKT CL2P 1M BX BGE

IPS Maintenance Agreement

Glenville		Parts Covered Under Maintenance/Warranty
Qty	Part#	Product Description
1	RA-D9412GV4-B	D94212GV4 FIRE PACKAGE
3	RA-D1255	ALPHA NUMERIC COMMAND CENTER WITH VACUUM FLUORESCENT DISPLAY - OFF-WHITE ENCLOSURE
2	RA-D8125	POPEX ZONE EXPANDER FOR G SERIES
1	RA-D192G	BELL SUPERVSN MOD 12V/24V
22	AD-BK-4WTB	4-WIRE P/E SMOKE DET W/THERMAL
4	AD-BK-EOLR1	END OF LINE RELAY
5	AD-5140MPS-1	PULL STATION MANUAL ADA COMP
3	AD-BK-SR	STROBE STD CANDELA RED
3	AD-BK-P2R	2WIRE HORN/STROBE STD RED
6	AD-BK-BBS2	RED WALL BACK BOX SKIRT
1	AD-GI-200L36	20036 W/ "L" BRACKET
4	AD-VS-DUO220AM	DL TECH ANTIMASK DT W/LK DW ZN
2	AD-CK-FG1625	ACOUSTIC GLASSBREAK /25FT.
52	RA-D9127U	POPIT WITH NO TAMPER SWITCH
1	AD-AX-602ULADAJ	AL602ULADAJ AL600ULADA IN CAB
4	AD-IM-1270	12V 7AMP BATTERY
2	AD-VS-RJ31XSET	BLOCK WITH A DOUBLE CORD
All	AD-WG-45111104	16/2 SOL JKT FPLP 1M BX RED
All	AD-WG-45065504	18/2 SOL JKT FPLP 5C BX RED
All	AD-WG-45071101	18/4 SOL FPLP 1M BOX WHT
All	AD-WG-31151112	18/4 STR JKT CL2P 1M BX BGE

IPS Maintenance Agreement

Lorain		Parts Covered Under Maintenance/Warranty
Qty	Part#	Product Description
2	RA-D1255	ALPHA NUMERIC COMMAND CENTER WITH VACUUM FLUORESCENT DISPLAY - OFF-WHITE ENCLOSURE
2	RA-D56	CONDUIT BX COMMAND CENTER OFF-WHITE
6	AD-BK-P2R	2WIRE HORN/STROBE STD RED
10	AD-BK-BBS2	RED WALL BACK BOX SKIRT
4	AD-BK-SR	STROBE STD CANDELA RED
5	AD-BK-2WTB	2-WIRE P/E SMOKE DET W/THERMAL
4	RA-FMM-462	POPIT MAN STA SGL ACT
26	RA-D9127U	POPIT WITH NO TAMPER SWITCH
1	RA-D125B	12/24V DUAL INITIATING MOD
1	RA-D192G	BELL SUPERVSN MOD 12V/24V
2	RA-D8125	POPEX ZONE EXPANDER FOR G SERIES
1	RA-D9412GV4-B	D94212GV4 FIRE PACKAGE
2	AD-VS-RJ31XSET	BLOCK WITH A DOUBLE CORD
1	AD-AX-602ULADAJ	AL602ULADAJ AL600ULADA IN CAB
4	AD-IM-1270	12V 7AMP BATTERY
All	AD-WG-41125504	16/4 FIRE 500 BOX SOLID
All	AD-WG-11185513	18/2 STR CM/CL2 5C BX BGE
4	AD-5140MPS-1	PULL STATION MANUAL ADA COMP
2	AD-BK-PC2R	2WIRE HORN/STROBE CEILING STD
6	RA-D9127U	POPIT WITH NO TAMPER SWITCH
6	AD-BK-4WTB	4-WIRE P/E SMOKE DET W/THERMAL
2	AD-BK-EOLR1	END OF LINE RELAY

IPS Maintenance Agreement

Additional equipment maintenance cost

ATTACHMENT C

Additional Equipment to be added per customers request

Option #1

Years since system invoice date	Yearly equipment coverage rate
0-1 (included in base quote)	0% of original purchase price
1-5 (not included in quote)	10% of original purchase price if signed at the time of purchase (not included in quote)
5-10 (not included in quote)	10% of original purchase price if signed at the time of purchase (not included in quote)

Additional equipment maintenance cost

Option #2

Years since system invoice date	Monthly equipment coverage rate
0-1 (included in base quote)	0% of original purchase price
1-2 (not included in quote)	1% of original purchase price (not included in quote)
2-5 (not included in quote)	1.25% of original purchase price (not included in quote)
5-8 (not included in quote)	1.5% of original purchase price (not included in quote)
8-10 (not included in quote)	1.75% of original purchase price (not included in quote)

Additional equipment maintenance cost



**AGREEMENT
MATERIAL RECOVERY SYSTEM**

Library: Cleveland Public Library
Address: 325 Superior Avenue
City, State, Zip: Cleveland, Ohio 44114
Telephone: 216-623-2800 Fax: 216-623-7015

INITIAL PLACEMENT AND SECONDARY PLACEMENT

The Cleveland Public Library (hereinafter referred to as "We") hereby agrees to assign accounts it has determined are overdue to Unique Management Services (UMS) for collection during the time period set forth in this Agreement. We are not obligated to submit any accounts for collection and may withdraw them at any time. Unique Management Services may proceed with whatever steps are necessary for collection of the accounts with the exception of the filing of a complaint in court. We represent to Unique Management Services the accuracy of the information furnished to them on accounts submitted to the best of our knowledge. Unique agrees that all such information shall be kept confidential and shall not be disclosed to any party other than the subject of collection. With the exception of any minor's accounts, We give Unique Management Services permission to report all unpaid accounts to national credit reporting agencies after notification to the Library of accounts to be reported by Unique Management Services.

PRICING

We understand that we will be billed once per month for the previous month's total submissions at the rate of \$8.95 per each account, ("All Materials (New Accounts) inclusive of Tablet/Tech Central Accounts"), in a total amount not to exceed Eighty Thousand (\$80,000). The services UMS will provide for this fee includes the 120+ day series of letters, calls, skip tracing, and credit reporting (as allowed by credit reporting agencies) for all materials. UMS will provide an expedited process for this fee that includes a 35 day series of letters, calls, skip tracing and credit reporting (as allowed by credit reporting agencies) for all Tablet/Tech Central Accounts. Prices will be protected from any additional increases with the sole exception of any U.S. postal price increase, which Library agrees to pay.

BUDGET NEUTRALITY GUARANTEE

Budget Neutrality: UMS guarantees not to charge, in collection fees, more than the amount of money recovered plus amounts waived. This will be based on (1) 2018 billings to date, (2) cumulative 2018 cash received recovery, and (3) cumulative 2018 amounts waived. The Library understands that UMS will make adjustments to invoices for the difference between collection fees and the total money received plus amounts waived on accounts submitted to keep the service budget neutral. If not budget neutral at the end of the contract, amounts still to be invoiced would be carried forward to the next contract. In the event a new contract is not entered into, We agree to allow UMS to continue efforts to collect on accounts submitted in 2018 for sixty (60) days after the expiration of the current agreement. After sixty (60) days, any amounts still to be invoiced shall be waived.

TERM

This Agreement shall commence on the Effective Date of January 1, 2018. This Agreement shall expire on December 31, 2018 unless canceled by either party upon 10 days written notice. Payment terms are net 30 days from receipt of invoice.

LIABILITY

Unique Management Services agrees to comply at all times with all federal, state, and local laws, regulations, and ordinances concerning debt collection, including, without limitation, the Fair Debt Collection Practices Act, and Section 1321.45 of the Ohio Revised Code, and shall indemnify, defend, and hold the Library, its officers and employees, harmless for any lawsuits, claims, demands, expenses, and liabilities it may incur as a result of Unique Management Service's violation of any such laws, regulations, or ordinances.

The parties hereby indicate their agreement by affixing their signatures below.

**Board of Trustees of the
Cleveland Public Library**

Unique Management Services, Inc.

