

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

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,  
Ms. Washington, Ms. Rodriguez (arrived 12:16  
p.m.)

Absent: Mr. Hairston, Mr. Parker

Ms. Washington called the meeting to order at 12:07 p.m.

**Approval of the Minutes**

Mr. Corrigan moved approval of the minutes for the Regular Board Meeting of 2/16/17 and Advocacy Taskforce Meeting of 2/13/17. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

REGULAR BOARD  
MEETING OF  
2/16/17; ADVOCACY  
TAKSFORCE  
MEETING of 2/13/17  
Approved

**COMMUNICATIONS**

Director Thomas stated that there were no communications to be acknowledged.

**MOTION TO TEMPORARIALY SUSPEND THE REGULATIONS**

Ms. Washington stated that because of the Board Work Session scheduled on March 14, 2017 there was no Finance Committee Meeting.

MOTION TO  
TEMPORARILY  
SUSPEND THE  
REGULATIONS  
Approved

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

**FINANCE COMMITTEE REPORT**

Mr. Seifullah presented the following report.

**Resolution to Accept Gifts for February**

(See page 378)

RESOLUTION TO  
ACCEPT GIFTS  
FOR MONTH OF  
FEBRUARY 2017  
Approved

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 is the Gift Report itemizing the gifts received by the Library for the month of February of 2017; now therefore be it

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

Third Amendment to the Year 2017 Appropriation

(See pages 379-384)

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

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 March 13, 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 Third Amendment to the Year 2017 Appropriation Schedule be approved.

Mr. Corrigan asked if the PLF funds were already \$1 million behind this year.

THIRD  
AMENDMENT  
TO THE  
YEAR 2017  
APPROPRI-  
ATION  
Approved

Carrie Krenicky, Chief Financial Officer, stated that the \$1.7 million is "Other Sources" and explained that the total certified amount for PLF remains the same and is \$22.1 million. This Certificate amends only the Special Revenue Funds. There will be a net increase to the Special Revenue Funds of \$1,646.88, for which the appropriation will be amended.

Resolution to Enter Into Agreements And/Or Establish Funding Requests for Telecommunication Services for the E-Rate Funding Year 2017: 07/01/2017 through 06/30/2018

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

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

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

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

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

WHEREAS, On February 22, 2017, the Cleveland Public Library filed an FCC Form 470: Description of Services Requested and Certification Form as required for participation in the discount program. The posting of an FCC Form 470 begins the required 28-day competitive bidding process; and

RESOLUTION  
TO ENTER INTO  
AGREEMENTS  
AND/OR  
ESTABLISH  
FUNDING  
REQUESTS FOR  
TELECOMMUNI-  
CATION  
SERVICES FOR  
THE E-RATE  
FUNDING YEAR:  
07/01/2017  
THROUGH  
06/30/2018  
Approved

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

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

Mr. Corrigan stated that there are no Federal monies involved and asked if there would there be a chance that this could be affected by the Federal Budget cuts through OMB.

Ms. Krenicky stated that they are decreasing; are cutting the voice services. We are currently in year 3 of year 5 for phasing out voice services. We were previously reimbursed at a 90% rate. This year we are reimbursed at a 30% rate.

Ms. Krenicky stated that we do not have much on voice any more. It is minimal and includes the measured business lines that we keep for emergency services.

In response to Mr. Corrigan's inquiry, Ms. Krenicky confirmed that the Ethernet services is an eligible service and is reimbursement at 90%.

Mr. Corrigan stated that because it does not involve federal funds, it involves FCC forcing discounts on suppliers that public entities get because the airwaves are public.

Director Thomas stated that his understanding is that there is a big issue facing us from the Republican budget saying that that would go away. IMLS has been completely eliminated in the Republican budget and those federal funds for libraries would go away.

Director Thomas stated that National Library Legislative Day will be held on April 30-May 1 in Washington, DC.

Library representatives from across the country will meet with legislators to discuss restoring funding to libraries.

Director Thomas invited Trustees to join him in participating in National Library Legislative Day if their schedules permitted.

Ms. Washington asked if we had any sense about where our congressional delegation stood on these budget issues.

Director Thomas stated that typically our delegation has been very favorable to libraries. The idea is to try to get the budget changed from the President's budget to a much more library-friendly budget that comes to Congress.

Mr. Corrigan stated that with e-rate plan he did not understand that the feds paid anything to the vendors but it was merely a program where the vendors are forced to give us discounts because airwaves are owned by the public not by the vendors.

Director Thomas stated that Mr. Corrigan was correct and that one of the Democratic commissioners on the FCC has resigned.

Director Thomas stated that one of the reasons that we are going there is to fight for the push to change how things are being reimbursed by the Commissioners. Although this is not a budget issue per se, it has decision making implications.

Mr. Corrigan stated that this was not a part of the OMB budget but is part of the problem at FCC. The new commissioner is likely to be anti net neutrality among other things.

Resolution to Purchase Filters for Main, Louis Stokes Wing and Lake Shore Buildings' HVAC Equipment from Ketchum & Walton Co.

(See pages 385-398)

Carrie Krenicky, Chief Financial Officer, stated that because we just found out that Library's quote for fitters did not include delivery costs, we are

RESOLUTION  
TO PURCHASE  
FILTERS FOR  
MAIN, LOUIS  
STOKES WING  
AND LAKE  
SHORE  
BUILDINGS'  
HVAC  
EQUIPMENT  
FROM  
KETCHEUM &  
WALTON CO.  
Approved

requesting that the Board amend the last paragraph to include *"for a total cost not to exceed \$146,456.44, including freight of \$4,800, with the expenditure being charged to the General fund account 12100052-52230 (Maintenance Supplies)."*

Mr. Corrigan moved to amend the following resolution as recommended by Ms. Krenicky. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

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

WHEREAS, To continue with the maintenance of the Library's HVAC Equipment, Property Management is requesting approval to replace the prefilters, secondary filters and final carbon filters in the air handling units in the Main Library, Louis Stokes Wing and Lake Shore buildings in order to preserve the quality of air for the protection of the patrons, staff and the library materials; and

WHEREAS, The Property Management department requested quotes from (4) vendors and received the following:

Ketchum & Walton Co	\$141,656.44
Wadsworth Solutions	\$148,682.00
Air Rite Filters	No Bid
Hepner Filters	No Bid

WHEREAS, All vendors were asked to match a provided list of filters and specifications; and

WHEREAS, Property Management recommends the purchase of the filters from Ketchum & Walton Co., as they are the lowest quote meeting the specifications and they have supplied the filters since the Louis Stokes Wing opened; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into a purchase agreement, subject to the Chief Legal Officer's approval, to purchase prefilters, secondary filters and final carbon filters from Ketchum & Walton Co, for a total cost not to exceed \$146,456.44, including freight of \$4,800, with the expenditure being

charged to the General fund account 12100052-52230 (Maintenance Supplies).

In response to Mr. Corrigan's inquiry, Tim Murdock, Director of Property Management, stated that Ketchum & Walton Co is the manufacturer's representative, and the only competing bidder is also a manufacturer's representative. Ketchum was the lowest bidder of two suppliers. Two other companies missed the filter bid deadline.

Mr. Corrigan stated that when we first opened the Louis Stokes Wing, it was probably \$95,000 per year. This is how much they are increasing their price.

Mr. Murdock stated that these special carbon filters remove acidity and chemicals from the air, and typically last between 18 months to two years. These filters are tested between 14-16 months. By the time test results are returned, the life of the filter is soon scheduled to expire.

Mr. Corrigan stated that the prices have increased.

Resolution to Enter into an Agreement with KONE Inc. for Repair Service to Elevator Drives in the Main Library

(See pages 399-405)

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

WHEREAS, The Property Management Department has determined that the DC drives on the elevators in the Main Library complex are obsolete. The elevator drives are located in the controllers and control the energy necessary to safely and smoothly raise and lower the elevator. The drives in the elevators are no longer being manufactured and are nearing the end of their product life cycle; and

WHEREAS, On April 19, 2016, the Library Board of Trustees authorized new drives and software on elevator numbers 20012127 and 20090017. Property Management is planning to replace two elevator drives a year until all 10 have been replaced; and

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

WHEREAS, The Director of Property Management recommends installing new drives and software for two (#20090019 and #20012123) out of eight elevators in the Main Library complex for a total cost of \$39,028. As each drive is being repaired, the parts will be saved in the event parts are needed for the remaining six drives; and

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

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, or his designee, to enter into an agreement with KONE Inc. for the labor and materials to install new drives and software on elevator numbers 20090019 and 20012123 in the amount of \$39,028, subject to approval of the Chief Legal Officer, with the expenditure being charged to 12100053-53310 (Building Repair).

FISCAL  
OFFICER'S  
REPORT

Submitted

Fiscal Officer's Report

(See pages 406-415)

REPORT ON  
INVESTMENTS

Submitted

Report on Investments

(See page 416)

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES

Submitted

Report on Conference and Travel Expenditures

(See pages 417-418)

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 419-420)

**HUMAN RESOURCES COMMITTEE REPORT**

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

REGULAR  
EMPLOYMENT  
REPORT

Approved

Regular Employee Report

(See pages 421-423)



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

Report on Paid Sick Time Used by the Month

(See page 424)

Employee Demographics (EEO-4) Report

(See page 425)

Insurance Summary Report

(See page 426)

**COMMUNITY SERVICES**

Mr. Corrigan submitted the following report.

Resolution to Offer a Food for Fines Program

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

WHEREAS, The Cleveland Public Library has been an enthusiastic supporter of the Cleveland Foodbank's Harvest for Hunger campaign for several years; and

WHEREAS, The Library expresses the desire to join with organizations in northeast Ohio to collectively raise awareness of the hunger issues faced in our region; and

WHEREAS, The Library wishes to sponsor a program called Food for Fines that will offer overdue fine forgiveness in exchange for food donations of the non-perishable food items most in demand at local hunger centers; and

WHEREAS, The procedures to implement the food for fines program will be developed by Administrative staff; now therefore be it

RESOLVED, The Cleveland Public Library will offer an overdue fine forgiveness program called Food for Fines from April 1-30, 2017, in support of the Cleveland

REPORT ON PAID SICK TIME Submitted

EMPLOYEE DEMOGRAPHIC S (EEO-4) REPORT Submitted

INSURANCE SUMMARY REPORT Submitted

RESOLUTION TO OFFRE A FOOD FOR FINES PROGRAM Approved

Foodbank's ongoing efforts to address hunger and food insecurity in Northeast Ohio.

Ms. Rodriguez asked that information on the Food for Fines program be forwarded to the County so that County employees can be informed.

MONTHLY  
ACTIVITY  
REPORT  
Submitted

Monthly Activity Report

(See pages 427-423)

Mr. Corrigan stated that this report reflects circulation activity, electronic media circulation, computer usage as well as walk-in count for Main Library and Branches. Although this report does not need approval, it is available for informational purposes.

BUILDING  
STATUS  
UPDATE  
Presented

Building Status Update

Tim Murdock, Director of Property Management, stated that during a recent rain storm, Mount Pleasant Branch roof top HVAC had been vandalized. Thieves stole copper wiring and tubing was removed from the unit causing it to be nonfunctional. The unit must be replaced at an approximate cost of \$24,730.

Mr. Murdock stated that a couple of years ago, two condensing units were stolen from Hough Branch.

After discussion about how thieves gained access to the roof and the value of copper coils, wiring and piping at scrap yards, Mr. Murdock stated that the roof top HVAC unit should be replaced at Mount Pleasant within several weeks.

Director Thomas stated that this is an unfortunate problem occurring throughout the city.

CPL150  
STRATEGIC  
PLAN  
UPDATE  
Presented

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, reported that Cleveland Urban Design Collaborative (CUDC) has completed the first round of open houses at the Group 3 Branches in the Community Vision Plan: Union, Hough, Walz, Eastman, and West Park. CUDC is evaluating the data they collected at the open houses and they are strategizing as to what the next round of public engagement should look like.

Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, stated that he has received the first set of schematic plans for Carnegie West. Comments to those plans have been forwarded to Osborne who will take all of the comments from the first set and apply them to the schematic designs for the rest of the buildings. After completion, Osborne will submit the full set of schematics for review.

SAFE, WARM &  
DRY UPDATE  
Presented

Advocacy Taskforce Update

Ms. Washington, Chair, Advocacy Taskforce, stated that there was conversation at the Board Work Session regarding the levy and the status of the financial environment of the library. The goal is that in April, Stiefel and the consultant will lay out the recommendations for the Advocacy Taskforce so that recommendations can be presented to the full Board.

ADVOCACY  
TASKFORCE  
UPDATE  
Presented

Joyce Dodrill, Chief Legal Officer, clarified that although Stiefel will attend the Advocacy Taskforce Meeting in April, Burges and Burges will need additional time to complete its survey. The time frame for Burges to complete their survey will be in early May and at that time, they will present to the Advocacy Taskforce.

Mr. Corrigan thanked Ms. Washington for her update.

Friends Board Update

In the absence of Gretchen Faro, Executive Director, Friends of the Cleveland Public Library, Director Thomas announced that the Friends will be having an event for the Superman Exhibit on May 5. The official public Exhibit Opening will be on May 6. Information will be forthcoming.

FRIENDS  
UPDATE  
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas stated that the Library hosted many well attended programs that celebrate diversity such as African American History Month, Lunar New Year, including many other exhibits and displays in various departments. Director Thomas thanked staff for their help with these efforts.

DIRECTOR'S  
REPORT  
Presented

After a brief introduction by Director Thomas, Olivia Hoge, Subject Department Manager, Center for Local and Global History, invited Trustees and anyone interested to view the new sets of photograph prints from the Photograph Collection on the 10th, 6th, and 4th Floors. Brian Meggitt, Adam Jaenke and Ms. Hoge selected 36 photographs from the collection for display in those areas. Mr. Meggitt matted and framed the photographs and Mr. Jaenke worked with Property Management staff to hang the photographs on the 10th floor. These displays have become invitations to engage patrons and talk about the collection and what it contains as well as parts of Cleveland's history that people may not be aware of.

Director Thomas announced that he and several staff members would represent the Library at Ohio Library Council Legislative Day at the Statehouse on March 29, 2017 and invited Trustees to participate if their schedules would allow.

Finally, Director Thomas invited Trustees to join him at National Library Legislative Day in Washington, DC, May 1-2, 2017.

#### **CELEBRATING DIVERSITY**

On February 4<sup>th</sup> CPL, in partnership with the Ohio City Theater Project (OCTP), began offering weekly theater workshops at MLK Jr. Branch, from Feb. 4 through Feb. 25. Using the power of the arts to express, combine and present different points of view, the workshop provided an opportunity to bring community members together and empower them to explore challenging contemporary issues in a safe collaborative setting. The program series began with the OCTP performing a selection from the play *Incendiaries*. "Incendiaries" is based on the race riots that tore through Cleveland's east side Hough neighborhood in the late 1960s, and delves into historical text, trial transcripts and citizen accounts to explore our past conflicts between law enforcement and the communities they serve. A video summary of the performance and the discussion that came after can be viewed online here <https://youtu.be/AwXFrJ0oZls>.

On February 18th in the Louis Stokes Wing Auditorium the Library hosted a lecture by As a New York Times Op-Ed columnist since 2008, Charles M. Blow. Blow shared his perspectives on politics, public opinion and social

justice in America today. He has been ranked on The Root's list of the 100 most influential African-Americans and is the author of a stirring memoir, *Fire Shut Up in My Bones* (2014). Nearly 400 people attended the event.

#### Lunar New Year

The International Languages Department in partnership with the Youth Services Department and Doris Yee of the OLBDP hosted the annual Lunar New Year Event in February. Over 278 patrons attended and were treated to a lively intergenerational family orientated celebration.

#### Music at Main

In celebration of African-American History Month the Jah Messengers, a Cleveland reggae band, performed on February 11th. Sixty-one patrons attended the program.

#### International Languages Programming

International Languages Department Senior Subject Librarian Caroline Han hosted 15 programs featuring Chinese language learning for adults and children. Programs included Tai Chi lessons and martial arts instruction in partnership with Cleveland Confucius Institute. Over 128 patrons participated in these programs.

#### **FIGHTING COMMUNITY DEFICITS**

On February 11st the Memorial Nottingham branch hosted Legal Aid @ the Library. Eighteen attorneys from Coakley Lammert, Cuyahoga Department of Law, Applied Industrial Tech, Walter Haverfield, Department of Labor, Thompson Hine, and Case Western University, volunteered their time in support of this program. Twenty-four law student clerks from Case Western Reserve University and Cleveland Marshall College of Law also participated. Thirty-two families registered for legal assistance.

## **FORMING COMMUNITIES OF LEARNING**

### **PARTNERSHIPS**

Family Passes to the Cleveland Museum of Natural History (CMNH) were available for check out by CPL cardholders at 28 library locations including the Public

Administration Library at City Hall. Learning of this partnership The Cleveland Botanical Gardens and Holden Arboretum have notified the library that would like opt-in to the pass program in the spring of 2017.

### **MOBILE SERVICES**

A soft launch of Services to Seniors started with Jazz concerts on Tuesdays and Buckeye Card Sign-ups every other Monday in February. The Jazz concerts were well attended by the three senior communities visited thus far in February: HCR ManorCare (63 people), Kingsbury Towers (58 people), Springhill Villa (25people). Buckeye Card Sign-ups registered 15 patrons at Springhill Villa on February 13th. The second Buckeye Card sign-up took place at Arbor Park on February 27th.

### **Lunchtime Knitting at PAL**

Public Administration Library Assistant Monica Musser teamed up with Popular Library Manager Sarah Flinn to continue the popular lunchtime knitting program at PAL. A total of 18 patrons attended the knitting class in February. The attendees range from beginners to experts with the more experienced patrons offering their expertise to the beginners.

### **Poetry Out Loud Regional Finals**

The Ohio Center for the Book hosted the first Northeast Regional Poetry Out Loud Semi-finals on February 25th. Ten students competed for a chance to advance to the State Finals on March 4th. The Ohio Center for the Book Poetry Out Loud Fellow, Kisha Nicole Foster was the announcer for the event.

### **Exhibits and Displays**

Main Library staff members created several informative, educational and interesting displays during the month of

February. Exhibits included: a display featuring Black History month created by Business, Economics & Labor Clerk Antoinette Allen, a Valentine's Day display of relationship books presented by Social Sciences Clerk Lisa Malone, an "unnatural creatures" display (e.g., vampires, monsters, etc.) presented by Clerk Lakitha Tolbert, and an astrology display presented by Library Assistant Lakeisha Winstead. Government Documents Clerk Erick Walker also created a display for Black History Month. His display highlighted modern civil rights and featured articles and photographs for Black Lives Matter, Muslim Lives Matter, and LGBTQ Lives Matter.

### **Collection Development Highlights**

The Center for Local and Global History (CLGH) Department Librarian Brian Meggitt continues to process a number of collections including the Charles S. Hackett Collection of images of Cleveland from the 1950s in both positive and negative formats. In addition, Mr. Meggitt matted and framed 36 modern prints drawn from the Photograph Collection to go on permanent display on several floors throughout LSW. CLGH Library Assistant Dan Milich completed updating two CLGH research guides, Guide to City Directories, Criss Cross Directories and A Checklist for Property Research, Library Assistant Lisa Sanchez has added more than 1,200 item descriptions to the Photograph Collection's Unique Item ID project, Library Assistant Adam Jaenke began editing and restoring digital scans from the Jasper Wood Collections negatives and Map Collection Librarian Thomas Edwards added additional information to the ContentDM records for the County of Cuyahoga, county-wide aerial map program: topographic profiles 1978; so far he has completed 4 out of 18 volumes.

Special Collections Librarian Stacie Brisker continues to work with Cataloging staff to reclassify fiction books to LC and Fine Arts Librarian Andy Kaplan continues to process the City Club Anvil Revue collection. He has completed 9 of 27 boxes so far and Fine Arts Librarian Bruce Biddle continues to weed art books, working in the ND section as well as the 5th floor stack area. In addition, Mr. Biddle continues to stock a Little Free Library on Superior and 14th several times per week. Special Collections librarian Ray Rozman has been working with the Kent Practicum student Eileen

Horansky on processing the Emanuel Lasker chess scrapbooks.

Fine Arts & Special Collections Manager Pam Eyerdam and Director of Public Services, John Skrtic met with the Schweinfurth Committee on February 7th. A new committee member was selected from the Cleveland Chapter of the American Institute of Architects, Mr. Carter Edman.

Checkers researcher, Jim Loy donated a series of checkers tournament booklets (1917-1942) and the Rozman family donated a print of the Constitution of the United States of America signed by the 104th US Congress which will be used in displays.

Literature Department staff, under the direction of Manager Amy Dawson, has processed over 1,200 items from the Mike Curtis Collection of Superman Memorabilia. Items have been photographed, processed and described. In addition, labels have been made for about 1/3 of the collection to date.

Pamphlets, books, and promotional items connected with the 2016 Republican National Convention held in Cleveland are currently being assessed by the Social Sciences Department and will be added to the collection.

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

\* A candidate for Mayor of Cleveland called PAL and requested a copy of the City Charter.

\* A patron with an interest in the Great Lakes Expo 1936-1937 stopped in PAL for information. He is interested in recreating the Expo online so people can walk around the exhibits via the computer. PAL staff made a copy of a plan from one of the subject files.

\* A patron used PAL's Codified Ordinances to research housing codes for several cities.

\* Staff assisted a researcher with finding and obtaining images of the Baltimore & Ohio Railroad Depot on Canal Road in Cleveland.

