

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
November 17, 2016
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,
Mr. Hairston, Mr. Corrigan (arrived, 12:11
p.m.)

Absent: Ms. Washington, Mr. Parker

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

Approval of the Minutes

Ms. Rodriguez moved approval of the minutes for the 10/20/16 Regular Board Meeting and 10/18/16 Finance Committee Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Director Thomas acknowledged a letter from Douglas S. Evans, Executive Director, Ohio Library Council, expressing appreciation for the involvement of Shayna Muckerheide, Manager, Lorain Branch, as a member of the Local Arrangements Committee for the 2016 OLC Convention and Expo.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of October

(See page 1431)

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

REGULAR BOARD
MEETING OF
10/20/16; and
FINANCE
COMMITTEE
MEETING OF
10/18/16
Approved

LTR. FROM:
DOUGLAS S.
EVANS, EXECUTIVE
DIRECTOR, OHIO
LIBRARY COUNCIL
Acknowledged

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF OCTOBER 2016
Approved

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 October of 2016; now therefore be it

RESOLVED, That the gifts described in the Gift Report for October of 2016 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

RESOLUTION
REQUESTING
TAX
ADVANCE
Approved

Resolution Requesting Tax Advance

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

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

RESOLVED, That the Board of Library Trustees requests that the Cuyahoga County Fiscal Officer advance any tax funds that may be made available to the Library prior to the regular settlement dates during fiscal 2017.

Resolution Authorizing Agreement with Cleveland Neighborhood Progress Inc. for Financial Consulting Services through its Community Financial Centers Program

(See pages 1432-1434)

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

WHEREAS, Cleveland Neighborhood Progress, Inc. offers services to CPL employees and patrons through its Community Financial Centers Program, whereby professionals provide advice and guidance regarding financial planning and management; and

RESOLUTION
AUTHORIZING
AGREEMENT
WITH
CLEVELAND
NEIGHBORHOOD
PROGRESS INC.
FOR FINANCIAL
CONSULTING
SERVICES
THROUGH ITS
COMMUNITY
FINANCIAL
CENTERS
PROGRAM
Approved

WHEREAS, The Board of Trustees of the Cleveland Public Library authorized the Library to enter into a one (1) year contract with Cleveland Neighborhood Progress, Inc. commencing January 5, 2016 and expiring on January 4, 2017; and

WHEREAS, The Executive Director would like to continue to offer financial planning services through Community Financial Centers to Cleveland Public Library employees at no cost to them as a part of the Library's employee assistance program, and would also like to continue the availability of the services to Cleveland Public Library patrons as well at no cost; and

WHEREAS, Cleveland Neighborhood Progress, Inc. has proposed to provide these services again for a period of one (1) year at the cost of Thirty-Five Thousand Dollars (\$35,000); now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee to enter into an agreement with Cleveland Neighborhood Progress, Inc. for financial planning and management services for the employees and patrons of the Cleveland Public Library through its Community Financial Centers for a period of one year from January 5, 2017 to January 4, 2018, at the cost of Thirty-Five Thousand Dollars (\$35,000) with the expenditure being charged to General Fund Account 11510053-53710 (Professional Services). The Agreement shall be subject to the review and approval of the Chief Legal Officer.

Director Thomas introduced Sheri Dozier, Director of Economic Opportunity and Walter Morris, Community Financial Center Services Manager, and requested an update.

Mr. Morris thanked the Board for the opportunity to partner with the Library to provide financial planning and management services to over 400 full and part-time employees through workshops, Lunch & Learns, and one-on-one financial coaching.

To date, Mr. Morris has met with 227 participants and conducted 407 coaching sessions. Last year, Mr. Morris has met with 131 participants and conducted 312 coaching sessions. Participants consisted of 112 Library employees and 115 patrons.

Mr. Morris noted that the average debt of clients in January of this year was \$82,564. The average debt now is \$57,414. The average debt reduction per Community Financial Centers clients this year has been \$13,322.

Mr. Morris stated that when we began in January 2015, the average FICO score was 630. In January 2016, the average FICO score had increased to 662. As of October 31, 2016, the average FICO score is now 686. This represents an average increase of +24 points since the beginning of the year.

Before concluding, Mr. Morris stated that other cities around the country are impressed with the work of the Community Financial Centers and especially their partnership with Cleveland Public Library.

Mr. Seifullah thanked Mr. Morris for his update.

Resolution to Purchase Extended Warranties and Upgrades for Early Learning Stations

(See pages 1435-1438)

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

WHEREAS, One of Cleveland Public Library's guiding principles is to provide equal access to a vast range of information and resources for learning; and

WHEREAS, The Early Literacy Station from AWE Learning is designed specifically for our youngest patrons, ages 2-8, and features over 4,000 localized learning activities with fun, interactive and engaging content that spans all seven curricular areas: math, science & nature, social studies & geography, reading, art & music, writing & computer skills, and reference; and

WHEREAS, CPL has purchased 63 Early Literacy Stations to date for use by children throughout the system, reinforcing the role of our neighborhood branch libraries as centers for community learning; and

RESOLUTION
TO PURCHASE
EXTENDED
WARRANTIES
AND
UPGRADES
FOR EARLY
LEARNING
STATIONS
Approved

WHEREAS, To protect and upgrade the investment, it is time to extend the warranty and maintenance agreement for 58 of the stations; now therefore be it

RESOLVED, That the Board of Trustees approves the purchase of 2 Year Extended Warranty and Upgrades for 58 Early Learning Stations at a total cost of \$61,050.00, from AWE Acquisition, Inc., with the expenditure being charged to General Fund Account 13010053-53360 (Computer Maintenance).

In response to Ms. Butts' inquiry, Larry Finnegan, Director of IT, stated that because of space issues, there are only two branches that do not currently have the Early Literacy Stations from AWE Learning. However, those spacing issues are being addressed.

Resolution to Purchase Computer Hardware from Business Smarts

(See pages 1439-1444)

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

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

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

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

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

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

RESOLUTION
TO PURCHASE
COMPUTER
HARDWARE
FROM
BUSINESS
SMARTS
Approved

For 210 Patron/Staff Desktop Computers and 40 Patron Notebooks

Business Smarts	\$237,664.10
HP Public Sector Online Store	\$241,609.20
CDW-G	\$255,286.10

now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, or his designee, to purchase (210) HP ProOne 400 G2 All-in-One computers for the public and staff, including Microsoft Academic OpenLicense, at a cost of \$977.09 each and (40) HP ProBook 450 G3 Notebooks, including a one year warranty, for the public at a cost of \$811.88 each, for a total cost of \$237,664.10 from Business Smarts, with the expenditure being charged to General Fund Account 13010055-55530/55540 Computer Hardware/Software.

Resolution to Increase Agreement with Integrated Precision Systems Inc. for Maintenance of Access Control System

(See pages 1445-1458)

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

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

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

WHEREAS, This Board authorized the Library to enter into maintenance agreements with IPS for the access

RESOLUTION
TO INCREASE
AGREEMENT
WITH
INTEGRATED
PRECISION
SYSTEMS INC.
FOR
MAINTENANCE
OF ACCESS
CONTROL
SYSTEM
Approved

control system for the periods January 1, 2015 through December 31, 2015 at the cost of \$34,992.98, and January 1, 2016 through December 31, 2016 at the cost of \$40,549.74 (which was increased to include additional facilities). The Director of Property Management recommends that the Library renew its agreement with IPS for maintenance of the access control system and add as an additional facility the Safety and Protective Services suite of rooms on the first floor of the Louis Stokes Wing for the period from January 1, 2017 through December 31, 2017 at a total cost of \$42,127.56; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into an agreement with Integrated Precision Systems Inc. for maintenance services for the Library's access control system, in the amount of \$42,127.56 for the period commencing January 1, 2017 through December 31, 2017, subject to approval of the Chief Legal Officer, with the expenditure being charged to the General Fund account 12930053-53340 Building Maintenance.

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

(See page 1459)

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

WHEREAS, From 2011 through 2016, the Cleveland Public Library Board of Trustees authorized the Cleveland Public Library ("Library") to enter into agreements with Unique Management Services, Inc. ("Unique") for services related to the recovery of overdue fines and materials; and

WHEREAS, The Library Administration believes that based upon Unique's successful history of collecting fines and materials on behalf of the Library, it is in the

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

Library's best interests to continue to contract with Unique and refer overdue accounts for collection; and

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

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee, to enter into a new agreement between the Cleveland Public Library and Unique Management Services, Inc. for services from January 1, 2017 through December 31, 2017 incorporating a budget neutral guarantee, in an amount not-to-exceed \$80,000.00, from fees recovered plus amounts waived, which expenditure shall be charged to General Fund Account 11100053-53710 (Professional Services), which agreement shall be subject to review and approval of the Chief Legal Officer.

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

(See page 1460)

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

WHEREAS, From 2011 through 2016, the Cleveland Public Library Board of Trustees authorized the Cleveland Public Library ("Library") to enter into agreements with Unique Management Services, Inc. ("Unique") for services related to the recovery of overdue fines and materials; and

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

WHEREAS, Unique has proposed to reinstate the budget neutrality guarantee whereby the Library will not be charged for more than the amount of money recovered plus

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

amounts waived, for an estimated total amount not-to-exceed \$80,000.00 in payments from fees recovered plus amounts waived; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee, to enter into a new agreement between the Cleveland Public Library and Unique Management Services, Inc. for services from January 1, 2017 through December 31, 2017 incorporating a budget neutral guarantee, in an amount not-to-exceed \$80,000.00, from fees recovered plus amounts waived, which expenditure shall be charged to General Fund Account 11100053-53710 (Professional Services), which agreement shall be subject to review and approval of the Chief Legal Officer.

Mr. Corrigan stated that the Library's association with Unique has been very successful and is evidenced by the total cost of materials that have been recovered.

Resolution Authorizing Agreement with Friends of the Cleveland Public Library and with Ciuni & Panichi, Inc. for Consulting Services

(See pages 1461-1471)

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

WHEREAS, The Cleveland Public Library and the Friends of the Cleveland Public Library ("Friends") have been in discussions concerning the creation of a separate Library Foundation in order to focus on development strategies and finding additional resources to increase revenue to the Library; and

WHEREAS, The Executive Director of the Friends and the Executive Director of the Library have reached out to Mike Benz, Executive Advisor with Ciuni & Panichi, Inc., for assistance in developing a successful Foundation business model and establishing a Foundation Board; and

WHEREAS, Mike Benz has extensive experience in fundraising as the former United Way of Greater Cleveland CEO, as well as nonprofit leadership, board development, and organization structuring experience; and

RESOLUTION
AUTHORIZING
AGREEMENT
WITH FRIENDS
OF THE
CLEVELAND
PUBLIC
LIBRARY AND
WITH CIUNI &
PANICHI, INC.
FOR
CONSULTING
SERVICES
Approved

WHEREAS, The Library and the Friends would like to enter into a joint agreement with Ciuni & Panichi, Inc. for consulting services in an amount not to exceed \$30,000.00 each, for a total contract amount not-to-exceed \$60,000.00; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director CEO or his designee to enter into an agreement with the Friends of the Cleveland Public Library Inc. and Ciuni & Panichi, Inc. for nonprofit leadership, board development, and organization structuring consulting services in an amount not-to-exceed \$30,000.00 payable by the Library, with the expenditure being charged to 11020053-53710 (Professional Services). The Agreement shall be subject to the review and approval of the Chief Legal Officer.

Mr. Hairston stated that in 1991 while working at N.A.S.A., he spearheaded a unique educational program for scientists and engineers. Mr. Benz had presented Mr. Hairston with a replica of the Liberty Bell that was previously given to him by Coretta Scott King.

As Mr. Hairston displayed the bell for the Board and attendees, he invited Mr. Benz to the bell and requested that the bell be donated to the Library for their Martin Luther King, Jr. exhibit, with a new plaque that should read: *"From John M. Hairston, Jr. and Mike Benz to the Martin Luther King, Jr. exhibit at the Cleveland Public Library"*.

After Mr. Benz consented to the bell donation to the Library, Mr. Hairston, Mr. Benz and Ms. Rodriguez rang the bell.

Director Thomas stated that this bell will be displayed at the new Martin Luther King, Jr. branch.

After Mr. Benz reflected on the occasion at which the bell was given to him by Coretta Scott King, he stated that he had books authored by Dr. King signed by Mrs. King that he would like to donate to the Library.

Mr. Benz thanked the Board and the Friends for their commitment to the creation and development of a foundation.

In closing, Mr. Benz stated that he looks forward to engaging members of the Library Board and Friends Board to create an integrated resource development system with the foundation being the heart. This effort will give the Library resources beyond tax dollars.

Resolution Authorizing Acquisition of Property under Louis Stokes Wing Building and Buyout of Lease Agreements

(See page 1472)

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

WHEREAS, The Cleveland Public Library has leased the property known as Permanent Parcel Number 101-05-006 and shown in the survey that is attached hereto (the "Property") since December 19, 1957 when a previous 99 year lease signed on September 1, 1919 and set to expire on July 31, 2018 (the "Lease") was assigned to the Library by the previous lessee, the Cleveland Plain Dealer; and

WHEREAS, The Property measures 20 feet wide by 198 feet deep and extends from Superior Avenue to the south to Rockwell Avenue to the north. The Property sits under the western edge of the Louis Stokes Wing building; and

WHEREAS, The Lease and Property are both owned by the same four owners, three of whom each possesses undivided thirteen fortieths (13/40) interests in the Lease and Property, and one of whom possesses an undivided one fortieth (1/40) interest; and

WHEREAS, Under the terms of the Lease, the Library pays a total of \$6,400 per year in rent for the Property. The rent is paid in quarterly installments; and

WHEREAS, The Library has paid the full \$6,400 in rent for the year 2016, thus leaving a total of \$10,133.32 due for the entire year of 2017 and the first seven months of 2018; and

WHEREAS, Two of the owners of the 13/40 interests have indicated that they are willing to donate their interests in the Property to the Library in exchange for

RESOLUTION
AUTHORIZING
ACQUISITION
OF PROPERTY
UNDER LOUIS
STOKES WING
BUILDING AND
BUYOUT OF
LEASE
AGREEMENTS
Approved

the Library's payment of their shares of the outstanding rent under the Lease. One such owner has also indicated that she may be able to convince the remaining two owners to donate their interests as well; and

WHEREAS, Ohio Revised Code Section 3375.35 requires that the purchase of any real property be authorized by a two-thirds vote of the full membership of the library board making such purchase; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library, by a two-thirds vote of the full membership, authorizes the Executive Director, CEO, or his designee, to enter into agreements with the owners of the Property to buyout their interests in the Lease for a total amount not-to-exceed \$10,133.32 and to incur such other expenses and to execute such other agreements and accept delivery of such instruments as may be necessary in order to facilitate the transfer of the donated interests in the Property to the Library, which expenditures shall be charged to the General Fund Account 19010053-53510 (Rent/Leases), and which agreements and instruments shall be subject to the approval of the Chief Legal Officer.

Joyce Dodrill, Chief Legal Officer, stated that additional maps were discovered that showed the property prior to when the property was originally leased and noted that the property had many saloons located on it.

Mr. Corrigan thanked staff for providing the maps.

Resolution to Amend Design Services Agreement with Bostwick Design Partnership for Digital Hub Design Services and Authorizing Transfer of Funds

(See page 1473)

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

WHEREAS, On December 20, 2013 the Board of Trustees approved an agreement between the Cleveland Public Library and Bostwick Design Partnership ("Bostwick"), to provide design services for the Digital Hub Project, in the amount of \$280,245.00 ("Agreement"); and

RESOLUTION
TO AMEND
DESIGN
SERVICES
AGREEMENT
WITH
BOSTWICK
DESIGN
PARTNERSHIP
FOR DIGITAL
HUB DESIGN
SERVICES AND
AUTHORIZING
TRANSFER OF
FUNDS

Approved

WHEREAS, In June of 2014, the Library awarded the Digital Hub construction contract to R.L. Hill Management, Inc. ("R.L. Hill"), which contract included the installation of new carpeting; and

WHEREAS, In February of 2015, this Board approved a change order to the contract with R.L. Hill for the purchase and installation of an acrylic picture frame cover and handrail for the protection of the Coltman painting located in the Digital Hub; and

WHEREAS, Disputes with the contractor over defective carpet tile, the contractor's failure to install the painting protection, and other contract work, delayed the completion of the project and ultimately resulted in the Library entering into a settlement agreement in January of 2016 with R.L. Hill to close out the project, with the Library taking over the completion of the unfinished work and retaining funds; and

WHEREAS, Bostwick provided additional services that were not in the original scope of the Agreement by assisting the Library in resolving these disputes, and is requesting additional fees for these services in the amount of \$1,802.41; and

WHEREAS, Recognizing that Bostwick expended time in excess of the amount it presently seeks, the Library Administration recommends making this payment. No funds remain in the Digital Hub project budget. However, funds remain in the Main Phase 2 project budget that can be transferred to the Digital Hub project fund to cover this expenditure; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee to execute an amendment to the Agreement with Bostwick Design Partners for additional services in connection with the Digital Hub as described in this Resolution, in an amount not-to-exceed \$1,802.41. This Board further authorizes funds to be transferred from the Building and Repair Fund Account 40190105-55300-11901(ML Reconfiguration Phase 2 Project) to 40190105-55300-10419 (Digital Hub Project) to which these expenditures will be charged. The amendment shall be subject to the review and approval of the Chief Legal Officer.

RESOLUTION
AUTHORIZING
AGREEMENT
WITHI BARRIE
PROJECTS,
LLC FOR
DESIGN OF
SUPERMAN
EXHIBIT

Approved

Resolution Authorizing Agreement with Barrie Projects,
LLC for Design of Superman Exhibit

(See pages 1474-1491)

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

WHEREAS, On October 3, 2016, the Cleveland Public Library distributed a request for proposals to seven vendors seeking proposals for the development, design, and installation of two exhibits, an exhibit showcasing the Library's collection of Superman memorabilia in 2017 and an exhibit of a yet-to-be determined scope for 2018. The exhibits are to be held in Brett Hall and the display cases on the second and third floors of the Main Library; and

WHEREAS, Barrie Projects responded to the Library's request for proposals and submitted its ideas and plans for carrying out both exhibits in the attached proposal. Barrie Projects was the only vendor to respond to the request for proposals; and

WHEREAS, Barrie Projects has previously provided the Library with consulting services to assist with developing an exhibit program for the Library, acquiring and installing the exhibit furniture in Brett Hall, and preparing for the First Folio and Shakespeare Exhibit. The Library has been very pleased with Barrie Projects' services; and

WHEREAS, The Library would like to delay moving forward with the 2018 exhibit until it has had an opportunity to assess patrons' interests and the Library's own goals for future exhibits. Once these evaluations are complete, the Library intends to issue a request for proposals limited to the 2018 exhibit; and

WHEREAS, The Library would like to retain Barrie Projects to perform only those services related to the 2017 Superman exhibit as described in Barrie Projects' proposal at a cost not-to-exceed \$60,000; therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO,

or his designee, to enter into an agreement with Barrie Projects, LLC, to provide the services as outlined Barrie Projects' proposal in connection with the Superman exhibit, in an amount not-to-exceed \$60,000 (including reimbursables), which expenditures shall be charged to the Lockwood Thompson Fund Account: 22892103-53710 (Professional Services), which agreement shall be subject to the approval of the Chief Legal Officer.

Resolution to Purchase Hardware for System-Wide Digital Signage Project

(See pages 1492-1496)

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

WHEREAS, The Library purchased a digital signage system for the interior and exterior of Main Library that can be expanded to include all CPL facilities with centralized control and scheduling; and

WHEREAS, The Library evaluates ideas for projects and new initiatives using a number of different factors, including User Experience (Will people be engaged in ways that are convenient and pleasant?); Sustainability (Is this idea sustainable from both a fiscal standpoint and an environmental one?); and Technology (Does this idea incorporate technology in ways that will deepen the level of engagement?); and

WHEREAS, The idea to expand the digital signage project to all CPL facilities was evaluated using these factors and it was determined that the project should be brought to the Board of Library Trustees for consideration; and

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

For 27 Wall-Mounted Digital Signage Players and Monitors

AVI-SPL	\$48,816.00
Full Compass/Business Smarts	\$53,040.42
Convergent/Business Smarts	\$56,920.32

now therefore be it

RESOLUTION TO
PURCHASE
HARDWARE FOR
SYSTEM-WIDE
DIGITAL
SIGNAGE
PROJECT
Approved

RESOLVED, That the Board of Trustees approves the purchase of 27 wall-mounted digital signage monitors and players at a total cost of \$48,816.00 from AVI-SPL with the expenditure being charged to General Fund Account 13010055-55530 (Computer Hardware).

In response to Ms. Butts' inquiry, Timothy Diamond, Chief Knowledge Officer, stated that the digital signs would be purchased for the branches. Main already has digital signage. With this purchase, each branch will have a digital sign.

FISCAL
OFFICER'S
REPORT
Submitted

Fiscal Officer's Report

(See pages 1497-1506)

REPORT ON
INVESTMENTS
Submitted

Report on Investments

(See page 1507)

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

Report on Conference and Travel Expenditures

(See pages 1508-1510)

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

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

(See pages 1511-1512)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following.

Regular Employee Report

(See pages 1513-1517)

REGULAR
EMPLOYMENT
REPORT
Approved

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

RETIREMENT
RECOGNITION
CITATION
Approved

Retirement Recognition Citation

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

A Citation has been issued for the following staff members on the occasion of their retirement:

Bonnie Bolton (18years of service); Collection Management Librarian; Grade H - Technical Services; retired 10/31/2016

Stephanie Tyus (10years of service); Asst. Director Public Services Branches; Grade M - Branch outreach Services Office; retires 11/25/2016

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

Be it further resolved that the citation be sent to them forthwith if they are not present at this meeting of the Board of Trustees.

After Ms. Tyus reflected on her years of service to the Library and the community, she thanked the Board, Director Thomas and Administration for the opportunity.

Various Trustees, Director Thomas, members of the Leadership Team and staff extended wholehearted congratulations and expressed appreciation to Ms. Tyus for her years of dedicated service to the Library.

Mr. Hairston submitted the following reports.

Reports on Paid Sick Time

(See page 1518)

Employee Demographics (EE04) Report

(See page 1519)

Insurance Summary Report

(See page 1520)

COMMUNITY SERVICES REPORT

Mr. Corrigan submitted the following report.

REPORT ON PAID
SICK TIME
Submitted

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

INSURANCE
SUMMARY
REPORT
Submitted

MONTHLY
ACTIVITY
REPORT
Submitted

Monthly Activity Report

(See pages 1521-26)

Mr. Corrigan noted the increase in electronic media circulation.

In response to Mr. Corrigan's inquiry, Director Thomas stated that the reduction in computer usage is because more people are getting jobs and/or accessing the internet at home, few people are coming to the library.

Mr. Corrigan noted that the walk-in count has decreased as well.

BUILDING
STATUS
UPDATE
Presented

Building Status Update

Tim Murdock, Director of Property Management, reported that Property Management is preparing for the winter months. Trees in the Eastman Reading Garden are scheduled to be trimmed and decorated with seasonal holiday lights.