By: _____
Library Representative

Unique Management Services Representative

Title: _____

Title: President/CEO

Date

Date



QUOTE

6770 West Snowville, Brecksville, OH 44141
 t. (440) 526-2471 f. (240) 358-7179

Number AAAQ6355
 Date Oct 21, 2017
 Expires

Sold To
Cleveland Public Library Bill Hood 325 Superior Ave Cleveland, OH 44114
Phone (216) 623-2828 Fax (216) 623-7120

Ship To
Cleveland Public Library Bill Hood 325 Superior Ave Cleveland, OH 44114
Phone (216) 623-2828 Fax (216) 623-7120

Salesperson	E-Mail	Ship Via	Terms
Jerry Short	jerry.short@busmarts.com		

Line	Qty	Part	Description	Unit Price	Ext. Price
TAG → 1	100	1UF40UT#ABA	HP Business Desktop ProOne 400 G3 All-in-One Computer - Intel Core i5 (7th Gen) i5-7500T 2.70 GHz - 8 GB DDR4 SDRAM - 1 TB HDD - 20" 1600 x 900 - Windows 10 Pro 64-bit - Desktop - DVD-Writer - Intel HD Graphics 630 Graphics - Wireless LAN - Bluetooth - 6 x Total USB Port(s)	\$840.00	\$84,000.00
TAG → 2	30	1LF93UT#ABA	HP ProBook 450 G3 15.6" LCD Notebook - Intel Core i5 (6th Gen) i5-6200U Dual-core (2 Core) 2.30 GHz - 8 GB DDR4 SDRAM - 256 GB SSD - Windows 7 Professional 64-bit (English) upgradable to Windows 10 Pro - 1920 x 1080 - Gravity Black - DVD-Reader - Intel HD Graphics 520 DDR4 SDRAM - Bluetooth - English Keyboard - Front Camera/Webcam - IEEE 802.11a/b/g/n/ac - Gigabit Ethernet - Network (RJ-45) - HDMI - 2 x USB 3.0 Ports	\$820.00	\$24,600.00
3	130	BS-ASSET-01	Asset tagging and recording	\$0.00	\$0.00

SubTotal	\$108,600.00
Tax	\$0.00
Shipping	\$0.00
Total	\$108,600.00

Replacement PCs (All in One)
 for CPL SEARS & Public

CPL "hardware"
 Replacement Laptops for
 Tech Centers / aging & failing
 laptops

(Lowest)

#2137



ONLINE PRICE QUOTATION

Quote Number: 11934211

Quote Name: 100 aio

Today's Date : 11/6/2017 3:02:09 PM

Quote Created Date : 11/6/2017 3:00:58 PM

Created By: bill.hood@cpl.org

Contract: OH - STATE OF OHIO (NASPO VP PC) (OA1067-13)

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

Use the File - Print option to print this form for your future reference.

Items/description	Part no	Unit price	Qty	Ext price
CTO - HP ProOne 400 G3 AiO Touch 20 Y7B83AV	Base	\$1,086.07	100	\$108,607.00
HP ProOne 400 G3 AiO Touch 20	Y7B83AV			
Windows 10 Pro 64 - HP recommends Windows 10 Pro	Z0E36AV#ABA			
ENERGY STAR Certified Label	W6N52AV			
Chipset Intel Q270				
Intel Core i5-7500T 2.7G 6M 2400 4C	Z8X99AV			
8GB (1x8GB) DDR4-2400 SODIMM	1KF30AV			
Media reader HP SD Media Card Reader Included				
Internal PCIE Storage If Internal Storage is not selected then a selection from Internal Turbo Drive is required				
Internal PCIE Storage 2 Only available with a selection from Internal Turbo Drive				
HDD 1TB 7200RPM SATA 2.5	Y8R82AV			
Ultralim DVD-Writer	Y8S45AV			
Integrated Network Realtek RTL8111 HSH GbE LOM Network Connection				
HP USB Business Slim Keyboard	Z0E27AV#ABA			
HP Optical USB Mouse	Y8S05AV			
Webcam 1 MP Webcam with Dual Microphone Array				
3/3/3 AiO Touch Warranty	Z0E14AV#ABA			
HP ProOne 400 G3 AiO Country Kit - Touch	Z0E12AV#ABA			
HP Adjustable Height Stand	1QE73AV			
- Smart Buy - HP ProBook 440 G5 (ENERGY STAR) 2SS98UT#ABA	Base	\$840.51	30	\$25,215.30
HP ProBook 440 G5 Operating system Windows® 10 Pro 64 Energy Efficiency ENERGY STAR qualified Processor Intel® Core™ i5-8250U (1.6 GHz, up to 3.4 GHz, 6MB Cache, 4 Core) with Intel UHD Graphics 620	2SS98UT#ABA			

Out-of-Band Management

Intel® vPro processor technology Not enabled

Chipset

Chipset integrated in processor

Display14.0-inch diagonal FHD SVA LED Anti-Glare
(1920x1080)**Integrated camera**

Integrated 720p HD Webcam

Video/graphics

Intel® HD Graphics 620

Memory

8 GB 2400 MHz DDR4 SDRAM (1D)

Internal Storage

SSD 256GB TLC SATA3

Form Factor

Notebook

Optical drive

No Optical drive

Pointing Device

ClickPad Backlit

Wireless LAN

Realtek RTL8822BE ac 2x2 +Bluetooth 4.2

Bluetooth

Bluetooth Wireless Technology 4.2

HP Mobile Broadband

Built in HP Mobile Broadband not included

Security

TPM+FS

Battery

HP 3-Cell 48 WHr Battery

Warranty

Limited 1 year standard parts and labor warranty

Highheart
↓

Subtotal: \$133,822.30

Estimated Lease Cost: ~~\$4,155.18~~

The terms and conditions of the OH - STATE OF OHIO (NASPO VP PC) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this quote was created, go to: <http://gem.compaq.com/gemstore/entry.asp?SiteID=14455>

* The estimated lease cost is the monthly payment amount for a lease commencing on or before 12/6/2017 with a term of 36 months and a fair market value purchase option at the end of the lease term. This and other leasing and financing options are available through Hewlett-Packard Financial Service Company (HPFSC) or one of its affiliates to qualified education and state and local customers in the U.S. and subject to credit approval and execution of standard HPFSC documentation. Fees and other restrictions may apply. This is not a commitment to lease. Rates and payments are subject to change at any time without notice. Leasing and financing options for Federal governmental agencies (subject to a \$50,000 minimum) are available from Hewlett-Packard Company. For more information, call Hewlett-Packard Financial Services Company at 1-888-277-5942 and talk to a financial services representative who specializes in supporting government and education entities.



* HP is not liable for pricing errors. If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

* This quotation may contain open market products which are sold in accordance with HP's Standard Terms and Conditions. HP makes no representation regarding the TAA status for open market products. Third party items that may be included in this quote are covered under the terms of the manufacturer warranty, not the HP warranty.



800.808.4239

Shopping Cart

Item	Quantity	Availability	Unit Price	Item Total
 <p>HP ProBook 450 G3 - 15.6" - Core i5 6200U - 8 GB RAM - 256 GB SSD - US MFG Part#: 1LF93UT#ABA CDW Part#: 4489705 UNSPSC: 43211503 Pricing Option Applied: Extranet Price</p>	30	In Stock	\$845.87	\$25,376.10
 <p>HP ProOne 400 G3 - all-in-one - Core i5 7500T 2.7 GHz - 8 GB - 1 TB - LED 2 MFG Part#: 1UF40UT#ABA CDW Part#: 4714254 UNSPSC: 43211508 Pricing Option Applied: Extranet Price</p>	100	Call	\$865.82	\$86,582.00

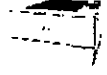




Subtotal: \$111,958.10
 Lease Option (\$2,971.37 /month)

Middle →

Tax and shipping will be calculated in checkout.



Customers Also Bought (12)

				
HP LaserJet Pro M402n Monochrome (S269-S100 savings=\$169,...	HP ProBook 450 G4 - 15.6" - Core i5 7200U - 8 GB RAM - ...	Plantronics CS 540 - headset	HP Chromebook 11 G5 - 11.6" - Celeron N3060 - 4 GB RAM...	HP Essential Top Load Case - notebook carrying case
\$159.71 National IPA Technology Solutions	\$793.84 National IPA Technology Solutions	\$186.29 SYNNEX GSA SCHEDULE (SLED	\$167.99 National IPA Technology Solutions	\$19.80 Ohio HP Inc NVP Computer Equipment
Add to Cart	Add to Cart	Add to Cart	Add to Cart	Add to Cart

Customers Who Bought Products In Your Cart Also Bought... (8)