\* Staff assisted researchers with locating and obtaining images of the 1929 Cleveland Clinic Fire. The



researchers are applying modern-day fire forensics to study the event.

\* Staff assisted the Corning Glass Museum with obtaining an image of the Hinds mansion for use in an upcoming exhibition.

\* Staff assisted WKYC with finding and obtaining images of Gleason's Musical Bar on Woodland Avenue for a video segment.

\* Staff assisted a sports writer from Washington D.C. in locating an article from the Cleveland News about the Cleveland Indians training camp. The author had found quotes from the article in other sources, but wanted the original.

\* Staff assisted a local author find photos of the Maryann Colby trial during the 1960s. The pictures of Maryann Colby will be used in an upcoming book about the crimes she committed.

\* Staff helped patron date a photograph of a Cleveland accordion school using the Plain Dealer database and city directories.

\* Inquiry scholarly articles on 'Claude Debussy' composer.

\* The World Chess Hall of Fame requested four portraits from the Chess Players Portraits Collection.

\* A Chess researcher from Europe requested scans of a chess problem from Correspondence Chess, autumn 1972.

\* A Chess researcher from New Zealand requested scans of unpublished chess tournament data by Gaige, and tournament data from Lithuania and Germany.

\* A Chess researcher from Tel Aviv requested scans out of the chess journal La Strategie from 1869.

\* A Local arts curator requested to review archival collection of Cleveland artist William Sommer.

\* A Kent State MLS student requested first edition of Oscar Wilde's The Picture of Dorian Gray.

\* An Editor from the Lincoln Library requested books about the Indians of California.

\* ILL requested Mechanical Proof the Earth is Not a Globe - a 259pp. mimeographed volume claiming the Earth is flat written by Cleveland inventor, Gustav F. Ebding (1887-1975).

\* The National Commission for Cultural Heritage from Lithuania requested information about the architect Stasys Kudokas who came to Cleveland in the 1949. Articles from the Plain Dealer were found about his work.

\* Request for articles from 1892 Harper's Bizarre from a local researcher.

\* A library patron stopped in the Science and Technology department to thank Senior Librarian (and current US Patent and Trademark Office Fellow) Jim Bettinger for assistance in filing his patent. The patented invention he created was available for sale starting in February. The patron said he could not have accomplished this feat without the help of Mr. Bettinger.

\* Government Documents Supervisor Sarah Dobransky and Library Assistant Mona Brown have been helping a patron with military research for her family genealogy project. The records are only available in print and cannot be requested online from the National Archives (being next-of-kin requests only).

\* A school group came through the library looking for history materials, specifically the creation of the Works Progress Administration (WPA). Government Documents Supervisor Sarah Dobransky was able to find original documents from the early 1940s for the students and teacher to copy and use for their research.

\* A researcher emailed the Science and Technology department from Connecticut asking staff to look for the name of a relative in a 1927 book. Cleveland Public Library is the only library owning the book: The Beginnings and Development of Cleveland's Metal Working Industries.

\* A patron emailed Science and Technology to obtain one page from Inland Bird Banding Association News 1965-

1967. Cleveland Public Library is one of 30 libraries worldwide owning the periodical. The patron said the one page was vital for research he is doing in Georgia on banding birds.

\* A Science and Technology Department patron requested Ohio Basic Building Code and Related Codes Removals for 1964-70, 1957-1964, 1979-88, 1988-91, 1979-1992, 1993, and 1994.

\* A Florida resident called the Science and Technology Department and requested 2013, 2012, 2011, 2010 and 2009 Kubota Tractor L2800 DT-1F 4WD prices from The Official Tractor Blue Book Price Digest 1939-2013 models (Price Digests, 2013). Cleveland Public Library is one of only a handful of libraries in the country to own this resource.

\* A student requested books on art therapy. Cleveland Public Library owned several books that were helpful, including Spirited Threads: A Fabric Artist's Passion for Life (1997). CPL is the only library in Ohio owning the book.

\* A patron inquired at the Science and Technology Department about blueprints of buildings and panoramic views of the Great Lakes Exposition. According to WorldCat, the Cleveland Public Library is the only library owning copies of these blueprints, and they are contained in Great Lakes Exposition, June 1936-September 1937, Cleveland: Clippings.

\* A patron phoned the Science and Technology Department from Arizona to ask for copies of American Kennel Club (AKC) Stud Book pages. Only 13 libraries in WorldCat show ownership of the AKC Stud Books, and Cleveland Public Library has the most complete set.

\* A Science and Technology patron asked to see copies of Betty Crocker's books from the 1970's. He wanted to make a particular cookie his mom used to make! The department did own the books he needed.

## 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

Submitted request to **Starting Point** for Out of School Time Early Learning Opportunities programming, to include after-school tutoring (for Third Grade Reading Guarantee) and for two Kindergarten Clubs in 2017. Awarded \$75,000.

Submitted request to the **Mozilla Foundation** to extend our digital literacy pilot initiative.

Submitted pre-application to the **United Black Fund** to partner with A Cultural Exchange to offer their Read Baby Read program.

Submitted all materials to the State of **Ohio Department of Education** for the February 28 reimbursement deadline for the family engagement grant.

Arranged Board and Friends attendance at Friends sponsored table for the **United Way Annual Meeting**.

Attended Friends of the Cleveland Public Library Development Committee meeting.

## PUBLIC SERVICES

### **Outreach & Programming Services**

In the month of February the Library hosted approximately 131 programs ranging from a presentation by New York Times Op-Ed writer and CNBC commentator Charles M. Blow to weekly theater workshops at the Martin Luther King, Jr. Branch. Also during the month the Library offered 125 pre-school story times to children. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes were held at 14 branch locations and Main Library.

On February 4<sup>th</sup> in partnership with the Ohio City Theater Project (OCTP) began offering weekly theater workshops at MLK Jr. Branch. From Feb. 4 through Feb. 25. Using the power of the arts to express, combine and present different points of view, the workshop provided an opportunity to bring community members together and empower them to explore challenging contemporary issues in a safe collaborative setting. The program series began with the OCTP performing a selection from the play *Incendiaries*. *Incendiaries* is based on the race riots that tore through Cleveland's east side Hough neighborhood in the late 1960s, and delves into historical text, trial transcripts and citizen accounts to explore our past conflicts between law enforcement and the communities they serve. A video summary of the performance and the discussion that came after can be viewed online here <https://youtu.be/AwXFrJ0oZls>.

On February 18<sup>th</sup> in the Louis Stokes Wing Auditorium the Library hosted a lecture by As a *New York Times* Op-Ed columnist since 2008, Charles M. Blow. Blow shared his perspectives on politics, public opinion and social justice in America today. He has been ranked on The Root's list of the 100 most influential African-Americans and is the author of a stirring memoir, [\*Fire Shut Up in My Bones\*](#) (2014).

On February 11<sup>st</sup> the Memorial Nottingham branch hosted Legal Aid @ the Library. Eighteen attorneys from Coakley Lammert, Cuyahoga Department of Law, Applied Industrial Tech, Walter Haverfield, Department of Labor, Thompson Hine, and Case Western University, volunteered their

time in support of this program. Twenty-four law student clerks from Case Western Reserve University and Cleveland Marshall College of Law also participated. Thirty-two families registered for legal assistance.

Three sessions of a computer coding workshop series were held at the Fleet Branch. *Coding Pipeline: Get in the Game!* Is taught by a community instructor, Ron Sims, and focuses on an introduction to coding, and game design.

In the month of February the OPS department encumbered \$17,379.86 in support of Library programming.

#### **PARTNERSHIPS**

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

#### **MOBILE SERVICES**

A soft launch of Services to Seniors started with Jazz concerts on Tuesdays and Buckeye Card Sign-ups every other Monday in February. The Jazz concerts were well attended by the three senior communities visited thus far in February: HCR ManorCare (63 people), Kingsbury Towers (58 people), Springhill Villa (25people). Buckeye Card Sign-ups registered 15 patrons at Springhill Villa on February 13<sup>th</sup>. The second Buckeye Card sign-up took place at Arbor Park on February 27th.

#### **MEETING ROOMS**

The total number of requests for Main Library in the month of February was 107 with an estimated total attendance of 2,157. The Library's newly renovated Learning Commons on the 2<sup>nd</sup> floor of the Louis Stokes Wing was reserved 82 times and accommodated over 1,057 guests; this is a 30% increase in use from the month of January. Branch meeting rooms were reserved 285 times with an estimated total attendance of 708. Lakeshore auditorium and meeting rooms were reserved 39 times primarily for staff related activities.

### **Sports Icon Interviews**

Social Science Department Library Assistant Pete Elwell coordinated two Sports Icon Interviews during the month of February with Dan Coughlin. Former Lincoln West High basketball great John Petch was interviewed on February 7<sup>th</sup> and boxing promoter Don Elbaum was interviewed on February 13<sup>th</sup>.

### ***If You Make It, Protect It!***

On February 28<sup>th</sup> Government Documents Supervisor Sarah Dobransky and General Research Collections Manager Don Boozer presented a live webinar for the Federal Depository Library Program (cross-posted to the Patent and Trademark Resource Centers) entitled *If You Make It, Protect It!* which focused on the basics of intellectual property and how it is incorporated into our daily lives.

### ***Genealogy at CPL***

CLGH Librarian Terry Metter conducted two *Genealogy at CPL* programs during the month of February. These programs provide patrons with instruction and guidance on how to access library resources in order to do family history research. The programs were offered at the Fleet Branch on February 4<sup>th</sup> and at Langston Hughes on February 18<sup>th</sup>.

### **Lunchtime Knitting at PAL**

Public Administration Library Assistant Monica Musser teamed up with Popular Library Manager Sarah Flinn to continue the popular lunchtime knitting program at PAL. A total of 18 patrons attended the knitting class in February. The attendees range from beginners to experts with the more experienced patrons offering their expertise to the beginners.

### **Lunar New Year**

The International Languages Department in partnership with the Youth Services Department and Doris Yee of the OLBPD hosted the annual Lunar New Year Event in February. Over 278 patrons attended and were treated to a lively intergenerational family orientated celebration.

### **Music at Main**

In celebration of African-American History Month the *Jah Messengers*, a Cleveland reggae band, performed on February 11<sup>th</sup>. Sixty-one patrons attended the program.

### **International Languages Programming**

International Languages Department Senior Subject Librarian Caroline Han hosted 15 programs featuring Chinese language learning for adults and children. Programs included Tai Chi lessons and martial arts instruction in partnership with Cleveland Confucius Institute. Over 128 patrons participated in these programs.

### **Poetry Out Loud Regional Finals**

The Ohio Center for the Book hosted the first Northeast Regional Poetry Out Loud Semi-finals on February 25<sup>th</sup>. Ten students competed for a chance to advance to the State Finals on March 4<sup>th</sup>. The Ohio Center for the Book Poetry Out Loud Fellow, Kisha Nicole Foster was the announcer for the event.

### **Get Graphic/Femme Fatale Series**

Literature Department Senior Subject Librarian Jean Collins wrapped up the *Femme Fatales* series with *Mockingbird, Volume 1: I Can Explain*, by Chelsea Cain, with art by Kate Niemczyk on February 23<sup>rd</sup>.

### **Main Library Blogs**

The blog of *Roll, Jordan, Roll* was posted for February. The book was a gift from the African American sorority of *Iota Phi Lamda* who established a "bookshelf" at the Cedar Branch of the Cleveland Public Library in the early 1940s. The photographs of *Roll, Jordan, Roll* were created by Doris Ulmann (1882-1934) in collaboration with novelist Julia Peterkin, a project that began in 1929. The book is a *Special Edition* copy of 350 that were produced in 1933.

### **Adult Education**

Business, Economics & Labor Librarian Susan Mullee taught the GED students about FAFSA, the free application for federal student aid, giving them the basics of what FAFSA is and where to find it online and Senior Librarian Sandy Witmer proctored two tests for students during the month of February. Library Assistant Joseph Parnell assisted with proctoring one of the exams.

### **Main Library Book Clubs**

CLGH Department Manager Olivia Hoge conducted a Brown Bag Book Discussion for *The Firebrand and the First Lady* by Patricia Bell-Scott on February 27<sup>th</sup>.



### **Main Library Tours and School Visits**

During the month of February Main Library staff members conducted tours for several groups visiting Main Library including: a group of twenty-seven students and one teacher from a Cleveland State University's Urban Studies class, a design group from Detroit researching the Library and other Cleveland buildings, and a group of 30 individuals from the U.S. Committee for Refugees and Immigrants (USCRI).

### **Exhibits and Displays**

Main Library staff members created several informative, educational and interesting displays during the month of February. Exhibits included: a display featuring Black History month created by Business, Economics & Labor Clerk Antoinette Allen, a Valentine's Day display of relationship books presented by Social Sciences Clerk Lisa Malone, an "unnatural creatures" display (e.g., vampires, monsters, etc.) presented by Clerk Lakitha Tolbert, and an astrology display presented by Library Assistant Lakeisha Winstead. Government Documents Clerk Erick Walker also created a display for Black History Month. His display highlighted modern civil rights and featured articles and photographs for Black Lives Matter, Muslim Lives Matter, and LGBTQ Lives Matter.

### **Main Library Outreach**

Youth Services Department Librarians Lan Gao and Rebecca Price-Donahue conducted a Children's Summer Reading Workshop for Northeast Ohio Regional Library System on February 22<sup>nd</sup>. In addition, Ms. Donahue conducted story times at Cleveland Children's Academy on Mondays and Wednesdays during the month of February.

Social Science Department Librarian Helena Travka hosted librarians from the Foundation Center three Tuesdays during the month of February. During their first visit the Foundation Center librarians received a tour, orientation and then held "office hours" in the Social Science Department to assist the public with grant funding questions. On February 14<sup>th</sup>, they presented a workshop on libraries and grant-funding for CPL staff members and on February 21<sup>st</sup> they presented a program for the public on finding grants for various endeavors. Nineteen patrons attended the public program.

International Department Manager Milos Markovic and CDPL Manager Chatham Ewing attended the Ukrainian Museum

Archives program titled *Digitizing Ukraine* along with a follow-up planning meeting to plot future cooperative arrangements regarding digitization of primary local resources.

During the month of February the International Department staff members collected and processed a total of 4,904 Long Loan items. These efforts served 11 CPL/CLEVNET agencies.

Fine Arts & Special Collections Manager Pam Eyerdam volunteered at the Cleveland Home & Garden Show assisting at the Soldiers & Sailors Monument table display on February 9<sup>th</sup>. She had the opportunity to promote CPL resources related to the monument and the Civil War.

### **Collection Development Highlights**

The Center for Local and Global History (CLGH) Department Librarian Brian Meggitt continues to process a number of collections including the Charles S. Hackett Collection of images of Cleveland from the 1950s in both positive and negative formats. In addition, Mr. Meggitt matted and framed 36 modern prints drawn from the Photograph Collection to go on permanent display on several floors throughout LSW. CLGH Library Assistant Dan Milich completed updating two CLGH research guides, *Guide to City Directories*, *Criss Cross Directories* and *A Checklist for Property Research*, Library Assistant Lisa Sanchez has added more than 1,200 item descriptions to the Photograph Collection's Unique Item ID project, Library Assistant Adam Jaenke began editing and restoring digital scans from the Jasper Wood Collections negatives and Map Collection Librarian Thomas Edwards added additional information to the ContentDM records for the *County of Cuyahoga, county-wide aerial map program: topographic profiles 1978*; so far he has completed 4 out of 18 volumes.

Special Collections Librarian Stacie Brisker continues to work with Cataloging staff to reclassify fiction books to LC and Fine Arts Librarian Andy Kaplan continues to process the *City Club Anvil Revue* collection. He has completed 9 of 27 boxes so far and Fine Arts Librarian Bruce Biddle continues to weed art books, working in the ND section as well as the 5<sup>th</sup> floor stack area. In addition, Mr. Biddle continues to stock a Little Free Library on Superior and 14<sup>th</sup> several times

per week. Special Collections librarian Ray Rozman has been working with the Kent Practicum student Eileen Horansky on processing the *Emanuel Lasker chess scrapbooks*.

Fine Arts & Special Collections Manager Pam Eyerdam and Director of Public Services, John Skrtic met with the Schweinfurth Committee on February 7<sup>th</sup>. A new committee member was selected from the Cleveland Chapter of the American Institute of Architects, Mr. Carter Edman.

Checkers researcher, Jim Loy donated a series of checkers tournament booklets (1917-1942) and the Rozman family donated a print of the Constitution of the United States of America signed by the 104<sup>th</sup> US Congress which will be used in displays.

Literature Department staff, under the direction of Manager Amy Dawson, has processed over 1,200 items from the Mike Curtis Collection of Superman Memorabilia. Items have been photographed, processed and described. In addition, labels have been made for about 1/3 of the collection to date.

Pamphlets, books, and promotional items connected with the 2016 Republican National Convention held in Cleveland are currently being assessed by the Social Sciences Department and will be added to the collection.

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

- A candidate for Mayor of Cleveland called PAL and requested a copy of the City Charter.
- A patron with an interest in the Great Lakes Expo 1936-1937 stopped in PAL for information. He is interested in recreating the Expo online so people can walk around the exhibits via the computer. PAL staff made a copy of a plan from one of the subject files.
- A patron used PAL's Codified Ordinances to research housing codes for several cities.
- Staff assisted a researcher with finding and obtaining images of the Baltimore & Ohio Railroad Depot on Canal Road in Cleveland.
- Staff assisted researchers with locating and obtaining images of the 1929 Cleveland Clinic Fire.

- The researchers are applying modern-day fire forensics to study the event.
- Staff assisted the Corning Glass Museum with obtaining an image of the Hinds mansion for use in an upcoming exhibition.
- Staff assisted WKYC with finding and obtaining images of Gleason's Musical Bar on Woodland Avenue for a video segment.
- Staff assisted a sports writer from Washington D.C. in locating an article from the Cleveland News about the Cleveland Indians training camp. The author had found quotes from the article in other sources, but wanted the original.
- Staff assisted a local author find photos of the Maryann Colby trial during the 1960s. The pictures of Maryann Colby will be used in an upcoming book about the crimes she committed.
- Staff helped patron date a photograph of a Cleveland accordion school using the Plain Dealer database and city directories.
- Inquiry scholarly articles on 'Claude Debussy' composer.
- *The World Chess Hall of Fame* requested four portraits from the *Chess Players Portraits Collection*.
- A Chess researcher from Europe requested scans of a chess problem from *Correspondence Chess*, autumn 1972.
- A Chess researcher from New Zealand requested scans of unpublished chess tournament data by Gaige, and tournament data from Lithuania and Germany.
- A Chess researcher from Tel Aviv requested scans out of the chess journal *La Strategie* from 1869.
- A Local arts curator requested to review archival collection of Cleveland artist William Sommer.
- A Kent State MLS student requested first edition of Oscar Wilde's *The Picture of Dorian Gray*.
- An Editor from the *Lincoln Library* requested books about the Indians of California.
- ILL requested *Mechanical Proof the Earth is Not a Globe* - a 259pp. mimeographed volume claiming the Earth is flat written by Cleveland inventor, Gustav F. Ebding (1887-1975).
- The National Commission for Cultural Heritage from Lithuania requested information about the architect Stasys Kudokas who came to Cleveland in the 1949.

Articles from the Plain Dealer were found about his work.

- Request for articles from 1892 Harper's Bizarre from a local researcher.
- A library patron stopped in the Science and Technology department to thank Senior Librarian (and current US Patent and Trademark Office Fellow) Jim Bettinger for assistance in filing his patent. The patented invention he created was available for sale starting in February. The patron said he could not have accomplished this feat without the help of Mr. Bettinger.
- Government Documents Supervisor Sarah Dobransky and Library Assistant Mona Brown have been helping a patron with military research for her family genealogy project. The records are only available in print and cannot be requested online from the National Archives (being next-of-kin requests only).
- A school group came through the library looking for history materials, specifically the creation of the Works Progress Administration (WPA). Government Documents Supervisor Sarah Dobransky was able to find original documents from the early 1940s for the students and teacher to copy and use for their research.
- A researcher emailed the Science and Technology department from Connecticut asking staff to look for the name of a relative in a 1927 book. Cleveland Public Library is the only library owning the book: *The Beginnings and Development of Cleveland's Metal Working Industries*.
- A patron emailed Science and Technology to obtain one page from *Inland Bird Banding Association News 1965-1967*. Cleveland Public Library is one of 30 libraries worldwide owning the periodical. The patron said the one page was vital for research he is doing in Georgia on banding birds.
- A Science and Technology Department patron requested Ohio Basic Building Code and Related Codes Removals for 1964-70, 1957-1964, 1979-88, 1988-91, 1979-1992, 1993, and 1994.
- A Florida resident called the Science and Technology Department and requested 2013, 2012, 2011, 2010 and 2009 Kubota Tractor L2800 DT-1F 4WD prices from *The Official Tractor Blue Book Price Digest 1939-2013 models* (Price Digests, 2013).

- Cleveland Public Library is one of only a handful of libraries in the country to own this resource.
- A student requested books on art therapy. Cleveland Public Library owned several books that were helpful, including *Spirited Threads: A Fabric Artist's Passion for Life* (1997). CPL is the only library in Ohio owning the book.
  - A patron inquired at the Science and Technology Department about blueprints of buildings and panoramic views of the Great Lakes Exposition. According to WorldCat, the Cleveland Public Library is the **only** library owning copies of these blueprints, and they are contained in *Great Lakes Exposition, June 1936-September 1937, Cleveland: Clippings*.
  - A patron phoned the Science and Technology Department from Arizona to ask for copies of American Kennel Club (AKC) Stud Book pages. Only 13 libraries in WorldCat show ownership of the AKC Stud Books, and Cleveland Public Library has the most complete set.
  - A Science and Technology patron asked to see copies of Betty Crocker's books from the 1970's. He wanted to make a particular cookie his mom used to make! The department did own the books he needed.