CPL150
STRATEGIC
PLAN
UPDATE
Presented

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, reported that Cleveland Urban Design Collaborative (CUDC) is actively working on the five Group 3 Branches. Union, Hough, Walz, Eastman, and West Park. They are compiling the background information, neighborhood maps and other plans in progress for each community. They have met with the community development corporations to discuss the best way to engage these communities in the conversation about CPL150. With the Group 1 and Group 2 Branches, CUDC followed the same protocol for each with advisory committees and public meetings. They learned that it worked well in some communities but not in others. This time, they are presenting an "engagement menu" to the stakeholders. For example, in addition to the public meeting, there could be drop-in sessions at the branch. Or, instead of forming an advisory committee, a standing meeting of stakeholders in that community could be used in that capacity.

Mr. Diamond stated that he will keep the Board updated as to how this plays out in each community.

Mr. Hairston asked for an update on the Glenville Branch parking lot project.

Joyce Dodrill, Chief Legal Officer, stated that the property is still vacant. As the Library was looking for options for constructing the parking, we learned that a gentleman has purchased the building adjacent to it and intends to use it for a senior housing project. He contacted the Library to inquire if he could have the parking lot to use for parking for the senior housing project. At the time of discussion a month ago, his plans seemed unclear. However, if he goes forward, he plans to purchase another building located across the street.

Ms. Dodrill stated that if this happens, the Library will need to engage in a conversation with the County Land Bank to determine the best use of the property. The concern is that if the Library proceeds with constructing the parking lot, tenants in the senior housing project will park in the lot using spaces purposed for our patrons. Although the Library wants to honor the commitment with the County Land Bank, it may be beneficial to sell the property to the gentleman and the proceeds utilized to cover the expenses of tearing the building down.

Ms. Dodrill concluded and stated that the Board will be updated when more information becomes available.

Mr. Hairston thanked Ms. Dodrill for her update.

Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, stated that the last of the buildings investigations will be next week. The draft for the report for Carnegie West, the first building investigated, will be used as a template. The final version should be available by the end of next week.

Joyce Dodrill, Chief Legal Officer, stated that the plan is to get an updated assessment of all 10 buildings and then determine the priorities among the 10 branches.

Mr. Corrigan stated that ADA compliance in our branches should be considered the top priority.

SAFE, WARM
AND DRY
UPDATE
Presented

Mr. Hairston advised that a thoughtful strategy for prioritization of branches on the east and west sides be given careful consideration as we approach the levy.

ADVOCACY
TASKFORCE
UPDATE
Deferred

Advocacy Taskforce Update

In Ms. Washington's absence, Mr. Corrigan stated that this update will be deferred until the next Board meeting.

FRIENDS
BOARD
UPDATE
Presented

Friends Board Update

Gretchen Faro, Executive Director, Friends of Cleveland Public Library, expressed her appreciation for the Board approving the Resolution Authorizing Agreement with Friends of the Cleveland Public Library and with Ciuni & Panichi, Inc. for Consulting Services and looks forward to the process and its results.

Ms. Faro stated that she has secured a commitment from Pat Conway, Owner, Great Lakes Brewing, Co., who will brew a special blend for Cleveland Public Library in honor of the Library's 150th Anniversary Celebration Gala.

Ms. Butts asked if a date had been confirmed for the Celebration Gala.

Ms. Faro stated that she was in the process of interviewing event planners in Cleveland and will inform the Board when a date has been selected.

Director Thomas stated that he and Ms. Faro discussed creating some type of event sponsored by the Friends in coordination with the Superman Exhibit.

Mr. Corrigan thanked Ms. Faro for her update.

RESOLUTION
TO ENTER
INTO AN
AGREEMENT
WITH THE
BOARD OF
TRUSTEES OF
ROCKY RIVER
PUBLIC
LIBRARY
Approved

NEW BUSINESS

Mr. Corrigan presented the following items of New Business.

Resolution to Enter into an Agreement with the Board of Trustees of Rocky River Public Library

Mr. Corrigan moved approval of the following resolution.

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

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

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

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

WHEREAS, At their regular meeting on October 26, 2016, the Board of Trustees of Rocky River Public Library (RRPL) passed a resolution approving the plan put forth by RRPL's Director for RRPL to join CLEVNET; and

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

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

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

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

RESOLVED, The Cleveland Public Library Board of Trustees warmly welcomes Rocky River Public Library to CLEVNET,

with every best wish for a long and successful relationship.

Mr. Corrigan commended the CLEVNET and IT staff for their efforts and stated that we continue to provide quality service to the CLEVNET members and applauded Rocky River Public Library for seeing the benefits and joining in this collaboration.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas stated that as president of the Public Library Association, he authored a letter to all members addressing post-election angst and reminding them that public libraries are the perfect place for discussions and conversations that will try to unite communities which may be torn apart. Cleveland Public Library will put together programs that will bring people together and facilitate those types of discussion over the next year.

Mr. Hairston stated that it was important that conversation forums around the elections be put together of our youth. Cleveland Public Library is a neutral place where individuals can be provided an opportunity to express themselves.

Mr. Corrigan stated that a public forum or discussion can be held regarding purposeful misinformation and how to provide the public with objective truth and fact. Libraries are in a unique position to advance solutions.

Director Thomas announced that Cleveland Public Library has been awarded a 5-star rating in the 2016 *Library Journal* Index of Public Library Service. Of over 9,000 public libraries in the United States ranked by *Library Journal*, 260 of these libraries were given star ratings in 2016 based on a number of criteria. The star ratings are determined by a library's circulation, e-circulation, visits, program attendance, and public Internet computer usage. Cleveland Public Library ranked 4th out of libraries its size, based on these measures.

FIGHTING COMMUNITY DEFICITS

The Student Loan Rescue program offered by College Now Greater Cleveland has seen an increase in usage in the

month of October. With a renewed push to promote the program among CPL staff registrations and attendances has doubled, with an average of seven registrants per served per 7-hour session.

On October 15th the Fulton Branch hosted Legal Aid @ the Library. Twelve attorneys and 21 law students participated in the clinic serving 39 patrons. In honor of the National Pro Bono Week the library in partnership with the Cleveland Chapter of the Legal Aid Society hosted its first clinic in the Louis Stokes Wing Learning Commons on October 27th. This mid-week program served over 40 patrons from surrounding areas.

TechCentral is participating in the Library's partnership with Cuyahoga County in preparing for the opening the deposit collection at the new Workforce Opportunity Resource Center (WORC) at the Virgil E. Brown Neighborhood Center. An adhesive vinyl sign was prepared for the space in order to showcase the Library's space, and Forrest Lykins, TechCentral Coordinator, assisted with the setup of the space on October 28.

FORMING COMMUNITIES OF LEARNING

Special Collections Librarian Stacie Brisker hosted the program Is Conservatism Dead in America? On October 22nd the Special Collections department hosted Dr. Justin Buchler, professor from Case Western Reserve who led the discussion on this timely topic. Ms. Brisker worked with the CPL Marketing team to deliver this talk for the first time streaming live, through CPL Facebook.

On October 28th "Jasper Wood's Cleveland" opened at the Canopy Gallery, where it will run through November 14th. The exhibit of items from the Photograph Collection's Jasper Wood Collection was planned and curated by Photograph Librarian Brian Meggitt and Library Assistant Adam Jaenke. The exhibition features twenty new prints of works by Wood, along with digital projections of selections of his other photographs and screenings of his short film Streetcar. The Library's Photograph Department Staff with the assistance of the Friends of Cleveland Public Library hosted an opening night celebration at the Canopy Gallery on October 28th. Attendees enjoyed food, drink and a view of some of his finest works in the Photograph Collection.

Carnegie West: Carnegie West Scholars programming had a successful and unprecedented debut in October. In addition to fulfilling a community deficit by "wrapping around" over twenty Paul Laurence Dunbar students through Mean Green Math Machine, Carnegie West Scholars has increased participation in after school programming by neighborhood families. One family signed up the day after seeing children's librarian Helen Zaluckyj with the young scholars launching rockets in Novak Park. An unexpected reaction to the innovation grant programming was the request of the entire 2/3 grade split from Urban Community School to participate in Carnegie West Scholars. Zaluckyj served over 200 children the first week of the scholars program, some of whom were new patrons drawn to the library thanks to the STEM-based innovation grant programming. Branch manager Angela Guinther has begun the leadership certification series taught by ERC staff and implemented by Human Resources department.

CELEBRATE DIVERSITY

The Cleveland chapter of Creative Mornings, a monthly lecture series targeting local creatives, hosted its October event in the Indoor Reading Garden in the Louis Stokes wing of the Main library. Municipal Court Judge Michael Ryan was selected to speak on the topic of governmental transparency. Judge Ryan spoke on the evolution of transparency in western democracies and the role it played in his campaign for a seat in the municipal courts.

Library Assistant Mark Fox Morgan collaborated with the Youth Services Department staff on an Art Lab program for Hispanic Heritage month on October 12th. Mr. Fox Morgan taught 10 children how to make figurative sculptures based on the art work of Manuel Neri (1930-). Neri is a Mexican-American artist who is recognized for creating life-size figures.

PARTNERSHIPS

Family Passes to the Cleveland Museum of Natural History were available for check out by CPL cardholders at 28 library locations including the Public Administration Library at City Hall. Each Family Pass is good for one day's admission to the museum for a family of 6 (up to 2

adults and 4 children). Each location receives 15 passes per month from Outreach & Programming Services.

Exhibits and Displays

Main library staff members created a number of informative, educational and interesting displays during the month of October. Senior Literature Librarian Jean Collins created a theater table-top exhibit for the Cleveland Play House production of *Sex with Strangers*. In addition, she created a book list and theater table-top exhibit for the Playhouse Square production of *Finding Neverland*. Local and Global History Department Library Assistant Danilo Milich created a book display titled *This Month in History*. Fine Arts staff created a book display featuring Hispanic artists and musicians for *Hispanic Heritage Month*. Literature Department Library Assistant Nick Durda created two books displays in the Main Lending area. One display was a celebration for Banned Book

Research That's Possible Only at Main Library

* Staff assisted a university law professor with locating images of Union Trust Bank and banker (and convicted felon) Kenyon Painter for research into the history of financial and real estate transactions in the Cleveland area during the Great Depression.

* Staff assisted a visual artist with finding and obtaining images of Cleveland businesses and personages associated with the African-American experience during the 1940s and 1950s to serve as inspiration for her January exhibit.

* Patron from Washington D.C. requested copies of the December 2012 Chess Life article which featured the J.G. White Chess Collection.

* A researcher from Sweden requested scans from three 19th century Dutch chess books: *Regelen voor het strategisch spel*, *Das Feldzugspiel* (1819), and *Le Je strategique* (1819).

* Practicum student Andrea Mitchell found an uncatalogued broadside facsimile depicting the 1677 article about the citing of a comet.

- * A researcher from Cornell University requested a 1932 article about a Kerdiris inscription from a Sasanian Rock.
- * A chess & checkers researcher from Michigan requested to view over 50 items for his visit on October 12th, 13th and 14th. It took three staff and approximately 9 hours to pull the material.
- * A chess researcher requested an article from the journal, Schacchi e Scienze Applicate for the 1990 article, "Gli Schacchi in India". Cleveland Public Library is the only holding library in WorldCat for this journal.
- * A patron requested the music score "Put Your Trolley on the Sky" (1898) from the Eyman collection. This song was dedicated to former Cleveland Mayor, Tom L. Johnson.
- * A chess researcher from Virginia came to CPL to view the book, Vom ersten Zug an auf Matt (1957) for which there is only 3 copies available in the U.S.
- * A chess researcher requested to view chess scrapbooks once owned by J.G. White.
- * A patron requested a digital copy of the WPA painting in Special Collections by artist George Adomeit entitled Prospect Avenue, 1934.
- * A well-known chess author made a visit to Special Collections to research the famous American Chess player Henry Nelson Pillsbury (1872-1906). The chess author is updating a biography he wrote 20 years ago and requested some of the J.G. White chess scrapbooks. Over 75 volumes and boxes were pulled for his research.
- * A patron was pleased to find research material about famed 16th century German philosopher, Paracelsus (1493-1541). Paracelsus was a physician, botanist, astrologer and occultist who is credited as the founder of toxicology. The patron was able to scan the rare material in CDPL.
- * A patron requested occult material written by Aleister Crowley. Crowley was an English occultist, writer and magician of the early 20th century. Special Collections

is known for its collection about the occult, witchcraft and magic.

* A patron requested to view some of the Rubaiyats in the collection.

* Two organists and researchers from Michigan came to CPL to view organ music from the Sheet Music collection and the Cleveland Chapter of the American Guild of Organists collection.

* PAL staff assisted a patron with finding Cleveland City Charter site 115-1 Office of Professional Standards and 119 Suspension of Police and Firemen as it was written during the 1980's.

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

State of Ohio Dep't of Education

- Awarded \$50,000 for the Family and Community Engagement pilot program, a kindergarten preparedness and parent engagement project.
- Planned forum with 30 local partners in early literacy to discuss four events for this grant.

- Organized week-long training at MLK Branch to be hosted by State in December.

Cleveland Foundation

Awarded \$10,000 to sponsor the Sunlight Foundation's Transparency Camp to be held at the Cleveland Public Library October 14 & 15, 2016.

CPL 2017 Programming Meeting

Assisted in the organization of and attended the CPL 2017 programming meeting (10/28).

Finalized America Reads agreement with Cleveland State University for after-school tutoring.

PUBLIC SERVICES

In the month of October the Library hosted approximately 236 programs ranging student loan debt counseling to seminars on governmental transparency. Also during the month the Library offered 143 pre-school story times to children and parents as well as a special Legal Aid Clinic held Louis Stokes Wing of the Main library. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes we held at 14 branch locations. The after-school food program, Kid's Café, began service at all but one CPL location.

On October 8th K-8 after-school tutoring provided by the Cleveland State University America Reads program began services at eleven CPL locations. The new fixed-cost agreement in the amount of \$57,963 covers costs for the period of October 2016 - June, 2017.

The Student Loan Rescue program offered by College Now Greater Cleveland has seen an increase in usage in the month of October. With a renewed push to promote the program among CPL staff registrations and attendances has doubled, with an average of seven registrants per served per 7-hour session.

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hosted its first clinic in the Louis Stokes Wing Learning Commons on October 27th. This mid-week program served over 40 patrons from surrounding areas.

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The OPS department encumbered \$74,505.76 in support of Library programming in the month of October. The majority of this spending involved blanket agreements with outside organizations providing branch programming. Most notable of these agreements are two involving expanded services art therapy and computer coding classes to each of the 5 districts. The Art Therapy Studio will offer 35 sessions for children under the age of 18 and the non-profit Community ++ will offer 30 computer coding classes for teenagers and adults; both initiatives will begin in 2017.

Friday Frolics

Literature Department Librarian Timothy Phillips hosted several Literary Frolics programs during the month of October. On October 15th the program focused on Jules Verne's *Twenty Thousand Leagues Under the Sea*. The second program was a "birthday bash" for Rita Hayward on October 21st. The celebration included a showing of her films, *Gilda & Affair in Trinidad*. Pierre Boulle's *Planet of the Apes* was the focus of the final Friday October Frolic.

Is Conservatism Dead in America?

Special Collections Librarian Stacie Brisker hosted the program *Is Conservatism Dead in America?* on October 22nd in the Special Collections department. Dr. Justin Buchler, professor from Case Western Reserve led the discussion on this timely topic. Ms. Brisker worked with the CPL Marketing team to deliver this talk for the first time streaming live, through CPL Facebook.

All the Books Are Stages

Literature Department and OCFB Manager Amy Dawson and Librarian Evone Jeffries conducted Octavofest bookmaking workshops in eight CPL branches along with Art Books Cleveland Book Artist, Bonne' de Blas. The theme for the workshops was theater history and the book form was a tunnel book.

Paper Arts Party

Literature Librarian Evone Jeffries conducted an Octavofest program to promote literacy by creating small books, cards, and bookmarks at the Sterling and Jefferson Branches.

National Novel Writing Month

Literature Librarian Evone Jeffries hosted a National Novel Writing Month Kick-off event on Saturday, October 21st. Future novelists were encouraged to create a writing plan for November.

Music at Main

Trombone students from the Cleveland Institute of Music performed a variety of popular songs from films on October 1st to an audience of 45 enthusiastic patrons.

Youth Services Programming

Library Assistant Crystal Huggins conducted Wee Read and Play Story times and the Super Sleuth Readers programs in October. Children's Librarian Lan Gao visited daycares and schools and delivered the I'm Ready to Read campaign cards promoting the Kindergarten Sign-Up Campaign. Youth Services Manager Annisha Jeffries and Lan Gao conducted a school tour with Community Villa View School every Tuesday.

Hispanic Heritage Month

Library Assistant Mark Fox Morgan collaborated with the Youth Services Department staff on an Art Lab program for Hispanic Heritage month on October 12th. Mr. Fox Morgan taught 10 children how to make figurative sculptures based on the art work of Manuel Neri (1930-). Neri is a Mexican-American artist who is recognized for creating life-size figures.

Genealogy @ CPL

CLGH Librarian Terry Metter conducted Genealogy @CPL at the Union Branch on October 1st and CLGH Library

Assistant Lisa Sanchez conducted the same program at the Union Branch on October 22nd.

Main Library Book Clubs

On October 20th the *Get Graphic! A Graphic Novel Book Club* met to discuss *The Diary of a Teenage Gir* by Phoebe Gloeckner and Literature Department Library Assistant Nick Durda led a Brown Bag Book Club for the book *We Have Always Lived in the Castle* by Shirley Jackson on October, 26th.

International Languages Programming

During the month of October, International Languages staff members hosted 30 programs. In addition the International Languages Department is currently hosting two local Latina artists, Maria Paz and Cosette Pineda. This show will run until November in the International Languages Gallery.

Main Library Tours and School Visits

During the month of October Main Library Staff members conducted tours for a number of visiting groups including: Two members of the Carpatho-Rusyn Society of Cleveland, eleven ladies from the Mayfield Women's Club, six individuals from *See Cleveland*, eleven students from Eleanor Gerson School, twenty-nine students from Marion Seltzer Elementary School, Mr. Rickey Tax, Director of the Meermann Museum at The Hague (Netherlands) on October 27th. and on October 6th.

Exhibits and Displays

Main library staff members created a number of informative, educational and interesting displays during the month of October. Senior Literature Librarian Jean Collins created a theater table-top exhibit for the Cleveland Play House production of *Sex with Strangers*. In addition, she created a book list and theater table-top exhibit for the Playhouse Square production of *Finding Neverland*. Local and Global History Department Library Assistant Danilo Milich created a book display titled *This Month in History*. Fine Arts staff created a book display featuring Hispanic artists and musicians for *Hispanic Heritage Month*. Literature Department Library Assistant Nick Durda created two books displays in the Main Lending area. One display was a celebration for Banned Book Week, and the other was a display on horror and supernatural themed graphic novels. The Popular Library continues to share materials with PAL

and Social Science for a display concerning domestic violence. On October 24th, Councilman Brian Cummins challenged PAL to create a book display concerning lead poisoning. With the assistance of staff members from Science and Technology, PAL staff was able to create a display the same day. Subject Department Children's Librarian, Lan Gao and Rebecca Donahue created displays for the Hispanic Heritage, autumn, the Cleveland Indians and Halloween.

Main Library Outreach

On October 28th "*Jasper Wood's Cleveland*" opened at the Canopy Gallery, where it will run through November 14th. The exhibit of items from the Photograph Collection's Jasper Wood Collection was planned and curated by Photograph Librarian Brian Meggitt and Library Assistant Adam Jaenke. The exhibition features twenty new prints of works by Wood, along with digital projections of selections of his other photographs and screenings of his short film *Streetcar*. The Library's Photograph Department Staff with the assistance of the Friends of Cleveland Public Library hosted an opening night celebration at the Canopy Gallery on October 28th. Attendees enjoyed food, drink and a view of some of his finest works in the Photograph Collection.

Fine Arts Librarian Bruce Biddle conducted an art program at the Addison branch on October 21st. He showed program participants how to draw zentangles, which is an easy and fun way to create images by drawing patterns.

Children's Librarian Rebecca Donahue presented at the second annual Back to the Book Jr. Event at the Hilton Garden Inn, Twinsburg. The subject of the day was story times for Baby, Toddler, Preschool or Community Outreach story times.

Collection Development Highlights

Popular staff members have been working to organize the DVD collection. New dividers that split each letter of the alphabet will patrons to more quickly retrieve materials. In addition, the Popular Staff is working to complete the shifting of the microfilm from the 5th floor storage to the basement storage room. The titles on microfilm have now all been interfiled and the process of labeling the collection has begun.

Center for Local and Global History Library Assistant Adam Jaenke continues work on digitizing the entire Jasper Wood collection of negatives.

Fine Arts librarian Andy Kaplan began working with the CDPL staff to digitize public domain sheet music from the Eyman Collection (which contains over 2,000 pieces of music). The Eyman collection is orchestra pit sheet music of Tin Pan Alley songs from Cleveland theaters that date back to the early 20th century.

The following titles were digitized from the collection: *The Hazeltine Chess Columns* (from 111 rolls of microfilm) and a CPL exhibition catalog entitled *The Illustrated Book* (1991).

Digitized links were identified for the following titles and staff had Catalog create 856 links: *Het Strategisch spel (1819-chess)*, *Dissertation sur les malefices et les sorciers (1752-witchcraft)*, *Zauber-Bibliothek oder von Zauberei (1821-witchcraft)*, *Geschiedenis der heksenprocessen (1828-witchcraft)*, *A Contemporary narrative of the proceedings against Dame Alice Kyteler (1843-witchcraft)*, *Pott's Discovery of witches in the county of Lancaster (1845)*, *Catechism of the Drouzes (1832- ancient religious sect from Egypt)*, *Opera nuova nella quale se insegna by Jacobus de Cessolis (1594-chess)* and a rare edition by illustrator Lynd Ward entitled *The Cloister and the Hearth* (1932) was transferred to Special Collections.

October donations included: a 2 volume set of Horace Greeley's *American Conflict* (1865-1867), a copy of the *Memorial Address on the Life and Character of Abraham Lincoln: Delivered, at the Request of Both Houses of the Congress of America, before them, in the House of Representatives at Washington, on the 12th of February, 1866*, 4 chess books donated from a German chess researcher he authored entitled: *Schach in Löberitz: Historische Untersuchung über die Schachtradition im Schachdorf Löberitz* (1996); *Das Schach-oder König-Spile des Gustavus Selenus* (2012-2013); *Die Schachgeschichten des Reinhold Schmidt* (2009); *Die Löberitzer Schachtage 1986-2015* (2015). A donor from Hagerstown, MD donated material related to former CPL employee, Francis Sommer. Mr. Sommer worked in Special Collections from 1926-1978 and was a well-known polyglot. The final Deed of Gift for the *Harold Dondis Chess Columns* was executed on

October 3rd. The columns were shipped to Special Collections by mid-October.