REPORT A

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

Carrie Kuenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	26,415,991.84	0.00	0.00	0.00	\$ 0.00	26,415,991.84
42 Intergovernmental	20,366,828.52	1,341,712.48	0.00	0.00	\$ 0.00	21,708,541.00
43 Fines & Fees	313,136.68	0.00	0.00	0.00	\$ 0.00	313,136.68
44 Investment Earnings	465,604.36	34,188.24	0.00	6,597.59	\$ 0.00	506,390.19
45 Charges for Services	0.00	4,531,742.78	0.00	0.00	\$ 0.00	4,531,742.78
46 Contributions & Donations	2,509.53	554,378.97	0.00	0.00	\$ 0.00	556,888.50
48 Miscellaneous Revenue	1,155,405.95	97,699.57	30,000.00	0.00	\$ 114,932.04	1,398,037.56
Total Revenues	\$ 48,719,476.88	\$ 6,559,722.04	\$ 30,000.00	\$ 6,597.59	\$ 114,932.04	\$ 55,430,728.55
51 Salaries/Benefits	28,358,851.66	2,487,138.74	0.00	0.00	\$ 0.00	30,845,990.40
52 Supplies	770,924.34	83,208.45	0.00	2,255.83	\$ 0.00	856,388.62
53 Purchased/Contracted Services	8,512,965.05	2,139,613.14	0.00	5,725.00	\$ 0.00	10,658,303.19
54 Library Materials	4,930,446.01	842,466.71	0.00	20,351.54	\$ 0.00	5,793,264.26
55 Capital Outlay	701,786.72	428,808.09	781,277.20	0.00	\$ 0.00	1,911,872.01
57 Miscellaneous Expenses	111,044.91	503,200.69	0.00	0.00	\$ 104,815.20	719,060.80
Total Expenditures	\$ 43,386,018.69	\$ 6,484,435.82	\$ 781,277.20	\$ 28,332.37	\$ 104,815.20	\$ 50,784,879.28
Revenue Over/(Under) Expenditures	\$ 5,333,458.19	\$ 75,286.22	\$(751,277.20)	\$(21,734.78)	\$ 10,116.84	\$ 4,645,849.27
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(76,500.00)	76,500.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(1,300,000.00)	0.00	1,300,000.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(1,376,500.00)	\$ 76,500.00	\$ 1,300,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 3,956,958.19	\$ 151,786.22	\$ 548,722.80	\$(21,734.78)	\$ 10,116.84	\$ 4,645,849.27
Beginning Year Cash Balance	\$ 27,013,868.65	\$ 16,832,090.86	\$ 10,492,034.84	\$ 3,684,678.73	\$ 7,601.54	\$ 58,030,274.62
Current Cash Balance	\$ 30,969,165.79	\$ 16,983,877.08	\$ 11,040,757.64	\$ 3,662,943.95	\$ 17,718.38	\$ 62,674,462.84

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

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	21,464,343	17,927,503	3,536,840	84%	82%
General Property Tax	26,414,755	26,415,992	(1,237)	100%	100%
Rollback, Homestead, CAT	2,438,176	2,439,326	(1,150)	100%	100%
Fines & Fees	381,034	313,137	67,897	82%	81%
Investment Earnings	580,601	465,604	114,997	80%	87%
Contributions	2,447	2,510	(63)	100%	100%
Miscellaneous	1,222,677	1,155,406	67,271	94%	92%
Return of Advances Out	0	25,000	(25,000)		
Total	\$ 52,504,032	\$ 48,744,477	\$ 3,759,555	93%	92%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	36,271,193	28,387,245	7,883,948	78%	82%
Supplies	1,206,142	951,400	254,742	79%	68%
Purchased Services	11,589,886	10,370,485	1,219,401	89%	88%
Library Materials	10,194,363	7,780,283	2,414,079	76%	75%
Capital Outlay	1,580,995	842,571	738,424	53%	52%
Other	164,393	119,971	44,423	73%	73%
Sub Total	\$ 61,006,971	\$ 48,451,955	\$ 12,555,016	79%	81%
Advances Out	0	101,500	(101,500)		
Transfers Out	1,300,000	1,300,000	0	100%	100%
Total	\$ 62,306,971	\$ 49,853,455	\$ 12,453,516	80%	81%

Note (1): Certificate from Cuyahoga County Budget Commission dated October 11, 2017 (includes Advances Out).

Note (2): Total Amended Appropriation of \$56,604,803 plus carried forward encumbrance of \$5,702,168.

Note (3): Subtotal includes 71% expended and 8% encumbered.

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,966,049.11	10,490,049.11	8,226,825.10	0.00	2,263,224.01
51120 Clerical Salaries	10,947,183.68	10,467,183.68	8,286,588.95	0.00	2,180,594.73
51130 Non-Clerical Salaries	1,230,677.60	1,176,677.60	911,738.98	0.00	264,938.62
51140 Buildings Salaries	4,488,079.03	4,162,554.03	3,275,908.45	0.00	886,645.58
51150 Other Salaries	548,735.98	561,735.98	430,165.29	0.00	131,570.69
51180 Severance Pay	0.00	428,660.75	267,972.99	0.00	160,687.76
51190 Non-Base Pay	311,881.13	229,881.13	168,000.62	0.00	61,880.51
51400 OPERS	4,006,560.61	3,846,560.61	2,996,929.93	0.00	849,630.68
51610 Health Insurance	3,775,744.08	3,972,744.08	3,273,210.65	0.00	699,533.43
51611 Dental Insurance	202,006.32	236,006.32	173,816.44	0.00	62,189.88
51612 Vision Insurance	14,781.84	16,781.84	12,744.94	0.00	4,036.90
51620 Life Insurance	12,420.00	37,420.00	10,672.25	0.00	26,747.75
51625 Short Term Disability Insurance	28,563.36	52,563.36	23,516.37	0.00	29,046.99
51630 Workers Compensation	163,599.67	152,033.51	(7,152.49)	28.00	159,158.00
51640 Unemployment Compensation	20,200.00	27,757.87	455.40	26,323.35	979.12
51650 Medicare - ER	381,531.21	387,878.79	285,729.56	154.75	101,994.48
51900 Other Benefits	11,674.66	24,703.97	21,728.23	1,887.09	1,068.65
	\$37,109,688.28	\$ 36,271,192.63	\$ 28,358,851.66	\$ 28,393.19	\$ 7,883,947.78
52110 Salaries/Benefits					
52110 Office Supplies	51,637.75	58,568.80	42,037.56	2,128.79	14,402.45
52120 Stationery	42,700.00	52,156.47	30,615.96	4,329.88	17,210.63
52130 Duplication Supplies	39,850.00	41,105.30	16,854.51	352.81	23,897.98
52140 Hand Tools	3,200.00	3,015.66	388.79	11.50	2,615.37
52150 Book Repair Supplies	72,100.00	84,125.15	68,134.90	9,452.98	6,537.27
52210 Janitorial Supplies	118,800.00	114,535.20	93,212.58	6,974.94	14,347.68

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220 Electrical Supplies	63,750.00	69,865.80	46,944.35	15,038.09	7,883.36
52230 Maintenance Supplies	323,954.00	376,716.47	293,150.43	80,480.59	3,085.45
52240 Uniforms	23,000.00	21,437.99	4,465.71	3,377.68	13,594.60
52300 Motor Vehicle Supplies	78,000.00	91,326.87	35,942.35	30,022.04	25,362.48
52900 Other Supplies	259,050.25	293,287.86	139,177.20	28,306.09	125,804.57
Supplies	\$1,076,042.00	\$ 1,206,141.57	\$ 770,924.34	\$ 180,475.39	\$ 254,741.84
53100 Travel/Meetings	125,000.00	103,470.75	56,561.76	39,930.02	6,978.97
53210 Telecommunications	288,616.00	307,648.07	234,858.47	63,821.76	8,967.84
53230 Postage/Freight	89,000.00	98,376.86	65,560.11	22,743.41	10,073.34
53240 PR/Other Communications	153,000.00	174,133.72	70,484.53	31,144.47	72,504.72
53310 Building Repairs	480,800.00	516,291.61	280,679.29	47,547.92	188,064.40
53320 Machine Repairs	21,200.00	28,890.30	11,099.34	3,642.38	14,148.58
53340 Building Maintenance	267,000.00	286,053.74	103,534.84	29,586.07	152,932.83
53350 Machine Maintenance	262,286.46	377,457.33	199,094.09	90,885.11	87,478.13
53360 Computer Maintenance	179,847.00	305,429.09	255,622.28	2,752.76	47,054.05
53370 Motor Vehicle Repairs	37,000.00	40,958.92	14,042.97	5,600.39	21,315.56
53380 Contract Security	950,000.00	976,487.40	818,944.12	157,543.28	0.00
53390 Landscaping	62,210.00	65,052.00	34,437.00	2,842.00	27,773.00
53400 Insurance	451,885.00	510,524.92	461,852.46	0.00	48,672.46
53510 Rent/Leases	182,632.64	200,607.34	155,984.13	33,491.20	11,132.01
53520 Equipment Rental	30,853.20	39,753.78	27,168.76	8,283.11	4,301.91
53610 Electricity	1,859,045.00	1,975,353.28	1,539,312.95	436,040.33	0.00
53620 Gas	125,750.00	127,678.28	91,450.56	36,227.72	0.00
53630 Chilled Water	787,000.00	842,839.33	675,252.66	167,586.67	0.00