### Staff Development

Business, Economics & Labor Library Assistant Joseph Parnell participated and hosted the 1st Annual CPL Founder's Day Staff Appreciation Gala through the CPL FIT Committee.

Special Collections Library Assistant Bill Chase attended a meeting of Cleveland Public Library's International DUBLIN Literary Award book selection committee. The group made their selections of the best literary novel of 2016 on February 23<sup>rd</sup>.

Special Collections Librarian Ray Rozman attended the *More Product, Less Process* workshop at Case Western University on February 10<sup>th</sup>. The workshop was sponsored by the Society of American Archivists.

### Other Library News

Public Service Managers Don Boozer and Ms. Hoge presented draft procedures for new Main Library Subject

Department display accounts. Subject Departments now have an account to check out library materials to when using items for a display. These Sirsi accounts will show that an item is in a display and for which department.

Final arrangements were made to obtain an Institutional Membership to the Western Reserve Historical Society. Membership cards can be obtained from the Special Collections desk. Any staff member may use the card to visit the library to conduct research.

The View from Alexandria: Edited February Report from Jim Bettinger, CPL's Fellow at the US Patent & Trademark Office (USPTO)

Science and Technology Senior Librarian and current Fellowship Librarian at the United States Patent and Trademark Office Jim Bettinger performed a site visit at San Antonio Public Library from January 23<sup>rd</sup> to 25<sup>th</sup>. SAPL is a Patent and Trademark Resource Center (PTRC), just like Cleveland Public Library and over 80 other academic, public, state, and special libraries across the country.

The Annual PTRC Seminar work is in full swing at the PTRC Office. Mr. Bettinger along with colleagues is working together to inventory and order supplies. The Seminar Task List is assembled ten months prior to the seminar. CPL's Government Documents Supervisor Sarah Dobransky will be attending the seminar on behalf of CPL.

## **Branches**

### **District 2**

**Brooklyn** - For the first time in many years, Property Management has assigned Branch Custodian Lamel to the branch; Mr. Jarvis has replaced the rotating subs and is now present every morning, Monday through Friday. On February 3rd, the Ohio EPA held a public hearing on chemical solvents in the branch meeting room. School visits and day care drop-ins continue and Kids Cafe is averaging a steady 15 lunches per day. Finally, a third computer was added to the Circulation Desk during the week of Feb 13-17.

**Carnegie West** - Tax preparation began February 7th, with most appointments booked by the second week. The Rookwood Room, formerly the West Team administrator's office, has been cleaned, painted, and appointed with temporary furniture, and has available to the public and CPL staff for meetings. Groups using the new room this month include the board for local ensemble Les Délices, the board for Kentucky Gardens, East Tech High alumni, and CPL branch managers from Eastman, Fulton and South conducting interviews. Branch Manager Angela Guinther presented alongside her inter-library loan process improvement committee the team's recommendations for more efficient operations of that department to Deputy Director Cindy Lombardo. Ms. Guinther, Library Assistant Computer Emphasis, Lily Korte, Branch Clerk Latrice Williams, and Page Mario Banks attended the staff gala. Ms. Guinther has scheduled appointments with all state representatives and state senators representing Cleveland in anticipation of Ohio Library Council's legislative day. Innovation grant funded Carnegie West Scholars continues to have twenty to thirty children participate each session. Dads Count at the Library had several families enjoying the pirate-themed activities. (Thank you to the Children's Museum of Cleveland for assisting Carnegie West with both of these quality programs.)

**Fulton** - The Sewing 101 classes are popular; students have made bags, sleep pants and pillow cases. Ms. Bev's Project SUCCESS for teens has been very popular, in which a steady group (15+) of teens are meeting weekly with a Recovery Resources counselor. The Fulton Valentine's Day celebration had karaoke, Valentine's Day card making and candy. The America Reads tutoring program continues to be heavily used by the branch's students.

**Jefferson** - The Jefferson Branch celebrated Black History Month with book displays and a Black History Month Jeopardy Game. There have been many displays throughout the Branch, including New Television Series, Urban Literature, the music of The Grammy's Music Awards, and Black History Month Displays. Thanks to the Friends of the Library, Branch Staff has been using their new Cleveland Museum of Natural History membership. They have checked out kits and Dioramas to complement programming and displays.



**South** - The South Branch celebrated Black History Month with a plethora of displays and programs. In the teen area, a multi-media display features Black Guitar Greats. A special tribute to Jimi Hendrix includes a television on a continuous loop showing famous performance clips and a simulation of Hendrix setting his guitar on fire at the Monterey Pop Festival in 1967. Throughout the Branch, other displays feature famous Blacks in history, science, sports and more. Discovery Day featured Bessie Coleman, who accomplished several "firsts" in the field of aviation both for blacks and women; the program included reading from books, video clips and constructing simple model airplanes. Valentine's Day was celebrated with making personalized cards. Another popular program for children and teens was Teddy Bear Tutu & Bow Tie, in which participants were given stuffed animals and the materials to make a Tutu or a Bow Tie for the stuffed animal. The Knowledge Office informed Branch staff that there was a balance on the Shark Tank/innovation grant account; the Branch purchased a digital drum system. The Guitar program continues to gather children in the afternoon displaying various ranges of skills, not only with the instruments but in some cases vocally.

**South Brooklyn** - South Brooklyn continued its usual services: Kids' Café (free snack program in partnership with Food Bank) provided 20 brown bagged lunches Monday through Friday, 75 bags of free produce for patrons from Food Bank, and College Now Greater Cleveland instructs 6 teens for the Winter Session of impACT the 216! (an ACT prep course offering enhanced math and reading proficiency). Various staff put up displays: the adult side had Blind Date a Book, CD & Movie, "New Year. New Chapter," African-American DVDs/books, and Oscar Movies Past & Present; the children side had Mickey Mouse Valentines & African-American history.

### **District 3**

**Garden Valley** - The Seed Library at Garden Valley circulated seeds to a new patron and received an inquiry from another patron about information sessions to support the large community garden at the Anton Grdina School serving over 800 students. Classes will be scheduled with OSU Extension Services within the next few weeks.

**Hough** - Hough Branch hosted the following programs during the month of February: Black History Month Storytelling Celebration; Hough Branch Community Development Open House; Just Dance Xbox Challenge. Joanna Rivera attended "A day celebrating Black History" program at Mary B. Martin School, and facilitated a program entitled "Tell a Fairy Tale Day". The children at Hough also participated in a Valentine's Day celebration with card, poems, and drawings and patrons had a Blind Date with a Book.

**Martin Luther King, Jr.** - This month highlighted "The Incendiaries with Ohio City Theatre Project (OCTP)". It began with a live performance of an excerpt of the play Incendiaries and continued with a four week theater workshop series to explore the 1966 Hough Uprising in Cleveland. Also various book and DVD displays were set up to celebrate Black History month. Displays included historical figures and events, historical fiction, as well as hair and skin care.

**Sterling** - "We just want the officers to understand how valuable the library is to our community" was the goal of the CMHA Reverse Ride-Along (Sterling Stop). Conceived by Jan Thrope (Inner Visions of Cleveland) with support from Joe Black and the Central Promise Neighborhood, the Ride-Along introduced new CMHA police officers to the positive people and institutions in the Central neighborhood. 18 people including employees of St. Vincent Charity Hospital attended a luncheon and discussion at Sterling.

**Woodland** - Woodland staff continued to highlight the Black History collection, with more than 5 separate displays throughout the library. Programming included: (1) A Poetry & Rap Workshop and Performance; (2) A Black History Trivia program and Black History Beading activity; (3) Oluremi Ann Oliver, a member of Cleveland Black Storytellers, and (4) The movie, *Brother Future*, a modern look back at slavery.

#### **District 4**

**East 131<sup>st</sup>** - Representatives from the Food Bank presented a Heart Healthy program to our youth during one of the Kids Cafe sessions. They offered information on how to use the food pyramid to make healthier food choices. The program ended with a heart healthy smoothie

demonstration that everyone was able to sample. Also East 131 added two new staff members, Computer Emphasis Cherita Vaughn and Children's Librarian Kelli Minter.

**Fleet** - Fleet hosted a genealogy class sponsored by the Local History and TechCentral Departments and a three week video gaming series taught by local technology expert Ron Sims. Fleet Branch celebrated Black History Month with three displays showcasing their collection of books, movies, and African-Americans that contributed to history.

**Harvard-Lee** - Olivia Geaghan and Kevin Moore hosted a presentation by the ACLU titled Access Denied, about voter disenfranchisement for Black History Month. Kristen Schmidt and Ms. Geaghan presented at a Moms First staff training at the YWCA about library resources and early literacy. Ms. Geaghan, Mr. Moore, and Ms. Schmidt started booking community organizations for Summer Reading Club 2017 programming. Mr. Moore conducted an outreach story time at Louis Stokes Day Care Center, and Ms. Geaghan and Ms. Schmidt each conducted story times inside the branch. Harvard-Lee was selected for a special grant-funded HTML and CSS class to be presented by Best Buy, and we are coordinating with JFK High School for March 8.

**Mount Pleasant** - The Mount Pleasant Branch hosted a Have a Slimy Valentine's Day event for the children on February 14. We also hosted an African American Black History Fashion show on February 16. The Youth Services Dept. had a month long contest for children to guess the African American Inventors and Civil Rights leaders. Each Friday during the month of February we showed a Black History movie to the patrons, such as The Life of Miss Jane Pittman. Also throughout the month: Mrs. Scurka helped to deliver the Souper Bowl Soups for the United Way and Community Shares Fundraisers. Mrs. Scurka was also invited to the Fleet Branch Black History Program to lead the audience to sing Lift Every Voice and Sing.

**Rice** - Branch Manager Ginaya Willoughby spoke about branch activities at the monthly Principal Chat n Chew at Harvey Rice Elementary. She also hosted the Marketplace at the St. Luke's community meet and greet. Programs of Yoga, Qigong, Poetic Power, Origami, Knitting, Children's knitting, and Meditation have

continued with a consistent weekly turnout. Impact 216 held its parent meeting and also took a field trip to a local college. We held large community programs this month with Network Night holding over 100 people, and visited Harvey Rice and Sunbeam Elementary to sign up the entire schools for Read Up Rise Up library cards. Manager Ginaya Willoughby attended a community meeting involving summer programming and a resource learning fair. Ms. Willoughby also participated in Leadership Trainings titled Leading Change and Decision Making. The after school snack program fed over 50 children every day after school this month. Rice Branch security cameras remain in-operational, and a temporary wifi router was installed, as we wait for a building upgrade

**Union** - During the month of February, Union Branch provided over 850 lunches for students via Kid's Café. Tutoring is going strong, as about 50 students have utilized free tutor services. In honor of Black History Month, Mr. Gregory Parker hosted "Black History Cinema," with 30 students in attendance. Additionally, Mr. Gregory Parker continues to provide outreach story time services, having read to over 300 students during the month of February. Union Branch hosted a Community Open House as part of the Community Vision Plan on February 23; about 30 patrons participated. In regards to professional development, Mr. Gregory Parker attended Quality Youth Training Workshop, Diversity and Inclusion, and Summer Feeding Training, along with Ms. Marks. Ms. Marks presented at this month's Youth Services meeting on ALA Membership. Ms. Vaughn and Mr. Michael Parker attended Diversity Training, and Ms. Brown attended ALICE Training. Lastly, Mrs. McKnight (LACE) hosted a Mardi Gras program, with 30 students in attendance.

#### **District 5**

**Addison** - The official launch of Ohio Means Jobs Kiosk took place this month. New furniture and partitions were delivered for this remote office. This service will be provided to patrons on Tuesdays, Thursdays, and alternating Fridays. Bookcases will be removed to provide extra room for this new space. A New Chapter: Adult Book Discussion Forum (season six) hosted its first program for the year. Local author, *Jazzy Rose* gave a "book talk" on her first book: *Love Covers the*

*Multitude of All Sin (The first book of parenting instructions).*

**Collinwood** - The Collinwood Branch reports that during the month the Collinwood branch helped 17 patrons with resumes. One patron did report back to LACE, Kristen Galewood that they received the job that she helped her apply for. Additionally, Collinwood offered classes in Basic computer skills, 101 and 102. Pathfinders were created for Lynda, free eBooks and 211 tax information. Unfortunately, Manager, C. Peak had to report that one of our Learning Center's Laptops was taken and is missing. CSU tutors have provided 27 sessions with students so far for the month. Librarian, Adam Tully attended a Teen Summer Reading workshop via NEO Today on the 8<sup>th</sup> and presented on Feb. 22<sup>nd</sup> at the Children's Summer Reading workshop in partnership the Youth Services. Manager, Caroline Peak received an award for the North Collinwood Hall of Fame during a ceremony, "Taste of the Neighborhood" on Feb, 21<sup>st</sup>. The Collinwood Community Youth Academy will present, "A Conversation with Juvenile Court Judge, Michael Ryan" in collaboration with OPS, on Monday, Feb.. 27<sup>th</sup> at 4 pm.

**Glenville** - At Glenville, the tutors from America Reads started back this month. GED classes have been postponed until further notice until they locate an instructor for the class. The Senior Forum Bookclub started back this month. Branch Manager Sharon Jefferson attended the monthly manager's meeting and the Founder's Day Gala.

**Langston Hughes** - The Langston Hughes branch hosted the following programs for the month of February: After school tutoring from America Reads tutors, Mon.-Thurs., starting at 3 p.m.; Learn the basics of Microsoft Word 2010 with our month long computer workshop each Wednesday at 3 p.m. We acknowledged Langston Hughes' birthday and learned about his time here in Cleveland during Happy Birthday Langston Hughes; Wednesday, February 1st at 4 p.m.; History of African American art in Cleveland was explored as we hosted, African American Artists in Cleveland, Tuesday, February 7th at 4 p.m.; children made Valentine's day cards for family and friends as we during, Valentine's Day Excitement! Monday, February 13th at 4 p.m.

**Memorial Nottingham** - For the Month of February the memorial Nottingham Branch hosted the Legal Aid Society

on Saturday February 11<sup>th</sup>. In collaboration with the foreign Literature department the Memorial Nottingham Branch offered Russian Book Clubs and Children's programs on Saturday the 11<sup>th</sup> as well. The chess Club continues on Saturdays and remains popular among community residents. On February 14<sup>th</sup> & 15<sup>th</sup> kids decorated hearts for Valentine's Day during Kid's Café.

On February 16<sup>th</sup> kids filled out and took home worksheets & word puzzles for Black History Month during Kid's Café.

### **OLBPD**

For February 2017, OLBPD circulated 42,310 books and magazines directly to patrons. OLBPD registered 105 new readers to the service. Approximately 641 BARD patrons among 1,634 active users downloaded 10,929 items.

The National Library Service for the Blind and Physically Handicapped (NLS) introduced a new USB breath switch for use with digital talking-book machines. The USB breath switch provides control of all functions of the digital player except power on/off for patrons with severe physical disabilities that prevent them from accessing the player's control buttons. This accessory is compatible with both the standard model and the advanced model players. The breath switch comes with a shirt clip, removable mouth tube, and inline moisture filter. OLBPD can assist eligible patrons with obtaining a breath switch.

On February 28<sup>th</sup>, OLBPD Manager Will Reed and CPL Director of Public Services John Skrtic met with directors at the Cleveland Hearing and Speech Center (CHSC). CHSC is an outpatient facility that provides programs and services in Audiology, Community Center for the Deaf & Hard of Hearing, and speech-language pathology. CHSC also oversees the management of the Regional Infant Hearing Program (RIHP), which services 14 counties in Northeast Ohio. All CHSC departments provide community outreach/education, support groups, student training and advocacy. During the meeting, CHSC directors were provided an overview of CPL and OLBPD services for deaf-blind and hard of hearing patrons, and partnering ideas were explored and discussed on ways CHSC and CPL could work together on inclusive library programming to accommodate the deaf community.

OLBPD Library Assistant Doris Yee participated with CPL's Lunar New Year Celebration: Year of the Rooster on February 4<sup>th</sup>. Ms. Yee worked with Foreign Literature to help plan activities and programs as part of the Lunar New Year event.

OLBPD Library Assistant Ken Redd provided information and talks about the service at the Independence Village Low Vision Group on February 23<sup>rd</sup>; St. Mary of the Woods Low Vision Group on February 23<sup>rd</sup>.

The OLBPD adult book club met on February 10<sup>th</sup> to discuss "Life in Motion: An Unlikely Ballerina" by Misty Copeland.

## **Cleveland Digital Public Library**

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

#### Learning Commons

Cleveland Digital Public Library regularly hosts classes. During February, we regularly hosted CPL Fit Yoga. We in the process of developing new curricular offerings that are derived from the digital gallery, developed with departments and branches at CPL, and coordinated with external partners. Programs will include chess offerings, classes on digitization and video, and classes on using digital coaching tools. Our Digital Hub area has been equipped with laptops that can be reserved for use by the public, and we will continue to offer 3D scanning as a service using a new HP Sprout Scanner.

#### Programs

This month ClevDPL ran a Wikipedia 'Edit-a-Thon' done by staff and had a Valentine's Day card making workshop with three attendees. We coordinated the final Shakespeare workshop, 'Directing Romeo and Juliet' by Michael Mauldin with 63 attendees. We hosted programs by the Foundation Center on Feb. 14<sup>th</sup> and 23<sup>rd</sup> for 23 attendees, and we hosted Indivisible CLE on Feb. 25<sup>th</sup> with 44 attendees.

#### Exhibits

The "Wonder of Shakespeare" remains on display in Brett Hall, and "Making and Faking Shakespeare" was taken down on February 27<sup>th</sup> by Special Collections Staff. "Question

Bridge," a multimedia exhibit exploring the experience of African-American men in America has been regularly on display on the touch wall. Digital Shakespeare remains on display by request in the Digital Hub. We still have a Fourth Folio borrowed from the University of Akron on display in Brett Hall. We continue to have attendance at showings of *Shakespeare the Animated Tales* (Tuesdays and Thursdays at 12:30 and 5) and visitors who take the Wednesday tours.

#### Magic Box

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

#### Videography and Photography

ClevDPL documented library events through photography and video during February. These include: Lunar New Year (Video), Lunar New Year (Photos), Poinsettia Plants (Photos), Valentine's Day Craft (Photos), Music At Main (Video), Music At Main (Photos), John Petch Interview (Video), Don Elbaum Interview (Video), Ukrainian Museum Test Footage (Video), Staff Gala (Photos), Poetry Out Loud (Photos), and Esports (Video).

#### Scanning Assistance

Cleveland Digital Public Library staff assisted over 18 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 February 1<sup>st</sup> and February 25<sup>th</sup> the Cleveland Digital Public Library had 337 visitors.

*KIC Scanners:* 29 KIC Scanner sessions resulting in 924 images/1601.5 MB or a little less than 2 GB of scan volume. We did have some technical difficulty with the KIC scanners this month.

*Digital Gallery:* From February 1, 2017-February 28, 2017 Google Analytics (GA) reports 4845 sessions for 3575 users and 24,274 page views. Per **GA**, our user base



skews toward males, our users are 54% Male and 46% female. Per **GA**, our age breakdown skews towards youth.

The age numbers are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. Per **GA**, the bulk of our users have English set as their language preference; however, we have numbers of Spanish, French, Italian, and German speaking users. Additionally, **GA** user statistics related to location indicate that we have users from the US, United Kingdom, Canada, Italy, Saudi Arabia, Spain, France, Australia, the Netherlands, and Germany. Finally, **GA** shows that we have a diverse group of pages where users were before they came to CPL's ContentDM . Google search is the most common point of entry into our Digital Gallery at 32.92%, with direct access next at 22.89%. Referrals from our library website account for another 18.25%. The referrals from our website have increased. We have 3.26% of our referrals from the library at CSU, which remains a good sign for our collaborative link with Cleveland State. Yahoo & Bing are at levels that should be higher (around 1.5%). Ancestry seems to have dropped way down as a source or referral point, and the Digital Gallery seems to have no significantly active links in from Wikipedia. Our numbers are also low for social media; and our Facebook increased, with around 4% or so coming initially from Facebook. We also have 1.65% of our use coming from Twitter referrals. A deeper look at referrals indicates we are getting some traction in social media with referrals from Twitter and Facebook; use through Pinterest seems to have dropped off.

### **Outreach**

Cleveland Digital Public Library staff spoke with Duraspace staff about a hosted Hyku project. Staff continued to correspond with Euclid Library, the South Lyndhurst/Euclid Historical Society, Hudson Library, the Ukrainian Museum and Archives, Shaker Heights Public Library, and the South Brooklyn Historical Society to discuss potential projects for the Digital Hub. Staff has been working with library counsel to iron out details for providing library services to partner organizations.

Twitter has been introduced as a tool for promoting the Digital Gallery, with some success:

*#coloroutcollections* campaign: total tweets: 3; total impressions/views: 1,470; total engagements: 57  
*general twitter*: tweets: 40; increase in followers: 35; profile visits:1,229; total impressions/views: 31,000

Top viewed tweet: Clearing the street from a heavy fall of snow in February of 1913. The view is looking east from West 9th

### **Collection Development**

Library Staff Does Digitization

Cleveland Digital Public Library staff has scanned 124 items (2,159 files), post processed 239 items (8,714 files), and uploaded 295 items (318 files) into the Digital Gallery. CPL departments uploaded 91 items themselves, and we are glad to see this trend.