Research that's Possible Only at Main Library

- Staff assisted a university law professor with locating images of Union Trust Bank and banker (and convicted felon) Kenyon Painter for research into the history of financial and real estate transactions in the Cleveland area during the Great Depression.
- Staff assisted a visual artist with finding and obtaining images of Cleveland businesses and personages associated with the African-American experience during the 1940s and 1950s to serve as inspiration for her January exhibit.
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- Practicum student Andrea Mitchell found an uncatalogued broadside facsimile depicting the 1677 article about the citing of a comet.
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- PAL staff assisted a patron with finding Cleveland City Charter site 115-1 Office of Professional Standards and 119 Suspension of Police and Firemen as it was written during the 1980's.

Staff Development

Assistant Director of Public Services Robin Wood is representing CPL in the 26th Annual Cleveland State University Leadership Academy. The first session was held on October 27th at Main Library. Graduation is planned for May 19, 2017.

International Languages Manager Milos Markovic represented CPL at TRI-C Metro's annual ABLE workshop.

Center for Local and Global History Manager Olivia Hoge attended the Ohio Local History Alliance's 2016 Annual Meeting and Conference, Connecting Communities on October 7th - 8th in Dublin, Ohio.

Center for Local and Global History Librarian Terry Metter attended the Urban Library Council's 2016 Annual Forum in Kansas City on October 5th -7th. The three day conference was attended by librarians and library executives from across the United States and Canada.

Fine Arts & Special Collections Manager Pam Eyerdam attended an *Octavofest* presentation given by Rickey Tax, Director of the Museum Meermanno, Netherlands on October 20th at Cleveland State University.

PAL Library Assistant David Furies participated in the webinar titled "*Federal Government Data Update.*" on October 5th.

PAL Library Assistant Monica Musser attended CPL Transparency Camp on October 14th and 15th.

EXHIBITS

The Library in partnership with LAND Studio and MOCA installed a politically inspired mural on the eastern gate of the Eastman Reading Garden.

The creators of the piece, For Freedoms, are an artist-run super PAC founded by artists Hank Willis Thomas and Eric Gottesman. For Freedoms draws inspiration from Franklin Delano Roosevelt's articulation of the freedoms that underscore civil society: freedom of speech, freedom to worship, freedom from fear, and freedom from want. Nearly 50 contemporary artists are collaborating with For Freedoms to encourage political discourse and engagement around the 2016 presidential election.

The banner features two graphic elements. The first is an appropriated image taken by Spider Martin on March 15, 1965, in Selma, Alabama - a day now called "Bloody Sunday." In the image, John Lewis, a current United States Congressman, stands with the Student Nonviolent Coordinating Committee during a protest action.

For Freedoms added the text: "In order to form a more perfect union," a foundational quotation from the United States Constitution. For Freedoms' second graphic

element "Us Is them," asserts a hopeful message about mutual understanding among American citizens. The project is emblematic of For Freedoms' method of merging text and imagery in the style of traditional political super PAC and partisan political campaign advertisements.

PARTNERSHIPS

Family Passes to the Cleveland Museum of Natural History were available for check out by CPL cardholders at 28 library locations including the Public Administration Library at City Hall. Each Family Pass is good for one day's admission to the museum for a family of 6 (up to 2 adults and 4 children). Each location receives 15 passes per month from Outreach & Programming Services.

MOBILE SERVICES

The Mobile Services Department in the month of October began to pilot new programming for Senior Citizens in various neighborhoods of Cleveland.

The "Get Social: learn how to post, tweet, and connect" program was held at the Fairhill Center on October 18th and had 15 participants. The program addressed the technological knowledge gap possessed by seniors as it relates to the use of mobile devices. The same program was held at the Wingspringer Apartment Building in the Buckeye Neighborhood on Oct. 31st in the afternoon.

The Franciscan Senior Apartment book club is in its third month and the attendance has been consistent at around twenty participants. The group has embraced this program and participants, on their own initiative began preparing baked goods and small craft items (bookmarks) to share to share with each other during the program.

On the Road to Reading completed its second month of service to local childcare centers. The program has received good reviews from the teachers who are enjoying the extra books in their daycares. The OTRR program has also been working hard to inspire teachers to think of new ways to use the books and several teachers have created extension activities as suggested by OTRR staff.

The work of increasing services to seniors has been of high importance in Mobile Services over the last couple of months, which resulted with adding over six programs held at various senior apartment buildings and centers

this month. In addition to the Get Social programs on October 18th and 31st, the department hosted a Jazz Concert on October 27th for forty-seven individuals at Abington Arms Apartment. On October 19th at the Springhill Apartments a Haunted Cleveland program hosted twelve individuals, who were surprised by the amount of haunted places in the surrounded area. On the 25th of October a History of Hough program was presented by Kelli Newsom to 18 residents of the Kingsbury Apartment building located in the Hough neighborhood.

MEETING ROOMS

The total number of requests for Main Library in the month of October was 255 with an estimated total attendance of 4,113. The Library's newly renovated Learning Commons on the 2nd floor of the Louis Stokes Wing was reserved 97 times and accommodated over 1,400 guests during the month of October. Branch meeting rooms were reserved 470 times with an estimated total attendance of 1,320. Lakeshore auditorium and meeting rooms were reserved 31 times primarily for staff related activities.

BRANCHES

District 1

Eastman - On October 3rd, Branch Manager Ken Knape attended a Stockroom Analysis Committee Meeting This is the third time the group has met to determine how to update the ordering of library supplies and materials and to eliminate old and obsolete items It was determined that the group needs to meet at least one more time. Children's Librarian Cassandra Feliciano visited Angels on Earth Day Care on 10/13/16 for pre-k storytime. LA Youth Nancy Smith went to the fitness ambassador's meeting on 10/12/16 in place of Branch Clerk Betsy Serrano. Cassandra created a Halloween book display in Eastman's main lobby.

Lorain - October 2016 was a month of youth engagement, community safety, and staff learning. Youth staff continued story times at 5 local schools and began distributing afternoon meals to approximately 25 kids each weekday through Kids Café. Lorain Branch became the place for youth to hang out during non-school hours, with probably 40 kids spending time in the building each day. Lorain Branch organized and hosted a public

discussion between Detroit-Shoreway Community Development Organization, Councilman Matt Zone, the Cleveland Police Department 2nd District, and residents on October 18 regarding a recent drive-by shooting; a Streetwise Self-Defense class with Cleveland Clinic and the North Coast Defense Academy on October 20; and a Domestic Violence Forum with Detroit-Shoreway,

Rockport - Rockport celebrated being number one in Summer Reading Club and ConnectED card sign ups with a pizza party courtesy of Director Thomas. Staff coordinated 6 in branch youth programs. 2 classes visited ROC for story time. Healthy meals, courtesy of the Cleveland Food Bank, were served for Kids Café. Read to the Beat ended a successful six weeks at ROC. America Reads Tutoring, courtesy of Cleveland State has begun with multiple youth daily taking advantage of the service. The Cleveland Fire Department visited with their Safety Truck and over 50 patrons went through and learned about Fire Safety.

Walz - Ms. Gielty's showcase highlights spooky books while a rounder has been devoted to Hispanic Heritage books. Produce giveaways, the lunch program, outreach and daily class visits have kept the library busy.

West Park - During the month of October Children's Librarian, Vicki Beggiani and Library Assistant-Youth Emphasis, Jeanna Sauls performed story times and tours of the West Park Branch for five classrooms from Newton D. Baker Elementary School, Valley View Boys Leadership Academy, and Watch Us Grow Family Daycare. Assistant Branch Manager, Crystal Tancak met with a group of teachers from Valley View Boys Leadership Academy to provide information about relevant programs and services offered by the library. Through a partnership with The Greater Cleveland Food Bank, Kids Café began on October 3rd providing free, nutritious meals to youth after school. Through another partnership with Bellaire-Puritas Development Corporation, Fashion Club resumed this month with youth meeting every other Tuesday to make something new and unique to take home. The Children's Museum of Cleveland's Museum without Walls visited the branch to present a mosaic art program to a group of children. Tech Central taught a Computer Basics series to adults and the Center for Local and Global History presented a Genealogy class.

District 2

Brooklyn: On October 4, Tech Central staff presented a MiniMaker Lab and worked with kids to make cell phone speakers with Post-It Notes. School visits continued with visits to Denison and Little Bit of Loving Care Day Care.

Carnegie West: Carnegie West Scholars programming had a successful and unprecedented debut in October. In addition to fulfilling a community deficit by "wrapping around" over twenty Paul Laurence Dunbar students through Mean Green Math Machine, Carnegie West Scholars has increased participation in after school programming by neighborhood families. One family signed up the day after seeing children's librarian Helen Zaluckyj with the young scholars launching rockets in Novak Park. An unexpected reaction to the innovation grant programming was the request of the entire 2/3 grade split from Urban Community School to participate in Carnegie West Scholars. Zaluckyj served over 200 children the first week of the scholars program, some of whom were new patrons drawn to the library thanks to the STEM-based innovation grant programming. Branch manager Angela Guinther has begun the leadership certification series taught by ERC staff and implemented by Human Resources department.

Fulton: Green Machine Science Machine experiments continue to be exciting for the children. A blow up planetarium was brought in and the children learned about the night sky! The legal aid free advice clinic continues to bring in a large number of interested parties; it was very orderly and much appreciated by our patrons. The only complaint was the lack of parking. The Kids Cafe continues to be in demand with our patrons, we have a lot of hungry children, and staff is grateful the program is offered.

Jefferson: "Maker Mondays" continue to be a popular program with Jefferson's patrons. Throughout this month children have explored various technologies with the Maker Kit Mania Program, with the Snap Circuit Program being the most popular. Also children had the opportunity to create their own comic strips using the Pixton Program. Branch Staff continue to welcome scores of children from neighborhood schools, both after school and through class visits and story times. Connected

cards have been issued to all students that visit the branch on a class visit. Children also learned new skills by experimenting with nail art and creating friendship bracelets. As part of the Library's Octavofest Celebration children learned to make 3D tunnels books. The Tremont Think and Drink Book Club met at the Spotted Owl and discussed "The Sixth Extinction: An Unnatural History."

South: The South Branch children and teens rejoiced when the materials from the Shark Tank Grant arrived at the Branch. This is a collection of guitars both acoustic and electric for the children and teens to learn to play guitar. Branch Staff continues to service the neighborhood schools by presenting story times for Kindergarten at Walton Elementary, Pre-K at Buhner Dual Language Elementary and Toddler and Pre-K at Humble Hearts Day Care. For Discovery Day the participants hypothesized how many books three toilet paper rolls can hold up before they are crushed? Children learned what a hypothesis is and made their educated guess to how just three toilet paper rolls can hold up two telescopes full of books. The participants then counted as they loaded books into the telescopes to see if the rolls would hold. There were several programs for Hispanic Heritage Month, including Smart Art which involved learning about the life and works of Pablo Picasso. The participants had the opportunity to paint a guitar in the style of Cubism using only different shades of blue paint from Picasso's Blue Period.

South Brooklyn: For October South Brooklyn received a steady flow of activities involving partnerships: College Now, which offered the impACTthe216 (an ACT prep course); Kids' Café (free snack program in partnership with Food Bank) served food to impACTthe216; TechCentral engaged young patrons with the 3D Pet Monster Lab; the Gund Foundation provided a display promoting the Changing Minds Photo Exhibit at CPL Main. Various staff put up displays: the adult side had Halloween fiction/nonfiction, Horror Movies, Libros En Espanol, Fall into Romance; the children side had Halloween picture books/non-fiction, Star wars, Curious George and Batman. Both LACEs attended training.

District 3

Garden Valley - Leonard Burks observed Hispanic Month celebration by sharing the Spanish language with the boys and girls. He talked about culture such as music, food, dance, and song. Mr. Burks read several Spanish stories to give the children a more in depth feel of the culture. The kids loved it. There were 15 children present from Harvest Day Care. Mr. Burks also shared stories about Halloween and Jack O Lanterns to the kids. They were so very attentive and engaged. The story time ended with a craft in which each child made their own picture pumpkin or Jack O lantern.

Hough - Amy Dawson and Evonne Jeffries of Literature Dept. conducted a "Shadow Box" book making workshop in honor of Octovafest. Manisha Spivey and Joanna Rivera attended the Wellness Ambassador's meeting held at Lakeshore. Computer Aides Romael Young and Dawneast Greene attended the quarterly computer Aide meeting conducted by CJ Lynce. Joanna Rivera attended a "Lunch and Learn" session held at Rockport. Donna Willingham attended two Leadership Trainings conducted by ERC: "The Role of the Supervisor" and "Communication".

Martin Luther King Jr. Branch - Toni Parker attended the All Districts meeting on the October 5th; the Quarterly Manager's meeting followed by a District Manager's meeting.

Ms. Parker, Ms. Kmiecik and Mr. Roberts attended the Train-the-Trainer Workshop.

The United Way held a Lunch and Learn at the branch on October 11th.

Sterling - Art Books Cleveland and the Promise Neighborhood celebrated Octavofest at Sterling with an exhibit featuring art work created by the children over the past eight months. The children also presented a puppet theater program of improvised skits. The weekly individual and team STEM challenges continue to be popular.

Woodland - Stacey Brown represented the Woodland Branch at the United Way and Community Shares Lunch-and-Learn on October 11, 2016. Whitney Johnson is the new Wellness Ambassador for the Woodland branch. For a Halloween activity, children created their own pumpkin rice crispy treats! Participants read aloud the

ingredients and steps needed to create this Halloween treat.

District 4

East 131: Manager Marcie Williams participated in the Making Strides Against Breast Cancer 5k Walk at the Zoo as part of the CPL-Fit Team. On Saturday October 8th, LA Youth Emphasis Rosa Simone presented bilingual story time to children at the Convencion Hispana event held at Max Hayes H.S. in celebration of Hispanic Heritage Month.

Fleet Branch: The Fleet Branch hosted the Recipe Club, the Ladies Knitting Guild, and a Financial Awareness Event with Cleveland Public Library's valued partner Community Financial Center. Walter Morris and his team provided staff and patrons with a variety of financial information along with free credit reports. The Board of Electrons held a registration and poll workers drive. Ms. Colleen from College Now assisted patrons with reducing student loan debut and financial aid. Pasha Moncrief and Tracie Forfia attended Broadway/Slavic Village/P-16 Community Meeting. Ms. Moncrief attended the Quarterly Manager Meeting and District Four Meeting. Tracie Forfia attended the Youth Services Meeting and CPL Board Meeting.

Harvard-Lee: Mrs. Parks and Ms. Kristen Schmidt attended the Train-the-Trainer workshop held on October 3. Ms. Schmidt additionally attended the first Module of the Leadership class provided by our L&D. Ms. Schmidt participated in conference calls concerning Lead Worker/Clerk Training. Team Harvard-Lee was given a pizza party from NOPEC staff wearing their MOPEC t-shirts on October 18. Also, Team Harvard-Lee was recognized for their efforts in being #1 for SRC completions. A pizza party was given on October 26, 2016 for the entire staff. Also on this date, in recognition of Breast Cancer awareness, our entire team embraced PINK OUT Day coordinated by Ms. Bianca Jackson.

Mount Pleasant: Mrs. Scurka attended a NEO-RLS seminar on Best Practices in Motivating Staff. The Mt. Pleasant Wellness check-up were all completed. Mrs. Scurka attended the Managers monthly meeting at the Lake shore facility. Mrs. Carter and Ms. Proctor attended the monthly Youth Services meeting at the Lake Shore

facility. Mrs. Carter attended a NEO-RLS seminar on Back to the Book.

Rice: Youth Services staff conducted multiple weekly class visits and story times with November Center, Harvey Rice School, Intergenerational School, and Sunbeam. In a partnership with PBS IdeaStream the branch hosted an appearance of the famous character Daniel the Tiger and as a surprise was gifted a new play zone rug, a technology cart and four preloaded galaxy tablets with cases and headphones. In addition PNC donated two iPads with cases, gift cards, and giveaway bags for all the participants. The branch computer aides worked for the first time in collaboration with mobile services to pilot a technology class for seniors at the neighboring Fairhill Partners and the Wipinsinger Apartments.

Union: During the month of October, Union Branch serviced 397 students through outreach story times and school visits. Two fun and exciting programs were held at Union Branch in addition to candy give-a-way on Halloween Night, allowing branch staff to interact with 75 students total. Union Branch staff and volunteers also interact with students during Kid's Café, where we have served over 500 after-school snacks for the first time. This month, we had two volunteers; Quinica Garrett who will remain with Union Branch for the entire school year, and Naiemma Williams from Vocational Services Unlimited.

District 5

Addison - This month, Addison's Youth Service Staff is preparing for its annual Superhero Party. This event includes games, candy and an essay contest on "What make your superhero so special?" Essay contest forms are distributed to area schools to be retrieved and judged by staff prior to the party. Movie theater gift cards in dominations of \$20, \$15, and \$10 will be awarded for first, second, and third place. The branch will also host an afterhour's community engagement and maker's event in partnership with *Upcycle Parts Shop Art Studio*, for the creation of a new banner to hang in the branch. This event will feature a musical performance by students from *Rainey Institute*, guest speakers, refreshments, and goody bags for adults.

Collinwood - "*I just love it all.*" is a quote from an evaluation from one of the sessions at our pilot program "Collinwood Community Youth Academy" (CCYA) which will have its 4th session on October 29th. This has been a labor of love in partnership with OPS and the United Way. In addition, the Cleveland Museum of Art has scheduled programs at three of our branches, Collinwood, Langston Hughes and Glenville again this year marking the third year of our on-going partnership and expansion of programs since 2013.

Glenville - Recently, the Glenville branch was presented with the opportunity to have a rain garden added next to the branch with the installation beginning this November. The Senior book club met and discussed the title, "3, 2, 1," by Carol Smiles with several in attendance. Michelle Miller attended the Youth Services meeting on October 19th and LACE, Clay Cunningham, will attend the mandatory LACE meeting to be held on October 26th. Sharon Jefferson attended the manager's meeting on October 12th and the Ward 9 council meeting on October 13th.

Langston Hughes - Free tutoring was provided Monday through Thursday by Cleveland State University students from America Reads; the Kid's Café took place Monday - Friday at 3 p.m.; collage art illustrations of fall scenes with "Collaging the Fall Landscape"; create a drum machine with "Make a Drum from Anything"; the branch celebrated Octavofest with "Octavofest Bookmaking Workshop"; Halloween was celebrated with "Books that go Boo"; examine the fall leaves with our program "Leaves in the Wind"; pop-up books were created with Halloween in mind with "Books that go bump in the Night."

Memorial Nottingham - For the month of October the Memorial Nottingham Branch hosted classes from the Tech Central. Classes included Email Basics, Your Digital Footprint and CPL and Your device. We hosted the launch of the Operation Vegetables game in collaboration with Collinwood Ballot box Project winner Linda Zolten Woods. Storytime's have been delivered to several day cares and school classes including Jubilee Academy and Brilliant Beginnings Day Care. Class visits continue from St John Nottingham.

TechCentral**Library Assistant, Computer Emphasis Meeting**

The quarterly Library Assistant, Computer Emphasis meeting was held on October 26th at the Lakeshore Facility. Topics of the meeting included Xerox Servicing and Supplies, a presentation on the Digital Gallery, and an introduction to Mozilla Web Literacy.

Workforce Opportunity Resource Center

TechCentral is participating in the Library's partnership with Cuyahoga County in preparing for the opening the deposit collection at the new Workforce Opportunity Resource Center (WORC) at the Virgil E. Brown Neighborhood Center. An adhesive vinyl sign was prepared for the space in order to showcase the Library's space, and Forrest Lykins, TechCentral Coordinator, assisted with the setup of the space on October 28.

Staffing Changes

Tawana Campbell transferred to Library Assistant, Computer Emphasis, PTR, TechCentral, on October 2, coming from the Glenville Branch.

TechCentral Manager, CJ Lynce, held interviews for a Library Assistant, Computer Emphasis, PTR, in TechCentral on October 7.

Julie Gabb transferred to Library Assistant, Computer Emphasis, PTR, TechCentral, on October 23, coming from the Rockport Branch.

Professional Development and Meetings

TechCentral Coordinator, Forrest Lykins, attended Process Improvement Committee Meetings on October 3, 18, 24, and 25.

Mr. Lykins attended CPL FIT Committee Meetings on October 4 and 11.

Community Engagement: Visits and Outreach

TechCentral Coordinator, Forrest Lykins, and Library Assistant, Computer Emphasis, Yehia (Jon) Alhibshi Devore traveled to the Erie, PA to present a session on Maker Spaces for the Erie County Public Library staff development day on October 9.

TechCentral Manager, CJ Lynce, and Mr. Lykins transported the Mobile MakerSpace to Hubbard Public Library on October 14 to be part of the grand opening event for Hubbard Public Library's own maker space.

Computer Classes, MakerLabs, and One-on-One Sessions

The following are the statistics for Computer Class and MakerLab programs for October 2016:

	Branches	Main	Total
Number of Computer Classes	34	20	54
Attendance in Computer Classes	98	63	161
Cancelled Computer Classes (in-advance, no registrations)	6	0	6
No-Show Computer Classes	6	1	7
Cancelled Computer Classes Due to Weather	0	0	0

	Branches	Main	Total
Number of MakerLabs	14	3	17
Attendance at MakerLabs	154	12	166
Cancelled MakerLabs (in-advance, no registrations)	0	0	0
No-Show MakerLabs	0	0	0
Cancelled MakerLabs Due to Weather	0	0	0

OLBPD

For October 2016, OLBPD circulated 44,409 books and magazines directly to patrons. OLBPD registered 111 new readers to the service. Approximately 660 BARD patrons among 1,550 active users downloaded 10,882 items.

On October 12th, OLBPD and the State Library of Ohio (SLO) Talking Book Program co-hosted a statewide, one day sub-lending machine agency conference. Sub-lending agencies act as local equipment distribution and patron services support, as well as host deposit library collections of OLBPD library materials. Sub-lending agencies include Ohio public libraries, along with blind and low vision rehab and social services centers. Information and updates about OLBPD's service were provided, as well as training on the use of BARD, as well as an orientation to adaptive technologies for

people who are blind or have low vision from staff at the Cleveland Sight Center.

On October 18th, OLBDP hosted its annual Volunteer Appreciation Luncheon. The luncheon was held at OLBDP and Lake Shore Rooms 1A & 1B. Approximately twenty-four volunteers attended the luncheon, and National Library Service (NLS) certificates of appreciation were handed out to participants. OLBDP hosted thirty-three volunteers over the last year who contributed 2,370 hours of service.

The American Council of the Blind of Ohio hosted their annual conference in Sandusky October 20th-23rd. OLBDP Library Assistant Ken Redd spoke during their general session, and provided a report and updates on OLBDP library services.

The Ohio Braille and Talking Book Program Consumer Advisory Committee (CAC) meeting was held at the State Library of Ohio on October 27th. Consumers were provided updates about the service, including information regarding changes to Talking Book Topics, and BARD Express. A volunteer appreciation luncheon was also held for CAC members and NLS certificates were distributed to members for their participation this year.