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	119,621.28	126,956.36	100,117.09	26,839.27	0.00
53710 Professional Services	1,009,985.00	1,632,239.80	744,151.00	399,888.89	488,199.91
53720 Auditors Fees	653,595.00	735,799.05	654,171.74	64,899.50	16,727.81
53730 Bank Service Charges	11,000.00	11,000.00	8,266.11	0.00	2,733.89
53800 Library Material Control	255,000.00	394,370.46	201,341.44	185,010.33	8,018.69
53900 Other Purchased Services	1,712,076.85	1,712,513.35	1,708,977.35	1,213.50	2,322.50
Purchased/Contracted Services	\$10,114,403.43	\$ 11,589,865.74	\$ 8,512,965.05	\$ 1,857,520.09	\$ 1,219,400.60
54110 Books	2,130,000.00	2,795,869.07	1,510,968.73	622,189.00	662,711.34
54120 Continuations	318,723.65	673,700.02	296,144.65	265,303.08	112,252.29
54210 Periodicals	760,000.00	1,076,484.24	115,805.28	816,724.29	143,954.67
54220 Microforms	31,000.00	230,878.22	42,097.08	155,989.65	32,791.49
54310 Video Media	1,765,000.00	2,293,401.76	1,460,062.59	312,716.74	520,622.43
54320 Audio Media - Spoken	136,000.00	183,737.46	115,336.41	28,854.43	39,546.62
54325 Audio Media - Music	332,000.00	535,171.67	230,907.50	195,480.90	108,783.27
54500 Database Services	570,000.00	1,212,873.41	588,161.65	49,818.72	574,893.04
54530 eMedia	602,000.00	1,030,747.12	540,002.41	366,838.39	123,906.32
54600 Interlibrary Loan	4,000.00	5,391.50	2,327.00	2,679.00	385.50
54710 Bookbinding	20,000.00	52,356.69	16,085.87	16,295.25	19,975.57
54720 Preservation Services	45,000.00	47,269.24	598.26	1,924.14	44,746.84
54730 Preservation Boxing	6,000.00	6,328.89	1,742.24	489.01	4,097.64
54790 Preservation Reformatting	30,000.00	50,153.33	10,206.34	14,534.86	25,412.13
Library Materials	\$6,749,723.65	\$ 10,194,362.62	\$ 4,930,446.01	\$ 2,849,837.46	\$ 2,414,079.15
55300 Construction/Improvements	20,452.87	39,815.75	3,985.21	35,830.54	0.00
55510 Furniture	210,025.00	264,419.93	80,102.15	36,046.06	148,271.72

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	187,505.00	234,991.41	139,327.34	23,347.68	72,316.39
55530 Computer Hardware	588,200.00	878,492.81	433,804.24	6,252.35	438,436.22
55540 Software	123,000.00	163,275.01	44,567.78	39,307.49	79,399.74
Capital Outlay	\$1,109,182.87	\$ 1,580,994.91	\$ 701,786.72	\$ 140,784.12	\$ 738,424.07
57100 Memberships	71,451.78	80,678.24	73,427.14	2,834.10	4,417.00
57200 Taxes	13,000.00	13,305.67	11,105.23	2,200.44	0.00
57500 Refunds/Reimbursements	61,310.60	70,409.47	26,512.54	3,891.37	40,005.56
Miscellaneous Expenses	\$145,762.38	\$ 164,393.38	\$ 111,044.91	\$ 8,925.91	\$ 44,422.56
59810 Advances Out	0.00	0.00	101,500.00	0.00	(101,500.00)
Advances	\$0.00	\$ 0.00	\$ 101,500.00	\$ 0.00	\$ (101,500.00)
59900 Transfers Out	0.00	1,300,000.00	1,300,000.00	0.00	0.00
Transfers	\$0.00	\$ 1,300,000.00	\$ 1,300,000.00	\$ 0.00	\$ 0.00
TOTAL	\$56,304,802.61	\$ 62,306,970.85	\$ 44,787,518.69	\$ 5,065,936.16	\$ 12,453,516.00

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	27,013,868.65	48,744,476.88	44,787,518.69	5,065,936.16	25,904,890.68
Total General Fund	\$ 27,013,868.65	\$ 48,744,476.88	\$ 44,787,518.69	\$ 5,065,936.16	\$ 25,904,890.68
201 Anderson	298,256.67	(985.49)	0.00	0.00	297,271.18
202 Endowment for the Blind	2,315,138.10	9,039.89	1,037.50	0.00	2,323,140.49
203 Founders	6,708,521.05	159,201.50	369,216.55	225,282.18	6,273,223.82
204 Kaiser	63,388.19	0.00	0.00	0.00	63,388.19
205 Kralley	186,463.48	475.81	2,284.97	2,266.24	182,388.08
206 Library	168,490.28	5,529.20	13,366.96	7,283.61	153,368.91
207 Pepke	136,083.10	(766.79)	0.00	0.00	135,316.31
208 Wickwire	1,442,137.22	6,885.68	24,600.13	3,430.16	1,420,992.59
209 Wittke	93,248.13	0.00	0.00	0.00	93,248.13
210 Young	4,284,704.41	37,425.77	0.00	0.00	4,322,130.18
225 Friends	13,194.64	26,500.00	23,007.86	7,719.15	8,967.63
226 Judd	4,336.84	176,430.50	151,985.99	22,960.67	5,820.68
228 Lockwood Thompson Memorial	157,800.92	91,768.00	173,632.00	14,435.58	61,501.34
229 Ohio Center for the Book	0.00	900.00	875.00	0.00	25.00
230 Schweinfurth	122,685.75	2,485.00	51,939.00	0.00	73,231.75
231 CLEVNET	745,447.81	4,629,442.35	4,347,346.12	726,226.34	301,317.70
251 OLBPD-Library for the Blind	5,613.04	1,256,828.00	1,191,100.70	9,020.19	62,320.15
254 MyCom	21,065.13	110,062.62	97,235.79	11,118.00	22,773.96
256 Learning Centers	65,516.10	0.00	61,807.25	3,708.85	0.00
258 Early Literacy	0.00	150,000.00	0.00	1,347.50	148,652.50
Total Special Revenue Funds	\$ 16,832,090.86	\$ 6,661,222.04	\$ 6,509,435.82	\$ 1,034,798.49	\$ 15,949,078.59
401 Building & Repair	10,492,034.84	1,330,000.00	781,277.20	1,235,702.39	9,805,055.25
Total Capital Project Funds	\$ 10,492,034.84	\$ 1,330,000.00	\$ 781,277.20	\$ 1,235,702.39	\$ 9,805,055.25

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
501 Abel	236,173.04	197.71	0.00	0.00	236,370.75
502 Ambler	2,393.48	0.00	0.00	0.00	2,393.48
503 Beard	139,651.53	992.30	2,500.00	2,313.00	135,830.83
504 Klein	5,663.48	0.00	0.00	0.00	5,663.48
505 Malon/Schroeder	294,339.66	923.42	2,867.33	120.77	292,274.98
506 McDonald	197,274.68	(991.32)	0.00	0.00	196,283.36
507 Ratner	96,907.78	(618.62)	0.00	0.00	96,289.16
508 Root	41,410.29	0.00	0.00	0.00	41,410.29
509 Sugarman	201,173.37	0.00	0.00	500.00	200,673.37
510 Thompson	164,220.74	679.72	3,862.13	0.00	161,038.33
511 Weidenthal	7,022.12	0.00	0.00	0.00	7,022.12
512 White	2,210,080.02	5,194.62	16,524.41	600.00	2,198,150.23
513 Beard Anna Young	88,368.54	219.76	2,578.50	809.50	85,200.30
Total Permanent Funds	\$ 3,684,678.73	\$ 6,597.59	\$ 28,332.37	\$ 4,343.27	\$ 3,658,600.68
901 Unclaimed Funds	7,601.54	81.98	0.00	0.00	7,683.52
905 CLEVNET Fines & Fees	0.00	114,850.06	104,815.20	0.00	10,034.86
Others	\$ 7,601.54	\$ 114,932.04	\$ 104,815.20	\$ 0.00	\$ 17,718.38
Total All Funds	\$ 58,030,274.62	\$ 56,857,228.55	\$ 52,211,379.28	\$ 7,340,780.31	\$ 55,335,343.58

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

Balance of All Funds	<u><u>\$ 62,674,462.84</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	245,824.67
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,585.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u><u>\$ 253,192.38</u></u>
PNC - Money Market	10,061.56
PNC - Investments	37,601,300.38
PNC - Investments Money Market	34,286.02
STAR Ohio Investment	6,950,430.24
STAR Plus Program	0.00
Investments	<u><u>\$ 44,596,078.20</u></u>
PNC- Endowment Account	17,825,192.26
Endowment Account	<u><u>\$ 17,825,192.26</u></u>
Cash in Banks and On Hand	<u><u>\$ 62,674,462.84</u></u>