### **Preservation**

Preservation staff did the following:

Paper treatments (in sheets): 40 items (62 sheets for simple repair, 26 sheets for complex repair

Book treatments: 59 (13 simple, 46 complex)

Enclosures: 31

Labels printed: 22

Books received: 20

Books returned: 34. Preservation staff has continued disassembly and repair on the American edition of Boydell's Shakespeare Gallery.

### **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 so that we can effectively gather and share information from exhibit areas monitored by our portable monitors (Artens, Hobos, and PEMIIs)

### **Stacks and Collections**

Working with the Center for Local and Global History, ClevDPL reviewed potential stack options for storing oversized maps waiting for appropriate storage in the

map collections. Currently, the best option would be to place appropriate storage racks on the seventh floor of the Louis Stokes Wing in stack areas currently used for general storage.

## **TechCentral**

### **Public Service Technology Projects**

Rockport Branch's new MondoPad was installed and setup on February 2 with the assistance of IT/CLEVNET. Lorain's 3D Scanner was setup again on February 9 after an update caused the previous software to become uninstalled.

TechCentral Manager, CJ Lynce, met with IT/CLEVNET and Grants & Development Coordinator, Tracy Martin on February 15 to discuss upgrading the Lakeshore Facility Computer Lab with grant funds from the Mozilla Foundation.

### **Community Engagement: Visits and Outreach**

TechCentral Manager, CJ Lynce, and TechCentral Coordinator met with Sean Wheeler, Campus Coordinator at Design Lab Early College High School on February 1 to discuss possible partnerships between our two organizations.

Mr. Lynce attended the NEOSTEAM Ecosystem meeting on February 9 at the Cuyahoga County Educational Services Center.

Mr. Lynce, along with Library Assistants, Computer Emphasis Lawrence Clark-Bey and Julie Gabb traveled to the Highland Branch of the Medina County District Library on February 18 to participate in their annual STEAM Day. Over 200 people were in attendance to view the TechCentral Mobile MakerSpace Laser Engraver and 3D printer.

Mr. Lykins attended the NEOSTREAM Conference Advisory Committee Meeting on February 23 at the Cuyahoga County Community College Corporate College East.

Mr. Lynce and Mr. Lykins provided tours of TechCentral at the MakerSpace for several high school groups on February 23.

**LEARNING AND EDUCATION**Marketing *The People's University*

- Met with the Marketing Department re: TPU Logo
- Worked with Nancy Mocsiran to create the initial draft of the Patron Survey; discussed final version of survey with Tim Diamond
- Link to survey appears in the first slide of the updated CPL website and on CPL social media (Facebook and Twitter)
- Requested and received an Office of Education and Learning email address (oel@cpl.org)

*The People's University* Introduction

Introduced the broad framework of *The People's University* to the Subject Department Managers during the Main Managers' February meeting.

*The People's University* Patron Survey

The TPU Patron Survey can be found on the first slider/page of the new CPL website.

Needs Assessment Meetings with Branch/Main Managers'

<b>Date</b>	<b>Branch/Department</b>	<b>Manager(s)</b>	<b>Priorities</b>
1/23/17	TechCentral	C.J. Lynch/Forrest Lykins	Standardized Curriculums
2/21/17	Langston Hughes	William Bradford	Arts and Culture in District 5
2/22/17	Union	Erica Marks	Family Engagement/Early Childhood Literacy
2/23/17	Digital Public Library	Chatam Ewing	Neighborhood Digital Curation; creating digital materials for teachers
2/24/17	Hough	Donna Willingham	Instill the love of reading; programming relevant to Hough patrons
2/24/17	Glenville	Sharon Jefferson	Building Improvements

2/27/17	Rockport	Amiya Hutson	
2/27/17	West Park	Michael Dalby	Adult Basic Literacy Education

### **Other CPL Office of Education and Learning February Endeavors**

#### Meeting with Karen Long

- Lunch meeting with Karen Long re: potential Anisfield-Wolf programming in the branches
- Potential TPU programming in conjunction with the inaugural CSU Arts and Humanities Alive! (AHA!) Festival, specifically related to authors Isabel Wilkerson (*The Warmth of Other Suns*) and Jon Meacham (*American Lion: Andrew Jackson in the White House*)

#### Meeting with Tri-C

Along with C.J. Lynch and John Skrtic, met with Dr. Timothy Cox and Shirley Stineman re: collaboration opportunities. Specifically related to TPU, scheduling Tri-C recruiters to visit Addison and Fleet during the days that the OMJ Employment Specialist is scheduled at the other branch. The recruiter would highlight the short-term workforce development training opportunities that could be subsidized using OMJ scholarships. Tentative start date for Tri-C Collaboration is Monday, March 13.

#### Meeting at Cuyahoga County Library

Along with the Director and Tracey Martin, met with Sari Feldman and her team regarding a potential family engagement collaboration. The proposed program would have entailed applying for grant funding from Albert Ratner as well as other funders for a GED/Early Childhood Education program. At Mr. Ratner's request, the program development is on hold pending group discussions regarding the effectiveness of the current models of GED preparation.

#### Ohio Means Jobs

Along with Carlos Latimer, Pasha Moncrief-Robinson, and Magnolia Peters met with OMJ WIOA Services Manager regarding the CPL|OMJ collaboration. The collaboration began on Tuesday, February 21 at the Addison branch; Wednesday, February 22 at fleet.

Marketing added a dedicated Ohio Means Jobs Tile on homepage linking to OMJ webpage.

Currently, the setup at both Addison and Fleet is temporary; Timothy Murdock has ordered workspace privacy screens.

Scheduled CPL Sub support for the OMJ Employment Specialist to assist with client intake and management.

CPL|OMJ Collaboration February 2017 Statistics

Patrons:

Number of patrons signed-in: 13

Number of patrons who completed OMJ counseling: 13

Number of patrons unable to wait for OMJ counseling: 1

Supplies: Branch computers

Additional comments and observations:

The overall response was generally positive. On average patron wait time is approximately 30 minutes if there are more than 3 people signed up at one time. The process of signing up can be especially lengthy if the patron is a walk-in without a resume. There was one patron who required 30 minutes to help get her set up before the patron could receive the OMJ counseling. One patron was delightfully surprised to be able to accomplish so much at the session which included signing up for a workshop, filing for unemployment, and beginning his job search. Patrons appreciated the help and came away feeling more knowledgeable about the job search. Although some of the patrons were cautious due to unsuccessful past experience getting job help, they were hopeful with this program. Patrons said they would definitely use what they learned from their job search sessions with Ms. Hughley. There was one patron who was unaware of all the applicable resources and services provided by the library such as computer assistance. Patrons appreciated the one on one time dedicated to helping them find jobs. Patrons responded negatively to the suggestions of job fairs and classes. Patrons requested more computer assistance with their job searching. They also mentioned that job searching when kids are monopolizing the computers makes it difficult for them.

There was a language barrier with one participant, A. S., who was having trouble understanding Ms. Hughley and the substitute. He was requesting assistance with unemployment and filing a claim. OMJ had some of his personal information wrong on their website and Ms. Hughley and the substitute were unable to make revisions to the database. He was on hold for nearly an hour before giving up. Ms. Hughley insisted that he call and/or return the next morning.

#### Professional Development

- Winter 2017 Participant in the Cleveland Leadership Center's Civic Leadership Institute
- Watched in the "Libraries = Education: Your Key to Success" webinar and purchased the accompanying book *Transforming Our Image, Building Our Brand: The Education Advantage*.
- Attended the Literacy Cooperative's Read Across America Luncheon with keynote speaker Dr. Dana Suskind, author of *Thirty Million Words: Building a Child's Brain*; currently reading Dr. Suskind's book.

#### Miscellaneous

- Attended the January Youth Services Meeting
- Attended the February Branch Managers Meeting
- Attended the February Main Managers Meeting; introduced the broad framework of TPU
- Established a standing one-on-one meeting with the Director
- Established a standing meeting with Aaron Mason
- Established a standing meeting with Aaron, Tracey, and Marina re: matching (or creating) programming to match grant opportunities
- Participated in a Conference Call with Bob Paponetti re: Project Learn/Parma ABLE
- Sat in a meeting with the Director, Nichole Shabazz, Deb McHamm along with Ms. McHamm's staff re: Children's Book Festival and Author visits
- Participated in a conference call with CMA's Director of Education and Academic Affairs Cyra Levenson re: arts education collaboration
- "Road Trip" visiting several branches with Sherry Parker

- Met with Nichole re: Youth Programming
- Sat in a meeting with Dr. Frederick Frelow re: Say Yes to Education
- Participated in Conference Call with Candance Benson, founder of Camp Tech, Inc. re: possible edtech programming in branches
- Informal Tour of the CPL Archives with Ann Marie Weiland

### **TECHNICAL SERVICES**

Acting Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell, Collections Manager Pam Matthews, Acquisitions Coordinator Alicia Naab, and Technical Services Assistant Eric Hanshaw met with Todd Warhola and Rachel Woods from OverDrive, one of the vendors that CPL uses for eMedia, to discuss the various different tools available on OverDrive's Marketplace website and how to use them most effectively for collection development.

Ms. Jelar Elwell, Ms. Matthews, and Collection Management Librarian Laura Mommers met with Monty Clark, the new Midwest Tape representative for CPL, to discuss and review Midwest Tape's products including hoopla, their streaming service. Ms. Jelar Elwell worked with Chad Lewandowski, hoopla Customer Support Specialist, to implement changes to the hoopla subscription when it was switched from a CLEVNET to a CPL only subscription.

Staff from each of the Technical Services Departments attended a Departmental Group Session led by Ellen Burts-Cooper from the Improve Consulting and Training Group. There was a separate Departmental Group Session for each department in which Ms. Burts-Cooper reviewed the process maps that had already been created for that department and documented any processes that had not yet been mapped. Staff that were unable to attend the group session provided input to Ms. Burts-Cooper through phone or individual meetings.

Ms. Sandy Jelar Elwell, Materials Processing Manager Elizabeth Hegstrom, Technical Services Associate Glennis Blair, Technical Services Senior Clerk Shirley Jones,



and Materials Processing Technician Brenda McIntyre attended the Founder's Day Staff Appreciation Gala.

Acquisitions: Acquisitions Coordinator Alicia Naab verified and received an order of rare materials selected for purchase from the vendor Old Erie Street Bookstore by the Center for Local and Global History. Ms. Naab provided descriptions of the items to Librarian Brian Meggitt in the Center for Local and Global History to be used in creating finding aids for this material.

Ms. Naab and Technical Services Associate Anarie Lanton attended Diversity and Inclusion training. Acquisitions Librarian Leslie Pultorak and Technical Services Associate Glennis Blair attended the ALICE - Active Shooter training.

The Acquisitions Department ordered a total of 6,704 titles and 9,962 items (including periodical subscriptions and serial standing orders); received 11,750 items, 1,347 periodicals, and 239 serials; added 471 periodical items, 109 serial items, 230 paperbacks, and 1,846 comics; and processed a total of 1,552 invoices.

Catalog: Staff cataloged 2,670 titles, including 374 books in 25 different languages, and added 3,270 items for Cleveland Public Library. As Geauga County Public Library (GCPL) joined CLEVNET, the migration of GCPL's records to the Sirsi/Dynix catalog created numerous duplicate records. Information Technology/CLEVNET was able to remove all but about 550 of the duplicates. Senior Librarian Regina Houseman distributed the remaining records among the Catalog Librarians to be merged.

Catalog Manager Andrea Johnson worked with Employee Relations Specialist Crystal Brooks to publicize a Catalog Department position vacancy externally. Ms. Houseman acted as advisor to both CPL.Newcat and CPL.Cat teams in Senior Librarian Dawn Grattino's absence. Ms. Johnson met with the CPL.Newcat team to begin planning for a CLEVNET Technical Services Special Interest Group meeting. Ms. Johnson gave Michelle Miller, Children's Librarian from Glenville, an overview of the department and then Ms. Houseman demonstrated the MARC record, copy and original cataloging, LC classification and shelf listing.

Ms. Houseman participated in a planning session for the Northern Ohio Technical Services Librarians (NOTSL) Spring Meeting. Librarian Perry Huang attended Diversity and Inclusion training and Active Shooter training.

Collection Management: Collection Management selected 1,428 titles, 10,463 copies, and spent \$204,041 in February. 43 telescopes of materials were relocated.

Department staff continued to cover for the absence of a Children's and Young Adult selector in both materials selection and in the processing of Branch discretionary selections, and also to cover the selection of E-Books, Large Print, and Spanish titles, previously done by the Director of Technical Services.

Pam Matthews convened the first District Manager/Collection Management meeting of 2017 and attended two more sessions of the Leadership Development course. Eric Hanshaw attended the February CPL United Way/Community Shares Committee meeting, and also attended a webinar on upcoming Young Adult books for spring 2017.

High Demand: The High Demand staff ordered 1,085 titles and 7,821 items, received and added 740 titles and 11,596 items, and processed 540 invoices.

Carole Brachna, High Demand Manager, was contacted by the Technical Services staff of Geauga County Public Library with some questions about getting started with 9xx ordering. After some changes to their setup, Geauga County staff was able to download their orders into Sirsi.

Mrs. Brachna participated in a one-hour NEO-RLS webinar on motivating staff.

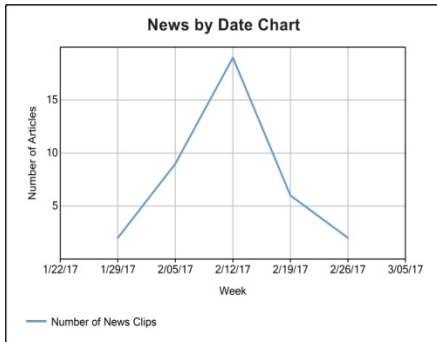
Materials Processing: The Associates cataloged 1,382 new titles for the Cleveland Public Library and added 1,433 records for the CLEVNET libraries. The Associates and Sr. Clerks added 3,191 items. The Technicians worked on 22,148 items.

Doug Huston attended ALICE training.

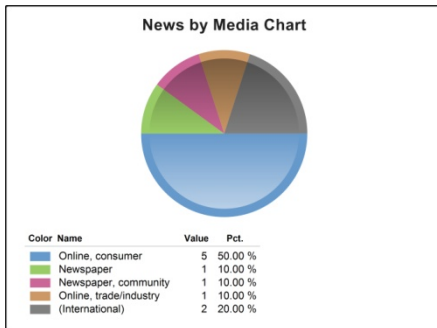
Shelf/Shipping: James Clardy along with the Page Committee began the process of new page recruitment. A total of 75 applicants passed the assessment and will receive an interview.

The staff of the Lake Shore Shelf/Shipping Department sent 103 items to the Main Library for requests and 110 items to fill holds. Main Library received 227 telescopes, the Branches received 744 telescopes, CLEVNET received 3 telescopes, CASE received 5 telescopes, CSU received 3 telescopes, and Tri-C received 5 telescopes. A total of 1,126 telescopes were shipped out. The Technicians sent out 476 items of Foreign material and in total 7,315 new items were sent to the Acquisitions and High Demand Departments.

**MARKETING & COMMUNICATIONS**



Media coverage for the month of February included 47 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$141,651.06. In February, the online media outlets that featured CPL events and programs had a circulation audience of 155,403,034. No singular story about CPL dominated the news in February, but most had to do with CPL programs. Online Consumer accounted for most of the media articles.



Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 1,136 times

on average per day, with an average of 149 clicks to the website per day resulting in a 13% click-through rate for the month. *+libraries cleveland oh* was the most clicked-through phrase. No special ads were run on cleveland.com.

**Facebook**

	2017	2016	YoY	MoM
Net Page Likes	53	45	18%	-51%
Avg Post Reach	1,938	1,056	84%	-2%
Avg Total Reach	3,731	1,534	143%	1%
Average engagement	60	15	300%	28%
Reactions	45	8	463%	36%
Comments	6	1	500%	20%
Shares	9	6	50%	0%

**Twitter**

	2017	2016	YoY	MoM
Top Tweet				
(Impressions)	9,379	2,372	295%	217%
Top Mention				
(Engagements)	624	207	201%	5%
Top Media Tweet				
(Impressions)	5,724	0	0%	166%
Summary				
Tweets	130	52	150%	9%
Tweet Impressions	139,000	55,100	152%	-6%
Profile Visits	4,584	1,962	134%	22%
Mentions	247	261	-5%	41%
New Followers	138	142	-3%	42%

Graphics

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

**PROPERTY MANAGEMENT**Mechanic

- Worked on mowers and leaf blowers.
- Repaired tire to truck 15.
- Took vehicle 29 in for recall service.
- Replaced tail lights on truck 15.
- Repaired gate on truck 8.
- Replaced two tires on vehicles 5,9,and 19
- Repaired tires on drivers two wheeler

- Took car 23 in for body estimate
- Filled pot holes with carpenter at Rockport branch
- Took vehicle 25 in for recall service
- Diversity training for painters, carpenters and mechanic.

### Painters

- Langston Hughes- patched and painted ceiling.
- M.L.K- patched, painted and primed meeting room.
- Carnegie-West- primed and painted backroom and areas from camera installation.
- Main- primed and painted children's area and elevator hall in youth services.
- Main- primed and painted elevator hall in shelf division.
- Eastman- painted parking lot entrance.

### Carpenters

- LSW- installed shelving units on 4<sup>th</sup> floor.
- LSW- removed tile and grid, reinstalled once work was completed.
- LSW- removed broken wheels from custodial carts and installed new ones.
- Harvard-Lee- repaired lock to back door meeting room, also repaired lock and panic bar to parking lot door.
- Carnegie-West- repaired, sanded and stained bench, made decorative coat hanger to match bench.
- Woodland- repaired second set of Stanley doors.
- Fleet- repaired door and cylinder to parking lot door.
- Westpark- build support wall under screw plywood to surface and braced wall with wood studs.
- Rockport- braced joists removed metal shelving, repaired two wooden chairs and filled potholes in parking lot.
- Lakeshore- installed keyboard tray.
- Rice- removed broken lock to custodial closet and replaced with new lock
- Fulton- repaired lock to custodial closet
- Mt. Pleasant- removed broken lock to custodial closet and replaced with new lock set

- South Brooklyn- replaced soap dispenser in men's restroom, installed pencil sharpener on Luigi's desk and removed broken door closure to parking lot door and installed new closure.

#### Maintenance Mechanics

- Lakeshore - Checked sewer pumps, primed/cleaned basement floor drains to eliminate sewage smell.
- LSW - Worked with Conkey on unclogging/re-piping 1<sup>st</sup> floor utility sink in SPS.
- Rice - Early start/O.T., replaced vav box filters under raised floor, secured electrical floor boxes.
- Addison - Replaced belts and filters in AHU's, checked ceiling leak.
- Eastman - Secured/repared 2<sup>nd</sup> floor AHU access panel, checked boilers, checked for source of burning smell.
- Glenville- Continued replacing bad ballasts in branch.
- Westpark- Branch cold, repaired heating system, replaced re-heat thermostat.
- LSW- Removed old UPS units from I.T. and moved to Automation storage.
- Fleet- Boiler PM, repaired lights above manager's desk.
- Carnegie West- Re-installed rebuilt boiler circulation pump.
- Hough- Boiler PM, replaced belts and filters on AHUs.
- LSW- Replaced 10<sup>th</sup> floor north return fan motor/bad bearings.
- Fleet- Repaired leaking staff restroom toilet.
- Rockport- Replaced belts and filters on AHU, checked boilers.
- Jefferson- Boiler PM, replaced belts and filters on AHU.
- MLK- Replaced belts, advanced roll filter, checked/greased blower bearings.

- LSW- Ran power, installed new receptacles for refrigerator on 2<sup>nd</sup> floor/ OPS.
- Fleet- Repaired parking lot/wall lights.
- Woodland- Replaced belts and filters on air handlers and roof top HVAC units.
- Lakeshore- Repaired ice maker on staff lunch room refrigerator.
- E.131- Boiler PM, replaced bad ballasts on main floor.
- Sterling- Boiler and AHU PM.
- Glenville- Replaced bad domestic hot water pump, replaced air compressor pressure switch.
- Woodland/Mobile Services- Checked building power, replaced outlets in staff lunch room.
- Westpark- Boiler and RTU PM.
- Main- Installed replacement LED light fixture above east ramp entrance, moved shelving from Automation storage to Maintenance shop.
- Glenville- Replaced broken coupling on boiler circulation pump.
- Fleet- Checked water fountain, researched replacement parts/units.
- Walz- Installed replacement LED outside light above rear exit.
- Lakeshore- Installed replacement fan cycling controls on AHU #10 chiller, continued cleaning condenser coil.
- Fulton- Relocated doghouse/circuit for children's librarian's desk.
- Langston Hughes- Replaced belts and filters on heat pumps, greased circulation pumps.
- Glenville- Installed low water safety cut-offs for both boilers.
- Fleet- Replaced bulbs/troubleshoot and trace power issue for parking lot pole lights.
- Addison- Replaced back entrance exit light fixture.
- Union- Replaced belts and filters on AHU, checked boilers.
- MLK- Replaced staff workroom faucet.