OLBDP Librarian Michelle Makkos and OLBDP Library Assistant Ken Redd provided information and talks about the service at the North Royalton Health Expo on October 1st; Western Reserve Area Agency on Aging Fair at Collinwood Rec. Center on October 3rd; Children and Family Services Fair on October 4th; East-West Eye Conference October 6th-8th; WKYC Health Expo on October 8th; Cleveland Sight Center Group Visit to OLBDP on October 24th.

The OLBDP adult book club met through the summer. On October 28th the adult book club met to discuss "Ten" by Gretchen McNeil.

TECHNICAL SERVICES

Technical Services staff members hosted a visit from their counterparts from the Cuyahoga County Public Library on October 13. Fifteen guests were given a tour of Technical Services and an opportunity to sit down and

talk to Cleveland Public Library staff. Many individuals from both groups went to lunch together.

Patricia Lowrey, Director of Technical Services, attended the Stock Room Analysis Taskforce meeting on October 3. She attended the October Finance Committee and regular Board Meetings and the Leadership Team meetings on October 11 and 25. Ms. Lowrey, Collection Manager Pam Matthews, Acquisitions Manager Sandy Jelar Elwell, and Acquisitions Coordinator Alicia Naab met on October 4 and 17 to monitor and adjust spending for Library Materials. She attended two OverDrive webinars about changes to the library's public platform that will take place in November.

Wellness Screenings took place at the Lake Shore Facility October 4-7. Annual evaluations for Bargaining Unit staff were completed.

Collection Management: Collection Management selected 2,735 titles, 21,926 copies, and spent \$298,952 in October. Forty-nine telescopes of materials were relocated.

Longtime Children's and Young Adult selector Bonnie Bolton retired on October 31, and will be greatly missed. Eric Hanshaw continued his involvement on the United Way/Community Shares committee by helping its Bowling Fundraiser by gathering materials for a basket that was auctioned off. Laura Mommers participated in the biannual FIT Committee meeting and luncheon.

Pam Matthews attended the pilot Diversity and Inclusion Training as well as the first two sessions of Leadership Certification training.

High Demand: The High Demand Department had another busy month, as evidenced by the numbers of titles and items ordered and added. Staff ordered 1,964 titles and 15,653 items. They added 1,351 titles and 16,094 items, and paid 800 invoices. Staff worked very hard to get this amount of items, titles, orders and invoices through the department in a timely way.

High Demand Manager Carole Brachna attended a lunch and learn program about the Ohio Deferred Compensation program.

Catalog: Librarians cataloged 2,419 titles, including 272 books in 20 different languages, and added 2,846 items for Cleveland Public Library. Ms. Johnson updated the guidelines for cataloging material in the Local Author collection. Librarian Celia Halkovich started reviewing the Call Numbers with an incorrect subfield z report, which is one of the CPL.Cat duties. Librarian Yeshen Dugarova-Montgomery proposed omitting page numbers from notes about bibliographical references, and the rest of the staff agreed that the pagination is optional.

Acquisitions: Ms. Jelar Elwell, Acquisitions Manager, attended Process Improvement Committee meetings of the CPL Fleet Vehicles Analysis team. Anarie Lanton, Technical Services Associate, began a leave of absence on October 27th.

The Acquisitions Department ordered a total of 7,743 titles and 13,731 items (including periodical subscriptions and serial standing orders); received 15,728 items, 1,443 periodicals, and 360 serials; added 497 periodical items, 163 serial items, 388 paperbacks, and 2,370 comics; and processed a total of 2,314 invoices.

Lake Shore Shelf/Shipping: Supervisor James Clardy attended his first two classes of the Leadership Program provided by the Cleveland Public Library on October 6th and 20th. He attended the Page orientation for the new hired Pages at the Main Library on October 18th. On October 17th Amber Alexander attended the United Way/Community Shares "Lunch and Learn" at the Memorial-Nottingham Branch where she learned how to donate online and what she could do to help the committee. Ms. Alexander attended the mandatory Diversity training class on October 25.

Trisha Roberts resigned as a Page in the Shelf/Shipping Department; she began work as a Shipping Clerk at the Shipping Department in the Main library on October 24.

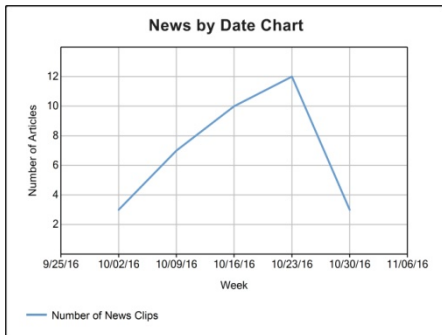
The staff of the Lake Shore Shelf/Shipping Department sent 84 items to the Main Library for requests and 91 items to fill holds. Main Library received 311 telescopes, the Branches received 968 telescopes, CLEVNET received 87 telescopes, CASE received 7 telescopes CSU received 5 telescopes and Tri-C received

5 telescopes. A total of 1,383 telescopes of new materials were shipped out. The Technicians sent out 927 items of foreign material and a total 23,242 new items were sent to the Acquisitions and High Demand Departments.

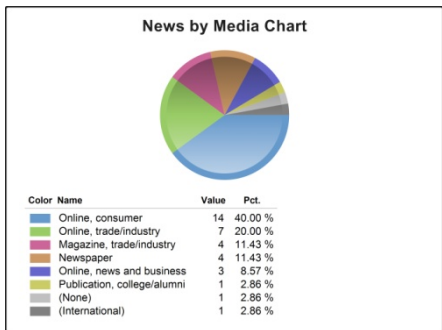
Materials Processing: The Associates cataloged 1,485 new titles for the Cleveland Public Library and added 1,290 records for the CLEVNET libraries. The Associates and Sr. Clerks added 5,343 items. The Technicians worked on 25,766 items.

Sabrina Rosario-Laureano, Douglas Huston, and Eric James attended the Diversity and Inclusion training. Mr. Huston, Marisol Adorno-Cruz, Maria Russell, YoLanda Lawler and Christon Hicks attended the Ohio Deferred Compensation "Lunch and Learn" at the Lake Shore Facility.

MARKETING & COMMUNICATIONS



Media coverage for the month of October included 38 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$48,603.44. In October, the online media outlets that featured CPL events and programs



received 21,020,175 unique visitors. Most activity centered on the Sunlight Foundation's Transparency Camp held at the Main Library. Online Consumer accounted for most of the media articles.

Search Engine Marketing with cleveland.com resulted in the

CPL ad being viewed 889 times on average per day, with an average of 129 clicks to the website per day resulting in a 14% click-through rate for the month. *Library Cleveland OH* was the most clicked-through phrase. No special ads were run on cleveland.com.

Social Media

The exchange of "book spine poetry" between CPL and Toronto Public Library gave Marketing staff a chance to warm up before taking on the "other CPL" aka Chicago Public Library during the World Series. Both exchanges generated a great deal of activity on Twitter and Facebook.

Twitter

Tweet impressions: 148K

Profile visits: 8,920

Mentions: 278

New followers: 99

Top media Tweet earned 4,984 impressions

@torontolibrary You expect us fear weather? #ThisisCLE. Good luck flying straight tonight. @Indians #ALCS #RallyTogether pic.twitter.com/fIR7VeWTN2

Top Tweet earned 9,949 impressions

CPL is hosting #TCamp16, an "unconference" focusing on open data & gov. transparency, Oct. 14 & 15! transparencycamp.org

Top mention earned 3,253 engagements

TorontoPublicLibrary

@torontolibrary Oct 14

Hey @Cleveland_PL, we heard about your World Series drought... #OurMoment #ALCS @BlueJays #BringerOfRain ☐ pic.twitter.com/twErOGSv35

Facebook

82 Net Likes (8,651 Total)

2,255 Avg Daily Post Reach (the number of people CPL posts were served to)

3,704 Avg Total Reach (the number of people who were served any activity from CPL's Page including CPL posts, posts to CPL's Page by other people, Page like ads, mentions and check-ins)

On October 22, the Department made its first foray into streaming an event live on Facebook. Dr. Justin Buchler's talk, "Is Conservatism Dead in America?" was enjoyed by those who heard him in person in the Treasure Room as well as those who joined the conversation on Facebook.

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.

Digital Signage Project

Digital signage is not new to the Main Library. Director Thomas introduced the use of monitors to the lobbies a number of years ago; however, there were limits as to what could be done with the technology. With the renovation of the Stokes Wing completed this summer came an opportunity to acquire digital signage software that could be installed throughout the library system and controlled remotely. The Department is currently piloting a digital sign at Lorain Branch that features local programs as well as system-wide services and special programs at Main Library. The plan is to have a digital sign operating in every CPL facility by the end of Q3 in 2017.

PROPERTY MANAGEMENTCARPENTERS

- Memorial Nottingham - Due to vandalism we had to board up and secure back doors at old Memorial Nott storage building.
- South Brooklyn needed hole cut in counter for the new self check out.
- Main - we removed all excess restroom signs on doors. We also replaced twelve ceiling tiles in youth services, fix staffroom door in the literature dept. Brought down banners from fifth floor and put them in Microfilm room
- LSF - hung posters.
- LSW - made keys for director's office, reattached file cabinet to wall also repaired file cabinet and made keys for cabinet for HR.
- Lorain - section of black iron fence that had fallen.
- Hough - reattached down spout.
- Rice - cut plexiglass for bump guard for walls

- Fleet - put together shelving units.
- Walz - patched holes in parking lot
- West Park - reinstall brick pavers in garden area

PAINTERS

- Lorain - painted exterior door to basement.
- ALL branches - removed old no smoking signs, no weapons signs and installed new ones.
- Main Fine Arts - repaired walls, primed and painted walls.
- LSW HR office area, painted secretary area.
- Collinwood - repair ceiling and paint complete foyer also scrape skim coat and paint window area in children's area.
- Rice - paint backdoor entrance, skim coat, prime and paint wall in children's area also skim coat where needed paint and installed plexiglass wall guards in work area

AUTO MECHANIC

- Installed new battery in truck fifteen. Repaired left front tire on car number one.
- Repaired weed wackers, lawn mowers and snow blowers
- Got quotes for side mirrors for truck four and twenty one
- Frontend on truck number four needed aligned.
- Truck number twenty five put window track back in place so contractor could install new driver's side window glass.
- Changed the oil in car one and car number two.
- Serviced directors' car and detailed it inside and out.

MAINTENANCE MECHANICS

- Main- Changed belts and pre-filters on Brett Hall AHU (24, cleaned and checked chiller condenser coil.
- Main- Repaired 1st floor public restroom hand drier.
- Main- Repaired and re-installed 5th floor NW speaker.
- LSW- Continued replacing bad ballasts on the 4th floor.

- Hough- Completed compressor replacement project.
- Addison- Replaced bad metal halide bulbs and capacitors.
- Lakeshore- Serviced exhaust fans.
- Carnegie West- Installed replacement sink faucet in women's staff restroom.
- Brooklyn- Repaired drinking fountain.
- Glenville- Replaced broken roof drain covers.
- Walz - Replaced leaking domestic hot water tank.
- Main- Repaired leaking urinal on 1st floor men's public restroom.
- E.131- Replaced leaking domestic hot water tank.
- Brooklyn- Repaired staff restroom toilet.
- Union- Branch hot, AHU troubleshooting, diagnosed bad compressor.
- LSW- Worked with contractors on new UPS installation in Automation.
- Walz - Replaced bad switch, cleaned up wiring under circulation desk.
- Union- Repaired refrigerant leak, recharged w/#14 lbs. of R-22.
- Lakeshore- Installed replacement power supply for security p.a. system.
- Union- Installed new parking lot light.
- Jefferson- Replaced bad ballasts in branch.
- Carnegie West- Repaired drinking fountain, unclogged sink in men's public restroom.
- Sterling- Repaired lights over circulation desk.
- LSW- unclogged utility sink on 1st floor by security.
- Harvard Lee- Replaced bad bearing assembly on boiler circulation pump.
- LSW- PM on server room Liebert units in Automation.

SAFETY & PROTECTIVE SERVICES

SAFETY SERVICES

- SPS developed a plan for staff to handle apparent overdoses as a result of staff questions following the Fulton branch overdose.
- SPS Officer Santora was terminated during his probationary period for unprofessional conduct.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Oct 2016	4127	165	73	118	707	148	81	49
Sept 2016	4074	163	76	136	604	119	69	63
Aug 2016	4866	175	98	170	784	132	70	117
July 2016	4141	155	87	77	697	105	75	46
June 2016	4307	163	82	50	652	120	70	76
May 2016	4694	196	59	143	713	124	90	68
April 2016	4822	161	125	143	845	162	117	68
March 2016	5424	200	129	76	893	156	104	82
Feb 2016	4856	202	89	101	776	184	116	115
Jan 2016	4613	177	133	54	637	152	126	63
Dec 2015	4351	189	113	39	627	154	60	37
Nov 2015	4252	185	136	127	754	129	78	58
Oct 2015	5810	215	167	51	682	167	67	47

Special Attention, Special Events, and Significant Incidents

- 10/4, Royce Security guard at Harvard Lee branch discovered a discarded jewelry box outside of the branch behind the brick landing. Using the name on the credit card found inside the box, the branch staff were able to locate the owner of the box and contacted her. Warrensville police arrived and took possession of the box, stating the home was broken into.
- 10/11, a female patron entered Lorain branch and alerted staff of a woman outside soliciting people to smoke crack with her. The woman entered the branch looking disoriented and confused. SPS and CPD were contacted; SPS officers waited CPD to escort her outside. SPS retrieved a bag that the woman had in her possession; CPD officers checked the bag and found stolen items. CPD detailed and removed her from the branch.
- 10/14, SPS was approached at the LSW desk by a patron saying there was a female on Superior having a seizure. SPS responded and found a female leaning against the building and crying. SPS contacted EMS who took the female to Lutheran Hospital.

- 10/20, SPS was dispatched to South branch for an assault that occurred inside the branch. A male juvenile jumped over seats to assault an older unsuspecting male. The juvenile left before SPS or CPD could arrive. EMS responded to treat the victim's injury. SPS officers located the aggressor two weeks later at Jefferson branch and expelled him for 30 days.
- 10/25, a female patron ran up to SPS officers inside South Brooklyn branch stating a juvenile was struck by a vehicle. The girl was on the ground in pain with her mother nearby. EMS and CPD arrived a short time later. The juvenile was treated and transported to Metro Health and the suspect was questioned by CPD and released.
- 10/24, SPS officers assisted the Carnegie West Branch Manager with opening because of a homeless male patron sleeping outside the main doors the past few mornings. SPS advised the male he'd have to seek shelter elsewhere and the male complied.
- 10/28, SPS officers detained a male patron after he became aggressive with an SPS officer. The officer responded to Tech Central for a disorderly patron for using profane language and making excessive noise. The patron was being escorted out of TC when he turned and approached the officer aggressively, threatening, and cursing at the officer. The officer grabbed the patron's arms neutralizing the threat and walked the patron out of Tech Central. The patron was detained and CPD was contacted. CPD took custody of the male for assault.
- 10/29, branch patrol was dispatched to the Collinwood branch in response to a juvenile who threw a chair and was causing a disturbance. The juvenile stated that his girlfriend's mother came to the branch and hit him with a belt and that is what caused him to act out. CPD was contacted but no response. The juvenile did not want his parents involved and no charges filed. The other juveniles were expelled for disorderly conduct for the day.
- 10/31, SPS officers retrieved a 12 inch long knife from the bushes outside of the Rice branch staff entrance. SPS dropped the knife off at the fourth district police department.

Protective and Fire Systems

- Fire extinguisher checks are scheduled to begin in early November.
- Sherry Parker and Lt. Babbitts completed fire drills for Districts one through three.

Contract Security

- A meeting was held with the owner of Royce Security, the CPL account manager for Royce Security, Bryan S. (CPL Asst. Legal), and I.
- Royce security management will roll out online tracking feature that will give SPS supervisors the ability to check guard's attendance, performance reviews, and scheduling. Background checks and drug screen results were turned over to CPL's legal department.

Administration

- I have reached out to Taylor Wiggins the Columbus Public Library Security Chief. I hope to meet with him soon to discuss topics from unionized environments to
- I participated in the Fairhill Partners Law Enforcement Breakfast
- SPS will be conducting interviews for full time officers November 9th.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors' held their final quarterly meeting of 2016 on October 28, 2016, in the Learning Commons at Cleveland Public Library's Main Library. The attendees were impressed by the newly renovated and refurbished floor. Many remarked how the Eastman Garden's tree canopy made the space all that much more beautiful. Nancy Levin, Director of Cleveland Heights-University Heights Public Library and an Eastern Communities Representative on the Directors' Panel, ran the meeting in the absence of Virginia Sharp March, outgoing Chair of the Directors' Panel.

Best wishes were extended to: Darla Bates who will soon retire from Kinsman Free Public Library; Virginia Sharp March who is leaving Perry Public Library to become the Director of Onslow County Public Library in Jacksonville, NC; Amy Switzer, new Director of Shaker

Heights Public Library; Anastasia Diamond-Ortiz, new Director of Lorain Public Library as of October 31; and Cheryl French, new Interim Director of Bristol Public Library.

Instead of the usual update on the strategic plan, Timothy Diamond, CPL's Chief Knowledge Officer, spoke of the need to think strategically about three priorities: new members, CLEVNET's data center, and the core services provided by CLEVNET staff.

Geauga County Public Library (GCPL) is on schedule to become a fully participating CLEVNET member in February 2017. It will be the third largest contributor to CLEVNET, a point not lost on the Directors present at the meeting who were seeing, for the most part, a drop in costs for 2017, thanks to the addition of GCPL. The Directors also heard, for the first time, that Rocky River Public Library (RRPL) will join CLEVNET in May 2017. The request to join was vetted by the members of the Directors' Panel, all of whom agreed that RRPL would be another fine addition to the network. The Board of Trustees of RRPL voted unanimously to join CLEVNET at their regular meeting on October 26, 2016. CPL's Board will take up the request at their November meeting.

Mr. Diamond presented detailed information about the State of Ohio Computer Center (SOCC) in Columbus, and explained the pro's and con's of moving CLEVNET's data center to the SOCC. (This same information was shared in Director Thomas' September 2016 report to CPL's Board of Library Trustees.) In the discussion that followed, everyone agreed that CPL could never match, not should be expected to match, the levels of redundancy and security available at the SOCC. The costs of new equipment, moving existing equipment, the lease of space, and the payment for power have all been figured into CLEVNET's 2017 budget. Again, because of the addition of GCPL to CLEVNET, the costs associated with moving the data center did not affect the bottom line for the member libraries.

Finally, Mr. Diamond spoke about the need for CLEVNET staff to focus their time and energy on CLEVNET's core services: the SirsiDynix ILS; the network (including VoIP); tech support; eMedia from OverDrive; and a short list of shared databases. He argued that whenever CLEVNET staff get involved in managing products or

projects that are not on that list of core services, the core services suffer. Hoopla (streaming media) was given as an example of a service that was not designed for use by a consortium and offered no cost savings to the group, but it was purchased for CLEVNET and CLEVNET staff spent an inordinate amount of time trying to make it work. It was clearly not a good use of staff time and energy. Laura Leonard, Director of Twinsburg Public Library, remarked that she would never expect, nor would she want, CLEVNET to make collection decisions for her library. She stated that it is her job to manage her collection, including services such as Hoopla. After some discussion, the group agreed that CLEVNET was best served by having CLEVNET staff stick to providing the core services. To do otherwise, would require additional staff which would mean greater costs for all.

Carrie Krenicky, CPL's Chief Financial Officer, presented her annual detailed explanation of CLEVNET's special revenue fund, the year-to-date budget report, and next contract year's costs. Each Director received a packet of financial information containing 10 reports and a cataloging fee schedule for contract year 2017. As it is every October, Ms. Krenicky's presentation was well received. The CLEVNET Directors very much appreciate her transparency, integrity, professionalism, and the high standards she holds for herself and her department. The CLEVNET Directors know that the CLEVNET Special Revenue Fund could not be in better hands.

Hilary Prisbylla, Director of CLEVNET, gave an update on:

- Upcoming Symphony upgrade
- Enterprise
- New OverDrive site
- EBSCO Discovery Services
- Hoopla
- COSUGI Consortia SIG meeting held in Cleveland, September 29-30

Brian Leszcz, Database Administrator, briefed the Directors on the security challenges faced by CLEVNET and the measures the department is taking to deal with them.

Larry Finnegan, Director of IT, had the pleasure of informing the group that the replacement of the data center's UPS (uninterruptible power supply)—including the shutdown and startup of the entire contents of servers and equipment—was a success. Mr. Finnegan gave full credit to his team who worked together through a very long and pressure-filled night.

The last major item on the agenda dealt with representation on the Directors' Panel. Stephanie Buchanan, Director of Bellevue Public Library, will replace Beth Leibengood of Clyde Public Library whose term expired. Two Directors had interest in replacing Virginia Sharp March as an Eastern Communities representative so a ballot was required. Katie Ringenbach, Director of Burton Public Library, was elected.

The next quarterly meeting of the CLEVNET Directors will be held on Friday, January 27, 2017, at 9:30 AM at Euclid Public Library.

Ms. Rodriguez adjourned the Regular Board Meeting at 1:29 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR OCTOBER 2016

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	393	7,432
Periodicals	12	199
Publishers Gifts	0	34
Non-Print Materials	118	2,144
TOTAL LIBRARY SERVICE MATERIALS	523	9,809

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 25	\$ 1,315
Library Fund	Restricted	25	5,190
Young Fund	Restricted	0	37,673
Schweinfurth Fund	Restricted	0	32,385
Founders Fund	Restricted	0	498,828
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	0	173,034
Lockwood Thompson Fund	Restricted	0	90,200
Learning Centers	Restricted	0	86,000
TOTAL MONEY GIFTS		\$ 50	\$ 925,553

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	12	1,330	523	9,809
Money Gifts	2	73	2	73
TOTAL GIFTS	14	1,403	525	9,882



Exhibit A

Cleveland Neighborhood Progress (“CNP”) will work alongside Cleveland Public Library (“CPL”) staff, in particular Human Resource Department, to engage employees and patrons via Wellness Committee, bi-weekly/monthly e-blasts, print collateral, social media platforms, etc. to take advantage of CFC service. Interested employees will email Financial Services Manager to schedule an appointment. Financial Services Manager will coordinate release time for such employee. Ideally, a two-week notice should be provided, but in no case less than 48 hours. In response to expansion of services to patrons, CNP will co-locate services at 5-7 strategic locations, i.e. district branch offices, to reduce travel time of financial manager in an attempt to serve more clients. CNP will perform the following, but not limited to, activities:

- Engage up to 250 participants may be employees or patrons;
- Provide one-on-one, customized financial planning and management embedded with financial literacy and education to determine the financial standing and potential needs of each client;
- Offer a series of asset-building topic workshops, in alignment with CPL *People’s University* programming, that appeal to clients at different levels within finance spectrum;
- Provide benchmark incentives, within reason/compliance, to acknowledge clients who meet established goals and/or to encourage clients to meet desired goals;
- Introduce and provide access to affordable banking products, tools, and services that reduce vulnerability to predatory lending practices and financial services;
- Provide appropriate, streamlined referrals to career services, tax preparation, and educational opportunities to help clients plan for the future and move towards financial stability in short-term and long-term circumstances;
- Pull, review, and help clients correct/dispute inquiries on their credit reports;
- Guide clients in the creation of realistic budgets that will help them achieve their financial goals as well as develop strategies for improving and maintaining their credit scores;
- Conduct ongoing follow-up with clients to provide support and guidance to reach the goals outlined in their financial action plan;
- Provide comprehensive demographics reports on a monthly basis;
- Disseminate bi-weekly/monthly e-blast promoting services sharing success stories; and
- Participate in the employee enrichment center programming by providing behavioral changing workshops that includes an engaging speaker and handouts.