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – October 2017

1. INTERIM DEPOSITS

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

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

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment		Investment Form
					Income		
10/01/17 - 10/31/17	31	Various	STAR Ohio	Various	8,562.27		Investment Pool
10/01/17 - 10/31/17	31	Various	STAR Plus	Various	0.00		Bank Deposit Program
10/01/17 - 10/31/17	31	Various	PNC	Various	19.52		Sweep Money Market
10/01/17 - 10/31/17	31	Various	PNC	Various	2.21		Money Market
04/15/17 - 10/15/17	184	250,000	Federal National Mortgage Assn.	1.000%	1,250.00		Federal Agency
04/29/17 - 10/29/17	184	250,000	Federal Home Loan Bank	1.050%	1,312.50		Federal Agency
04/29/17 - 10/29/17	184	500,000	Federal Home Loan Bank	1.300%	3,250.00		Federal Agency
04/29/17 - 10/29/17	184	1,000,000	Federal National Mortgage Assn.	1.300%	6,500.00		Federal Agency
04/22/17 - 10/22/17	184	300,000	Federal Farm Credit Bank	1.240%	1,860.00		Federal Agency
04/17/17 - 10/17/17	184	110,000	Federal Home Loan Bank	1.340%	737.00		Federal Agency
04/28/17 - 10/28/17	184	500,000	Federal National Mortgage Assn.	1.350%	3,375.00		Federal Agency
03/30/17 - 09/30/17	185	500,000	Federal Home Loan Mortgage Corp.	1.250%	3,125.00		Federal Agency
04/28/17 - 10/28/17	184	500,000	Federal National Mortgage Assn.	1.200%	3,000.00		Federal Agency
04/24/17 - 10/24/17	184	1,075,000	Federal National Mortgage Assn.	1.000%	5,375.00		Federal Agency
01/13/17 - 10/10/17	270	685,000	NATIXIS NY	1.370%	7,038.37		Commercial Paper
01/30/17 - 10/24/17	268	500,000	Credit Agricole CIB NY	1.340%	4,969.17		Commercial Paper
03/31/17 - 09/30/17	184	535,000	United States Treasury Note	1.375%	3,678.13		Treasury Security
04/27/17 - 10/27/17	184	500,000	Federal Home Loan Mortgage Corp.	2.100%	5,250.00		Federal Agency
04/27/17 - 10/20/17	177	525,000	Federal Farm Credit Bank	1.930%	4,869.23		Federal Agency
08/03/17 - 09/30/17	59	500,000	United States Treasury Note	1.125%	891.39		Treasury Security
					Earned Interest October 2017	\$	65,064.79
					Earned Interest Year To Date	\$	465,604.36

CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting
November 16, 2017

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR OCTOBER 2017

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Government Finance Officers Association Annual Conference and Membership Meeting Cleveland, Ohio	9/20/2017 - 9/22/2017	Laura Armstrong	260.00
Customers of SirsiDynix Users Group, Inc. Consortia SIG Conference Portland, Oregon	9/27/2017 - 9/29/2017	James Benson	951.91
Ohio Library Council Annual Convention and Expo Dayton, Ohio	10/4/2017 - 10/6/2017	Donald Boozer	693.82
Northeast Ohio Regional Library System Back to the Book XVIII: Doorways into Reading Twinsburg, Ohio	10/23/2017	Renita Carter	25.00
Northeast Ohio Regional Library System Back to the Book XVIII: Doorways into Reading Twinsburg, Ohio	10/23/2017	Judy Daniels	25.00
Northeast Ohio Regional Library System Back to the Book XVIII: Doorways into Reading Twinsburg, Ohio	10/23/2017	Jaime Declet	25.00
Federal Depository Library Program Depository Library Council Meeting and Federal Depository Library Conference Arlington, Virginia	10/16/2017 - 10/18/2017	Sarah Dobransky	1,110.00
City of Cleveland Sustainable Cleveland Summit Cleveland, Ohio	9/27/2017 - 9/28/2017	Angela Guinther	45.00
Ohio History Connection Annual Local History Alliance Meeting Dublin, Ohio	10/6/2017 - 10/7/2017	Olivia Hoge	560.50
Northeast Ohio Regional Library System Back to the Book XVIII: Doorways into Reading Twinsburg, Ohio	10/23/2017	Tammy Houghton	25.00
Case Western Reserve University Exemplary Staff Supervision Practices Cleveland, Ohio	9/20/2017 - 9/21/2017	Amiya Hutson	27.16
Case Western Reserve University Strategies for Effective Leaders Cleveland, Ohio	9/27/2017 - 9/28/2017	Amiya Hutson	27.16

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Cleveland Society for Human Resource Management Women's Leadership Conference Cleveland, Ohio	9/21/2017	Dawntae Jackson	149.00
Starting Point MyCom Professional Development Symposium Cleveland, Ohio	10/6/2017	Sherri Jones	45.00
Ohio Library Council Annual Convention and Expo Dayton, Ohio	10/4/2017 - 10/6/2017	Alexandra Kmiecik	935.45
Ohio Library Council Annual Convention and Expo Dayton, Ohio	10/4/2017 - 10/6/2017	Cynthia Lombardo	835.27
City of Cleveland Sustainable Cleveland Summit Cleveland, Ohio	9/27/2017 - 9/28/2017	Marina Marquez	40.00
Cuyahoga Community College Cleveland Pollinator and Native Plant Symposium Highland Hills, Ohio	9/22/2017	Marina Marquez	65.00
Cleveland Leadership Center Stokes Civic Leadership Institute Cleveland, Ohio	10/27/2017 - 6/18/2018	Aaron Mason	2,000.00
Ohio Library Council Annual Convention and Expo Dayton, Ohio	10/4/2017 - 10/6/2017	Pamela Matthews	644.08
Ohio Library Council Annual Convention and Expo Dayton, Ohio	10/4/2017 - 10/6/2017	Corina Mesenger	927.16
American Payroll Association Chapter Meeting Independence, Ohio	10/5/2017	Ronelle Miller-Hood	30.00
American Payroll Association Statewide Conference Columbus, Ohio	10/19/2017 - 10/20/2017	Ronelle Miller-Hood	315.27
Association of Energy Engineers World Energy Engineering Congress Atlanta, Georgia	9/27/2017 - 9/29/2017	Timothy Murdock	1,773.84
Customers of SirsiDynix Users Group, Inc. Consortia SIG Conference Portland, Oregon	9/27/2017 - 9/29/2017	Hilary Prisbylla	775.06
State Library of Ohio Sub-Lending Machine Agency Conference Columbus, Ohio	9/27/2017	William Reed	134.82
Ohio Library Council Annual Convention and Expo Dayton, Ohio	10/4/2017 - 10/6/2017	Barbara Satow	873.80

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Back to the Book XVIII: Doorways into Reading Twinsburg, Ohio	10/23/2017	Jeanna Sauls	25.00
Empire State Library Network Northeast Regional Digital Collections Conference Kingston, New York	9/27/2017 - 9/28/2017	Rachel Senese	554.52
Northeast Ohio Regional Library System Back to the Book XVIII: Doorways into Reading Twinsburg, Ohio	10/23/2017	Lakitha Tolbert	25.00
Northeast Ohio Regional Library System Back to the Book XVIII: Doorways into Reading Twinsburg, Ohio	10/23/2017	Helena Travka	25.00
Empire State Library Network Northeast Regional Digital Collections Conference Kingston, New York	9/27/2017 - 9/28/2017	Amia Wheatley	275.90
Northeast Ohio Regional Library System Back to the Book XVIII: Doorways into Reading Twinsburg, Ohio	10/23/2017	Lakeisha Winstead	25.00
TOTAL			\$14,249.72

SUMMARY

FUND	OCTOBER	YEAR TO DATE
General	\$10,814.09	\$56,561.76
Lockwood Thompson	1,773.84	17,152.51
Library for the Blind and Physically Disabled	134.82	2,356.89
CLEVNET	1,726.97	10,036.13
TOTAL	\$14,249.72	\$86,107.29

CLEVELAND PUBLIC LIBRARY

Board Meeting

November 16, 2017

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

For the Period Ending October 31, 2017

						\$250,000.00 (1)
<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
11/17/2015	City of Cleveland	151810	Building Permits	-	33,622.86	
12/17/2015	Watson Carpet Company, Inc.	151965	Repairing, Cleaning and Storing the 3 rugs in Brett Hall	-	9,708.00	
3/29/2016		151965-1	Add'l repairs needed that were covered on (2) smaller rugs by bookcases	-	810.00	
12/31/2015	Barrie Projects, LLC	151998	To assist in the transformation of Brett Hall into a state-of-the-art gallery facility	-	20,000.00	
3/1/2016	Barrie Projects, LLC	151998-1	1st Amendment-work with design and fabrication to assure timely delivery, fabrication and installation of exhibit systems in Brett Hall..	-	25,000.00	
2/24/2016	The Ohio Desk Company	160447	Thread Power Distribution System	-	30,305.19	
6/28/2016	Plantscaping	161103	Indoor plants	-	71,408.04	
9/16/2016	Ohio Desk	161414	Recover Lending chairs	-	816.56	
9/16/2016	IPS	161419	People Counting, 3 entrances at Main	-	12,474.26	
9/29/2016	Ohio Desk	161465	Partitions to reconfigure	-	16,730.31	
9/30/2016	Karen Skunta & Company	161479	Design and installation of the Andrew J. Venable, Jr. exhibit	-	10,685.00	
1/17/2017	Karen Skunta & Company	170256	LSW Self Check Out Sign	-	650.00	
				-	232,210.22	
				Available Balance		\$17,789.78