- Main- Replaced bulbs in globe above 1<sup>st</sup> floor lobby, corrected time on clock.
- LSW- Continued replacing bad ballasts on the 4<sup>th</sup> floor.
- Addison- Met East Ohio Gas for branch shutdown for gas leak repair, replaced stuck isolation gas valve on hot water tank.
- Lakeshore- Repaired light fixture in stacks elevator.
- Rice- Early start w/ Harrington Electric to setup scaffolding for outdoor camera installation.
- South Brooklyn- Replaced broken front entrance exit light fixture.
- Glenville- Installed replacement pressure relief on air compressor.
- Rice- Installed/relocated four new access points for I.T.
- South Brooklyn- Checked natural gas pressure for boilers, East Ohio Gas replaced faulty gas meter, installed low water safety cut-offs for both boilers.
- Mt. Pleasant- Replaced belts and filters on both rooftop HVAC units.
- Walz- Re-installed pneumatic damper actuator for AHU economizer/ calibrated pneumatic controls.
- Glenville- Replaced leaking air vents on both boilers.
- Lakeshore- Rented scissor lift to repair outside pole/parking lot lights, replaced bad bulbs, installed new fixtures.
- Fleet- Sealed gutters above rear exit, replaced outlet in meeting room, replaced ballast in staff lounge.

### **SAFETY & PROTECTIVE SERVICES**

#### **SAFETY SERVICES**

- I attended the Police Advisory Council on February 28<sup>th</sup>.



- A.L.I.C.E. training classes were well received by staff and additional dates have been added.
- Four part time officer positions have been offered to applicants.

## 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
<b>Feb 2017</b>	3574	155	65	109	586	164	80	40
<b>Jan 2017</b>	2920	127	44	112	470	115	80	93
<b>Dec 2016</b>	3087	123	34	108	372	160	68	29
<b>Nov 2016</b>	3404	155	52	113	568	116	74	40
<b>Oct 2016</b>	4127	165	73	118	707	148	81	49
<b>Sept 2016</b>	4074	163	76	136	604	119	69	63
<b>Aug 2016</b>	4866	175	98	170	784	132	70	117
<b>July 2016</b>	4141	155	87	77	697	105	75	46
<b>June 2016</b>	4307	163	82	50	652	120	70	76
<b>May 2016</b>	4694	196	59	143	713	124	90	68
<b>April 2016</b>	4822	161	125	143	845	162	117	68
<b>March 2016</b>	5424	200	129	76	893	156	104	82
<b>Feb 2016</b>	4856	202	89	101	776	184	116	115

### Special Attention, Special Events, and Significant Incidents

- 2/1, a female patron at Fleet branch was asked multiple times to get off her cell phone. The patron later began getting loud and aggressive towards staff stating she needed help. The patron then used inappropriate language towards the Royce guard and when asked to leave began using vulgar language towards staff.
- 2/2, three male juveniles were involved in a physical altercation in the children's section at South Brooklyn branch. The SPS officer posted at the branch intervened and separated the teens. The third teen ran off but the primary aggressors were detained. Both juveniles were issued 30 day expulsions.
- 2/2, a mother entered the South Brooklyn branch and began interrogating children/teens about persons who slapped her daughter. The situation was

- deescalated by the SPS officer on duty and the mother was informed to contact the police.
- 2/2, staff on LSW 2 stated that they were unable to lock the door to conference room B because it was jammed. The bottom bolt on the right hand door was jammed and the carpet showed that the door was forced open. Property management was notified and repaired the door.
  - 2/3, the Royce guard at Addison found a teenage male masturbating and watching pornography in the men's restroom while they were clearing the branch. Male was asked to leave.
  - 2/4, staff from LSW 2 advised SPS that a male patron wearing a multi-colored jacket reached into the concierge desk and grabbed the Mace Screamer Alarm while staff was away. SPS officers responded and item was returned. The patron was given a 7 day expulsion.
  - 2/4, a female staff member at Union reported unwanted advances from a patron. The harassment occurred all day with several uncomfortable approaches. At the end of the day the patron was parked in a white van with tinted windows next to the staff member's vehicle.
  - 2/8, staff at Garden Valley requested SPS for a patron and her family using profane language, as well as unauthorized use of library phone. When staff advised the patron they couldn't use the phone the patron became irate. SPS arrived and spoke to the patron and her family about the patron code of conduct.
  - 2/8, a staff member advised CPD and SPS that she was sexually assaulted by a patron at South branch. When SPS officers interviewed patron, he confessed to making sexual advances on the staff member. Staff member pressed charges against suspect and filed a police report with responding CPD Officers. Suspect was arrested and charged with sexual imposition.
  - 2/8, the SPS officer at South Brooklyn asked dispatch to send branch patrol for a fight involving several females. Fight took place on property outside of the branch and ventured off across the street interrupting the flow of traffic. SPS units responded to help separate and disperse the juveniles. Corresponding females involved were given a verbal expulsion of 30 days.

- 2/8, the SPS officer at Harvard Lee noticed a physical altercation in the parking lot involving a group of juveniles. The officer called for assistance and placed the branch on lockdown until the juveniles dispersed.
- 2/8, the Rice branch SPS officer noticed several physical altercations taking place in the Harvey Rice school parking lot. Royce Officer and SPS officer broke up the altercations.
- 2/9, two juvenile patrons approached the Royce guard inside of MemNott out of concern for their mother who was being assaulted by their younger brother. The mother explained that her son had several mental health issues; CPD and SPS responded a short time later. The juvenile was escorted to University Hospital for further treatment.
- 2/10, Harvard Lee staff reported a large group of kids were gathered around the windows saying there was a shooting. The branch was locked down until the scene was cleared by CPD.
- 2/15, a staff member reported that while helping a male patron she saw a bed bug on the male patron's chest.
- 2/21, a juvenile patron threw a rock at the SPS officer at South Brooklyn branch while she was clearing the entrance of disruptive juveniles. The patron ran around the building but SPS made contact with the male, informing him he will be expelled for 30 days for his actions as well as for hitting another patron in the past. Patron's mother was contacted and advised.
- 2/21, Mt. Pleasant staff was informed of a female patron that was sick in the restroom. The female stated she was alright and while exiting staff noticed a small syringe needle on the floor. The female stated the needle was not hers and it was in there when she entered. Staff noticed multiple needle marks on the female's arms. She was instructed to leave the branch and not return. EMS was not needed.
- 2/27, a male patron at Jefferson branch was observed forcefully striking himself in the head with his own fists. The male was agitated and seemed to be seeing and talking to something he imagined. SPS arrived and tried talking to him. CPD the arrived shortly after and took the male outside to speak to him. It was determined that he didn't

seem to be a threat to harm himself or others, so he was allowed to return to the library.

- 2/28, Lorain branch staff heard screaming coming from inside the restroom. Staff entered and asked if everything was ok but received no answer. Staff noticed a needle and a white woman nodding in and out. EMS and SPS was contacted. SPS arrived on scene first and saw the woman pick up the needle and hide it in her bra. CPD, CFD and EMS then arrived and escorted the woman out. It was discovered the female had MRSA, so staff thoroughly cleaned the restroom.

#### Protective and Fire Systems

- Panic button installations for LSW 2 are scheduled for the week of March 6, 2017.
- One of the LSW outer doors wasn't securing properly so IPS came out to repair the door.

#### Contract Security

- Royce security manager was called in for a meeting regarding his guard's performance and SPS's expectations.
- I will schedule Royce officers to attend upcoming ALICE training classes.

#### Administration

- Video footage given to Euclid PD of Glenville branch after hours. A minivan stolen in an armed carjacking was left at the Glenville parking lot.
- Video footage given to Cleveland Police of the exterior of Harvard Lee branch in regarding a drive by shooting that took place near the Harvard Lee intersection.

### INFORMATION TECHNOLOGY & CLEVNET

#### CLEVNET Projects

- Geauga County Public Library went live on CLEVNET on February 6, 2017. Software staff were on-site at

various locations to assist staff with the transition. Records processed:

351,606 bibliographic records  
513,657 items  
60,621 patrons  
86,805 checkouts  
15,800 holds

- The public catalog was upgraded to the latest version of the software on February 14, 2017. As part of the upgrade, the existing NetNotice interface was also updated to allow patrons to make changes to their notification methods after they have logged into My Account in the public catalog. Patrons will no longer need to log into a separate website to update their notification preferences. Updated instructions were posted at <https://www.clevnet.org/netnotice>
- Active Directory DNS (DC Diagnostics) completed and lingering objects purged for improved AD DNS performance.
- New Domain Controller installed at Perry Public Library for reliability.
- Desktop imaging solution updated for increased PC and laptop models support.
- Medina County District Library's 200mb connection was migrated to a point-to-point with CLEVNET.
- Upgraded Access Points at Birchard Public Library.
- Installed new Network at Bellevue Public Library for VoIP.
- Converted multiple CLEVNET sites to new wireless LAN controller.

#### CPL Projects

- Software staff met with CPL TSD managers to discuss ongoing issues on February 24, 2017.

Staff News

- Andrew Busch and Chris Wisniewski began their new jobs as Solutions Architects.
- Darren Novak, Kyle Guster, Robert Patrick and Larry Finnegan were judges for the Collegiate Cyber Defense Competition for Ohio, Indiana and Wisconsin.

The next quarterly of the CLEVNET Directors will be held on Friday, April 28, 2017, at 9:30 AM at Hudson Library & Historical Society.

Ms. Rodriguez adjourned the Regular Board Meeting at 12:51 p.m.

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Maritza Rodriguez  
President

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Thomas D. Corrigan  
Secretary

## GIFT REPORT FOR FEBRUARY 2017

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	517	1,303
Periodicals	407	410
Publishers Gifts	1	2
Non-Print Materials	37	60
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	962	1,775

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 0	\$ 1,150
Library Fund	Restricted	100	950
Young Fund	Restricted	0	0
Friends Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	2,485
Founders Fund	Restricted	0	0
Ohio Center for the Book	Restricted	900	900
Judd Fund	Restricted	0	0
Lockwood Thompson Fund	Restricted	0	0
Learning Centers	Restricted	0	0
<b>TOTAL MONEY GIFTS</b>		\$ 1,000	\$ 5,485

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	17	32	962	1,775
Money Gifts	2	10	2	10
<b>TOTAL GIFTS</b>	19	42	964	1,785

**Cleveland Public Library  
2017**

March 10, 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)
<b>General Funds</b>							
101	General Fund	\$ 21,352,450.41	\$ 26,357,875.29	\$ 26,357,875.29	\$ 1,777,128.61	\$ 1,777,128.61	\$ -
			\$ 22,115,859.96	\$ 22,115,859.96			
<b>Special Revenue Funds</b>							
201	Anderson	\$ 298,256.67			\$ 19,000.00	\$ 19,000.00	\$ -
202	Endowment for the Blind	\$ 2,315,138.10			\$ 145,000.00	\$ 145,000.00	\$ -
203	Founders	\$ 6,519,469.54			\$ 375,000.00	\$ 382,334.26	\$ 7,334.26
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	\$ -			\$ 220,000.00	\$ 220,000.00	\$ -
228	Lockwood Thompson	\$ 17,630.70			\$ 180,000.00	\$ 180,000.00	\$ -
229	Ohio Center for the Book	\$ -			\$ 900.00	\$ 900.00	\$ -
230	Schweinfurth	\$ 105,500.75			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 355,090.36			\$ 5,170,434.55	\$ 5,170,434.55	\$ -
251	OLBPD	\$ (7,291.61)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
252	LSTA-Know It Now	\$ -			\$ 40,750.00	\$ 35,062.62	\$ (5,687.38)
254	MyCom	\$ (35,658.92)			\$ 75,000.00	\$ 75,000.00	\$ -
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
		\$ 15,943,028.45			\$ 8,274,278.55	\$ 8,273,925.43	\$ 1,646.88
<b>Capital Projects Funds</b>							
401	Building and Repair	\$ 8,876,395.08			\$ 1,330,000.00	\$ 1,330,000.00	\$ -
<b>Permanent Funds</b>							
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	\$ -
		\$ 22,887,010.85			\$ 236,530.00	\$ 286,530.00	\$ -
<b>Agency Funds</b>							
901	Unclaimed Funds	\$ 7,601.54			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ -			\$ -	\$ -	\$ -
		\$ 7,601.54			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An net increase in Other Sources-Special Revenue by \$1,646.88 consisting of a decrease of \$5,687.38 in the MyCom fund to reflect the amount the Library will actually receive for reimbursement for the Kindergarten Club kits and an increase of \$7,334.26 in the Founders fund from the Grace Brody Trust.

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



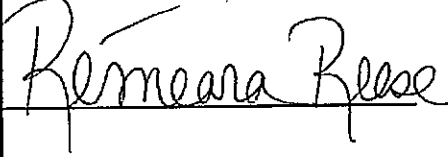
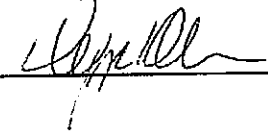
March 13, 2017

To the Board of Library Trustees of the:

Cleveland Library

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

Fund	Unencumbered Balance	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	21,352,450.41	26,357,875.29	22,115,859.96	1,777,128.61	71,603,314.27
Special Revenue	15,943,028.45		0.00	8,275,925.43	24,218,953.88
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
<b>Totals/Subtotals</b>	<b>49,066,485.63</b>	<b>26,357,875.29</b>	<b>22,115,859.96</b>	<b>11,619,584.04</b>	<b>109,159,804.92</b>

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY  
2017 APPROPRIATION: THIRD AMENDMENT  
MARCH 16, 2017**

**GENERAL FUND**

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

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

**CLEVELAND PUBLIC LIBRARY  
2017 APPROPRIATION: THIRD AMENDMENT  
MARCH 16, 2017**

**SPECIAL REVENUE FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	24,217,307.00	1,646.88	24,218,953.88
APPROPRIATION	Prior Fund Balance/ Appropriation	increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	297,114.16	0.00	297,114.16
Endowment for the Blind	2,460,138.10	0.00	2,460,138.10
Founders	4,429,807.18	7,334.26	4,437,141.44
Kaiser	67,388.19	0.00	67,388.19
Kraley	197,152.65	0.00	197,152.65
Library	177,285.26	0.00	177,285.26
Pepke	145,083.10	0.00	145,083.10
Wickwire	1,529,025.40	0.00	1,529,025.40
Wittke	99,248.13	0.00	99,248.13
Young	4,584,457.50	0.00	4,584,457.50
Friends	31,500.00	0.00	31,500.00
Judd	220,000.00	0.00	220,000.00
Lockwood Thompson	197,630.70	0.00	197,630.70
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	155,500.75	0.00	155,500.75
CLEVNET	5,525,524.91	0.00	5,525,524.91
LSTA-OLBPD	1,500,902.39	0.00	1,500,902.39
MyCom	80,091.08	(5,687.38)	74,403.70
Learning Centers	0.00	0.00	0.00
<b>TOTAL APPROPRIATION</b>	<b>21,698,749.50</b>	<b>1,646.88</b>	<b>21,700,396.38</b> (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
<b>BUILDING &amp; REPAIR</b>	<b>10,206,395.08</b>	<b>0.00</b>	<b>10,206,395.08</b> (5)

**PERMANENT FUNDS**

**CLEVELAND PUBLIC LIBRARY  
2017 APPROPRIATION: THIRD AMENDMENT  
MARCH 16, 2017**

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

**AGENCY FUND**

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

**CLEVELAND PUBLIC LIBRARY  
2017 APPROPRIATION: THIRD AMENDMENT  
MARCH 16, 2017**

- (1) Certificate dated February 9, 2017
- (2) Certificate requested March 13, 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. \$8,249,425.43 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.  
( $\$15,943,028.45 + \$8,249,425.43 - \$2,492,057.50 = \$21,700,396.38$ )
- (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.  
( $\$3,671,326.51 + \$236,530.00 - \$784,316.36 = \$3,123,540.15$ )

extra copy

**KETCHUM  WALTON co.**  
MANUFACTURERS' REPRESENTATIVES

Date: March 2, 2017

To: **CLEVELAND PUBLIC LIBRARY**  
325 Superior Avenue  
Cleveland, Ohio 44114

Terms: Net 30 Days  
F.O.B.: Shipping Point  
Freight: Prepaid & Add

Attn: TIM MURDOCH, Facilities Engineering

Quantity	Description	Unit Price	Extended Price
<b>LOUIS STOKES WING</b>			
Replacement Filter Pricing			
<b>AHU -1</b>			
<b>PREFILTERS:</b>			
40	24 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022424	\$ 3.05	\$ 122.00
5	12 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.021224	\$ 2.30	\$ 11.50
<b>SECONDARY FILTERS:</b>			
40	24 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S4412	\$ 42.95	\$ 1,718.00
5	12 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S2412	\$ 37.05	\$ 185.25
<b>FINAL CARBON FILTERS:</b>			
40	24 x 24 x 12 Purafil Purafilter CPS #05-70608-3180 (BOX STYLE)	\$ 409.00	\$ 16,360.00
5	12 x 24 x 12 Purafil Purafilter CPS #05-70608-3780 (BOX STYLE)	\$ 291.00	\$ 1,455.00
<b>TOTAL AIR FILTER MATERIAL COST AHU-1:</b>			<b>\$ 19,851.75</b>

Page 2  
Cleveland Public Library  
2-Mar-17

**AHU -2**

<b>PREFILTERS:</b>				
36	24 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022424	\$	3.05	\$ 109.80
9	12 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.021224	\$	2.30	\$ 20.70
<b>SECONDARY FILTERS:</b>				
36	24 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S4412	\$	42.95	\$ 1,546.20
9	12 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S2412	\$	37.05	\$ 333.45
<b>FINAL CARBON FILTERS:</b>				
36	24 x 24 x 12 Purafil Purafilter CPS #05-70608-3180 (BOX STYLE)	\$	409.00	\$ 14,724.00
9	12 x 24 x 12 Purafil Purafilter CPS #05-70608-3780 (BOX STYLE)	\$	291.00	\$ 2,619.00
<b>TOTAL AIR FILTER MATERIAL COST AHU-2:</b>			<b>\$</b>	<b><u>19,353.15</u></b>

**AHU -3**

<b>PREFILTERS:</b>				
40	24 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022424	\$	3.05	\$ 122.00
10	12 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.021224	\$	2.30	\$ 23.00
<b>SECONDARY FILTERS:</b>				
40	24 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S4412	\$	42.95	\$ 1,718.00
10	12 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S2412	\$	37.05	\$ 370.50
<b>FINAL CARBON FILTERS:</b>				
40	24 x 24 x 12 Purafil Purafilter CPS #05-70608-3180 (BOX STYLE)	\$	409.00	\$ 16,360.00
10	12 x 24 x 12 Purafil Purafilter CPS #05-70608-3780 (BOX STYLE)	\$	291.00	\$ 2,910.00
<b>TOTAL AIR FILTER MATERIAL COST AHU-2:</b>			<b>\$</b>	<b><u>21,503.50</u></b>

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2-Mar-17

**AHU - 4**

<b>PREFILTERS:</b>				
40	24 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022424	\$	3.05	\$ 122.00
10	12 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.021224	\$	2.30	\$ 23.00
<b>SECONDARY FILTERS:</b>				
40	24 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S4412	\$	42.95	\$ 1,718.00
10	12 x 24 x 12 Flanders Rigid Air MERV 14 (95%) #PRP95S2412	\$	37.05	\$ 370.50
<b>FINAL CARBON FILTERS:</b>				
40	24 x 24 x 12 Purafil Purafilter CPS #05-70608-3180 (BOX STYLE)	\$	409.00	\$ 16,360.00
10	12 x 24 x 12 Purafil Purafilter CPS #05-70608-3780 (BOX STYLE)	\$	291.00	\$ 2,910.00
<b>TOTAL AIR FILTER MATERIAL COST AHU-2:</b>				<b>\$ 21,503.50</b>

**AHU - 5**

<b>PREFILTERS:</b>				
20	16 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.021625	\$	2.67	\$ 53.40
<b>SECONDARY FILTERS:</b>				
8	24 x 24 x 12 Flanders Rigid Air/PH MERV 14 #PRP95S4412H	\$	47.95	\$ 383.60
<b>TOTAL AIR FILTER MATERIAL COST AHU-5:</b>				<b>\$ 437.00</b>

**AHU - 6**

<b>PREFILTERS:</b>				
2	20 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022024	\$	2.85	\$ 5.70
4	16 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.021625	\$	2.67	\$ 10.68
<b>TOTAL AIR FILTER MATERIAL COST AHU-6:</b>				<b>\$ 16.38</b>



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 Cleveland Public Library  
 2-Mar-17

**AHU - 7**

<b>PREFILTERS:</b>					
2	16 x 20 x 2 Flanders VP-8 SC Pleated Filters #80085.021620	\$	2.34	\$	4.68
TOTAL AIR FILTER MATERIAL COST AHU-7:				<u>\$</u>	<u>4.68</u>

**AHU - 8**

<b>PREFILTERS:</b>					
4	16 x 20 x 2 Flanders VP-8 SC Pleated Filters #80085.021620	\$	2.34	\$	9.36
4	16 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.021625	\$	2.67	\$	10.68
TOTAL AIR FILTER MATERIAL COST AHU-8:				<u>\$</u>	<u>20.04</u>

**AHU - 9**

<b>PREFILTERS:</b>					
3	16 x 20 x 2 Flanders VP-8 SC Pleated Filters #80085.021620	\$	2.34	\$	7.02
TOTAL AIR FILTER MATERIAL COST AHU-9:				<u>\$</u>	<u>7.02</u>

**AHU - 10**

<b>PREFILTERS:</b>					
3	20 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.022025	\$	2.96	\$	8.88
3	16 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.021625	\$	2.67	\$	8.01
TOTAL AIR FILTER MATERIAL COST AHU-10:				<u>\$</u>	<u>16.89</u>

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2-Mar-17

## MAIN LIBRARY WING

### Replacement Filter Pricing

#### AHU -20

<b>PREFILTERS:</b>				
20	24 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022424	\$	3.05	\$ 61.00
<b>SECONDARY FILTERS:</b>				
20	24 x 24 x 12 Flanders Rigid Air/PH MERV 14 (95%) #PRP95S4412H	\$	47.95	\$ 959.00
<b>FINAL CARBON FILTERS:</b>				
20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$	409.00	\$ 8,180.00
TOTAL AIR FILTER MATERIAL COST AHU-20:				<u>\$ 9,200.00</u>