Process and Metrics

The initial coaching session will entail the manager performing a Financial Health Assessment to get a better sense of the client's current financial situation. The Financial Health Assessment walks the manager and client through a series of questions to determine these needs and next steps.

The Assessment tool captures the following:

- Demographics
- Service Interest
- Financial Health (income, spending, assets)
- Financial Services (usage, costs, and possible needs)
- Service Plan Selection
- Debt Assessment (liabilities, costs, payment ratios, creditors, etc.), if applicable

The next step is to determine which service plans to work on with client. These arenas constitute the major financial areas in which clients can make improvements to become financially empowered. Service plans include:

- Reducing Debt
- Establishing/Improving Credit
- Increasing Savings
- Access to Banking
- Retirement/Long-term Planning

Based on the service plans above, eight outcomes have been identified as the best indicators that clients are on the path to becoming more financially empowered:

1. Banking (for those with no bank account): Open a safe and affordable bank account
2. Banking (for those with a bank account): Transition to a safe and affordable bank account
3. Banking (for all): Bank account is open six (6) months later
4. Credit (for those with none): Establish credit score
5. Credit (for those with credit): Increase credit score by at least 35 points
6. Debt: Decrease debt by at least 10%; Increase in "good" debt for those with credit building aspirations
7. Savings: Increase savings by at least 2% of net income
8. Savings (for those who are not yet saving): Establish and maintain a regular savings habit (monthly).

Financial capability studies have concluded that clients achieve greater financial success and outcomes when they attend follow-up sessions with their financial counselor. Clients will be booked for follow-up appointments after their intake session whenever possible. At each session, new outcomes or milestones are recorded. Progress toward financial goals is recorded through baseline/ending values in the Financial Health Assessment and other assessment tools. Follow-up Financial Health Assessments will be performed

periodically to adapt to a client's changing financial situation every 3-6 months with each client or when there is a significant change in the client's financial circumstances. Follow-up assessments allow managers and clients to reassess needs, progress, and outcomes and provide a comparison point for evaluation and measuring financial health.

Data collection tools and measures

As stated above Efforts to Outcome will be utilized by manager in order to allow for the input of organized data which can be tracked and analyzed. This software allows the Financial Services Manager to answer questions about each client, track goals, access information from previous visits, and input valuable data which will allow for up-to date analysis at every stage of review. This software will be employed during each visit and updated and compared during subsequent visits.

Client Confidentiality

Client successes will be measured and analyzed in order to understand not only the number of individuals served, but the real and lasting impact that financial planning has on client's lives. CNP will engage a third party, Case Western Reserve University, Center on Urban Poverty and Community Development, Steve Killpack, Efforts To Outcome software specialist, and the Cities for Financial Empowerment Fund, Inc. to evaluate CFC service and client outcomes for evaluation purposes. No personal identifying information of clients shall be shared with any third parties, including the above, without the individual client's consent. Data that contains no personal identifying information, may be combined with data provided by other persons receiving counseling and shared with third parties for the purposes of conducting academic or statistical analysis. These data will not be sold or used for any commercial purpose. These data will not be shared with any third parties without CPL and client consent.

Reporting

CNP will provide CPL with Monthly, Quarterly Data and Annual Narrative Reports. The monthly reports will encompass comprehensive demographics highlighting participant engagement. CFC staff and designated library staff will review and verify the contents of these reports to monitor service delivery and progress toward achieving outcomes for debt, credit, savings, banking, and retirement/long-term savings in accordance to contract requirements. CNP and CPL Director of Human Resources will convene bi-weekly/monthly oversight team meetings to actively monitor CFC service execution with regard to contract objectives, discuss aggregate client outcomes, and build a collaborative team environment.

Terms and Conditions

General: These Terms and Conditions are incorporated by reference into each Quotation or Purchase Agreement with an invoice to Customer, and form part of a legally binding agreement between Customer and AWE Acquisition, Inc. ("AWE"), which are referred to herein as either "Terms and Conditions" or this "Agreement." Customer agrees to these Terms and Conditions by 1) entering into a Purchase Agreement with AWE; 2) accepting delivery of and/or using the material or service provided by AWE to Customer; or 3) downloading, installing or using any software or content provided to you by AWE. These Terms and Conditions are subject to change without prior notice.

Invoicing and Payment: AWE will invoice Customer for all AWE learning products and related accessories when they are shipped to the Customer. AWE will invoice Customer for subscription and renewal products including all ELF™ products when activated. All invoices are sent via e-mail unless Customer provides a written request for a hardcopy. Emailed invoices are binding as a paper invoice even if a paper invoice is requested. Customer agrees to make payment for the full invoice amount due to AWE according to the invoice to Customer within 15 days of the invoice date ("Due Date"). Any payment received after the Due Date is considered past due ("Past Due").

Returns and Exchanges: Customer has thirty (30) calendar days to return or exchange an item from the date it was received. Only items that have been purchased directly from AWE can be returned or exchanged. To return or exchange an item to AWE, Customer must first email support@awelearning.com to request a return merchandise authorization (RMA) number. All returned items must be repackaged in their original packaging with all cords, adaptors, and documentation that were included with the original shipment. Partial returns will not be accepted. All returns must be received by AWE within twenty (20) calendar days from the RMA issuance date. A restocking fee of 15% (of the non-discounted item price) will be charged to Customer for all returns and exchanges. Customer will also be charged for all applicable return shipping and packaging costs. No returns or exchanges are accepted on ELF Child-Safe Browser™ or ELF Reading & Reference™ subscription licenses.

Delinquent Payment: The Customer agrees to pay interest on all Past Due amounts at the lesser of 1.5% per month or the highest rate allowed by law. In the event legal action is required to collect any amount due, Customer also agrees to pay collection costs and attorney's fees incurred by AWE in a successful collection effort. AWE may suspend services, suspend further shipment of product(s) and/or terminate the Agreement in the event that Customer fails to make full payment within thirty (30) days after receiving notice of delinquency. Notice of delinquency may be sent via email or hard copy. Termination of the Agreement shall not alter Customer's obligation to make full payment under this Agreement.

End User Rights Granted: Access to and use of ELF™ and other software, and all other information, administrative tools, and documentation that may be included in or with AWE products (the "Content") are non-exclusively licensed, and not sold, to Customer, without the right to grant sublicenses, re-sell, distribute or otherwise commercially exploit. During the term of this license and any subsequent license renewals (the "License Period"), AWE grants the Customer the right only to use the Content as an End User. Customer shall not copy in whole or in part (except for back-up purposes only), reproduce, modify, adapt, translate, auction, loan, lease, assign or transfer the Content, or create derivative works based upon the Content. The ELF Child-Safe Browser™ or ELF Reading & Reference™ is licensed for the number of building licenses granted by this Agreement. AWE defines a building or location license as a maximum of 500 active installations distributed from a discrete Customer location. Customer obtains no right, title or interest to any intellectual property owned by AWE or residing in the Content. Any unauthorized use by Customer of the Content shall immediately and automatically terminate the license granted herein.

Limited Warranty on Hardware: Hardware warranties are an extension of, and limited to, the OEM warranty. AWE warrants that hardware products and accessories sold by AWE will be free against defects in materials and workmanship when used normally during the warranty period. Warranty periods vary by product. The Warranty does not cover defects or problems resulting from: (i) External causes such as accident, abuse, misuse, or electrical power problems; (ii) Servicing not authorized by AWE; (iii) Usage not in accordance with product instructions; (iv) Improper or unauthorized maintenance or modification; or (v) Usage of accessories, parts, or components not supplied or supported by AWE. This Limited Warranty does not cover any Products for which AWE has not received payment.

Warranty, Upgrade and Services Period on Bundled Products: AWE bundled hardware and software desktop products ("AWE Learning Stations") include a three-year limited warranty period, up to two periodic software upgrades, and On-line Services from the date of shipment. AWE bundled hardware and software tablet products ("AWE Tablets") include a two-year limited warranty, no software upgrades, and On-Line services from the date of shipment. AWE's limited warranty on AWE Learning Stations and AWE Tablets is limited to the computer, software, keyboard, and mouse. Headphones include a 90-day limited warranty. Other optional accessories do not include a warranty.

Optional Extended Warranty, Upgrade and Services Period: Extended warranty, upgrade, and services are available for purchase for year four and five on eligible hardware and software products and accessories. Warranty, upgrade, and service periods must run consecutively (e.g., a year five extension may not be purchased without the purchase of a year four extension) and cannot exceed five years from the original date of shipment. Each one-year warranty, upgrade, and service extension will entitle Customer to all software updates during the extension period to the extent a software upgrade is released. AWE will notify Customer periodically of software upgrades as they become available. Customer is responsible for informing AWE of any changes to Customer's contact information and for scheduling and coordinating software upgrade installations.

Optional Accidental Damage Warranty: Optional accidental damage warranty is available for purchase on eligible AWE Tablets. Accidental damage warranty provides coverage for certain physical loss or damage not covered by the limited hardware warranty as specified herein. AWE agrees to repair or replace tablet products covered under the accidental damage warranty during the coverage period for any physical loss or damage caused by: i) Accidental liquid spill in or on the tablet; ii) Accidental damage to the tablet due to unintentional drop or collision; or iii) Physical damage caused by any power surge. Accidental damage warranty does not cover physical loss or damage caused by: i) Damage due to being submerged in liquid or due to fire, flood, or other acts of nature; ii) Intentional damage; iii) Normal wear and tear; iv) Cosmetic damage; or iv) Theft or loss. AWE's liability is limited in the aggregate to the total purchase price of the tablet as evidenced in a valid purchase invoice. AWE may at its discretion decide to repair or replace the damaged item with items similar or equivalent to the original purchased item. There is a limit of only one claim per registered serial number.

On-line Services: On-line services include Customer access to AWE's customer web portal, Customer account management, usage tracking, and all on-line reporting and dashboard facilities ("On-line Services"). AWE maintains the right to disable On-line Services for Customer products whose warranty, upgrade, and services period has expired and/or whose contractual subscription has ended or been terminated.

Terms and Conditions (cont'd)

Technical Support and FAQ: For a list of frequently asked questions (FAQs) or to make a technical support request please visit us online at <http://awelearning.com/support/> or email us at support@awelearning.com.

Limitation of Liability: AWE warrants that it will perform all services associated within this agreement in a professional and workman like manner. In no event will AWE's liability whether in contract or tort, exceed the total amount of the fees and expenses paid to it by the Customer under this Agreement. Access to the ELF Child-Safe Browser™ and ELF Reading & Reference™ software content is provided on an "as is" basis and AWE makes no representations or warranties, either express or implied, of any kind with respect to the content and disclaims all warranties, express or implied, including, but not limited to, the merchantability and fitness for a particular purpose or the continued availability for use of the content. In the event of termination of access to the Content, in the case of subscribers, AWE's liability shall be limited to the refund to a registered subscriber of any subscriber fees corresponding to a pre-paid subscription. Institutional subscribers such as schools, child care, and libraries should independently verify that all Content provided via ELF is appropriate for the intended audience or educational purpose. AWE's liability for warranty replacement or repair is as stated above, and shall be strictly construed. AWE has no liability whatsoever for indirect, consequential or incidental damages under contract or tort or claims of loss of data, revenue or profits.

Liability and Indemnification: AWE shall indemnify, defend and hold harmless Customer, its officers, employees and designated representatives from any and all claims, suits, actions, damages, liabilities, expenses and costs of any kind, including litigation costs and reasonable attorney's fees, arising out of an assertion that Customer's use of Content infringes on the intellectual property rights of a third party, or for bodily injury (including death) and/or damage to real or tangible personal property, provided that the injury or damage was proximately caused by the intentional or negligent acts of any of AWE's officers, employees, agents or authorized sub-contractors (including suppliers). Customer shall indemnify defend and hold harmless AWE, its officers, employees and designated representative from any and all claims, suits, actions, damages, liabilities, expenses and costs of any kind, including litigation costs and reasonable attorney's fees, arising out of bodily injury (including death) and/or damage to real or tangible personal property, provided that the injury or damage was caused by the intentional or negligent acts Customer's its officers, employees, agents or authorized sub-contractors (including suppliers).

Proprietary, Confidential and Non-Disclosure Agreement: Each party acknowledges that all information concerning the other party which is designated by the party as "Confidential and Proprietary" shall be deemed to be Confidential and Proprietary Information. Confidential and Proprietary Information is not meant to include any information, which, at the time of disclosure, is generally known by the public. Each party agrees that it will not permit the duplication, use, or disclosure of any such Confidential and Proprietary Information to any person (other than its own employees who must have such information for the performance of their obligation under this Agreement and as necessary to secure the performance of obligations hereunder by legal means), unless authorized in writing by the other party. Neither party shall use the name(s), trademark(s) or trade name(s), whether registered or not, of the other party in publicity releases or advertising without securing the prior written approval of the other party, such approval not to be unreasonably withheld; provided that AWE shall have the right, without Customer's approval to use Customer's name in its general list of customers. Each party agrees to hold in confidence any such Confidential and Proprietary information disclosed pursuant to this Agreement for a period of 3 years from the effective date of this Agreement. The parties shall have no obligation to maintain such information in confidence provided, they can show that such information (i) was in their possession prior to disclosure of such information, (ii) is or becomes publicly available through no fault of the party or (iii) was developed by the party independent of this Agreement.

Ownership Rights: AWE shall retain all right, title and interest in all technical information, inventions, patents, trade secrets, developments, discoveries, software, know-how, methods, techniques, formulae, data, processes and other proprietary ideas, whether or not patentable or copyrightable, that are developed pursuant to performance of the services hereunder, or are included in the Content.

Relationship and Right to Employ: AWE is an independent contractor and nothing in this Agreement shall be deemed to create a partnership or joint venture between Customer and AWE. As an independent contractor, AWE shall be responsible for withholding and paying all employment taxes, unemployment insurance, workers' compensation insurance and benefits for its employees. During the term of this Agreement, and any extensions thereto, Customer and AWE agree not to engage in either solicitation or recruitment of each other's employees.

Term: This Agreement shall be effective when signed by both the Customer and AWE and thereafter remain in effect as hereinafter stated (unless otherwise stated in the Agreement). All AWE Learning Stations have an initial term of three years from the date of shipment, unless otherwise extended. AWE Tablets have an initial term of two years from the date of shipment, unless otherwise extended. All ELF Child-Safe Browser™ or ELF Reading & Reference™ and subscription licenses have an initial term of one year from the date of activation, unless otherwise extended.

Governing Law: This Agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania.

Final Agreement: This Agreement and exhibits contain the final and entire agreement between the parties and is intended to be an integration of all prior agreements between them regarding the services. This Agreement cannot be modified except in a writing signed by both parties.

Customer Loyalty Program

General: The Customer Loyalty Program provides eligible Customers with a discount off the purchase of a new AWE Learning Station or AWE Tablet in-return for exchanging, recycling, or repurposing a previously purchased AWE Learning Station or AWE Tablet. AWE requires that certain models be sent back to its return center. Your sales representative will identify models that need to be sent back. AWE will provide free shipping and packaging for return of those specific models. The Customer Loyalty Program is subject to change without prior notice.

Eligibility: Any Customer who has previously purchased an AWE Learning Station or Tablet, and desires to exchange, recycle, or repurpose it, in-return for a discount off the purchase of a new AWE Learning Station or Tablet is eligible to participate in the Customer Loyalty Program. Only one credit will be provided per exchanged, recycled, or repurposed computer. Customer acknowledges and agrees that by participating in the Customer Loyalty Program, that it owns the property free and clear of any lien or encumbrance and that it has full power and authority to transfer the ownership of said property. AWE maintains the right to determine whether a previously purchased AWE product must be exchanged or recycled in order to be eligible to participate in the Customer Loyalty Program.

Scheduling and Shipping: Participating customers who are exchanging a previous purchase (not recycling it) will receive shipping instructions and shipping labels as part of their replacement purchase. Customer is responsible for scheduling a shipping (pick-up) date and time no later than five business days after receipt of shipping materials and labels, unless mutually agreed otherwise by Customer and AWE. Equipment will be picked-up from a location accessible by the shipping company at Customer's site. Equipment will be transported to AWE's processing site within 10 business days from the date of the pick-up. Additional time required for shipments from Hawaii, Alaska and Puerto Rico is acceptable.

Packaging: Customer is responsible for packing the equipment using the packing materials received as part of the replacement purchase.

Software/Data Backup: Customer is responsible for the backup of any data Customer needs or wishes to retain and for the removal of any confidential or sensitive data, including data that may be subject to unique rules regarding disclosure, accountability, or disposal. AWE is not responsible for the restoration of any data or software removed from the system by AWE or the Customer. AWE does not accept liability for lost data or software resulting from Customer's backup activities (or failure to backup), any restoration of data or software, or for compliance with special rules that may apply to data on Customer's equipment.

Fees: There is no fee to the Customer for return scheduling and shipping services (within the continental United States) provided that the Customer meets all Terms and Conditions of the Customer Loyalty Program. However, additional fees may apply for cancelled or rescheduled shipments. Customer is responsible for any costs incurred if incorrect products are identified and sent for shipment.

Returns and Exchanges: The Customer Loyalty Program does not offer returns or exchanges. AWE will not be able to return equipment once it has been picked up. A Customer Loyalty Program order may be canceled before an equipment pick-up is performed. Cancellation requests can be made online using the support link on AWE's homepage (www.awelearning.com/support). Customer is responsible for canceling any shipping (pick-up) arrangements with such provider directly.

Not Transferable: These services are not transferable.

No Contaminated Products: The service is not intended for equipment that is or has become contaminated or suspected of being contaminated with chemicals, biological agents or other substances that are not integral to the original new equipment or otherwise associated with normal office environments.

Title and Risk of Loss: AWE will bear no risk of loss or damage to the equipment during shipment to AWE or its processing site(s). Title will be deemed to pass to AWE or its provider upon receipt and possession of the equipment by AWE or its provider.

Claims of Confidentiality of Proprietary Rights: Customer agrees that any information or data disclosed or sent to AWE, over the phone, telephonically, electronically or otherwise, is not confidential or proprietary to Customer.

Commercially Reasonable Limits to Scope of Service: In the course of providing the service, AWE may determine that the issue is beyond the scope of the service. AWE may use commercially reasonable efforts to refer Customer to the appropriate alternative resource.

Warranty: AWE warrants that it will perform the services with commercially reasonable care. AWE makes no other warranty and disclaims all other warranties, whether express or implied, including, but not limited to, any implied warranties of merchantability and fitness for a particular purpose.

Limitation of Liability: AWE will not be liable for lost profits, loss of business, lost data or software resulting from Customer's backup activities (or failure to backup), or other consequential, special, indirect, or punitive damages, even if advised of the possibility of such damages, or for any claim by any third party. Customer agrees that AWE is not liable or responsible for any amount of losses or damages above the aggregate dollar amount paid for the purchase of these services for the specific item or items of equipment which caused the losses or damages.



QUOTE

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

Number AAAQ6173-02
Date Nov 8, 2016
Expires

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Cleveland Public Library Bill Hood 325 Superior Ave Cleveland, OH 44114	
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Salesperson	E-Mail	Ship Via	Terms
Jerry Short	jerry.short@busmarts.com		

Line	Qty	Part	Description	Unit Price	Ext. Price
------	-----	------	-------------	------------	------------

<i>Tag</i>	1	210	W5X82UT#ABA	HP Business Desktop ProOne 400 G2 All-in-One Computer - Intel Core i5 (6th Gen) i5-6500 3.20 GHz - Desktop - 8 GB DDR4 SDRAM RAM - 500 GB HDD - DVD-Writer DVD-RAM/±R/±RW - Intel HD Graphics 530 - DDR4 SDRAM Graphics - Windows 10 Pro 64-bit - 20" 1600 x 900 Display - 6 x Total Number of USB Port(s) - 2 x USB 2.0 Port(s) - 4 x USB 3.0 Port(s)	\$882.11	\$185,243.10
<i>Software License</i>	2	210	KW5-00367	MICROSOFT MOLP ACAD UPG SNGL LANG WIN EDU SA PK NL	\$94.34	\$19,811.40
	3	210	R18-05089	OLP ACAD WIN SVR CAL 2016 ALNG NL STDNT DVC CAL	\$0.64	\$134.40
<i>Tag</i>	4	40	Y9F95UT#ABA	HP ProBook 450 G4 15.6" 16:9 Notebook - Intel Core i5 (7th Gen) i5-7200U Dual-core (2 Core) 2.50 GHz - 8 GB DDR4 SDRAM - 256 GB SSD - Windows 10 Pro 64-bit (English) - DVD-Writer - Intel HD Graphics 620 DDR4 SDRAM - Bluetooth - English Keyboard - Front Camera/Webcam - IEEE 802.11a/b/g/n/ac - Ethernet - Network (RJ-45) - 2 x USB 3.0 Ports	\$758.06	\$30,322.40
<i>Warranty</i>	5	40	UK724E	HP 1y Nbd Onsite with ADP NB Only SVC	\$53.82	\$2,152.80

SubTotal	\$237,664.10
Tax	\$0.00
Shipping	\$0.00
Total	\$237,664.10






*707
11-7-16
~~1890~~
1890*


Lowest



800.808.4239

Shopping Cart

Item	Quantity	Availability	Unit Price	Item Total
 <p>HP ProOne 400 G2 - Core i5 6500 3.2 GHz - 8 GB - 500 GB - LED 20" MFG Part#: W5X82UT#ABA CDW Part#: 4133308 UNSPSC: 43211508 Pricing Option Applied: Advertised Price</p>	210	<u>1-3 days</u>	\$923.68	\$193,972.80
 <p>Windows Education - upgrade & software assurance MFG Part#: KW5-00367 CDW Part#: 3798278 UNSPSC: 43233004 Pricing Option Applied: Advertised Price</p>	210	<u>In Stock</u>	\$124.68	\$26,182.80
 <p>Microsoft Windows Server 2016 - license MFG Part#: R18-05089 CDW Part#: 4322438 UNSPSC: 43233004 Pricing Option Applied: Advertised Price</p>	210	<u>In Stock</u>	\$0.85	\$178.50
 <p>HP ProBook 450 G4 - 15.6" - Core i5 7200U - 8 GB RAM - 256 GB SSD MFG Part#: Y9F95UT#ABA CDW Part#: 4276102 UNSPSC: 43211503 Pricing Option Applied: Advertised Price</p>	40	<u>1-3 days</u>	\$803.98	\$32,159.20
 <p>Electronic HP Care Pack Next Business Day Hardware Support with Accidental MFG Part#: UK724E CDW Part#: 1613612 UNSPSC: 81111612 Pricing Option Applied: Advertised Price</p>	40	<u>In Stock</u>	\$69.82	\$2,792.80