\$250,000.00 (2)

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

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

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
4/7/2016	Environments 4 Business, LLC	160670	For LSW2, Front Lending, LSW Entry Lobby	-	34,098.67	
4/5/2016	Contract Source, Inc.	160665	For LSW2, Security, Front Lending, LSW Entry Lobby	-	209,136.62	
4/5/2016	Ohio Desk	160658	For LSW2, Indoor Garden, LSW Conference 1	-	73,078.79	
				-	316,314.08	
				Available Balance	\$218,685.92	\$535,000.00

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

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
4/26/2016	Benchmark Craftsman, Inc.	160768	Exhibit Furniture for Brett Hall	1,900.00	167,870.00	
3/8/2017	Benchmark Craftsman, Inc.	170506	Movable Wall Storage for Brett Hall	-	17,962.00	
				1,900.00	185,832.00	
				Available Balance	\$112,268.00	\$300,000.00

**CLEVELAND PUBLIC LIBRARY
Regular Employment Report
10/01/2017 TO 10/31/2017**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
BOSTICK, ROBERT T	Addison	CUSTODIAN II (DAYS/BRANCHES)	10/02/2017
GIBBS, GENEVA M	Collinwood	LIBRARY ASST-COMP EMPH	10/27/2017
JONES, ALICIA R	Mount Pleasant	PAGE	10/18/2017
SMITH, EUGENE	Collinwood	PAGE	10/20/2017
WILLIAMS, DAVID J	Literature	PAGE	10/28/2017
WOLFORD, SHAWN A	Buildings Office	CUSTODIAL SUBSTITUTE	10/10/2017
OTHER TERMINATIONS			
ALI, BREALE M	Branch Substitues	BRANCH CLERK SUBSTITUTE	10/03/2017

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 10/01/2017 TO 10/31/2017**

EMPLOYEE:	ALLEN, CALISE N	CURRENT GRADE:	Z	HIRE DATE:	10/29/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	JEFFERSON	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	COOPER, CHAVAR	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	COLLINWOOD	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	COULTER, JOHN K	CURRENT GRADE:	F	HIRE DATE:	10/29/2017
JOB TITLE:	MAINTENANCE MECHANIC	CURRENT STEP:	1		
LOCATION:	BUILDING MAINT MECHANICS	SALARY:	44,163.08	HOURLY RATE:	22.65
EMPLOYEE:	DAJKO, DEBRA L	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	ROCKPORT	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	GRAVINO, GIOVANNI A	CURRENT GRADE:	F	HIRE DATE:	10/29/2017
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	21,854.82	HOURLY RATE:	22.87
EMPLOYEE:	JONES, JOSEPH J	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	HARVARD LEE	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	KOTAR, NATALIE	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	LEVERT, WILLIAM M	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	LEWIS, HOLLIS A	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	LEWIS, JOSEPH P	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.95

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 10/01/2017 TO 10/31/2017**

EMPLOYEE:	LEWIS, MADISON K	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	LODGE, DESTINY	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	WOODLAND	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	LONDON, SUSAN G	CURRENT GRADE:	F	HIRE DATE:	10/01/2017
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	21,854.82	HOURLY RATE:	22.87
EMPLOYEE:	MARTIN, MATTHEW M	CURRENT GRADE:	F	HIRE DATE:	10/01/2017
JOB TITLE:	SAFETY&PROTECTIVE SVCS SUPER	CURRENT STEP:	1		
LOCATION:	SECURITY	SALARY:	44,601.70	HOURLY RATE:	22.87
EMPLOYEE:	MCMAKEN, AMELIA N	CURRENT GRADE:	H	HIRE DATE:	10/29/2017
JOB TITLE:	LIBRARIAN SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	26,390.26	HOURLY RATE:	27.62
EMPLOYEE:	NELSON, LILLIANAH M	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	BROOKLYN	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	RODRIGUEZ, ANGELICA	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	ROSE, MICHAEL	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	STEWARD, TAMARA L	CURRENT GRADE:	H	HIRE DATE:	10/01/2017
JOB TITLE:	CHILDRENS LIBRARIAN	CURRENT STEP:	1		
LOCATION:	UNION	SALARY:	53,328.34	HOURLY RATE:	27.35
EMPLOYEE:	SYKES, CHRISTINA M	CURRENT GRADE:	F	HIRE DATE:	10/29/2017
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	21,854.82	HOURLY RATE:	22.87

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 10/01/2017 TO 10/31/2017**

EMPLOYEE:	VANDERHORST, EMERALD I	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	VARGAS, DESTINIE R	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	WALKER, JAISHON J	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	GARDEN VALLEY	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	WATKINS, WILLIAM A	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.95
EMPLOYEE:	WILLIAMS, SHENELL R	CURRENT GRADE:	Z	HIRE DATE:	10/15/2017
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	HARVARD LEE	SALARY:	0.00	HOURLY RATE:	9.95

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 10/01/2017 TO 10/31/2017**

EMPLOYEE: BUENO, ANTHONY W CURRENT GRADE: B EFFECTIVE DATE
JOB TITLE: SUBJECT DEPARTMENT CLERK CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
TRANSFER	31,854.16	32,332.04	TRANSFER

EMPLOYEE: GUERIN, ALISON L CURRENT GRADE: F EFFECTIVE DATE
JOB TITLE: LIBRARY ASST-COMP EMPH CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	32975.02	44163.08	PROMOTION
Annual Pay	32975.02	44163.08	TRANSFER

EMPLOYEE: JONES, DWAYNE L CURRENT GRADE: D EFFECTIVE DATE
JOB TITLE: TECHNICAL SERVICES ASSOCI CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	31,854.16	37,316.50	PROMOTION

EMPLOYEE: OAKES, MICHAEL D CURRENT GRADE: B EFFECTIVE DATE
JOB TITLE: BRANCH CLERK SUBSTITUTE CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	9.95	16.75	PROMOTION

EMPLOYEE: RAY, KEVIN M CURRENT GRADE: I EFFECTIVE DATE
JOB TITLE: ASSISTANT BRANCH MANAGER CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	71,372.67	60,066.99	DEMOTION

EMPLOYEE: ROBINSON, LATRISHA M CURRENT GRADE: B EFFECTIVE DATE
 JOB TITLE: BRANCH CLERK CURRENT STEP: 3 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	34,453.90	34,970.78	TRANSFER

EMPLOYEE: SPIVEY, R-RIANA I CURRENT GRADE: B EFFECTIVE DATE
 JOB TITLE: BRANCH CLERK CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	15,999.88	32,332.04	TRANSFER

CLEVELAND PUBLIC LIBRARY

REPORT E

Human Resources Committee Report
 Meeting Date: November 16, 2017
 Report Period: October 2017

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

MONTH	2016 SICK LEAVE HOURS USED	2017 SICK LEAVE HOURS USED	2017 TOTAL HOURS
January	3,679.06	3,694.16	96,216.46
February	4,071.17	4,134.06	91,563.99
March	3,109.32	3,876.96	90,793.59
April	3,657.15	3,739.41	92,542.91
May	3,883.60	3,819.00	93,774.06
June *	2,939.22	5,529.04	139,682.85
July	5,035.66	3,388.19	93,946.72
August	3,271.22	3,775.11	95,341.73
September	3,728.05	3,806.95	94,438.79
October	3,447.60	3,946.00	93,472.79
November	3,861.75		
December *	5,835.93		

*Covers three pay dates

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

REPORT F**Human Resources Committee Report**

November 16, 2017

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	79	24	11	2			24	15	3				
Professionals	73	13	1			1	35	13	6	4			
Technicians	21	13	2	1			3	1	1				
Protective Service	32	10	14	3			1	4					
Para-Professionals	141	28	29	2	2		42	29	8	1			
Administrative Support	276	36	50	4	1		46	110	13	2		1	
Skilled Craft	13	7	4	1				1					
Service Maintenance	49	9	34	1			1	3	1				
Grand Total	671	140	145	14	4	0	152	176	32	7	0	1	0

A= Total Column**B= White****C=Black****D=Hispanic****E=Asian/Pacific****G=White****H=Black****I=Hispanic****J=Asian/Pacific****F= American Indian/Alaskan Native****L= HAWAII****K=American Indian/Alaskan Native****M= Two or more races**

Insurance Report for the Month of October 2017

Human Resources Committee Report
November 16, 2017

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	6	4	10
Essential	42	9	51
Standard	247	149	396
Standard with OAD		1	1
Total MMO			458
Dental Insurance	300	186	486
Vision Employee			263
Vision Children			38
Vision Spouse			51
Vision Family			81
Total Vision			433
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