#### AHU -21

<b>PREFILTERS:</b>				
20	24 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022424	\$	3.05	\$ 61.00
<b>SECONDARY FILTERS:</b>				
20	24 x 24 x 12 Flanders Rigid Air/PH MERV 14 (95%) #PRP95S4412H	\$	47.95	\$ 959.00
<b>FINAL CARBON FILTERS:</b>				
20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$	409.00	\$ 8,180.00
TOTAL AIR FILTER MATERIAL COST AHU-21:				<u>\$ 9,200.00</u>

#### AHU -22

<b>PREFILTERS:</b>				
20	24 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022424	\$	3.05	\$ 61.00
<b>SECONDARY FILTERS:</b>				
20	24 x 24 x 12 Flanders Rigid Air/PH MERV 14 (95%) #PRP95S4412H	\$	47.95	\$ 959.00
<b>FINAL CARBON FILTERS:</b>				
20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$	409.00	\$ 8,180.00
TOTAL AIR FILTER MATERIAL COST AHU-22:				<u>\$ 9,200.00</u>

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Cleveland Public Library  
2-Mar-17

**AHU-23**

<b>PREFILTERS:</b>			
20	24 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022424	\$ 3.05	\$ 61.00
<b>SECONDARY FILTERS:</b>			
20	24 x 24 x 12 Flanders Rigid Air/PH MERV 14 (95%) #PRP95S4412H	\$ 47.95	\$ 959.00
<b>FINAL CARBON FILTERS:</b>			
20	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE)	\$ 409.00	\$ 8,180.00
TOTAL AIR FILTER MATERIAL COST AHU-23:			<u>\$ 9,200.00</u>

**AHU-24**

<b>PREFILTERS:</b>			
4	20 x 20 x 2 Flanders VP-8 SC Pleated Filters #80085.022020	\$ 2.65	\$ 10.60
4	20 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022024	\$ 2.85	\$ 11.40
<b>SECONDARY FILTERS:</b>			
4	20 x 20 x 12 Flanders Rigid Air/PH MERV 14 #PRP950012H	\$ 38.45	\$ 153.80
4	20 x 24 x 12 Flanders Rigid Air/PH MERV 14 #PRP950412H	\$ 45.75	\$ 183.00
<b>FINAL CARBON FILTERS:</b>			
4	20 x 20 x 12 Purafil Purafilter CPS #05-70608-C3C0 (HEADER STYLE)	\$ 386.00	\$ 1,544.00
4	20 x 24 x 12 Purafil Purafilter CPS #05-70608-C380 (HEADER STYLE)	\$ 393.00	\$ 1,572.00
TOTAL AIR FILTER MATERIAL COST AHU-24:			<u>\$ 3,474.80</u>

**AHU-25**

<b>PREFILTERS:</b>			
12	24 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022424	\$ 3.05	\$ 36.60
<b>SECONDARY FILTERS:</b>			
12	24 x 24 x 12 Flanders Rigid Air/PH MERV 14 (95%) #PRP95S4412H	\$ 47.95	\$ 575.40
<b>FINAL CARBON FILTERS:</b>			
12	24 x 24 x 12 Purafil Purafilter CPS #05-70608-C180 (HEADER STYLE) (This unit has two stages of carbon filters)	\$ 409.00	\$ 4,908.00
TOTAL AIR FILTER MATERIAL COST AHU-25:			<u>\$ 5,520.00</u>

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**AHU -26**

<b>PREFILTERS:</b>				
3	20 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022024	\$	2.85	\$ 8.55
2	12 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.021224	\$	2.30	\$ 4.60
TOTAL AIR FILTER MATERIAL COST AHU-26:				<u>\$ 13.15</u>

**AHU -27**

<b>PREFILTERS:</b>				
3	20 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022024	\$	2.85	\$ 8.55
2	12 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.021224	\$	2.30	\$ 4.60
TOTAL AIR FILTER MATERIAL COST AHU-27:				<u>\$ 13.15</u>

**AHU -28**

<b>PREFILTERS:</b>				
6	16 x 20 x 2 Flanders VP-8 SC Pleated Filters #80085.021620	\$	2.34	\$ 14.04
TOTAL AIR FILTER MATERIAL COST AHU-28:				<u>\$ 14.04</u>

**AHU -29**

<b>PREFILTERS:</b>				
3	20 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022024	\$	2.85	\$ 8.55
2	12 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.021224	\$	2.30	\$ 4.60
TOTAL AIR FILTER MATERIAL COST AHU-29:				<u>\$ 13.15</u>

Downtown Total =	\$	128,562.27	0
Villa Angela Total =	\$	13,094.24	
Total =	\$	141,656.47	4

Villa Angela



Date: March 2, 2017

To: CLEVELAND PUBLIC LIBRARY  
325 Superior Avenue  
Cleveland, Ohio 44114

Terms: Net 30 Days  
F.O.B.: Shipping Point  
Freight: Prepaid & Add

Attn: TIM MURDOCH, Facilities Engineering

Quantity	Description	Unit Price	Extended Price
<b>Villa Angela Branch</b>			
Replacement Filter Pricing			
<b>AC-1</b>			
PREFILTERS:			
16	20 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.022025	\$ 2.96	\$ 47.36
TOTAL AIR FILTER MATERIAL COST AC-1:			<u>\$ 47.36</u>
<b>AC-2</b>			
PREFILTERS:			
16	20 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.022025	\$ 2.96	\$ 47.36
TOTAL AIR FILTER MATERIAL COST AC-2:			<u>\$ 47.36</u>
<b>AC-3</b>			
PREFILTERS:			
20	20 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.022025	\$ 2.96	\$ 59.20
4	16 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.021625	\$ 2.67	\$ 10.68
TOTAL AIR FILTER MATERIAL COST AC-3:			<u>\$ 59.20</u>
<b>AC-4</b>			
PREFILTERS:			
4	20 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.022025	\$ 2.96	\$ 11.84

## Villa Angela

12	20 x 20 x 2 Flanders VP-8 SC Pleated Filters #80085.022020	\$	2.65	\$	31.80
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	\$	11.84
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**AC-5****PREFILTERS:**

12	20 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.022025	\$	2.96	\$	35.52
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	\$	35.52
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**AC-6****PREFILTERS:**

16	20 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.022025	\$	2.96	\$	47.36
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	\$	47.36
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**AC-7****PREFILTERS:**

16	20 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.022025	\$	2.96	\$	47.36
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	\$	47.36
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**AC-8****PREFILTERS:**

6	20 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.022025	\$	2.96	\$	17.76
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	\$	17.76
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**AC-9****PREFILTERS:**

4	20 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.022025	\$	2.96	\$	11.84
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4	16 x 25 x 2 Flanders VP-8 SC Pleated Filters #80085.021625	\$	2.67	\$	10.68
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	\$	22.52
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**AC-10****PREFILTERS:**

40	24 x 24 x 2 Flanders VP-8 SC Pleated Filters #80085.022424	\$	3.05	\$	122.00
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**PRIMARY CARBON FILTERS:**

15	24 x 24 x 12 Flanders SuperFlow VC Type 201 #20123G23G0000	\$	329.11	\$	4,936.65
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5	20 x 24 x 12 Flanders SuperFlow VC Type 201 #201923G23G0000	\$	214.67	\$	1,073.35
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## Villa Angela

<b>FINAL CARBON FILTERS:</b>				
15	24 x 24 x 12 Flanders SuperFlow VC Type 101 #10123G23G0000	\$	336.75	\$ 5,051.25
5	20 x 24 x 12 Flanders SuperFlow VC Type 101 #101923G23G0000	\$	225.67	\$ 1,128.35
<b>HEPA FILTERS:</b>				
20	24 x 24 x 12 Flanders SuperFlow VC Type 201 #0-00J-C-08-03-IL-12-00-YY-F	\$	329.33	\$ 6,586.60
TOTAL AIR FILTER MATERIAL COST AHU-2:				<u>\$ 12,311.60</u>
<i>Liebert Rare Book Collection</i>				
<b>PREFILTERS:</b>				
40	17 x 26.5 x 2 Camfil 30/30 Pleated Filter #312000400	\$	3.05	\$ 122.00
TOTAL AIR FILTER MATERIAL COST AHU-2:				<u>\$ 122.00</u>
<i>Purafil Unit</i>				
<b>PREFILTERS:</b>				
2	24 x 24 x 5 Purafil 95% Eff. JFL-90-5 #05-35895-B180	\$	162.18	\$ 324.36
TOTAL AIR FILTER MATERIAL COST AHU-5:				<u>\$ 324.36</u>
Villa Angela Total =				\$ 13,094.24

19,851.75
19,353.15
21,503.50
21,503.50
437.00
16.38
4.68
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<u>141,656.44</u>



Wadsworth Solutions Northwest  
 1500 Michael Owens Way  
 Perrysburg, Ohio 43551  
 Office: (419) 861-8181  
 Fax: (419) 861-3279



www.wadsworthsolutions.com

Wadsworth Solutions Northeast  
 7351 Freeway Circle  
 Middleburg Hts., Ohio 44130  
 Office: (216) 391-7263  
 Fax: (216) 391-3740

TO: Tim Murdock  
 Director of Facilities  
 Cleveland Public Library  
 325 Superior Ave  
 Cleveland, Ohio 44117

Page 1 of 2  
 QUOTE # WC16-472R2

DATE: 2/2/2017

PROJECT: Filter & Carbon Replacement 3 sites Revised

All quotations are for acceptance within 30 days. Contracts are not binding until this company has approved buyer's credit.  
 Unless shown, prices quoted do not include federal or State Sales Taxes.

We are pleased to quote Daikin's AAF products as follows:

1. Villa Angela Library

a. Pre-Filters

Qty (4) Item #172-12-17A26E Perfect Pleat SC M8  
 Qty (110) Item #172-112-800 20x25x2 Pleated Filters  
 Qty (8) Item # 172-112-600 16x25x2 Pleated  
 Qty (12) Item # 172-112-700 20x20x2 Pleated Filters  
 Qty (40) Item # 172-112-863 24x24x2 Pleated Filters  
 Qty (?) Item # 3102041-908 VAR 2+HC SH Merv 15 24x24x4  
 Qty (2) Item # AAF Pk 24x24x5

b. Secondary Filters

Qty (15) Item # 411-500-863 Varisorb HC 24x24x12 SAAF Carb  
 Qty (5) Item # 411-500-859 Varisorb HC 24+20+12 SAAF Carb  
 Qty (15) Item # 411-501-863 Varisorb HC 24x24x12 SAAF Oxid  
 Qty (5) Item # 411-501-859 Varisorb HC 24+20+12 SAAF Oxid

c. Final Filters

Qty (20) Item # 905-00-030 42D20H1T2F0 Ast 1 23-3/8+23-3

2. Louis Stokes Wing

a. Pre-Filters

Qty (156) Item #172-112-863 24x24x2 Pleated Filters  
 Qty (34) Item #172-112-319 12x24x2 Pleated Filters  
 Qty (27) Item # 172-112-600 16x25x2 Pleated Filters  
 Qty (2) Item # 172-112-782 20x24x2 Pleated Filters  
 Qty (3) Item # 172-112-870 25x25x2 Pleated Filters

b. Secondary Filters

Qty (164) Item # 3011087-001 Varicel RF Merv 15 DH 24x24x12  
 Qty (34) Item # 3011087-004 Varicel RF M15 24x12x12

c. Final Filters

Qty (156) Item # 185-110-863 EL RF CPLUS NH 24x24x12  
 Qty (34) Item # 185-110-319 Varicel RF C Plus NH 12x24x12

## 3. Main Library Wing

## a. Pre-Filters

Qty (96)	Item #172-112-863	24x24x2 Pleated Filters
Qty (4)	Item #172-112-700	20x20x2 Pleated Filters
Qty (9)	Item # 172-112-782	20x24x2 Pleated Filters
Qty (6)	Item # 172-112-319	12x24x2 Pleated Filters
Qty (6)	Item # 172-112-500	16x20x2 Pleated Filters

## b. Secondary Filters

Qty (92)	Item # 3011087-001	Varicel RF Merv 15 DH 24x24x12
Qty (4)	Item # 3011087-002	Varicel RF M15 DH 20x24x12
Qty (4)	Item # 3011087-003	Varicel RF M15 DH 20x20x12

## c. Final Filters

Qty (92)	Item # 185-110-863	EL RF CPLUS NH 24x24x12
Qty (5)	Item # 185-110-782	Varicel RF C Plus NH 20x24x12
Qty (40)	Item # 185-110-700	Varicel RF C Plus NH 20x20x12

Sales Tax Not Included. Installation by others.

Total lot price FOB Factory Freight Allowed to site... **\$148,682.00**

Issue PO to Wadsworth Solutions Northeast

Submitted by,  
Mark Meyer and Pete Johnson  
Wadsworth Solutions NE



Wadsworth Solutions Mechanical Equipment Warranty

Mechanical or electrical equipment which is sold by Wadsworth Solutions, for installation by others, on the premises of the ultimate user and within one year after its commissioning, and beneficial operation to the user, or eighteen months from manufacturers shipment (whichever comes first) fails because of defective workmanship, materials or fails to operate at the manufacturers specified performance standards will be repaired or replaced per the original manufacturers specific warranty policies. The product warranty is based solely upon the fact that the installing contractor has installed the equipment strictly within the manufacturers recommended installation guidelines. The installing contractor shall be responsible for all warranty labor associated with the repair or replacement. Devices or components determined to be defective will be repaired or replaced without charge upon delivery, freight prepaid, to a repair center designated by the original manufacturer. Unless otherwise stipulated in a written sales contract covering the equipment the phrase "specified performance standards" means that items will conform with the data and specifications published by their manufacturer which are current when Wadsworth Solutions contracts to sell them. Except for the forgoing, Wadsworth Solutions makes no warranty, either express or implied in fact or by law, with respect to any of the equipment or materials sold pursuant to this instrument as to the merchantability thereof, their fitness for the purpose for which they are sold, or in any other respect. The liability of Wadsworth Solutions resulting from any breach of any warranty shall be limited to the replacement or repair above we provided, and to claims which are presented to Wadsworth Solutions in writing promptly upon discovery by the claimant.

Wadsworth Solutions Mechanical Equipment Start-up Policy

Mechanical or electrical equipment, which is specifically contracted, to be started up by Wadsworth Solutions, will be commissioned to operate to the requirements of the equipment manufacturer. The startup procedure will include completion of the manufacturer's startup forms, the registration of the equipment for the warranty period and removal of all shipping materials. The warranty is defined as the manufacturers standard warranty policy.

The installing contractor shall be responsible to verify the following items have been completed prior to the beginning of the start-up procedure. If any of these items are not complete at the scheduled start-up time additional charges may be incurred if the startup time frame is impacted. All start up service is to be performed during normal working hours and under normal operating conditions, unless otherwise stated within the purchase order.

1. Power wiring to be complete and operational
2. All gas, water or steam piping systems to be complete and operational
3. All duct systems complete and open
4. Temperature control systems are functional and operational
5. Split systems piping shall be pressure tested for leaks and evacuated
6. Split systems shall be re-pressurized and charged with refrigerant holding charge
7. Start-up service does not include furnishing refrigerant or installing refrigerant
8. Long-term stored materials have had the manufacturers recommended maintenance performed

Wadsworth Solutions will warranty our start up service for a period of 30 days after commissioning. Any deficiencies in the start-up procedures, which affect equipment performance, will be corrected on site without charge during this period. Any warranty requirements that occur after the 30-day period but before the completion of the one-year manufacturer's warranty period, the installing contractor will be responsible for any on site labor to correct the problem.



Elevators Escalators

April 15, 2016

Cleveland Public Library  
325 Superior Avenue  
Cleveland OH 44114

Attn: Myron Scruggs

Dear Mr. Scruggs,

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

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

Sincerely,

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

Judy Foreman

KONE Inc.

P 440-546-1100

F 440-546-1106

Email: [judy.foreman@kone.com](mailto:judy.foreman@kone.com)

KONE Inc. Proposal/Contract



February 13, 2017

Tim Murdock  
CLEVELAND PUBLIC LIBRARY  
325 SUPERIOR AVE  
CLEVELAND, OH 44114-1902

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

Subject: Proposal and Contract for Quoted Repair

Property: Cleveland Public Library, #3 Main and #5 Louis Stokes Wing

Dear Mr. Tim Murdock,

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

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

1. Equipment.

#20090019, 20012123

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

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

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

RECEIVED  
FINANCIAL SERVICES  
2017 MAR 23 AM 10:03

Confidential - KONE Inc.

- 3. **Price.** The total price to perform the services described above is \$ \$39,028.00, plus applicable taxes and is based on 50% down payment.
- 4. **Payment Terms.** KONE will invoice Purchaser the down payment amount promptly after Purchaser executes this letter or after KONE starts the services described in this letter. KONE will invoice Purchaser for the balance of the total price promptly after completing the services.
- 5. **General Terms and Conditions.** This letter and the General Terms and Conditions below form the contract between Purchaser and KONE. This contract is effective on the earlier of (a) the date KONE's authorized representative signs below; or (b) the date KONE begins the services described in this letter. This contract expires automatically when KONE completes its services.

Kind Regards,

Judy Nowak  
Sales Consultant

Accepted for KONE INC.

Accepted for PURCHASER

Signature

Signature

Printed Name

Printed Name

Title

Title

Date of Acceptance (Effective Date)

## GENERAL TERMS AND CONDITIONS

**Hours of Service.** Unless expressly provided otherwise in the Agreement, all services will be performed during the regular working hours of the regular working days of the elevator or escalator trade in the location in which the services are performed.

**Cancellation.** Any cancellation or other termination of KONE's services under this contract constitutes a material breach. In such case, Purchaser will pay as a cancellation fee an amount equal the following percentages of the total price or not-to-exceed price: (i) 30% after the date KONE approves the contract; (ii) 80% after the date KONE orders materials; and (iii) 100% after the date KONE starts work.

**Warranty.** KONE warrants the materials and workmanship of the parts delivered under this contract for a period of ninety (90) days from the date services are complete. KONE will in its sole discretion repair or replace any defective part(s) at its material cost. This warranty excludes the price of the labor associated with the repair or replacement of parts, which is the responsibility of Purchaser. KONE is not liable for damage due to normal wear and tear, vandalism, abuse, misuse, neglect, work performed by third parties, or any other cause beyond KONE's control or without its fault. This provision provides an express warranty for parts provided under this contract. All parts covered by the warranty in this contract must be provided by KONE. KONE's warranty becomes null and void when a part is supplied by a third party. Purchaser waives all claims against KONE arising from or related to a part supplied by a third party. Except for this express warranty, KONE disclaims all other warranties of any kind, whether express, implied, statutory or otherwise, to the extent that such other warranties may be disclaimed under applicable law. Purchaser's sole remedy and KONE's sole liability for breach of warranty is repair of existing parts or delivery of conforming parts.

**Payment Terms.** Payment is due net thirty (30) days from the date of the invoice. A charge of the greater of: (i) 1 1/2%; or (ii) the maximum rate permitted by applicable law will be applied to the unpaid balance. Purchaser will reimburse KONE for all costs of collection, including without limitation court costs and reasonable attorneys' fees. If this contract states a total price or a not-to-exceed price to be made in more than one payment, KONE is not obliged to start work until it receives Purchaser's initial payment. If Purchaser fails to make timely payment, any indemnity provided by KONE under this contract is null and void as to any damages that arise during the period of non-payment. Purchaser waives all claims against KONE arising from or related to suspension of services pursuant to this provision.

**Risk of Loss.** KONE will deliver all parts FOB Purchaser's premises and title to such parts will pass to and vest in Purchaser upon full payment of the total price. If Purchaser pays for any parts in full in advance, title to such parts will pass upon receipt of full payment in advance.

**Indemnity.** Purchaser will indemnify, defend, and hold KONE harmless from and against any and all claims, demands, actions, suits, proceedings, judgments, damages, loss, liabilities, costs, or expenses, including without limitation court costs and reasonable attorneys' fees, whether arising from or related to Purchaser's, KONE's, or any third party's negligence, willful misconduct, or acts or omissions in performance of this contract.

**Waiver of Consequential Damages and Claims.** In no event will either party be liable to the other party for indirect, incidental, consequential, special, exemplary, or punitive damages of any kind or nature arising from or related to performance of this contract, including without limitation loss of profits, loss or inaccuracy of data, or loss of use damages, even if the party has been advised of the possibility of such damages and even if under applicable law such damages would not be considered indirect, incidental, consequential, special, exemplary, or punitive damages. Each party hereby waives its rights to such damages to the fullest extent permitted by applicable law. Any waiver of claims, damages, or other rights, whether such rights arise under this contract or by law or in equity, purported to be made by KONE in this contract is null and void and will not be considered in interpreting this contract.

**Insurance.** Purchaser will name KONE as an additional insured on its insurance policy.

**Limitation of Liability.** KONE's total liability for any direct or indirect damages arising under this contract will not exceed the total amount paid by Purchaser to KONE under this contract.

**U.S. Government Sales.** If the product(s) or service(s) provided under this contract are for end use by a federal, state, or local government customer, KONE makes no representations, certifications, or warranties whatsoever with respect to the ability of its product(s), service(s), or price(s) to satisfy any applicable federal, state, or local statutes or regulations, including without limitation the Federal Acquisition Regulation ("FAR").