Subtotal: \$255,286.10
Lease Option (\$7,209.28 /month) 

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BLT Item Number <small>(click for stock)</small>	Description <small>(click for item details)</small>	Mfg. Number	Weight (lbs.)	Unit Price	Quantity	Item Total
B1G-4892	<u>OLP OPEN LICENSING ACADEMIC UPGRADE SINGLE LANG WINDOWS EDU SLPK.NL</u> <small>No Returns Or Exchanges. Delivered by email usually within 10 business days.</small>	KW5-00367	1.00	\$98.66	210	\$20,298.60
B6F-4237	<u>OLP OPEN LICENSING ACADEMIC WINDOWS SERVER CAL 2016 ALNG NL STUDENT DVC.CAL</u> <small>No Returns Or Exchanges. Delivered by email usually within 10 business days.</small>	R18-05089	1.00	\$2.93	210	\$615.30
Sub Total:						\$20,913.90
Country: United States						
Shipping: E-mail = \$0.00						
Free Ground Shipping (subject to exceptions)						\$0.00
Grand Total:						\$0.00

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- Adjust item quantities if needed (enter zero to remove), then press Update.
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Specials	News	E-mail
Best Sellers	Terms of Sale & Return Policy	FAX Order Form
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ONLINE PRICE QUOTATION

Quote Number: 11359093

Quote Name: ainone 450

Today's Date : 11/9/2016 5:01:37 PM

Quote Created Date : 11/8/2016 6:28:59 PM

Created By: bill.hood@cpl.org

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

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

items/description	part no	unit price	qty	ext price
- Smart Buy - HP ProBook 450 G4 (ENERGY STAR) Y9F95UT#ABA	Base	\$791.01	40	\$31,640.40
HP ProBook 450 G4	Y9F95UT#ABA			
Operating system	Included			
Windows 10 Pro 64				
Energy Efficiency	Included			
ENERGY STAR® qualified				
Processor	Included			
Intel® Core™ i5-7200U with Intel HD Graphics 620 (2.5 GHz, up to 3.1 GHz with Intel Turbo Boost Technology, 3 MB cache, 2 core)				
Out-of-Band Management	Included			
Intel® vPro processor technology Not enabled				
Display	Included			
15.6-inch diagonal LED-backlit FHD SVA anti-glare (1920 x 1080)				
Integrated camera	Included			
Integrated 720p HD Webcam				
Video/graphics	Included			
Intel® HD Graphics 620				
Memory	Included			
8 GB 2133 MHz DDR4 SDRAM (1D)				
Internal Storage	Included			
SSD 256GB M2 TLC SATA3				
Optical drive	Included			
DVD±RW SuperMulti DL Drive				
Pointing Device	Included			
Backlit KB w/ Clickpad				
Wireless LAN	Included			
Intel 7265 802.11 a/b/g/n/ac (2x2)+BlueTooth 4.2				
Bluetooth	Included			
Bluetooth Wireless Technology 4.2				

HP Mobile Broadband	Included
Built in <u>HP Mobile Broadband</u> not included	
Security	Included
TPM+FS	
Battery	Included
HP 3-Cell 48 WHr Battery	
Warranty	Included
Limited 1 year standard parts and labor warranty	

SmartBuy - ProDesk 400 G2 All In One Desktop PC	Base	\$890.01	210	\$186,902.10
W5X82UT#ABA				
ProDesk 400 G2 All In One Desktop PC	W5X82UT#ABA			
Operating system	Included			

Windows 7 Professional 64 (available through downgrade rights from Windows 10 Pro) - MSNA

Processor	Included
Core i5-6500 Quad Core 3.20 GHz	
Chipset	Included
Intel H110	
Hard drives	Included
500 GB 7200 RPM	
Optical drive	Included
Slim DVDRW	
Graphics	Included
Intel HD 530 Graphics	
Keyboard	Included
USB Slim Keyboard	
Mouse	Included
HP USB Mouse	
Media reader	Included
SD Media Card Reader	
Wireless hardware	Included
Broadcom BCM943228Z 802.11n Wlan w/ BT	
Webcam	Included
1.0 MP Webcam	
Additional hardware and software	Included
Cyberlink; DTS Sound+	
Security Software	Included
HP Client Security, Microsoft Security Essentials	
Security hardware	Included
TPM 1.2 (field upgradeable to 2.0), Universal Lock Slot	
Additional accessories	Included
HP Adjustable Height Stand	
Warranty	Included
3 years parts, labor and onsite service (3/3/3)	

standard warranty. Certain restrictions and exclusions apply.

***Note**

Included

SKU only available with a Microsoft Letter of Eligibility for a public K through 12 School

HP 1 year Next Business Day Onsite HW Support UK724E w/Accidental Damage Protection-G2 for Notebooks	\$53.82	40	\$2,152.80
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SubTotal: \$220,695.30

Total : \$220,695.30

HIGHER

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

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

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

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

* Please contact HP Public Sector Sales with any questions or for additional information:

K12 Education:	800-888-3224	Higher Education:	877-480-4433
State Local Govt:	888-202-4682	Federal Govt:	800-727-5472
Fax:	800-825-2329	Returns:	800-888-3224

* For detailed warranty information, please go to www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.

220,693.30
 20,915.90

 241,609.20
 HIGHER



MAINTENANCE AGREEMENT

CUSTOMER: CLEVELAND PUBLIC LIBRARY

CUSTOMER CONTACT: CLEVELAND PUBLIC LIBRARY SECURITY

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

CONTRACT TYPE: GOLD #TBD

ANNUAL PAYMENT TERMS: \$42,127.56^B + Attachment C^C

CONTRACT EFFECTIVE DATES: Commencement Date 1/1/17
Expiration Date 12/31/17

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

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

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

AGREED TO AND ACCEPTED BY:

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

IPS Maintenance Agreement

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

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

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

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

Equipment Maintenance includes:

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

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

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

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

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

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

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

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

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

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

IPS Maintenance Agreement

- b. maintain and operate the Equipment, Standard/Custom Software in an environment and according to procedures which conform to IPS specifications communicated in writing to Customer; and
 - c. not to allow maintenance or repair of the Equipment, Standard/Custom Software by anyone other than IPS without prior authorization from IPS.

- 7. **Default.** Each party reserves the right to terminate (or as pertains to IPS, suspend) maintenance service in the event the other party is in default under this or any other Agreement between the parties and such default if not corrected within fifteen (30) days after written notice. In addition, this Agreement will terminate, in the event that either party ceases to do business as a going concern or has its assets assigned by law

- 8. **Warranty Exclusion.** IPS shall provide all maintenance services in accordance with the standard of care equal to that of vendors who provide the same services and products in Ohio. The parties agree that all other warranties, expressed or implied, including warranties of merchantability and fitness for a particular purpose, are excluded

- 9. **Limitation of Liability.** Except in the event of IPS' negligence or material breach of contract, Customer's sole remedy, and the sole liability of IPS, for any breach by IPS shall be repeat performance of any repair, replacement, or maintenance required under this Agreement. IN NO EVENT WILL IPS BE LIABLE FOR (a) LOST PROFIT, LOST DATA OR ANY OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES; OR (b) DAMAGES CAUSED BY CUSTOMER'S FAILURE TO PERFORM ITS RESPONSIBILITIES.

- 10. **General.**
 - a. This Agreement shall be governed by Ohio law.
 - b. The invalidity or illegality of any provision of this Agreement shall not affect the validity of any other provision. The parties intend for the remaining unaffected provisions to remain in full force and effect.
 - c. Neither party shall assign this agreement without the prior written consent of the other and any purported assignment, without such consent, shall be void; provided however, that IPS may assign this Agreement to its parent affiliate or subsidiary without such written consent.
 - d. Neither party shall be liable for failure or delays in performance due to causes beyond its reasonable control, including war, strikes, lockouts, fire, flood, storm or other acts of God. Both parties agree to use their best efforts to minimize the effects of such failure or delays.
 - e. All notices, which must be given under this Agreement, shall be in writing and sent to the attention of the IPS Contact and the Customer Contact at the address listed on the first page of this agreement.
 - f. This agreement supersedes all prior or contemporaneous representations, negotiations, or other communications between the parties relating to the subject matter of this Agreement. This Agreement may be amended only in writing signed by authorized representatives of both parties.

- 11. **Contract addendums – The following section has been added to the original contract.**
 - a. Additional equipment may be added and covered by this contract based on an equipment inspection and the following rate table. Equipment inspections will be billed at the IPS standard labor rate.

IPS Maintenance Agreement

ATTACHMENT B

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

IPS Maintenance Agreement

50	1270	12V 7AMP BATTERY
400	1326LSSMV	PROX 2 CARDS,W/STANDRD ARTWORK
500	PVC00500	14 Mil Adhesive Back
1	D9412GV2-C	D9412GV2 WITH TRANSFORMER, D8103 STANDARD ENCLOSURE, LOCK AND KEY
1	RA-D928	DUAL PHONE LINE SWITCHER
1	RA-D122	DUAL BATTERY HARNESS
1	D8130	RELEASE MODULE
1	D1255	ALPHA NUMERIC COMMAND CENTER WITH VACUUM FLUORESCENT DISPLAY - OFF-WHITE ENCLOSURE
2	AD-MO-804R4	RJ31X CORD 4' MOD TO MOD
2	RA-D166	RJ31X PHONE JACK
2	D8125	POPEX ZONE EXPANDER FOR G SERIES
167	D9127U	POPIT WITH NO TAMPER SWITCH
14	W108	INSTRUMENT BOX 11X11X3 - BEIGE
1	P110i-U	P110i w/ USB
3	800015-340	5 Panel Color Ribbon - 350 images YMCKO
31	IPS-Misc-Kit200	Boxes, Wire Mold, Conduit, Connectors
All	IPS-BR-RNG-KIT	2 inch Bridle Ring with Beam Clamp
All	AD-WG-31141012	18/2 STR JKT CL2P 1M RL BGE
All	AD-WG-32955099	PLENUM PROFUSION ACCESS CBL 5C
All	AD-WG-31081112	22/10 STR CMP/CL2P 1000'BX NAT

South Branch

Parts Covered Under Maintenance/Warranty

Qty	Part#	Product Description
2	RA-D1255	FULL FUNCTION FIRE KEYPAD WITH VACUUM FLORESCENT DISPLAY
2	RA-D56R	CONDUIT BOX FOR COMMAND CENTERS - RED
2	AD-BK-D4120	4-WIRE, PHOTO, LOW FLOW
2	AD-BK-DST5	SAMPLING TUBE 5'WITH HOLE
2	AD-BK-RTS151KEY	REMOTE TEST STATION W/KEY
2	AD-BK-4WTB	4-WIRE P/E SMOKE DET W/THERMAL
1	RA-D192G	BELL SUPERVSN MOD 12V/24V
2	RA-FMM-462	POPIT MAN STA SGL ACT
5	AD-BK-P2R	2WIRE HORN/STROBE STD RED
2	AD-BK-SR	STROBE STD CANDELA RED
14	RA-D9127U	POPIT WITH NO TAMPER SWITCH
2	RA-D8125	POPEX ZONE EXPANDER FOR G SERIES
1	AD-AX-AL602ULAD	24VDC @ 6.5 AMP NAC PWR SPLY
1	RA-D9412GV4-B	D94212GV4 FIRE PACKAGE
2	NO-EOLR-1	12 or 24 volt EOL relay module.

IPS Maintenance Agreement

1	RA-D8130	RELEASE MODULE
1	RA-D8004	TRANSFORMER KIT UL APPROV
1	AD-DE-EAX2500S	HARDWIRE EXIT ALARM
1	AC-IL7205-SE1-26D-KA2	1 1/4 MORTICE CYLINDER CHROME
1	AD-AX-TP2440	TRANSFORMER 24VAC 40VA PLUG IN
1	AD-CK-FG1625	ACOUSTIC GLASSBREAK /25FT.
7	AD-GI-29AB	SURF MT-SCRW TERM-BRN
3	RA-ZX938Z	PIR MOTION DETECTOR 60FT W/POPIT
1	AD-269R	SWITCH,HOLDUP WITH ARMOR COVER
2	MA-8300-121	5395 Thinline II - Gray Std. Wiegand
1	AD-SN-DSBBK	DUAL SENSE BAR-BLACK ANODIZED
1	AD-SN-M62	M62 1200LB 12/24VDC MAGLOCK
1	AD-HE-100610401	1006-12/24D-630 STRIKE BODY
1	AD-HE-100620041	FACEPLATE N-630
1	AD-SR-RCRREXW	REQUEST TO EXIT (GE-REX) SENSOR WHITE
1	AD-AC-TS14	RTE PNMTTC TMR, 1.5" BUTTON
1	S2-NN-E2R-WM	S2 Network Node with 2 readers, 4 inputs, 4 outputs capability
6	ANX-473191	AXIS P3354 6MM DAY/NIGHT FIXED DOME WITH LIGHTFINDER TECH
2	ANX-473703	AXIS P3364-VE 6MM VANDAL RES OUTDOOR, LIGHTFINDER, 720P/1MP H.264, POE, WDR
2	ANX-395977	AXIS P33VE SERIES PENDANT KITTO MOUNT P3343/44-VE ON STNDRD 5502-321
1	ANX-S2-NETVR-2TB-8	S2 NetVR Unit 2TB Licensed for 8 IP cameras
1	BB-SS-731B	17" Flat Screen Lcd Monitor
1	AD-NO-PTRK2126	21SPC RLLNG PRTBL RCK 26"DEEP
2	AD-AX-RB1224	AX 12/24VDC 5AMP/120VAC RELAY
1	IPS-LABOR	IPS LABOR - Installation
1	AD-AX-AL300ULXR	UL PWR SPLY 2.5AMP,RED ENCLSR
1	ANX-AL400ULACM	Power Supply/Charger - 8 fused Class 2 power limited outputs
8	AD-IM-1270	12V 7AMP BATTERY
2	ANX-395265	Wall Bracket 5017-611
3	IPS-Misc-Kit200	Boxes, Wire Mold, Conduit, Connectors
1	IPS-Misc-Access	Miscellaneous Parts and Connectors
1	IPS-3102-PPSF	Prints, Permits, Submittals, Fees
1	AD-WG-46031004	18/4 SOL OAS FPLP 1M RL RED
0.5	AD-WG-31151012	18/4 STR JKT CL2P 1M RL BGE
0.5	AD-WG-46081004	14/2 SOL OAS FPLP 1M RL RED
0.2	AD-WG-41025504	22/6 SOL JKT FPL 5C BX RED
0.3	ANX-B658AFS	Profusion Access Control Cable Plenum 1000 ft
112	IPS-BR-RNG-KIT	2 inch Bridle Ring with Beam Clamp Kit

IPS Maintenance Agreement

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

IPS Maintenance Agreement

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

IPS Maintenance Agreement

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

IPS Maintenance Agreement

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

IPS Maintenance Agreement

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

IPS Maintenance Agreement

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

IPS Maintenance Agreement

Additional equipment maintenance cost

ATTACHMENT C

Additional Equipment to be added per customers request

Option #1

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

Additional equipment maintenance cost

Option #2

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

Additional equipment maintenance cost



9321 Ravenna Road
Twinsburg, OH 44087-2461
Tel. 330-963-0064 fax 330-963-0065

Investment Summary

Date: 11/4/2016
Prepared by: Valerie Fink
Customer Contact: Larry Finnegan

Prepared for
CPL Automation
Cleveland Public Library Main & Branches

PROJECT SCOPE: ANNUAL MAINTENANCE OF PEOPLE COUNTING SYSTEM

Qty	Part#	Product Description
1	Maintenance	GOLD Annual Installment 11/15/2016-11/14/2017

Grand Total: \$38,138.13

*Applicable Sales Tax not included

Investment Considerations:

Addison	Brooklyn	Carnegie West	Collinwood	E. 131st
Eastman	Fleet	Fulton	Garden Valley	Glenville
Harvard-Lee	Hough	Jefferson	Langston Hughes	Lorain
Woodland	Memorial-Nottingham	MLK Jr.	Mt. Pleasant	Rice
Rockport	South Brooklyn	South	Sterling	Union
Walz	West Park	LSW/Main		

Accepted by: _____ Date: _____

Purchase Order #: _____ Deposit Check #: _____



AGREEMENT MATERIAL RECOVERY SYSTEM

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

INITIAL PLACEMENT AND SECONDARY PLACEMENT

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

PRICING

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

BUDGET NEUTRALITY GUARANTEE

Budget Neutrality: UMS guarantees not to charge, in collection fees, more than the amount of money recovered plus amounts waived. This will be based on (1) 2016 billings to date, (2) cumulative 2017 cash received recovery, and (3) cumulative 2017 amounts waived. The library understands that UMS will make adjustments to invoices for the difference between collection fees and the total money received plus amounts waived on accounts submitted to keep the service budget neutral. If not budget neutral at the end of the contract, amounts still to be invoiced would be carried forward to the next contract. In the event a new contract is not entered into, we agree to all UMS to continue work accounts submitted in 2017 for sixty (60) days after the expiration of the current agreement. After sixty (60) days, any amounts still to be invoiced shall be waived.

TERM

This Agreement shall commence on the Effective Date, January 1, 2017. This Agreement shall expire on December 31, 2017 unless canceled by either party upon 10 days written notice. Payment terms are net 30 days from receipt of invoice.

LIABILITY

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

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

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

By: _____
Library Representative

Title: _____

Date

Unique Management Services, Inc.

Unique Management Services Representative

Title: President/CEO

Date

**Friends of the Cleveland Public Library
and
Cleveland Public Library**

October 17, 2016

Ciuni & Panichi, Inc.
25201 Chagrin Boulevard
Cleveland, Ohio 44122-5683
phone 216.831.7171
fax 216.831.3020
cp-advisors.com

Consulting Services

Ciuni & Panichi, Inc. has over 40 years of experience providing services to Northeast Ohio not-for-profit organizations. The not-for-profit group has 10 financial professionals and two business advisors dedicated to serving our 75 not-for-profit clients.

How it Works

The Ciuni & Panichi, Inc. consulting team will share their experience and expertise to help the Friends of the Cleveland Public Library (Friends) and the Cleveland Public Library (Library) achieve their goals. At our firm relationships count. Our approach is to spend the time needed to understand the complex organizational and system issues as well as to identify opportunities to increase revenue through resource development strategies.

Consulting clients benefit from the team's diverse expertise:

- Mike Benz, Executive Advisor, who raised more than \$732 million dollars as United Way of Greater Cleveland CEO, shares his extensive resource development experience to help organizations develop and implement strategies to effectively raise the dollars targeted. Mike also has extensive experience in not-for-profit leadership, board development, and organizational structuring.
- Mike Klein, CPA, MBA, Partner, who oversees the Not-for-Profit Group at Ciuni & Panichi, Inc., advises on audit and tax issues as well as endowment management and convergence to a foundation.
- Jenna Snyder, Marketing Director, is available for marketing, branding, and communications advice.
- David Reape, CPA, Principal, leads the not-for-profit group's tax practice and will assist in any IRS and/or state tax matters that may arise from contemplated structural changes.

Our Promise

When you choose to work with our not-for-profit consulting team, together, we will embark on a prescribed approach that is game changing and geared to help achieve your goals. You'll select from a menu of advisory services all focused on the particular needs of your organization. We ask hard questions, but help you find the right-sized solutions.

You can count on us to assist you with:

- Developing a structural reporting model that best-positions the Friends and the Library for success in developing key relationships, enhancing marketing and communication strategies, and raising the funds it needs to maintain and expand programming.
- Implementing strategies to help you build your fund raising.
- Developing strategies to build the endowment.
- Support and financial expertise as you transition toward a foundation model.
- Keeping your boards of directors informed, engaged, and supportive throughout the growth period.
- Helping you plan for the 150th anniversary of the Cleveland Public Library.

Consulting Services

Menu of Available Services

Advisory services include:

- Growth strategies designed specifically for not-for-profit organizations
- Professional recruitment and coaching
- Executive coaching
- Strategic growth management planning and implementation coaching
- Board and committee recruitment and engagement
- Marketing and communications
- Brand management
- Special events management
- Volunteer management and engagement
- Wealth and benefit management
- Resource development
- Accounting and tax planning

Why Ciuni & Panichi?

- Our Not-for-Profit Group is recognized as a leader in accounting, tax, and consulting services to not-for-profit organizations throughout Northeast Ohio. We have a strong reputation for effective and efficient service provided by a team of seasoned professionals specializing in the not-for-profit industry.
- **As your engagement lead, Mike Benz** shares his extraordinary expertise and experience in relationship cultivation and growth management exclusively designed for not-for-profit organizations. His successes include being instrumental in bringing the Rock and Roll Hall of Fame and Museum to Cleveland and raising more than \$732 million dollars to fund health and human services in our community as United Way of Greater Cleveland CEO. He provides one-on-one advice on professional leadership, strategic organizational management, board recruitment, engagement and management, resource development strategies and identification, and cultivation of relationships focused to support the organization's mission.
- **Mike Klein, CPA, MBA**, oversees the Not-for-Profit Group. He has over 20 years of not-for-profit sector experience. He also serves on several not-for-profit boards of directors where he encounters the same challenges his clients face. Mike recently provided counsel for a client that underwent a similar transformation to that which the Library and Friends are contemplating whereby a "friends" organization and the school that it supports embarked on a process to work more closely together to plan for the future of the school, provide oversight, and more effectively fund raise.
- **Jenna Snyder**, Marketing Director, who was United Way's vice president of marketing for 11 years, provides communications, marketing, and media relations expertise for the firm and its clients. She consults on branding and communications strategies targeted to specific audiences. Her experience also includes service as the marketing manager for the Cleveland Clinic Heart Center. She helps organizations develop marketing and communications strategies aligned with their goals.

At Ciuni & Panichi, Inc., relationships count. Our team takes a personal approach to ensuring you achieve your definition of success.

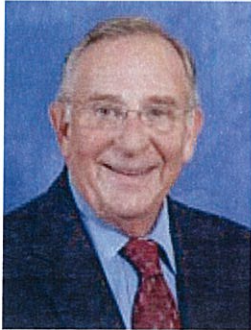
Fee for Services

Each member of our team has a designated billing rate based upon the experience and position of the professional. Our current standard hourly rates of the team members identified to work with you range from \$140 to \$350 per hour.

Our proposal is to provide you with ongoing consulting services at \$3,500 per month. We anticipate spending 10 – 14 hours a month assisting you. Our engagement letter with you would provide for continuing services with a termination option available to either party with 30-days advance written notice after an initial six-month commitment.

Our out-of-pocket expenses (e.g., parking, delivery charges, etc.) are based on actual, direct charges. In the event that we are asked to purchase goods or services on your behalf, we would seek written approval from you to do so before procuring such goods or services and billing you for the reimbursement of such costs.