FINES AND FEES SCHEDULE: PART A

OVERDUE FINES

ADULT MATERIALS

Circulating Items.....	\$0.10 per day/item
Reference Item.....	\$1.00 per day/item
Interlibrary Loan Material.....	\$3.00 per day/item

NO OVERDUE FINES are charged for:

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

NO OVERDUE FINES are charged to the following patrons:

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

OVERDUE FINE LIMIT.....	\$3.00/item
BILL THRESHOLD.....	\$25.00

MATERIAL RECOVERY REFERRAL

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

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

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

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

Major.....	Replacement price
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INTERLIBRARY LOAN

LOAN FEES CHARGED TO LIBRARIES

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

DUPLICATION FEES

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

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

FEES CHARGED TO INDIVIDUAL BORROWERS

Borrowing.....	No charge
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LOST ITEMS

Replacement price.....	Value of item
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SELF-SERVICE COPY/PRINTING

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

Copies from Microform Reader/Printer:

8½" x 11" and 11" x 17" B&W.....	\$0.10 per page
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Use of one's own paper.....Charge based on paper size

FAXING

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

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

PHOTOGRAPHING/TAPING/FILMING ON LIBRARY PROPERTY

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

MISCELLANEOUS

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

SALES TAX

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

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART B

Photoduplication Office and MakerSpace

WARNING CONCERNING COPYRIGHT RESTRICTIONS: The copyright law of the United States (Title17 United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

PRINT-OUTS MADE BY STAFF

Standard (8½" x 11" through 11" x 17" B&W).....	\$0.50/page
Color (8½" x 11" through 8½" x 14")	\$0.50/page
Color (11" x 17")	\$1.00/page
Oversize (up to 18" x 24" B&W)-Standard Weight Paper.....	\$2.00/page
Oversize (up to 18" x 24" B&W)-Heavyweight Paper.....	\$4.00/page
Oversize (up to 18" x 24" Color)-Standard Weight Paper	\$4.00/page
Oversize (up to 18" x 24" Color)-Heavyweight Paper	\$8.00/page
Other sizes	Price quoted upon request

SELF-SERVICE SCANNING

Self-service scanning..... No charge

DIGITAL SCANS DONE BY STAFF

All scans are done at 300ppi. High resolution scans (400ppi or higher) are calculated at double the following fees.

Individual, flat items (up to 11" x 17")	\$0.50/image
Photographs, slides, negatives, other transparencies	\$0.50/image
Microfilm	\$0.50/image
Books (up to 11" x 17" page size)	\$0.50/image
Oversized items (up to 33" x 45").....	\$1.00/image
Special Handling (fragile, etc.)	\$20.00/Item

For large projects or those with exceptional requirements, a price will be quoted upon request.

MICROFILM

All microfilm/microfiche are charged at current lab pricing.

USE FEES FOR PUBLICATION OR DISPLAY

For Profit..... \$5.00/image; \$250 max/project
Not for Profit

\$5.00/image; \$50 max/project

SHIPPING

Shipping fees are charged at current USPS rates.

SALES TAX

Ohio sales tax added when required.

3D PRINTER

PLA Plastic \$0.05 per gram

LASER ENGRAVER

Acrylic sheet (12" x 12" x 1/8").....	\$10.00/item
Acrylic sheet (12" x 12" x 1/4").....	\$12.50/item
Acrylic sheet (12" x 24" x 1/8").....	\$20.00/item
Acrylic sheet (12" x 24" x 1/4")	\$25.00/item
Cardboard sheet (12" x 20").....	\$0.50/item
Econo Wood sheet (12" x 12" x 1/8" or 1/4").....	\$3.50/item
Econo Wood sheet (12" x 24" x 1/8" or 1/4").....	\$7.00/item
Laminate Wood sheet (12" x 12" x 1/4")	\$6.00/item
Laminate Wood sheet (12" x 24" x 1/4")	\$12.00/item
LaserMax sheet (12" x 12" x 1/16").....	\$12.50/item
LaserMax sheet (12" x 24" x 1/16").....	\$25.00/item
Specialty items*	Varies based on type

*Specialty items may include engravable parts offered for limited times or special events

VINYL CUTTER

Prices per linear inch are charges for all materials removed from roll/spool/sheet, including blank material or material used by printer for loading/unloading. Vinyl material tiers are determined based on type, color, finish and size, and include applicable transfer material and ink (for printable vinyl).

24" and under width materials

Tier 1 materials	\$0.10/linear inch
Tier 2 materials	\$0.15/linear inch
Tier 3 materials	\$0.25/linear inch
Tier 4 materials	\$0.35/linear inch

25" to 40" width materials

Tier 1 materials	\$0.15/linear inch
Tier 2 materials	\$0.20/linear inch
Tier 3 materials	\$0.35/linear inch
Tier 4 materials	\$0.50/linear inch

41" and larger width materials

Tier 1 materials	\$0.20/linear inch
Tier 2 materials	\$0.30/linear inch
Tier 3 materials	\$0.50/linear inch
Tier 4 materials	\$1.00/linear inch

T-shirts..... \$5.00/shirt

BUTTON MAKER

Prices include all applicable parts to make one button of the purchased type.

1" and 2-1/4" Buttons

Pin-back button	\$0.10/item
Zipper, Magnet, Mirror, and Bottle-Opener buttons.....	\$0.20/item
Keychain button (various types)	\$0.35/item
Mylar accent rings.....	\$0.10/item

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART C

Meeting Room/Auditorium/Facility Fees

	During Library Hours	Before Library Hours	After Library Hours
MAIN LIBRARY			
Auditorium	\$500/four hours + staff costs Not available	\$500/hour + staff costs Staff costs	\$2,500 + staff costs \$2,500 + staff costs
Louis Stokes Wing Lower Level and 1st Floor Lobbies	\$2500	\$250/hour + staff costs	\$2,500 + staff costs
Indoor Reading Garden	No charge	Staff costs	Staff costs
Louis Stokes Wing Conference Rooms (A - E, Legacy Room)	\$2,500 + staff costs	\$500/hour + staff costs	\$2,500 + staff costs
Learning Commons Exclusive Access	Not available	Staff costs	\$500/hour + staff costs
Louis Stokes Wing 10th Floor Lobby	No charge	\$100/hour + staff costs	\$2,500 + staff costs
Cleveland Digital Public Library	Not available	Not available	\$2,500 + staff costs
Eastman Reading Garden	\$100	\$100	\$2,500 + staff costs
Multiple room booking fee	\$50	Included in room charges	Included in room charges
If food served			
BRANCHES			
Branch Meeting Rooms	No charge	Staff costs	Staff costs
If food served	Minimum \$100/two hours	Minimum \$100/two hours	Minimum \$100/two hours

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR OCT 2017

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library	104,927	114,906	525	575	1,078,866	1,173,608	-8.1%
Branches	213,869	262,139	1,004	1,237	2,190,014	2,593,955	-15.6%
Mobile Units	3,320	1,904			29,210	17,843	63.7%
Library for the Blind	43,244	44,409			443,768	475,561	-6.7%
OLBPD BARD	11,186	10,882			121,235	116,787	3.8%
eMedia	38,016	29,426			333,658	299,254	11.5%
TOTAL CIRCULATION	414,562	463,666			4,196,751	4,677,008	-10%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
eBook	22,142	16,872	196,191	169,778	15.6%
eAudiobook	13,717	8,293	114,380	91,071	25.6%
eMusic	391	1,079	5,032	3,604	39.6%
eVideo	503	655	5,727	5,534	3.5%
eMagazines	1,263	2,527	12,328	29,267	-57.9%
TOTAL eCIRCULATION	38,016	29,426	333,658	299,254	11.5%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2017	2016	2017	2016	
Main Library	97	45 minutes	99,130	105,900	75,915	82,159	-7.6%
Branches	527	40 minutes	690,381	786,360	464,007	531,854	-12.8%
TOTAL USAGE	624		789,511	892,260	539,922	614,013	-12.1%

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

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
TOTAL SESSIONS	202,639	121,434	1,496,712	857,533	74.5%

Each session represents a unique user of public wireless internet.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library	35,890	37,498	179	187	377,361	379,222	0%
Branches	183,294	206,560	861	974	1,892,928	2,139,146	-12%
TOTAL VISITS	219,184	244,058			2,270,289	2,518,368	-9.9%