**Force Majeure.** A party is not liable for failure to perform its obligations under this contract if such failure is beyond its control and without its fault and results from Acts of God (including without limitation fire, flood, earthquake, storm, hurricane, or other natural disaster), labor disputes, strikes, lockouts, or other force majeure events. The non-performing party must promptly notify the other party in writing of the force majeure event and resume performance immediately upon cessation of the event.

**Intellectual Property Rights.** KONE retains all rights, title, and interest, including all intellectual property rights, in and to the written materials it provides to Purchaser or uses to perform this contract, including without limitation shop drawings, technical documentation, and user manuals. KONE or its licensors retain all rights, title, and interest,

Page 4 of 6  
KONE QR Proposal/Contract

Including all intellectual property rights, in and to any software provided with equipment manufactured by KONE. Purchaser will not use such software except in connection with the use and operation of this equipment. Purchaser will not reverse engineer or otherwise attempt to obtain the source code of any software in object code form.

**KONE Property.** KONE will provide Purchaser with any of its information or materials that it provides to its customers generally in the ordinary course of its business. Any tools, devices, or other equipment that KONE uses to perform this contract remains its sole property. If this contract terminates or expires for any reason, Purchaser will give KONE access to the premises to remove such any tools, devices, or other equipment at KONE's expense.

**Miscellaneous.** This contract is governed by the laws of the State of Illinois without regard to or application of its rules on the conflict of laws. The parties expressly exclude the application to this contract of the United Nations Convention on the International Sale of Goods. This contract supersedes all prior written or oral negotiations, commitments, agreements, and understandings between the parties relating to the subject thereof, and constitutes the entire agreement between the parties with respect to the subject matter hereof. The parties agree that any purchase order, work order, agreement, or other terms or conditions provided by Purchaser to KONE concurrent with either party signing this contract or after the effective date of this contract are null and void and will not be considered in interpreting the contract unless such terms and conditions are set forth in a writing signed by KONE and Purchaser. No amendment, modification, cancellation, or alteration of this contract is effective unless made in a writing signed by the parties' authorized representatives. The contract may be executed in multiple counterparts, each of which is an original and all of which taken together constitutes one and the same agreement. This contract may not be modified, amended, canceled, or altered by custom and usage of trade or course of dealing. Any section headings are for convenience only and will not in any way limit the scope or affect the interpretation of any provision of this contract. In the event any part of this contract is determined to be invalid or non-enforceable, the remaining part or provisions will continue in full force and effect. Failure or delay by a party to exercise any right, remedy, power, or privilege accorded by this contract does not constitute a waiver of such right, remedy, power, or privilege. A waiver is effective only if in writing and signed by the waiving party. A written waiver of default will not operate as a waiver of any other default or of the same default in the future. The terms and conditions of this contract that by their sense and context are intended to survive expiration or termination of this contract will so survive, including without limitation the making of all payments hereunder.



~~COPY~~

DOWN PAYMENT INVOICE/RECEIPT

Receipt #: 141803 02/13/2017 Receipt Date: 02/13/2017 Customer PO #:	Area Office: KONE Federal Tax ID #: KONE, INC 36 2357423 6670 W. Snowville Road BRECKSVILLE, OH 44141-3242
Bill To: CLEVELAND PUBLIC LIBRARY 325 SUPERIOR AVE CLEVELAND, OH 44114-1902	Project Location: CLEVELAND PUBLIC LIBRARY 325 & 525 SUPERIOR AVE CLEVELAND, OH 44114-1902
In reference to proposal dated 02/13/2017, Contract Price: \$39,028.00 Down Payment Amount Due: \$19,514.00 Total Down Payment Amount: \$19,514.00	

*TM 2/22/17*  
*Boff*  
*TM 2/22/17*  
*Boff*

Please return this portion with your payment.

Payer: CLEVELAND PUBLIC LIBRARY 325 SUPERIOR AVE CLEVELAND, OH 44114-1902	Receipt #: 141803 02/13/2017 Date: 02/13/2017 Customer #: 141803 Area Office #: 120
Remit To: KONE Inc. 6670 W. Snowville Road BRECKSVILLE, OH 44141-3242	AMOUNT: \$19,514.00

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KONE QR Proposal/Contract

REPORT A

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD FEBRUARY 1 – FEBRUARY 28, 2017

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending February 28, 2017**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	12,530,000.00	0.00	0.00	0.00	\$ 0.00	12,530,000.00
42 Intergovernmental	3,874,549.60	251,366.00	0.00	0.00	\$ 0.00	4,125,915.60
43 Fines & Fees	59,816.41	0.00	0.00	0.00	\$ 0.00	59,816.41
44 Investment Earnings	68,792.88	34,188.24	0.00	6,597.59	\$ 0.00	109,578.71
45 Charges for Services	0.00	2,183,253.15	0.00	0.00	\$ 0.00	2,183,253.15
46 Contributions & Donations	1,150.00	4,335.00	0.00	0.00	\$ 0.00	5,485.00
48 Miscellaneous Revenue	49,932.43	0.00	30,000.00	0.00	\$ 22,103.40	102,035.83
<b>Total Revenues</b>	<b>\$ 16,584,241.32</b>	<b>\$ 2,473,142.39</b>	<b>\$ 30,000.00</b>	<b>\$ 6,597.59</b>	<b>\$ 22,103.40</b>	<b>\$ 19,116,084.70</b>
51 Salaries/Benefits	5,497,902.86	465,482.51	0.00	0.00	\$ 0.00	5,963,385.37
52 Supplies	144,089.06	5,705.56	0.00	0.00	\$ 0.00	149,794.62
53 Purchased/Contracted Services	2,748,522.21	280,194.10	0.00	1,185.25	\$ 0.00	3,029,901.56
54 Library Materials	1,664,892.84	262,566.06	0.00	8,751.12	\$ 0.00	1,936,210.02
55 Capital Outlay	388,720.54	3,641.95	161,551.63	0.00	\$ 0.00	553,914.12
57 Miscellaneous Expenses	46,228.08	880.11	0.00	0.00	\$ 20,522.07	67,630.26
<b>Total Expenditures</b>	<b>\$ 10,490,355.59</b>	<b>\$ 1,018,470.29</b>	<b>\$ 161,551.63</b>	<b>\$ 9,936.37</b>	<b>\$ 20,522.07</b>	<b>\$ 11,700,835.95</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 6,093,885.73</b>	<b>\$ 1,454,672.10</b>	<b>\$(131,551.63)</b>	<b>\$(3,338.78)</b>	<b>\$ 1,581.33</b>	<b>\$ 7,415,248.75</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(101,500.00)	101,500.00	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
<b>Total Other Sources / Uses</b>	<b>\$(1,401,500.00)</b>	<b>\$ 101,500.00</b>	<b>\$ 1,300,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 4,692,385.73</b>	<b>\$ 1,556,172.10</b>	<b>\$ 1,168,448.37</b>	<b>\$(3,338.78)</b>	<b>\$ 1,581.33</b>	<b>\$ 7,415,248.75</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 27,013,868.65</b>	<b>\$ 16,832,090.86</b>	<b>\$ 10,492,034.84</b>	<b>\$ 3,684,678.73</b>	<b>\$ 7,601.54</b>	<b>\$ 58,030,274.62</b>
<b>Current Cash Balance</b>	<b>\$ 31,706,251.18</b>	<b>\$ 18,388,262.96</b>	<b>\$ 11,660,483.21</b>	<b>\$ 3,681,339.95</b>	<b>\$ 9,182.87</b>	<b>\$ 65,445,520.17</b>

Cleveland Public Library  
 Certified Revenue, Appropriations and Balances  
 General Fund  
 For the Period Ending February 28, 2017

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	22,115,860	3,874,550	18,241,310	18%	18%
General Property Tax	23,957,875	12,530,000	11,427,875	52%	54%
Rollback, Homestead, CAT	2,412,490	0	2,412,490	0%	0%
Fines & Fees	399,000	59,816	339,184	15%	16%
Investment Earnings	387,440	68,793	318,647	18%	13%
Contributions	0	1,150	(1,150)	100%	100%
Miscellaneous	1,079,699	49,932	1,029,767	5%	2%
Return of Advances Out	0	0	0	0%	0%
<b>Total</b>	<b>\$ 50,352,364</b>	<b>\$ 16,584,241</b>	<b>\$ 33,768,123</b>	<b>33%</b>	<b>33%</b>
	<b>Appropriation(2)</b>	<b>Expended/ Encumbered</b>	<b>Balance</b>	<b>Percent To Date (3)</b>	<b>Percent Prior Year</b>
Salaries/Benefits	37,285,718	5,546,778	31,738,939	15%	16%
Supplies	1,206,142	486,515	719,627	40%	36%
Purchased Services	11,589,886	7,899,307	3,690,579	68%	67%
Library Materials	10,194,363	4,435,480	5,758,883	44%	39%
Capital Outlay	1,566,470	502,696	1,063,774	32%	31%
Other	164,393	113,722	50,672	69%	49%
<b>Sub Total</b>	<b>\$ 62,006,971</b>	<b>\$ 18,984,498</b>	<b>\$ 43,022,473</b>	<b>31%</b>	<b>31%</b>
Advances Out	0	101,500	(101,500)	100%	100%
Transfers Out	1,300,000	1,300,000	0	100%	100%
<b>Total</b>	<b>\$ 63,306,971</b>	<b>\$ 20,385,998</b>	<b>\$ 42,920,973</b>	<b>32%</b>	<b>33%</b>

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending February 28, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,966,049.11	10,966,049.11	1,547,057.81	0.00	9,418,991.30
51120 Clerical Salaries	10,947,183.68	10,947,183.68	1,572,281.53	0.00	9,374,902.15
51130 Non-Clerical Salaries	1,230,677.60	1,230,677.60	167,093.68	0.00	1,063,583.92
51140 Buildings Salaries	4,488,079.03	4,488,079.03	591,033.78	0.00	3,897,045.25
51150 Other Salaries	548,735.98	548,735.98	77,080.16	0.00	471,655.82
51180 Severance Pay	0.00	141,660.75	201,244.62	0.00	(59,583.87)
51190 Non-Base Pay	311,881.13	311,881.13	33,693.64	0.00	278,187.49
51400 OPERS	4,006,560.61	4,006,560.61	561,596.28	0.00	3,444,964.33
51610 Health Insurance	3,775,744.08	3,775,744.08	648,064.76	0.00	3,127,679.32
51611 Dental Insurance	202,006.32	202,006.32	34,327.20	0.00	167,679.12
51612 Vision Insurance	14,781.84	14,781.84	2,519.96	0.00	12,261.88
51620 Life Insurance	12,420.00	12,420.00	2,112.14	0.00	10,307.86
51625 Short Term Disability Insurance	28,563.36	28,563.36	4,717.71	0.00	23,845.65
51630 Workers Compensation	163,599.67	176,033.51	(2,409.31)	0.00	178,442.82
51640 Unemployment Compensation	20,200.00	26,757.87	202.40	26,557.87	(2.40)
51650 Medicare - ER	381,531.21	383,878.79	54,726.30	293.54	328,858.95
51900 Other Benefits	11,674.66	24,703.97	2,560.20	22,023.93	119.84
<b>Salaries/Benefits</b>	<b>\$37,109,688.28</b>	<b>\$37,285,717.63</b>	<b>\$5,497,902.86</b>	<b>\$48,875.34</b>	<b>\$31,738,939.43</b>
52110 Office Supplies	51,637.75	58,739.46	12,134.94	6,006.48	40,598.04
52120 Stationery	42,700.00	50,607.30	2,678.65	11,610.22	36,318.43
52130 Duplication Supplies	39,850.00	40,959.30	5,156.27	305.85	35,497.18
52140 Hand Tools	3,200.00	3,200.00	0.01	0.00	3,199.99
52150 Book Repair Supplies	72,100.00	82,382.76	22,783.34	598.92	59,000.50
52210 Janitorial Supplies	118,800.00	122,938.28	18,997.23	13,064.06	90,876.99

Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending February 28, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	63,750.00	71,365.80	8,039.96	40,584.39	22,741.45
52230	323,954.00	351,834.82	24,578.20	166,700.99	160,555.63
52240	23,000.00	23,000.00	0.00	0.00	23,000.00
52300	78,000.00	101,334.05	4,564.11	67,603.19	29,166.75
52900	259,050.25	299,779.80	45,156.35	35,951.54	218,671.91
<b>Supplies</b>	<b>\$1,076,042.00</b>	<b>\$ 1,206,141.57</b>	<b>\$ 144,089.06</b>	<b>\$ 342,425.64</b>	<b>\$ 719,626.87</b>
53100	125,000.00	143,524.79	9,403.73	94,121.06	40,000.00
53210	288,616.00	307,648.07	52,028.92	245,097.37	10,521.78
53230	89,000.00	98,376.86	13,092.58	70,132.09	15,152.19
53240	153,000.00	174,133.72	6,588.50	31,331.22	136,214.00
53310	480,800.00	531,989.90	16,655.92	66,669.49	448,664.49
53320	21,200.00	25,631.27	267.50	6,783.58	18,580.19
53340	267,000.00	286,053.74	17,673.96	47,461.49	220,918.29
53350	262,286.46	383,135.32	57,468.73	84,306.64	241,359.95
53360	179,847.00	240,228.78	131,567.59	2,471.78	106,189.41
53370	37,000.00	40,958.92	1,251.85	14,707.07	25,000.00
53380	950,000.00	970,819.40	109,043.85	861,775.55	0.00
53390	62,210.00	65,052.00	0.00	2,842.00	62,210.00
53400	451,885.00	510,524.92	58,985.92	0.00	451,539.00
53510	182,632.64	198,056.94	34,163.76	156,893.18	7,000.00
53520	30,853.20	34,353.78	6,664.36	19,545.86	8,143.56
53610	1,859,045.00	1,984,365.83	297,080.45	1,661,884.52	25,400.86
53620	125,750.00	137,782.40	39,338.11	97,504.76	939.53
53630	787,000.00	810,555.68	29,762.57	773,869.16	6,923.95

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending February 28, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	119,621.28	127,192.40	22,823.71	98,752.55	5,616.14
53710	1,009,985.00	1,661,322.21	99,708.18	623,091.23	938,522.80
53720	653,595.00	740,295.00	0.00	86,700.00	653,595.00
53730	11,000.00	11,000.00	1,439.04	0.00	9,560.96
53800	255,000.00	394,370.46	38,331.38	101,039.08	255,000.00
53900	1,712,076.85	1,712,513.35	1,705,181.60	3,805.25	3,526.50
	<b>\$10,114,403.43</b>	<b>\$ 11,589,885.74</b>	<b>\$ 2,748,522.21</b>	<b>\$ 5,150,784.93</b>	<b>\$ 3,690,578.60</b>
<b>Purchased/Contracted Services</b>					
54110	2,130,000.00	2,795,869.07	334,798.09	576,469.14	1,884,601.84
54120	318,723.65	673,700.02	89,110.21	288,809.99	295,779.82
54210	760,000.00	1,076,484.24	52,002.61	267,309.22	757,172.41
54220	31,000.00	230,878.22	30,386.50	169,187.22	31,304.50
54310	1,765,000.00	2,293,401.76	470,859.20	270,178.20	1,552,364.36
54320	136,000.00	183,737.46	27,850.09	36,293.83	119,593.54
54325	332,000.00	535,171.67	42,397.66	177,469.89	315,304.12
54500	570,000.00	1,212,873.41	488,739.47	149,118.10	575,015.84
54530	602,000.00	1,030,747.12	128,214.53	773,717.42	128,815.17
54600	4,000.00	5,391.50	152.00	5,239.50	0.00
54710	20,000.00	52,356.69	0.00	32,356.69	20,000.00
54720	45,000.00	47,269.24	0.00	2,269.24	45,000.00
54730	6,000.00	6,328.89	382.48	2,015.37	3,931.04
54790	30,000.00	50,153.33	0.00	20,153.33	30,000.00
	<b>\$6,749,723.65</b>	<b>\$ 10,194,362.62</b>	<b>\$ 1,664,892.84</b>	<b>\$ 2,770,587.14</b>	<b>\$ 5,758,882.64</b>
<b>Library Materials</b>					
55300	20,452.87	21,714.57	0.00	1,261.70	20,452.87
55510	210,025.00	270,435.78	38,000.81	24,328.11	208,106.86



Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending February 28, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	187,505.00	229,747.09	24,721.94	42,533.36	162,491.79
55530 Computer Hardware	568,200.00	883,167.81	305,849.56	28,561.26	548,756.99
55540 Software	123,000.00	161,404.66	20,148.23	17,291.18	123,965.25
Capital Outlay	<u>\$1,109,182.87</u>	<u>\$ 1,566,469.91</u>	<u>\$ 388,720.54</u>	<u>\$ 113,975.61</u>	<u>\$ 1,063,773.76</u>
57100 Memberships	71,451.78	72,951.78	34,959.98	23,662.80	14,329.00
57200 Taxes	13,000.00	13,305.67	1,921.92	11,383.75	0.00
57500 Refunds/Reimbursements	61,310.60	78,135.93	9,346.18	32,447.08	36,342.67
Miscellaneous Expenses	<u>\$145,762.38</u>	<u>\$ 164,393.38</u>	<u>\$ 46,228.08</u>	<u>\$ 67,493.63</u>	<u>\$ 50,671.67</u>
59810 Advances Out	0.00	0.00	101,500.00	0.00	(101,500.00)
Advances	<u>\$0.00</u>	<u>\$ 0.00</u>	<u>\$ 101,500.00</u>	<u>\$ 0.00</u>	<u>\$(101,500.00)</u>
59900 Transfers Out	0.00	1,300,000.00	1,300,000.00	0.00	0.00
Transfers	<u>\$0.00</u>	<u>\$ 1,300,000.00</u>	<u>\$ 1,300,000.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
TOTAL	<u>\$56,304,802.61</u>	<u>\$ 63,306,970.85</u>	<u>\$ 11,891,855.59</u>	<u>\$ 8,494,142.29</u>	<u>\$ 42,920,972.97</u>

Cleveland Public Library  
Revenue, Expenditures and Changes in Fund Balances  
For the Period Ending February 28, 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	16,584,241.32	11,891,855.59	8,494,142.29	23,212,112.09
<b>Total General Fund</b>	<b>\$ 27,013,868.65</b>	<b>\$ 16,584,241.32</b>	<b>\$ 11,891,855.59</b>	<b>\$ 8,494,142.29</b>	<b>\$ 23,212,112.09</b>
201 Anderson	298,256.67	(985.49)	0.00	0.00	297,271.18
202 Endowment for the Blind	2,315,138.10	9,039.89	0.00	1,037.50	2,323,140.49
203 Founders	6,708,521.05	15,795.38	75,705.31	224,686.68	6,423,924.44
204 Kaiser	63,388.19	0.00	0.00	0.00	63,388.19
205 Kraley	186,463.48	475.81	719.06	619.41	185,600.82
206 Library	168,490.28	3,734.45	2,422.62	1,976.05	167,826.06
207 Pepke	136,083.10	(766.79)	0.00	0.00	135,316.31
208 Wickwire	1,442,137.22	6,885.68	0.00	2,745.84	1,446,277.06
209 Wittke	93,248.13	0.00	0.00	0.00	93,248.13
210 Young	4,284,704.41	959.31	8,137.04	14,909.16	4,262,617.52
225 Friends	13,194.64	26,500.00	2,570.10	8,124.54	29,000.00
226 Judd	4,336.84	0.00	33,374.33	50,522.10	(79,559.59)
228 Lockwood Thompson Memorial	157,800.92	0.00	33,741.73	151,795.03	(27,735.84)
229 Ohio Center for the Book	0.00	900.00	0.00	0.00	900.00
230 Schweinfurth	122,685.75	2,485.00	13,770.00	8,255.00	103,145.75
231 CLEVNET	745,447.81	2,183,253.15	638,569.04	1,454,029.55	836,102.37
251 OLBPD-Library for the Blind	5,613.04	251,366.00	189,093.06	28,444.74	39,441.24
254 MyCom	21,065.13	75,000.00	15,750.00	224.05	80,091.08
256 Learning Centers	65,516.10	0.00	4,618.00	60,898.10	0.00
<b>Total Special Revenue Funds</b>	<b>\$ 16,832,090.86</b>	<b>\$ 2,574,642.39</b>	<b>\$ 1,018,470.29</b>	<b>\$ 2,008,267.75</b>	<b>\$ 16,379,995.21</b>
401 Building & Repair	10,492,034.84	1,330,000.00	161,551.63	1,308,216.62	10,352,266.59
<b>Total Capital Project Funds</b>	<b>\$ 10,492,034.84</b>	<b>\$ 1,330,000.00</b>	<b>\$ 161,551.63</b>	<b>\$ 1,308,216.62</b>	<b>\$ 10,352,266.59</b>
501 Abel	236,173.04	197.71	0.00	0.00	236,370.75

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending February 28, 2017

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	2,393.48	0.00	0.00	0.00	2,393.48
503 Beard	139,651.53	992.30	576.42	4,709.39	135,358.02
504 Klein	5,663.48	0.00	0.00	0.00	5,663.48
505 Malon/Schroeder	294,339.66	923.42	150.00	120.77	294,992.31
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	4,888.99	6,781.82	2,203,603.83
513 Beard Anna Young	88,368.54	219.76	458.83	4,599.36	83,530.11
<b>Total Permanent Funds</b>	<b>\$ 3,684,678.73</b>	<b>\$ 6,597.59</b>	<b>\$ 9,936.37</b>	<b>\$ 16,711.34</b>	<b>\$ 3,664,628.61</b>
901 Unclaimed Funds	7,601.54	50.00	0.00	0.00	7,651.54
905 CLEVNET Fines & Fees	0.00	22,053.40	20,522.07	0.00	1,531.33
Others	\$ 7,601.54	\$ 22,103.40	\$ 20,522.07	\$ 0.00	\$ 9,182.87
<b>Total All Funds</b>	<b>\$ 58,030,274.62</b>	<b>\$ 20,517,584.70</b>	<b>\$ 13,102,335.95</b>	<b>\$ 11,827,338.00</b>	<b>\$ 53,618,185.37</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending February 28, 2017