K. Michael Benz



K. Michael Benz, Executive Advisor at Ciuni & Panichi, Inc., provides strategic planning and business development expertise to the client service menu and the firm's leadership team. In addition to his work at Ciuni & Panichi, Inc., he serves as Fifth Third Bank Affiliate Director, Northeastern Ohio, Chief Wireless Officer Executive Advisor, and ReCreation Partners, LLC, Vice Chairman.

He was United Way of Greater Cleveland President and CEO for 17-plus years. Under his leadership, United Way raised more than \$732 million dollars to fund health and human services in our community. Also under Mike's leadership, United Way implemented one of the most innovative public art projects, GuitarMania[®], raising over \$2 million and attracting national and international acclaim. Mike also is known for operating a very tight ship, and he has kept administrative expenses under 13 percent, which is less than many other nonprofits, including other United Ways around the country.

In addition to raising funds for Cleveland, Mike invested as much energy to ensure United Way's investments were sound. In 2008, under his leadership, United Way implemented a new approach to funding programs that is heavily grounded in research and designed to move the needle on our community's problems.

Three years ago, Mike retired from United Way to a community that had other plans for him. Currently, in addition to acting as executive advisor at Ciuni & Panichi, Inc. and his other consulting assignments, he chairs the South Pointe Hospital Board of Directors – a Cleveland Clinic Hospital, and serves on the Leadership Center Board of Directors and Executive Committee and the Ingenuity Fest Board of Directors.

Among his many awards and honors, Mike has served as the Cuyahoga County Community College Foundation master of ceremonies for their Presidential Scholarship Luncheon. In that role, he introduced President Bill Clinton, President George W. Bush, and Magic Johnson. He has been inducted into the Wickliffe High School Hall of Fame and the Wickliffe City Hall of Fame for Achievement. He was recognized as SME Businessman of the Year and he received the Gordon E. Heffern Lifetime Award for Ethics, Values and Community.

Mike is a Clevelander and his work reflects his passion for this community. He was instrumental in bringing the Rock and Roll Hall of Fame and Museum to Cleveland and served as the museum's director.

Michael B. Klein, CPA, MBA



Mr. Klein is a Partner in Ciuni & Panichi, Inc.'s Audit and Accounting Services Group. He graduated magna cum laude from Cleveland State University in 1987 with a major in accounting. In 1991, Mr. Klein earned his master of business administration degree with an emphasis in finance from Cleveland State University. Prior to joining the firm in 1995, Mr. Klein gained experience in the audit department of an international accounting firm.

Mr. Klein oversees the firm's Not-for-Profit Groups. He has extensive experience in this market segment and with the accounting issues that directly impact 501(c)(3) corporations and other not-for-profit organizations. He is experienced in performing audits in compliance with *Government Auditing Standards* and generally accepted auditing standards. He has the overall responsibility for the audit from preliminary planning and fieldwork to the issuance of financial statements and management recommendation letters.

He is also responsible for the planning and performance of Uniform Guidance (federal funds) and program-specific audits and issuance of the related reports on internal controls over compliance requirements, compliance with terms and provisions of contracts, awards, and grants. He reviews the tax returns for these clients that include social service agencies, religious, social clubs, museums, labor unions, educational foundations, and private foundations, among others. Mr. Klein devotes significant attention to advising the firm's not-for-profit clients on a variety of matters, including financial statement presentation options, cost reporting, cost-effective internal control solutions, and organizational assessments, among others.

Mr. Klein is a member of several professional and civic organizations:

- American Institute of Certified Public Accountants
- Ohio Society of Certified Public Accountants
- Cleveland State University Accounting Advisory Board
- Geneva Group International
- Growth Capital Corporation – Board Member and Member of Loan Review Committee
- Center for Cognition and Recovery – Chair, Board of Managers
- Jewish Family Service Association – Assistant Treasurer, Board of Directors

His prior service to the community includes:

- Ohio Society of Certified Public Accountants – Member of Executive Board and Chairman of Audit Committee
- Planned Lifetime Assistance Network of Northeast Ohio – Vice President and Treasurer of the Board.
- President of the Cleveland State University Business Alumni Board
- United Way Services of Greater Cleveland – Member of the Allocations Committee
- United Way Services of Greater Cleveland – Member of the Community Investment Accounting Committee
- United Way Services of Greater Cleveland – Member of the Organizational Assessment Committee
- President of a not-for-profit childcare center in Bainbridge, Ohio

Michael B. Klein, CPA, MBA

Mr. Klein is a frequently sought-after speaker on technical topics and accounting issues. Recent speaking engagements have included the following groups:

- The Ohio Society of CPAs Not-for-Profit Conference
- Ohio Society of CPAs Cleveland Accounting Show

Mr. Klein has passed both the FINRA Series 7 General Securities Representative Examination and the FINRA Series 66 Uniform Combined State Law Examination. Mr. Klein is licensed to sell securities as an Investment Advisor Representative in the State of Ohio.

David M. Reape, CPA



Mr. Reape is a Ciuni & Panichi, Inc. Tax Department Principal in the firm's Not-for-Profit Group.

He specializes in tax-exempt entities and closely-held businesses. He provides tax review, planning, research, consulting, and compliance services for not-for-profit organizations, S-corporations, C-corporations, high net worth individuals, partnerships, and state and local tax planning. His experience includes helping clients with corporate restructuring and planning and he has represented various clients during Internal Revenue Service audits, as well as various state and local governments audits.

As a Principal in the firm's Not-for-Profit Group, he has an in-depth understanding of the accounting principles applicable to not-for-profit organizations and the strict technical requirements that must be satisfied in these engagements.

His responsibilities include the preparation and review of tax returns for social service agencies, religious organizations, museums, labor unions, and private foundations. He also understands the challenges not-for-profit organizations face and strives to make viable recommendations to improve the operating efficiency of every client, even when they are working with limited resources.

Mr. Reape is a member of the following professional and civic organizations:

- American Institute of Certified Public Accountants
- Ohio Society of Certified Public Accountants (OSCPA) – Past Chair of the OSCP Tax Legislation Policy Committee
- Nature Center at Shaker Lakes Board of Directors – Treasurer
- Cleveland Civic Leadership Institute Class of 2012
- Cleveland Leadership Center Alumni Association
- Shaker Lakes Regional Nature Center Endowment Foundation

Mr. Reape is a sought-after speaker. On numerous occasions, he has developed and presented tax seminars on not-for-profit organizations, S-corporations, and state and local issues for the Ohio Society of Certified Public Accountants. His recent topics include:

- Governance as viewed by the IRS
- New Form 990
- Tax Issues for Not-for-Profits
- Ohio Tax Reform

He earned a bachelor's of business administration degree from the University of Toledo and has been a Certified Public Accountant since 1993.

Jenna Snyder



Jenna Snyder, Ciuni & Panichi, Inc. Marketing Director, develops and implements branding, marketing, and communications strategies designed to increase customer engagement and develop new business for the firm.

Prior to joining the firm, she was Vice President of Marketing and Communications at United Way of Greater Cleveland for 11 years. There she led a 10-member team responsible for all the branding, communications, and marketing strategies to support the mission and the annual \$41 million campaign. Her responsibilities included advertising, publications, video production, speech writing, presentation coaching, e-communications, website, and social media. She was also responsible for media relations and special events.

Her experience also includes service as the marketing manager for the Cleveland Clinic Heart Center where she produced two heart health magazines and a television show that received a local Emmy nomination.

She currently serves on the GroundWorks Dance Company board of directors.

She earned a master's degree in communications with a concentration in corporate public relations and marketing from Rowan State College in New Jersey. She graduated summa cum laude with a bachelor's degree in journalism from Wayne State University in Detroit.

MPK GROUP, PC

CERTIFIED PUBLIC ACCOUNTANTS

SUITE 224 • 700 CENTURY PARK SOUTH • BIRMINGHAM, ALABAMA 35226

MEMBERS

AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

ALABAMA SOCIETY OF CPAs

TELEPHONE
(205) 978-8220

FACSIMILE
(205) 978-8224

SYSTEM REVIEW REPORT

To the Shareholders of Ciuni & Panichi, Inc.
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Ciuni & Panichi, Inc. (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended August 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards*; audits of employee benefit plans, and examinations of service organizations [Service Organizations Control (SOC) 1 engagement].

In our opinion, the system of quality control for the accounting and auditing practice of Ciuni & Panichi, Inc. applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended August 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Ciuni & Panichi, Inc. has received a peer review rating of *pass*.

MPK, Group, PC

November 5, 2015

Ciuni & Panichi, Inc.

Thank you for your interest in reviewing this material.

Please feel free to contact us if you need any further information.

Visit our web site at cp-advisors.com.



BOUNDARY AND TOPOGRAPHIC SURVEY
OF
CLEVELAND PUBLIC LIBRARY

ROCKWELL AVENUE 66'

SUPERIOR AVENUE 132'

SCALE IN FEET

298.566' CALC.

N 3756.06'

EAST 3RD STREET 99'

298.04' CALC.

S 3352.19' F

EAST 6TH STREET 99'

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RECEIVED JUL 14 1965

TUMBER CONSTRUCTION CO.

SITUATED IN THE CITY OF CLEVELAND, COUNTY OF CUYAHOGA AND STATE OF OHIO AND KNOWN AS BEING PART OF ORIGINAL TWO-ACRE LOT NO. 65, 66 AND 67 AND ALSO LOT 44, 45 AND 46 OF THE ROCKWELL'S SUBDIVISION PLAT BOOK 2, PAGE 58.

LEGEND

PROPOSED

EXISTING

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REVISIONS

NO.	DATE	DESCRIPTION
1	10/21/1963	ADDED BOUNDARY
2	10/21/1963	CONTINUING, RIGHT-OF-WAY AND PROPERTY LINE
3	9/7/1964	PROPERTY LINE

SCALE: 1" = 20'

DATE: 10/21/1963

BY: R.C.T. (Ralph C. Tyler)

CLEVELAND PUBLIC LIBRARY

BOUNDARY AND TOPOGRAPHIC SURVEY

PROPERTY NO. 4236

REGISTERED SURVEYOR NO. 4236

STATE OF OHIO

CERTIFICATION

DISTANCES SHOWN HEREON ARE EXPRESSED IN FEET AND DECIMAL PARTS THEREOF. BASIS OF BEARING IS THE ORIGINAL PLAT RECORD. THIS SURVEY IS A REPRODUCTION OF THE ORIGINAL SURVEY. ALL OF WHICH I CERTIFY TO BE CORRECT.

Ralph C. Tyler P.E., P.S.

REGISTERED SURVEYOR NO. 4236

STATE OF OHIO

UTILITIES NOTE

1. THE LOCATIONS OF ALL UNDERGROUND UTILITIES IN THE HIGHWAY RIGHTS-OF-WAY OBTAINED USING A COMBINATION OF OFFICIAL RECORDS AND FIELD SURVEY. HOWEVER, ALL UNDERGROUND UTILITY LOCATIONS ARE APPROXIMATE UNLESS INDICATED OTHERWISE BY THE RESPONSIBLE UTILITY COMPANY BEFORE CONSTRUCTION BEGINS.

2. THERE ARE NO RECORDS AVAILABLE FOR UNDERGROUND UTILITIES ON PRIVATE PROPERTY.

3. (O.U.P.S.) 48 HOURS BEFORE BEGINS AND SHALL MARK THE LOCATION OF THE LINES IN THE FIELD.

RALPH C. TYLER P.E., P.S., INC.

CIVIL ENGINEERS AND LAND SURVEYORS

2143 FARR-HILL ROAD CLEVELAND, OHIO 44106 TEL: (216) 239-9330

MEMORANDUM

DATE:	3 Nov 2016	CLIENT:	Cleveland Public Library
TO:	Joyce Dodrill, CPL	PROJECT NAME:	Cleveland Digital Public Library
FROM:	Rick Ortmeyer, BDP	BDP PROJECT NUMBER:	13099
COPY TO:	Eric Herman, CPL Carrie Krenicky, CPL	CLIENT'S NUMBER:	NA

Background: This summarizes our 31 Oct 2016 discussion regarding our request for payment of two invoices totaling \$1,802.41 of Additional Services for the CDPL

Attachments: 20 Jan 2015 Fee and Add Service Request Summary
30 Nov 2015 Additional Services Request 01
BDP Invoices 13099D.01 and 13099.15

Summary of Additional Work

- Design: Access to staff limited and CPL participation inconsistent. Union negotiations eliminated access to Preservation staff for weeks. 8 meetings proposed, 14 meetings actual.
- Design: North Workroom originally not in scope, added in full. Required meetings with Special Collections staff and inventory of current/future needs.
- Design: Multimedia scope/fees removed from contract, still required substantial coordination.
- Construction: Original schedule identified 'turnover to CPL' on 5 Nov 2014.
- Construction: Eight change orders, 5 at CPL request, added necessary scope / documentation.
- Construction: GC schedule slippage generally, and carpet issue specifically required extra documentation and delayed completion. Final acceptance of carpet was 28 Jan 2015.

20 Jan 2015 spreadsheet summarized the following:

- BDP spent \$53,762 over approved fee, waived \$21,162 as loss = \$32,600 total fee requested
- BDP requested new fees of \$8,600 (\$32,600 less \$24,000 budgeted contingency)
- CPL recognized issue but not able to compensate, BDP waived remaining \$8,600 as loss

Remainder of 2015 and into 2016:

- BDP assisted with contractor disputes regarding contractual scope never completed, including access control + painting protection, at no cost to CPL.

30 Nov 2015 ASR #01:

- BDP requested \$3,300 allowance from remaining CDPL budget, to compensate time from Dec 2015 and after assisting CPL to resolve issues with RL Hill.

Invoice Summary and Current Status:

- Invoices are for BDP time spent in Dec 2015 and Jan 2016 until outstanding matters were resolved. However, no budget remained in CDPL budget in Feb 2016 to compensate BDP.
- BDP requests payment of \$1,802.41 in full for two invoices, via transfer from balnces available from Phase 2 budget.
- BDP recognizes additional \$500 incurred for wall repair at painting, requesting consideration of previous losses, and no-cost services on behalf of CDPL project as payment.

END OF MEMORANDUM

Cleveland Public Library Exhibit Program



PRESENTED BY

BarrieProjects

OCTOBER 21, 2016

BarrieProjects

10.21.16

Dear Carol A. Hubler,

Barrie Projects is pleased to be considered by the Cleveland Public Library as a possible partner for the development of two exhibits slated for the newly renovated Brett Hall. The redevelopment of Brett Hall as an exhibition space was one of our most satisfying projects — a true collaboration between the library staff and our team to produce an extraordinary venue for temporary exhibits.

During the past 30 years, the principals at Barrie Projects have worked with a great many institutions to create exhibits both temporary and permanent, to rethink existing museum experiences and to plan whole new museums. Our clients have been large and small, with great resources and few, with accomplished staffs or almost none, with important collections or starting from scratch.

The Cleveland Public Library is fortunate to have wonderful resources in both its collections and staff. That was clearly demonstrated to us by the efficient process we enjoyed working with CPL to organize a supplementary exhibition on Shakespeare in conjunction with the First Folio exhibit. We would welcome such an opportunity again.

The CPL has long been one of the community's greatest assets. The transformation of Brett Hall into the premier exhibition space in downtown Cleveland adds new dimensions to the Library's programming and provides a great opportunity to engage the public with quality, thought-provoking exhibits.

An exhibition about Superman, Cleveland's own superhero, is the perfect follow up for the Wonders of Shakespeare in that it so beautifully demonstrates the breadth of CPL's holdings and its commitment to popular culture as well as more traditional cultural forms. For Barrie Projects, the creation of popular culture exhibits has been a key aspect of our work over the years. The Rock and Roll Hall of Fame and Museum, International Spy Museum, Mob Museum: National Museum of Organized Crime and Law Enforcement, Grammy Museum, and planning for the Academy of Motion Picture Arts and Sciences Museum — all are endeavors of Barrie Projects — and all have dealt significantly with popular culture.

While we work all over the country, nothing makes us happier or prouder than to work with the great organizations of our Cleveland. Collaborating with CPL on the Superman exhibit and an equally important exhibition to follow would be particularly rewarding.

Sincerely yours,



Dennis Barrie
Principal
Barrie Projects

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5	PROPOSED BUDGET FOR 2018 EXHIBIT
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12	BARRIE PROJECT PRINCIPALS

OUR TEAM

Barrie Projects brings to every undertaking an expert team familiar with all aspects of exhibit development. Our team is led by **KATHLEEN AND DENNIS BARRIE**, who have created numerous exhibits for organizations as varied as art museums, thematic museums, visitor centers, historical societies and visitor destinations.

Among their numerous projects: The International Spy Museum, Washington, DC; Maltz Museum of Jewish Heritage, Beachwood, OH; The Mob Museum: National Museum of Organized Crime and Law Enforcement, Las Vegas, NV; American Writers Museum, Chicago, IL; the Stephanie Tubbs Jones exhibit at Cleveland Hopkins Airport, the Woodstock Museum at Bethel Woods, NY; and the Cleveland Clinic's 75th Anniversary exhibit. The firm's major on-going project is the ground-up development of the first United States Olympic Museum in Colorado Springs, CO.

Barrie Projects will not only bring a unique approach to interpreting the Cleveland Public Library's Superman Collection but will work with the Library Staff to find and develop an equally exciting exhibit for the 2018 season. Our methodology of using stakeholder charrettes to explore the widest possible range of topics insures the best ideas for an exciting follow-up exhibit to Superman. After the broader stakeholder charrette, we will work directly with designated Library Staff members who will comprise the CPL Exhibit Team.

For this proposal we are recommending a seasoned team, experienced in working together and with CPL Staff:

Graphic Designer **TIMOTHY LACHINA** has worked on identity, logos and graphic design for the Rock and Roll Hall of Fame and Museum, the International Spy Museum, Western Reserve Historical Society and University Hospitals among others.

Project Manager **KEVIN BARRIE** has supervised the development of exhibits for The Pro-Football Hall of Fame, Odyssey Marine and the Western Reserve Historical Society.

Financial and Business Planner **MIKE DEVINE** has worked on the development of the International Spy Museum, Maltz Museum of Jewish Heritage, The Mob Museum: National Museum of Organized Crime and Law Enforcement, BB King Museum, The Motown Museum and the United States Olympic Museum.

In addition, Barrie Projects suggests working with Vista Color Imaging, the premier graphic production firm in Northeastern Ohio.

Barrie Projects is a female-owned consultancy firm dedicated to equal opportunity employment. Throughout its 15-year history, Barrie Projects has sought out individuals of all backgrounds and has worked with a diverse group of designers, filmmakers, fabricators, historians and writers in the creation of its projects.

OUR PROCESS

The above team will work directly with the Library staff to create the two exhibits planned for Brett Hall.

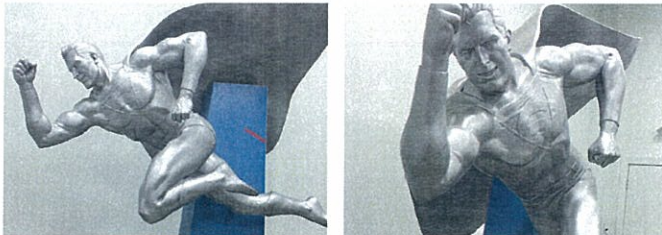
CONCEPT DEVELOPMENT PHASE

In this request for proposals, two exhibits are being planned. The first, based on the Library's new Superman collection, and the second on an as yet undetermined subject.

MONTH 1: Typically, exhibit development begins with a charrette or brainstorming session with the staff to determine goals of the exhibit, important themes, key artifacts and a variety of approaches to presentation.

- *For the Superman Exhibit, we would start with a thorough examination of the new collection to understand its condition, strengths, unusual pieces and especially aspects related to Cleveland.*

At the same time, we will explore local collections – private and institutional – to strengthen connectivity and community outreach and to insure the most interesting, dynamic exhibit. We will be looking for unexpected images and artifacts--of impactful scale and quality – to further enhance the new Superman collection. To that end, we have contacted artist David Deming about including his 8' maquette of the Superman sculpture proposed for the lakefront. This would be the first public viewing of this monumental work of public art.



- *For the second exhibit, we would meet with the CPL Exhibit Team, Library leadership, and Special Collections experts to review potential ideas, important Library collections, topics that have not been presented before, subjects that would of great interest to visitors and perhaps those that have timely relevance. It is essential that these first two special exhibits forge a strong connection with Clevelanders and set the stage for all exhibits to follow.*

With the information gleaned from the charrette and continued staff input, Barrie Projects will develop an exhibition outline. The outline will delineate possible themes, topics, artifacts, images and the potential for interactivity or media presentations.

FABRICATION PHASE

The Barrie Projects team will provide the CPL staff with repeated review and approval opportunities as the graphics are produced.

CPL is the final sign-off on all graphic design and production.

INSTALLATION PHASE

- All aspects of installation will be managed by Barrie Projects.
- BP will be responsible for the prepping and finishing of the movable wall surfaces and any other touch up needed to the exhibition systems.
- BP will be responsible for the moving and placement of all exhibit furniture.
- BP will manage the installation of graphics by Vista Color Imaging.
- Handling and placement of artifacts will be done primarily by CPL staff with the assistance of the BP team.
- The BP team will do a walk through with CPL staff to ensure that the installation meets the expectations of CPL.

**PROPOSED SCHEDULE FOR THE SUPERMAN EXHIBIT
EXHIBIT CONCEPT DEVELOPMENT:**

November 7 - January 13, 2017: Conceptual exploration and design, selection of artifacts and images
 December 9: Presentation and review of Exhibit Narrative at 50% phase of development
 January 9: Presentation and review of Exhibit Narrative at 95% of development
 January 13: Approval of exhibit narrative at 100%

DESIGN PHASE:

January 16 - February 17, 2017: Further refinement of design continues
 January 31: Presentation and review of design development at 50%
 February 6: Presentation and review of design development at 95%
 February 17: Presentation and approval of design development at 100%

FABRICATION, INSTALLATION AND OPENING:

February 20 - March 17: Fabrication of graphics
 March 6 – 10: De-installation of Shakespeare Exhibit
 March 13 – 27: Prep work and Installation of Superman Exhibit
 March 30: Members Preview
 March 31: Open to the Public

PROPOSED BUDGET FOR SUPERMAN EXHIBIT

Project Management:	\$20,000
For overall management of the project including concept development, artifact and image selection, supervision of design and installation	
Graphic and exhibit design:	\$10,000
Graphic production:	\$12,000
Exhibit De-installation:	\$1,500
Removal of graphics, refurbishment of exhibit furniture	
Installation:	\$7,000
Wall preparation, systems placement, artifact mounting, transport of additional materials	
Use rights acquisition (if needed)	\$5,000
Note: Given not-for profit status of CPL, there may not be any use-rights fees charged.	
Contingency:	\$4,500
TOTAL	\$60,000

PROPOSED SCHEDULE FOR THE 2018 EXHIBITION*

EXHIBIT CONCEPT DEVELOPMENT:

April 10 - July 28, 2017: Conceptual exploration and design, selection of exhibit topic, selection of artifacts and images

May 8: Presentation and review of Exhibit Narrative at 50% phase of development

June 12: Presentation and review of Exhibit Narrative at 75% phase of development

July 10: Presentation and review of Exhibit Narrative at 95% phase of development

July 24: Presentation and approval of Exhibit Narrative at 100%

DESIGN PHASE:

August 1 - November 6, 2017: Further refinement of design continues

September 5: Presentation and Review of design development at 50%

October 2: Presentation and Review of design development at 75%

October 16: Presentation and Review of design development at 95%

November 6: Presentation and approval of design development at 100%

FABRICATION, INSTALLATION AND OPENING:

November 13 - January 29, 2018: Fabrication begins and is completed, installation is finalized.