REPORT H

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR OCT 2017**

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLENET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLENET Systems	g Total Circulation (e+f)
Addison	4,693	548	439	858	6,538	352	6,890
Brooklyn	3,135	390	343	554	4,422	307	4,729
Carnegie West	6,362	593	1,204	1,479	9,638	835	10,473
Collinwood	3,608	294	400	506	4,808	448	5,256
East 131st	2,603	383	313	455	3,754	249	4,003
Eastman	9,341	753	1,117	1,456	12,667	1,657	14,324
Fleet	7,570	517	896	1,218	10,201	556	10,757
Fulton	6,056	478	612	981	8,127	734	8,861
Garden Valley	2,508	135	196	261	3,100	176	3,276
Glenville	4,258	230	313	506	5,307	309	5,616
Harvard-Lee	4,911	320	524	736	6,491	643	7,134
Hough	3,311	757	271	500	4,839	231	5,070
Jefferson	2,952	381	865	1,027	5,225	528	5,753
Langston Hughes	4,483	328	389	513	5,713	359	6,072
Lorain	4,708	424	520	806	6,458	488	6,946
Martin Luther King, Jr.	2,873	330	468	746	4,417	477	4,894
Memorial-Nottingham	6,695	439	990	1,544	9,668	933	10,601
Mt. Pleasant	2,072	294	278	388	3,032	196	3,228
Rice	6,658	498	679	1,130	8,965	600	9,565
Rockport	10,354	712	1,028	1,604	13,698	1,235	14,933
South	5,194	516	677	631	7,018	487	7,505
South Brooklyn	8,862	819	1,335	2,051	13,067	1,307	14,374
Sterling	3,433	233	227	401	4,294	252	4,546
Union	2,620	269	209	413	3,511	231	3,742
Walz	8,221	608	1,394	1,706	11,929	883	12,812
West Park	8,080	1,078	2,136	2,954	14,248	1,607	15,855
Woodland	5,012	346	375	608	6,341	313	6,654
TOTAL	140,573	12,673	18,198	26,032	197,476	16,393	213,869

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR OCT 2017**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	6,890	9,105	72,371	84,088	-11,717	-14%
Brooklyn	4,729	5,367	44,281	55,062	-10,781	-20%
Carnegie West	10,473	12,166	116,371	122,980	-6,609	-5%
Collinwood	5,256	6,809	53,075	70,634	-17,559	-25%
East 131st	4,003	4,319	37,260	40,899	-3,639	-9%
Eastman	14,324	18,873	154,458	193,172	-38,714	-20%
Fleet	10,757	12,558	96,626	117,724	-21,098	-18%
Fulton	8,861	12,105	105,690	139,188	-33,498	-24%
Garden Valley	3,276	4,061	31,786	34,180	-2,394	-7%
Glenville	5,616	5,613	52,841	61,041	-8,200	-13%
Harvard-Lee	7,134	8,866	75,095	90,448	-15,353	-17%
Hough	5,070	5,083	42,077	50,027	-7,950	-16%
Jefferson	5,753	6,963	63,525	69,234	-5,709	-8%
Langston Hughes	6,072	8,127	61,276	66,699	-5,423	-8%
Lorain	6,946	8,940	68,690	91,168	-22,478	-25%
Martin Luther King, Jr.	4,894	8,887	54,790	82,933	-28,143	-34%
Memorial-Nottingham	10,601	12,719	108,018	125,423	-17,405	-14%
Mt. Pleasant	3,228	4,126	33,181	38,866	-5,685	-15%
Rice	9,565	11,536	92,696	105,597	-12,901	-12%
Rockport	14,933	16,985	154,826	170,073	-15,247	-9%
South	7,505	8,754	72,244	84,666	-12,422	-15%
South Brooklyn	14,374	16,854	150,108	175,559	-25,451	-14%
Sterling	4,546	5,227	41,569	45,420	-3,851	-8%
Union	3,742	5,455	40,894	59,015	-18,121	-31%
Walz	12,812	13,754	124,866	136,706	-11,840	-9%
West Park	15,855	18,986	169,603	197,929	-28,326	-14%
Woodland	6,654	9,901	71,797	85,224	-13,427	-16%
TOTAL	213,869	262,139	2,190,014	2,593,955	-403,941	-16%

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE OCT 2017**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016			
Addison	4,651	5,342	51,390	53,501	-2,111	-4%	
Brooklyn	3,793	3,908	36,786	40,476	-3,690	-9%	
Carnegie West	8,341	9,498	90,026	103,909	-13,883	-13%	
Collinwood	5,026	7,119	57,837	74,424	-16,587	-22%	
East 131st	8,754	6,441	71,098	73,868	-2,770	-4%	
Eastman	10,125	10,537	101,046	107,280	-6,234	-6%	
Fleet	8,530	9,191	90,334	100,290	-9,956	-10%	
Fulton	6,960	8,864	73,202	85,178	-11,976	-14%	
Garden Valley	3,725	4,252	36,748	43,009	-6,261	-15%	
Glenville	5,502	5,819	50,298	63,593	-13,295	-21%	
Harvard-Lee	7,119	6,589	77,555	77,263	292	0%	
Hough	8,664	7,108	71,434	72,556	-1,122	-2%	
Jefferson	5,160	4,718	48,973	54,520	-5,547	-10%	
Langston Hughes	6,836	8,673	69,817	77,808	-7,991	-10%	
Lorain	7,136	6,524	65,080	70,298	-5,218	-7%	
Martin Luther King, Jr.	5,630	7,693	61,961	78,310	-16,349	-21%	
Memorial-Nottingham	6,092	6,283	57,625	59,075	-1,450	-2%	
Mt. Pleasant	3,641	5,249	41,375	54,705	-13,330	-24%	
Rice	11,385	11,947	108,400	115,902	-7,502	-6%	
Rockport	8,082	9,943	82,493	102,337	-19,844	-19%	
South	4,835	6,278	57,980	63,234	-5,254	-8%	
South Brooklyn	6,657	14,372	108,895	146,164	-37,269	-25%	
Sterling	8,460	9,442	86,897	103,987	-17,090	-16%	
Union	4,937	5,663	52,931	59,444	-6,513	-11%	
Walz	8,180	8,936	81,664	87,720	-6,056	-7%	
West Park	6,849	7,468	73,616	93,907	-20,291	-22%	
Woodland	8,854	8,703	87,467	76,388	11,079	15%	
TOTAL	183,924	206,560	1,892,928	2,139,146	-246,218	-12%	

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS OCT 2017**

Branch	Total Circulation
1 West Park	15,855
2 Rockport	14,933
3 South Brooklyn	14,374
4 Eastman	14,324
5 Walz	12,812
6 Fleet	10,757
7 Memorial-Nottingham	10,601
8 Carnegie West	10,473
9 Rice	9,565
10 Fulton	8,861
11 South	7,505
12 Harvard-Lee	7,134
13 Lorain	6,946
14 Addison	6,890
15 Woodland	6,654
16 Langston Hughes	6,072
17 Jefferson	5,753
18 Glenville	5,616
19 Collinwood	5,256
20 Hough	5,070
21 Martin Luther King, Jr.	4,894
22 Brooklyn	4,729
23 Sterling	4,546
24 East 131st	4,003
25 Union	3,742
26 Garden Valley	3,276
27 Mt. Pleasant	3,228
	213,869

Branch	Attendance
Rice	11,385
Eastman	10,125
Woodland	8,854
East 131st	8,754
Hough	8,664
Fleet	8,530
Sterling	8,460
Carnegie West	8,341
Walz	8,180
Rockport	8,082
Lorain	7,136
Harvard-Lee	7,119
Fulton	6,960
West Park	6,849
Langston Hughes	6,836
South Brooklyn	6,657
Memorial-Nottingham	6,092
Martin Luther King, Jr.	5,630
Glenville	5,502
Jefferson	5,160
Collinwood	5,026
Union	4,937
South	4,835
Addison	4,651
Brooklyn	3,793
Garden Valley	3,725
Mt. Pleasant	3,641
	183,924

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

*Broadway and Fleet service areas merged

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

OTHER TRANSACTIONS

Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
CLEVNET	58,221	69,017	620,928	728,844	-15%
MORE**	0	416	1,794	3,863	-54%
Other Libraries	509	419	4,587	4,648	-1%
TOTAL	58,730	69,852	627,309	737,355	-15%

*Totals included in Main Library and Branch circulation counts
**MORE discontinued as of 5/31/2017

**ANALYSIS OF MAIN LIBRARY
REFERENCE QUESTION LOAD**

Projected	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Mail and Email Reference	14,976	16,884	163,347	201,082	-19%
Interlibrary Loan Requests	413	308	3,929	2,222	77%
TOTAL	1,289	835	9,735	8,511	14%
	16,678	18,027	177,011	211,815	-16%

**CHANGES IN PERMANENT
COLLECTION**

New Titles Added	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Total Items Added	4,491	5,257	44,898	54,313	-17%
	22,053	25,049	209,571	226,991	-8%

HOURS OPEN

Main Library Branches	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
	200	200	2,032	2,024	0%
	5,751	5,724	58,151	59,993	-3%

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

Downloads Users	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
	11,186	10,882	121,235	116,787	4%
	640	660	6,410	6,446	-1%

Included in circulation activity