Balance of All Funds	<u><u>\$ 65,445,520.17</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	663,693.48
KeyBank - Merchant Acct	0.00
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>\$ 671,061.19</u>
PNC - Money Market	10,048.13
PNC - Investments	37,265,354.97
PNC - Investments Money Market	24,833.74
STAR Ohio Investment	9,649,029.88
STAR Plus Program	0.00
Investments	<u>\$ 46,949,266.72</u>
PNC- Endowment Account	17,825,192.26
Endowment Account	<u>\$ 17,825,192.26</u>
Cash in Banks and On Hand	<u><u>\$ 65,445,520.17</u></u>

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – February 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 February 1, 2017 through February 28, 2017.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
02/01/17 - 02/28/17	28	Various	STAR Ohio	Various	3,241.93	Investment Pool
02/01/17 - 02/28/17	28	Various	STAR Plus	Various	0.00	Bank Deposit Program
02/01/17 - 02/28/17	28	Various	PNC	Various	5.76	Sweep Money Market
02/01/17 - 02/28/17	28	Various	PNC	Various	0.39	Money Market
08/28/16 - 02/28/17	185	1,000,000	Federal National Mortgage Assn.	0.875%	4,375.00	Federal Agency
08/08/16 - 02/08/17	185	1,400,000	Federal National Mortgage Assn.	0.875%	6,125.00	Federal Agency
08/28/16 - 02/28/17	185	625,000	Federal Home Loan Bank	1.060%	3,312.50	Federal Agency
08/23/16 - 02/23/17	185	100,000	Federal Home Loan Mortgage Corp.	1.400%	700.00	Federal Agency
05/25/16 - 02/17/17	269	500,000	JP Morgan Securities LLC	1.060%	3,945.55	Commercial Paper
10/04/16 - 02/12/17	132	1,000,000	Federal Home Loan Mortgage Corp.	1.125%	4,000.00	Federal Agency
				Earned Interest February 2017	\$ 25,706.13	
				Earned Interest Year To Date	\$ 68,792.88	

## CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

March 16, 2017

**REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR FEBRUARY 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
Tyler Technologies Tyler Connect 2017 San Antonio, Texas	5/7/2017 - 5/10/2017	Angelina Bueno	850.00
Ohio Digitization Interest Group Ohio Digital Public Library Association Monthly Meetings Columbus, Ohio	1/17/2017 - 1/18/2017	Chatham Ewing	308.64
American Library Association Mid-Winter Conference Atlanta, Georgia	1/19/2017 - 1/24/2017	Amiya Hutson	1,057.32
American Library Association Mid-Winter Conference Atlanta, Georgia	1/20/2017 - 1/23/2017	Annisha Jeffries	1,047.99
American Library Association Cataloging Video Resources with RDA Cleveland, Ohio	1/11/2017 - 1/12/2017	Andrea Johnson	144.00
American Library Association Mid-Winter Conference Atlanta, Georgia	1/20/2017 - 1/24/2017	Erica Marks	1,200.00
Ohio Library Council Technical Services Action Council Meeting Columbus, Ohio	1/27/2017	Pamela Matthews	139.10
American Payroll Association Chapter Meeting Independence, Ohio	2/2/2017	Ronelle Miller-Hood	30.00
American Library Association Using Surveys to Improve Your Library Cleveland, Ohio	2/1/2017, 2/8/2017	Nancy Mocsiran	67.50
American Library Association Mid-Winter Conference Atlanta, Georgia	1/20/2017 - 1/24/2017	Rhonda Pai	1,022.22

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association Mid-Winter Conference Atlanta, Georgia	1/20/2017 - 1/23/2017	Hilary Prisbylla	984.76
Society of American Archivists Implementing More Product, Less Process Cleveland, Ohio	1/13/2017	Raymond Rozman	265.00
Ohio Library Council Technical Services Action Council Meeting Columbus, Ohio	1/27/2017	Barbara Satow	136.96
Labor Arbitration Institute National Institute on Labor Law and Labor Arbitration Miami Beach, Florida	2/12/2017 - 2/14/2017	Bryan Szalewski	767.39
American Library Association Mid-Winter Conference Atlanta, Georgia	1/19/2017 - 1/23/2017	Felton Thomas	1,197.12
<b>TOTAL</b>			<b>\$9,218.00</b>

## SUMMARY

FUND	FEBRUARY	YEAR TO DATE
General	\$6,615.85	\$9,403.73
Lockwood Thompson	1,617.39	2,907.39
Library for the Blind and Physically Disabled	0.00	0.00
CLEVNET	984.76	984.76
<b>TOTAL</b>	<b>\$9,218.00</b>	<b>\$13,295.88</b>

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
March 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 February 28, 2017						\$250,000.00 (1)
Date	Vendor	PO	Description	Encumbered	Expended	
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 OPS LSW2	-	16,730.31	
9/30/2016	Karen Skunta & Company	161479	Design and installation of the Andrew J. Venable, Jr. exhibit	-	10,685.00	
1/17/2017	Karen Skunta & Company	170256	LSW Self Check Out Sign	650.00		
				650.00	231,560.22	
				Available Balance		\$17,789.78



\$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	
				1,900.00	167,870.00	
				Available Balance	\$130,230.00	\$300,000.00

**CLEVELAND PUBLIC LIBRARY**  
**Regular Employment Report**  
**2/01/2017 TO 2/28/2017**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
<b>RESIGNATIONS</b>			
CHERKES, JANICE M	South Brooklyn	PAGE	02/05/2017
WHITE, EBONY R	Rice	LIBRARY ASST-COMP EMPH	02/21/2017
<b>OTHER TERMINATIONS</b>			
SMITH, DETAVIOUS K		PAGE	02/07/2017

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 02/01/2017 TO 02/28/2017**

**EMPLOYEE:** BUSCH, ANDREW                      **CURRENT GRADE:** J **EFFECTIVE DATE**  
**JOB TITLE:** SOLUTIONS ARCHITECT           **CURRENT STEP:** 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	43,510.48	64,671.60	PROMOTION

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

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	22.42	22.65	TRANSFER

**EMPLOYEE:** MARQUEZ, MARINA B                      **CURRENT GRADE:** G **EFFECTIVE DATE**  
**JOB TITLE:** EDUC & LEARNING PROJ COO   **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	42,660.54	50,007.10	PROMOTION

**CLEVELAND PUBLIC LIBRARY  
NEW HIRE REPORT  
FROM 2/01/2017 TO 2/28/2017**

<b>EMPLOYEE:</b>	MASON, DENENE N	<b>CURRENT GRADE:</b>	B	<b>HIRE DATE:</b>	2/05/2017
<b>JOB TITLE:</b>	BRANCH CLERK	<b>CURRENT STEP:</b>	1		
<b>LOCATION:</b>	HOUGH	<b>SALARY:</b>	32,332.04	<b>HOURLY RATE:</b>	16.58

<b>EMPLOYEE:</b>	WISNIEWSKI, CHRIS	<b>CURRENT GRADE:</b>	J	<b>HIRE DATE:</b>	2/19/2017
<b>JOB TITLE:</b>	SOLUTIONS ARCHITECT	<b>CURRENT STEP:</b>	2		
<b>LOCATION:</b>	AUTOMATION	<b>SALARY:</b>	64,671.60	<b>HOURLY RATE:</b>	33.16

## CLEVELAND PUBLIC LIBRARY

REPORT E

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

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

<b>MONTH</b>	<b>2016 SICK LEAVE HOURS USED</b>	<b>2017 SICK LEAVE HOURS USED</b>	<b>2017 TOTAL HOURS</b>
January	3,679.06	3,694.16	96,216.46
February	4,071.17	4,134.06	91,563.99
March	3,109.32		
April	3,657.15		
May	3,883.60		
June *	2,939.22		
July	5,035.66		
August	3,271.22		
September	3,728.05		
October	3,447.60		
November	3,861.75		
December *	5,835.93		

\*Covers three pay dates

**CLEVELAND PUBLIC LIBRARY**  
**February 1, 2017 - February 28, 2017**  
**EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT**  
**FULL/PART-TIME EMPLOYEES**

**REPORT F****Human Resources Committee Report**

March 16, 2017

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	86	25	12	1			27	17	4				
Professionals	69	13	1			1	33	12	5	4			
Technicians	17	8	2	2			3	1	1				
Protective Service	25	9	11	2			1	2			1		
Para-Professionals	143	26	28	2	3		45	29	8	1			
Administrative Support	251	34	47	3	1	1	41	109	12		1	1	1
Skilled Craft	9	4	3	1				1					
Service Maintenance	53	8	36	1			2	5	1				
<b>Grand Total</b>	<b>653</b>	<b>127</b>	<b>140</b>	<b>12</b>	<b>5</b>	<b>1</b>	<b>152</b>	<b>176</b>	<b>31</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>1</b>

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

# Insurance Report for the Month of February 2017

Human Resources Committee Report  
March 16, 2017

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
<b>Basic</b>	4	1	5
<b>Essential</b>	29	11	40
<b>Standard</b>	242	150	392
<b>Standard with OAD</b>	0	2	2
<b>Total MMO</b>			439
<b>Dental Insurance</b>	278	192	470
<b>Vision Employee</b>			245
<b>Vision Children</b>			38
<b>Vision Spouse</b>			51
<b>Vision Family</b>			81
<b>Total Vision</b>			415
<b>Workers' Compensation Lost Time Report</b>			
			<i>Total days missed during report month</i>
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	

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

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library	104,121	116,619	566	607	214,570	236,114	-9.1%
Branches	217,688	250,106	1,117	1,226	457,214	520,552	-12.2%
Mobile Units*	3,014	2,029			4,586	3,175	44.4%
Library for the Blind	42,310	48,387			85,714	94,234	-9.0%
OLBPD BARD	10,929	11,294			23,230	22,859	1.6%
eMedia	29,782	30,709			62,863	61,296	3%
<b>TOTAL CIRCULATION</b>	<b>407,844</b>	<b>459,144</b>			<b>848,177</b>	<b>938,230</b>	<b>-10%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
eBook	17,909	17,180	37,556	35,814	4.9%
eAudiobook	8,627	8,059	19,323	16,130	19.8%
eMusic	1,125	163	1,596	279	472.0%
eVideo	705	560	1,565	1,161	34.8%
eMagazines	1,416	4,747	2,823	7,912	-64.3%
<b>TOTAL eCIRCULATION</b>	<b>29,782</b>	<b>30,709</b>	<b>62,863</b>	<b>61,296</b>	<b>2.6%</b>

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2017	2016	2017	2016	
Main Library	100	45 minutes	19,974	20,118	15,260	17,207	-11.3%
Branches	525	40 minutes	136,080	142,311	92,409	93,629	-1.3%
<b>TOTAL USAGE</b>	<b>625</b>		<b>156,054</b>	<b>162,429</b>	<b>107,669</b>	<b>110,836</b>	<b>-2.9%</b>

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	
<b>TOTAL SESSIONS</b>	<b>77,745</b>	<b>69,645</b>	<b>151,825</b>	<b>130,132</b>	<b>16.7%</b>

Each session represents a unique user of public wireless internet.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library	33,383	29,169	181	152	66,837	64,504	4%
Branches	174,982	208,002	897	1,020	355,766	419,483	-15%
Mobile Unit*	-	0			-	0	-
<b>TOTAL VISITS</b>	<b>208,365</b>	<b>237,171</b>			<b>422,603</b>	<b>483,987</b>	<b>-13%</b>

**REPORT H**

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



CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR FEBRUARY 2017

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	5,598	482	493	769	7,342	483	7,825
Brooklyn	3,289	250	318	482	4,339	339	4,678
Carnegie West	8,076	697	1,095	1,444	11,312	752	12,064
Collinwood	3,366	250	333	597	4,546	524	5,070
East 131st	2,208	230	211	406	3,055	207	3,262
Eastman	9,551	991	1,404	2,318	14,264	1,628	15,892
Fleet	6,438	593	740	1,239	9,010	592	9,602
Fulton	7,363	416	539	865	9,183	617	9,800
Garden Valley	2,656	192	157	208	3,213	141	3,354
Glenville	3,604	280	267	539	4,690	295	4,985
Harvard-Lee	4,464	459	695	925	6,543	574	7,117
Hough	2,698	384	278	681	4,041	195	4,236
Jefferson	3,821	559	857	857	6,094	506	6,600
Langston Hughes	4,039	303	470	707	5,519	404	5,923
Lorain	4,295	601	679	996	6,571	521	7,092
Martin Luther King, Jr.	3,356	446	579	1,138	5,519	574	6,093
Memorial-Nottingham	6,592	569	1,011	1,625	9,797	914	10,711
Mt. Pleasant	2,152	275	243	335	3,005	191	3,196
Rice	6,257	426	566	966	8,215	519	8,734
Rockport	10,425	770	1,073	1,629	13,897	1,117	15,014
South	4,960	440	377	612	6,389	420	6,809
South Brooklyn	8,930	883	1,380	2,128	13,321	1,254	14,575
Sterling	3,463	225	297	477	4,462	224	4,686
Union	2,992	403	338	468	4,201	259	4,460
Walz	8,145	617	1,059	1,589	11,410	801	12,211
West Park	8,741	935	2,508	3,035	15,219	1,556	16,775
Woodland	5,211	402	301	621	6,535	389	6,924
<b>TOTAL</b>	<b>142,690</b>	<b>13,078</b>	<b>18,268</b>	<b>27,656</b>	<b>201,692</b>	<b>15,996</b>	<b>217,688</b>

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	7,825	7,434	15,925	16,328	-403	-2%
Brooklyn	4,678	5,684	9,755	11,766	-2,011	-17%
Carnegie West	12,064	12,078	24,650	25,158	-508	-2%
Collinwood	5,070	6,979	10,502	14,496	-3,994	-28%
East 131st	3,262	3,863	7,067	8,211	-1,144	-14%
Eastman	15,892	18,833	32,610	39,195	-6,585	-17%
Fleet	9,602	11,556	20,089	24,158	-4,069	-17%
Fulton	9,800	14,109	22,476	27,508	-5,032	-18%
Garden Valley	3,354	3,341	7,034	6,742	292	4%
Glenville	4,985	5,854	10,628	13,019	-2,391	-18%
Harvard-Lee	7,117	8,263	14,921	16,846	-1,925	-11%
Hough	4,236	4,960	9,292	10,598	-1,306	-12%
Jefferson	6,600	6,569	13,917	13,724	193	1%
Langston Hughes	5,923	5,399	12,522	11,780	742	6%
Lorain	7,092	8,212	14,545	18,525	-3,980	-21%
Martin Luther King, Jr.	6,093	6,635	12,143	13,929	-1,786	-13%
Memorial-Nottingham	10,711	11,707	22,151	24,643	-2,492	-10%
Mt. Pleasant	3,196	3,358	7,367	7,205	162	2%
Rice	8,734	10,027	18,928	21,978	-3,050	-14%
Rockport	15,014	16,835	31,451	34,149	-2,698	-8%
South	6,809	8,688	15,060	17,001	-1,941	-11%
South Brooklyn	14,575	18,212	30,644	37,051	-6,407	-17%
Sterling	4,686	4,505	9,618	9,204	414	4%
Union	4,460	6,257	9,319	12,566	-3,247	-26%
Walz	12,211	12,814	24,691	26,623	-1,932	-7%
West Park	16,775	19,753	34,253	40,993	-6,740	-16%
Woodland	6,924	8,181	15,656	17,156	-1,500	-9%
<b>TOTAL</b>	<b>217,688</b>	<b>250,106</b>	<b>457,214</b>	<b>520,552</b>	<b>-63,338</b>	<b>-12%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE FEBRUARY 2017**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	4,618	4,550	9,595	9,852	-257	-3%
Brooklyn	3,433	3,700	6,624	7,437	-813	-11%
Carnegie West	9,149	10,467	18,596	21,308	-2,612	-12%
Collinwood	5,925	8,043	11,906	15,734	-3,828	-24%
East 131st	5,574	8,615	11,568	17,748	-6,180	-35%
Eastman	9,368	10,084	18,568	20,194	-1,526	-8%
Fleet	8,622	9,896	17,442	19,951	-2,509	-13%
Fulton	6,561	6,831	13,597	13,361	236	2%
Garden Valley	2,928	3,921	6,115	7,954	-1,839	-23%
Glenville	3,932	8,500	8,351	17,739	-9,388	-53%
Harvard-Lee	7,404	8,217	14,205	16,424	-2,219	-14%
Hough	5,957	7,446	12,355	15,721	-3,366	-21%
Jefferson	4,203	7,530	8,591	15,138	-6,547	-43%
Langston Hughes	6,601	5,569	13,847	11,609	2,238	19%
Lorain	4,525	6,906	8,304	13,807	-5,003	-36%
Martin Luther King, Jr.	7,128	8,342	14,450	17,428	-2,978	-17%
Memorial-Nottingham	4,824	4,979	9,184	9,623	-439	-5%
Mt. Pleasant	4,021	5,090	8,358	10,730	-2,372	-22%
Rice	10,388	10,195	21,025	20,919	106	1%
Rockport	7,618	9,411	15,202	18,139	-2,937	-16%
South	5,562	5,408	11,216	11,336	-120	-1%
South Brooklyn	13,034	15,518	25,890	30,166	-4,276	-14%
Sterling	7,979	9,839	15,881	19,641	-3,760	-19%
Union	4,286	5,498	9,341	11,000	-1,659	-15%
Walz	7,010	7,721	14,826	15,604	-778	-5%
West Park	6,914	9,869	13,896	19,224	-5,328	-28%
Woodland	7,418	5,857	16,133	11,696	4,437	38%
<b>TOTAL</b>	<b>174,982</b>	<b>208,002</b>	<b>355,766</b>	<b>419,483</b>	<b>-63,717</b>	<b>-15%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS FEBRUARY 2017**

Branch	Total Circulation	Branch	Attendance	Population	
				2010	2000
1 West Park	16,775	1 South Brooklyn	13,034	32,043	34,217
2 Eastman	15,892	2 Rice	10,388	27,814	29,398
3 Rockport	15,014	3 Eastman	9,368	26,727	34,598
4 South Brooklyn	14,575	4 Carnegie West	9,149	23,674	25,873
5 Walz	12,211	5 Fleet	8,622	19,896	21,467
6 Carnegie West	12,064	6 Sterling	7,979	19,647	22,575
7 Memorial-Nottingham	10,711	7 Rockport	7,618	19,462	25,893
8 Fulton	9,800	8 Woodland	7,418	19,271	22,598
9 Fleet	9,602	9 Harvard-Lee	7,404	17,655	21,246
10 Rice	8,734	10 Martin Luther King, Jr.	7,128	16,063	18,497
11 Addison	7,825	11 Walz	7,010	14,769	19,377
12 Harvard-Lee	7,117	12 West Park	6,914	14,439	21,224
13 Lorain	7,092	13 Langston Hughes	6,601	14,006	20,302
14 Woodland	6,924	14 Fulton	6,561	13,603	19,263
15 South	6,809	15 Hough	5,957	13,025	18,001
16 Jefferson	6,600	16 Collinwood	5,925	12,792	17,155
17 Martin Luther King, Jr.	6,093	17 East 131st	5,574	12,588	14,589
18 Langston Hughes	5,923	18 South	5,562	12,392	15,483
19 Collinwood	5,070	19 Memorial-Nottingham	4,824	10,487	11,716
20 Glenville	4,985	20 Addison	4,618	8,416	12,603
21 Sterling	4,686	21 Lorain	4,525	8,267	8,712
22 Brooklyn	4,678	22 Union	4,286	7,946	7,213
23 Union	4,460	23 Jefferson	4,203	6,325	7,729
24 Hough	4,236	24 Mt. Pleasant	4,021	5,667	7,845
25 Garden Valley	3,354	25 Glenville	3,932	5,524	6,430
26 East 131st	3,262	26 Brooklyn	3,433	3,515	3,987
27 Mt. Pleasant	3,196	27 Garden Valley	2,928	2,310	3,220
	217,688		174,982	388,323	473,177

\*Broadway and Fleet service areas merged

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
CLEVNET	60,483	74,086	125,428	150,446	-17%
MORE	418	449	815	865	-6%
Other Libraries	461	502	954	1,046	-9%
<b>TOTAL</b>	<b>61,362</b>	<b>75,037</b>	<b>127,197</b>	<b>152,357</b>	<b>-17%</b>

\*Totals included in Main Library and Branch circulation counts

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Projected	13,336	21,258	29,400	42,954	-32%
Mail and Email Reference	360	229	728	279	161%
Interlibrary Loan Requests	879	951	1,769	1,911	-7%
<b>TOTAL</b>	<b>14,575</b>	<b>22,438</b>	<b>31,897</b>	<b>45,144</b>	<b>-29%</b>

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
New Titles Added	4,253	5,704	8,511	10,291	-17%
Total Items Added	18,816	18,625	51,742	32,108	61%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Main Library	184	192	384	384	0%
Branches	5,264	5,508	11,002	10,989	0%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Downloads	10,929	11,294	23,230	22,859	2%
Users	641	629	1,296	1,306	-1%

Included in circulation activity