January 2 - 5, 2018: De-installation of Superman Exhibit

January 9 - February 16: Prep work and installation of 2018 Exhibit

February 19: Exhibit installation and fine-tuning are complete. Exhibit is ready for opening events.

**Note: The dates for the 2018 Exhibit allow for a much more generous development period than the Superman Exhibit, which demands a much tighter development schedule to meet the proposed opening date.*

PROPOSED BUDGET FOR 2018 EXHIBIT

Project Management:	\$20,000
For overall management, of the project including concept development, artifact and image selection, supervision of design and installation	
Graphic and Exhibit Design	\$12,000
Graphic Production	\$12,000
Exhibit De-installation	\$1,500
Installation	\$8,000
Contingency	\$5,350
TOTAL	\$58,350

PORTFOLIO

NEW MUSEUMS:

United States Olympic Museum, Colorado Springs, CO. Opening Fall, 2018
 American Writers Museum, Chicago, IL. (planning). Opening April, 2017
 Cummings Center for the History of Psychology, University of Akron. Opening Fall, 2017
 Rock and Roll Hall of Fame and Museum, Cleveland, OH
 International Spy Museum, Washington, DC
 Maltz Museum of Jewish Heritage, Beachwood, OH
 The Mob Museum: National Museum of Organized Crime and Law Enforcement, Las Vegas, NV
 The Grammy Museum, Los Angeles, CA
 The Museum at Bethel Woods: The Story of the Sixties and Woodstock, Bethel, NY
 San Francisco Interactive History Museum, San Francisco, CA (proposed)
 Museum of the Mind, Washington, DC (proposed)
 Chicago Blues Experience, Chicago, IL (planning)
 Academy of Motion Picture Arts and Sciences Museum, Los Angeles, CA (planning)

FEASIBILITY STUDIES, PLANNING, NEW EXHIBITS:

Brett Hall Exhibit Gallery, Cleveland Public Library, Opened June, 2016
 “Cleveland Starts Here,” Introductory Gallery, Cleveland History Center, Opening Fall, 2017
 Lake View Cemetery, James A. Garfield Memorial, (planning study)
 Barber Vintage Motorcars Museum, Birmingham, AL (planning)
 Great Lakes Science Center, Cleveland, OH (planning)
 “Dare to Explore: The New NASA Glenn Visitors Center,” at Great Lakes Science Center, Cleveland, OH
 Steamship William G. Mather Museum, Cleveland, OH (planning)
 Pro Football Hall of Fame, Canton, OH
 International Museum of Cartoon Art, Boca Raton, FL
 The Walt Disney Company, Orlando, FL (planning)
 Western Reserve Historical Society, Cleveland, OH (planning)

SPECIAL EXHIBITS:

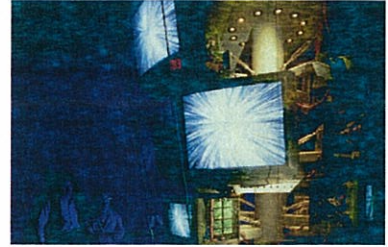
“Stitch in Time,” Cleveland History Center. Opened, Fall, 2015
 “Stephanie Tubbs Jones,” Cleveland Hopkins International Airport. Opened Fall, 2014
 “The Legacy of the Stokes Brothers,” Cleveland History Center. Opening Fall, 2017
 “Treasures of the Federal Reserve Bank,” Federal Reserve Bank. Cleveland, OH, Opened Spring, 2013
 “Gridiron Glory: The Best of the Pro Football Hall of Fame.” Premiered Pittsburgh, PA, 2012
 “Michael Jackson: This is It,” Premiered London, 2009

CULTURAL PLANNING:

Case Western Reserve University, Cleveland, OH
 “Uptown: Catalog of Ideas”, (visioning process), University Circle Inc., Cleveland, OH
 Rock and Roll Boulevard, (vision and plan), City of Cleveland, OH
 Site Santa Fe, Santa Fe, NM
 Cleveland Public Art, Cleveland, OH, 1984-2000 (public art and public space planning)



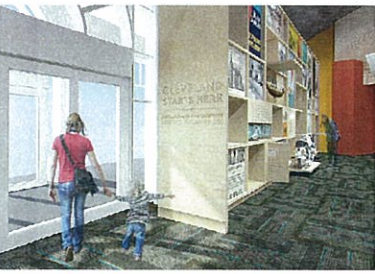
Rock and Roll Hall of Fame and Museum



The Mob Museum



Western Reserve Historical Society



United States Olympic Museum

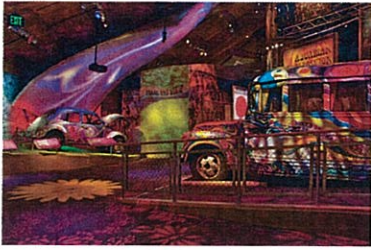


Stitch in Time, Cleveland History Center





Maltz Museum of Jewish Heritage



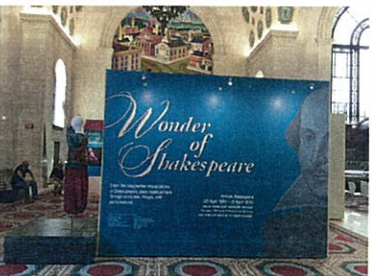
The Museum at Bethel Woods



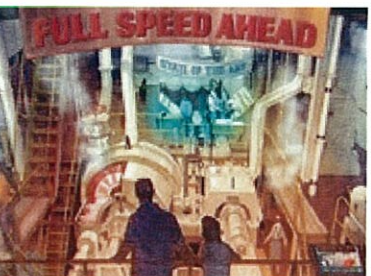
International Spy Museum



International Spy Museum



Brett Hall Exhibit Gallery, Cleveland Public Library



Great Lakes Science Center



TIMOTHY LACHINA GRAPHIC DESIGN



Cleveland Arts Prize



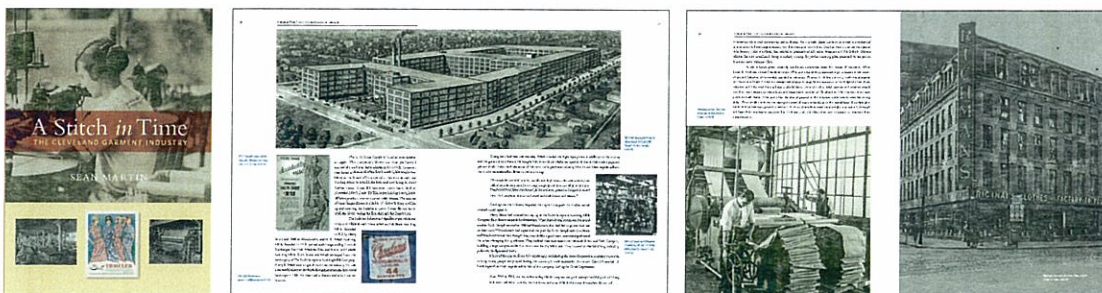
Rock and Roll Hall of Fame and Museum



International Spy Museum



Rainbow Babies and Children's Hospital



Western Reserve Historical Society

REFERENCES**Richard Celeste**

Chairman of the Board
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Kelly Falcone

CEO
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pearnest@spymuseum.org

Jacqueline Muhammad

Community Relations Manager
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jmuhammad@clevelandairport.com

Jonathan Ullman

CEO
The Mob Museum: National Museum of Organized Crime and Law Enforcement
702.229.5358
jullman@themobmuseum.org

IN CONCLUSION

Our extensive backgrounds in fine arts museums, contemporary and public art collections, and museum education are the strong foundation of our emphasis on excellent design coupled with imaginative story-telling. We are pragmatists who find creative solutions to any issues that arise during the development of projects – and deliver work on-time and on-budget.

We are proud of the museums we have created that draw millions of people annually and are consistently rated among the best and most satisfying museums in the country.

We at Barrie Projects believe we can bring to the Cleveland Public Library’s exhibit program a truly national perspective as to how to maximize the quality and impact of the proposed exhibitions. We are a national firm but one with strong ties to the Northeast Ohio community.

We believe our experience with so many diverse clients and our ties to so many of the region’s leading institutions will provide the venerated Cleveland Public Library with special opportunities for collaborations and promotional events that will extend far beyond the walls of Brett Hall.

BARRIE PROJECTS PRINCIPALS

KATHLEEN HICKEY BARRIE

Principal, Barrie Projects

Kathleen H. Barrie has a 40-year history of museum, civic, arts and cultural experiences in both for profit and not for profit businesses. Since 2005 she has served as Principal at Barrie Projects, a consulting firm which specializes in museums, exhibits, cultural planning projects and their implementation.

MUSEUM DEVELOPMENT:

Ms. Barrie is currently working on the overall development of the United States Olympic Museum, as well as its research, content development and design integration. The only comprehensive Olympic and Paralympic museum in the United States, designed by Diller Scofidio + Renfro, will be built in Colorado Springs, opening in 2018.

Prior to the US Olympic Museum, Ms. Barrie's most recent completed museum project is The Mob Museum: National Museum of Organized Crime and Law Enforcement which opened in Las Vegas in February 2012. She was responsible for master planning, research and content development, design integration and served as curator, acquiring the Mob Museum's collection of artifacts. The Mob Museum, initiated by the City of Las Vegas, is a \$42 million economic development and revitalization project for downtown Las Vegas. It has enjoyed glowing reviews from The New York Times, USA Today, LA Times, and the Today Show, as well as diverse international media coverage.

Ms. Barrie was Vice-President of Exhibition Development and Design at The Malrite Company based in Cleveland. Its major project was the International Spy Museum in Washington, DC. Ms. Barrie was responsible for research and content developed with a blue-ribbon committee of international intelligence experts; and overall design integration of the Museum's permanent exhibitions, retail components (Zola Restaurant, Spy City Café Museum Store) and merchandise. She led the evolution of "Spy's" graphic identity, website and publication program. Since opening in 2002, the International Spy Museum has hosted over 700,000 visitors a year and received numerous awards including the DC Chamber of Commerce's Business of the Year Award in 2003. The International Spy Museum is a nationally recognized model of a for-profit museum.

Ms. Barrie was a long time museum educator at the Cleveland Museum of Art where she ran and taught the children's and adult classes for over a decade, developing new models for one of the country's premier art museums and education programs.

CULTURAL PLANNING:

Barrie Projects has been involved in various aspects of the visioning and realizations of projects in Cleveland's University Circle beginning in 2005, focused on the Uptown development, a new mixed use project initiated by Case Western Reserve University and realized through a remarkable group of collaborating partners and institutions. Ms. Barrie produced the Uptown Catalog of Ideas in 2006, the result of the visioning process for Cleveland's newest cultural district—to bring housing, retail, restaurants, entertainment and cultural destinations to the

campus and beyond. The Uptown project has been critically recognized by the Rudy Bruner Award for Urban Excellence. Since 2012, she has been engaged by Case Western Reserve University as Curator/Director of the Putnam Art Collection, for programming at Toby's Plaza at Uptown, and other special projects on the campus.

Ms. Barrie was a founder and the first executive director (1984-2000) of Cleveland Public Art (now LAND Studio) which convenes artists and designers, civic leaders, decision-makers and interested citizens to plan and realize projects important to the livability of Northeast Ohio. Ms. Barrie has worked with numerous international and regional artists including Maya Lin, Tom Otterness, Claus Oldenburg, R. M. Fischer, Luis Jimenez, Nancy Dwyer and John L. Moore. As part of all public art and public design projects initiated, Ms. Barrie fostered civic discourse and public input by developing a variety of custom-designed strategies and events which included special events, lectures, public design forums, walking tours and publications.

EDUCATION / AWARDS

- Boston College (formerly Newton College), BA in Liberal Arts
- Harvard University, Loeb Fellowship in Advanced Environmental Design, 1993-1994
- Boston College: Alumni Award of Excellence for the Arts and Humanities, 2006
- Cleveland Arts Prize: Special Prize for Distinguished Service to the Arts, 1998

DENNIS BARRIE, PHD

Principal, Barrie Projects

Dennis Barrie has an extensive career in planning, developing and managing both major and less traditional cultural destinations—museums, exhibits, visitor centers, and public spaces. He is an internationally distinguished museum director, cultural historian and an expert in popular culture. His expertise is in developing innovative projects that come from and respond to the unique circumstances of various cities and locations across the US. The nature of these complex projects rely on the fruitful collaboration with the leading thinkers and designers of our time and the widest range of public relationships—with government officials, municipalities and internationally renowned institutions.

His career includes eleven years with the Smithsonian Institution as Midwest Director of the Archives of American Art, where he interviewed and documented many of the great artists of the 20th Century. For eight years he served as Director of Cincinnati's Contemporary Arts Center (1983-1991), the second oldest museum of contemporary art in the United States. During his tenure there the Center was known for its ground-breaking exhibitions and programming.

As the opening Executive Director of the Rock and Roll Hall of Fame and Museum in Cleveland (1993-1996), Dennis led all aspects of the project from concept—construction, staff development, marketing, fundraising and most importantly, the conceptualization and development of the Rock Hall's films and exhibits—through opening and dedication. The Rock Hall is recognized as one of the nation's most celebrated museums, as well as a major cultural destination for visitors from outside the region, and a significant economic generator for Cleveland.

After museum and cultural consulting work for clients such as the International Museum of Cartoon Art, Walt Disney Company, Elvis Presley Estate and Site Santa Fe in New Mexico, Dr. Barrie became the president of the The Malrite Company (1998-2005), where he worked with CEO Milton Maltz to develop new and creative concepts for museum projects. The company's major project was the International Spy Museum in Washington, DC. This pioneering integration of serious history, new technology and popular culture, has won numerous awards and has had over 700,000 visitors a year since opening in 2002. It is recognized as one of the stellar examples of a for-profit museum model and was named the DC Chamber of Commerce's Business of the Year soon after its opening. Also, while at Malrite, Dennis led the development of the Maltz Museum of Jewish Heritage in Beachwood, OH, which opened in 2005.

Since founding Barrie Projects in 2005, a museum consultancy, Dennis has also worked on the conceptualization of the Bethel Woods Center for the Arts in Bethel, NY, located on the site of Max Yasgur's farm, home to the 1969 "Woodstock Festival." This project includes an outdoor concert venue, special event spaces, a visitor center and a museum with exhibits detailing the 3 day landmark concert.

Dennis has provided developmental services for the Grammy Museum and the Museum of the Academy of Motion Picture Arts and Sciences, both in Los Angeles. Working with Arts and Exhibits International/AEG (Los Angeles), Dennis was instrumental in putting together the Michael Jackson Official Exhibition which opened its world tour in London in October 2009. Dennis was the Creative Director for The Mob Museum: National Museum of Organized Crime and Law Enforcement, a \$43 million project in downtown Las Vegas, designed to attract new audiences to the city core, housed in the historic federal courthouse where the Kefauver Hearings into organized crime were held. The Museum's 2012 opening garnered rave reviews in The New York Times, USA Today and on the Today Show, among others.

In 2012, Dennis led a team of professionals hired to re-think the exhibits and marketing programs of the Pro-Football Hall of Fame. The result was a \$23 million redesign of exhibits and facilities. In addition, Dennis co-developed the Hall of Fame's 50th anniversary traveling exhibit entitled Gridiron Glory that is traveling to 17 NFL cities over the course of five years.

Other recent projects include the development of a state-of-the-art exhibit for the NASA Glenn Visitors Center, the planning of a Freshwater exhibit for the Great Lakes Science Center and conceptual planning for the FutureGen Visitor Center, a facility devoted to alternative energy solutions slated for central Illinois.

In Chicago, Dennis has served on the Advisory Committee of the Chicago Blues Experience, a \$50 million privately funded project to be developed in that city's downtown area. Dennis also did the Feasibility Study for the American Writers Museum currently under construction on Michigan Ave.

Currently, Dennis is spearheading the development of the official United States Olympic Museum. Designed by award-winning architects Diller-Scifidio Renfrow, the \$86 million project is being built in downtown Colorado Springs near the headquarters of the U S Olympic Committee. The museum is slated to open in 2018.

Also in the development stage for openings in 2017 are the Western Reserve Historical Society's "Cleveland Starts Here" gallery and the University of Akron's Cummings Center for the History of Psychology.

Dennis has lectured extensively, in the US and abroad, served on regional and national juries and is the recipient of numerous degrees and awards, especially, for cultural leadership and in recognition of his First Amendment positions. Among these awards:

- "The Hugh M. Hefner First Amendment Award" presented by the Hugh M. Hefner Foundation, 1990
- The College of William and Mary's "Leslie Cheek Award" for Outstanding Presentation of the Arts, 1991
- The Frederick P. Weisman Award" for service to the arts presented by the Frederick P. Weisman Foundation, 1992
- "Freedom of Expression in American Life Award," presented by the Robert Sterling Clark Foundation, the Nathan Cummings Foundation, the Joyce Mertz-Gilmore Foundation, the Rockefeller Foundation and the Andy Warhol Foundation, 1993
- "Distinguished Alumni Award" presented by Wayne State University, 2004
- "Lifetime Achievement Award" presented by the Association of Midwest Museums, 2010
- Cleveland Arts Prize-2013

EDUCATION

- PhD, American Cultural History, Wayne State University (Detroit)
- MA, American History, Oberlin College
- BA , Oberlin College

PROFESSIONAL EXPERIENCE

- Barrie Projects, Founder and Principal, 2005 - present
- Westlake Reed Leskosky Architects, Director of Cultural Planning , 2005-2012
- The Malrite Company, President, 1998 - 2005
- Rock and Roll Hall of Fame and Museum, Executive Director, 1993 - 1996
- Contemporary Arts Center, Cincinnati, Director, 1983-1991
- Archives of American Art/Smithsonian Institution, Midwest Director, 1971-1983

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To: Larry Finnegan
Company: Cleveland Public Library
Address: 325 Superior Ave
Cleveland, OH 44114-1271
USA

Date: 11/9/2016
Phone:
Fax:
Email: larry.finnegan@cpl.org

Item Number	Item Description	Qty	Unit Price	Extended Price
SPIHMP300	DIGITAL SIGNAGE PLAYER, 1080P HD	27	\$1,127.00	\$30,429.00
LGE49LW340C	LCD, 49" 1080P 300NIT 38.4LBS LED (BLACK)	27	\$559.00	\$15,093.00
CHIMTM1U	MOUNT, FUSION MICRO-ADJ TILT WALL MOUNT, 26-47" DISPLAYS	27	\$110.00	\$2,970.00
CAB240906	CABLE, 6' HDMI	27	\$12.00	\$324.00
Ohio STS Contract 800360 Prices quoted are FOB Dest/Delivery as required POC: John Debick 800-221-4686 john.debick@avispl.com Thank you				
			Total	\$48,816.00

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Page 1

Print Date: 11/9/2016 1:17 PM

From: Scott Ruffer [mailto:Scott.Ruffer@convergent.com]
Sent: Wednesday, November 09, 2016 2:57 PM
To: David Reynolds
Cc: Larry Finnegan
Subject: RE: HMPs & Elementi X

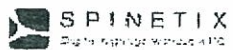
Dave,

Thanks for reaching out.

My pricing to CPL for the HMP 300 per unit is \$1549.00. Call or email me with questions. Thanks and talk soon!

Best,

Scott Ruffer
Central Region Sales Manager



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SubTotal	\$15,097.32
Tax	\$0.00
Shipping	\$0.00
Total	\$15,097.32

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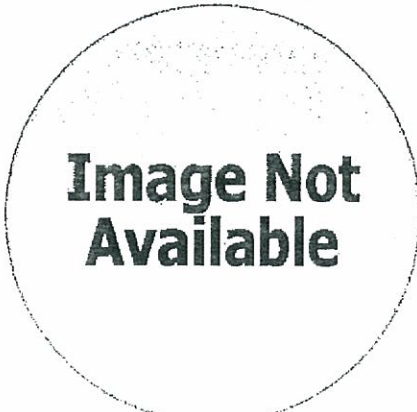
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REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD OCTOBER 1 – OCTOBER 31, 2016

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
 Revenues, Expenditures and Changes in Fund Balance
 For the Period Ending October 31, 2016

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	25,338,536.38	0.00	0.00	0.00	\$ 0.00	25,338,536.38
42 Intergovernmental	20,850,329.37	1,355,771.36	0.00	0.00	\$ 0.00	22,206,100.73
43 Fines & Fees	324,678.93	0.00	0.00	0.00	\$ 0.00	324,678.93
44 Investment Earnings	369,189.87	20,333.05	0.00	13,084.02	\$ 0.00	402,606.94
45 Charges for Services	0.00	4,473,577.42	0.00	0.00	\$ 0.00	4,473,577.42
46 Contributions & Donations	1,345.00	924,207.58	0.00	0.00	\$ 0.00	925,552.58
48 Miscellaneous Revenue	1,152,539.96	70,890.00	3,500.16	0.00	\$ 103,751.38	1,330,681.50
Total Revenues	\$ 48,036,619.51	\$ 6,844,779.41	\$ 3,500.16	\$ 13,084.02	\$ 103,751.38	\$ 55,001,734.48
51 Salaries/Benefits	28,722,362.53	2,365,104.17	0.00	0.00	\$ 0.00	31,087,466.70
52 Supplies	626,359.42	78,988.36	0.00	3,724.77	\$ 0.00	709,072.55
53 Purchased/Contracted Services	8,380,515.32	1,764,257.06	652.40	16,423.05	\$ 0.00	10,161,847.83
54 Library Materials	5,552,278.04	926,442.83	0.00	48,527.48	\$ 0.00	6,527,248.35
55 Capital Outlay	726,508.98	306,655.30	3,894,155.99	0.00	\$ 0.00	4,927,320.27
57 Miscellaneous Expenses	96,393.72	668,648.85	0.00	0.00	\$ 98,207.14	863,249.71
Total Expenditures	\$ 44,104,418.01	\$ 6,110,096.57	\$ 3,894,808.39	\$ 68,675.30	\$ 98,207.14	\$ 54,276,205.41
Revenue Over/(Under) Expenditures	\$ 3,932,201.50	\$ 734,682.84	\$(3,891,308.23)	\$(55,591.28)	\$ 5,544.24	\$ 725,529.07
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	500.00	(500.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	(1,500,000.00)	0.00	1,500,000.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(1,499,500.00)	\$(500.00)	\$ 1,500,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 2,432,701.50	\$ 734,182.84	\$(2,391,308.23)	\$(55,591.28)	\$ 5,544.24	\$ 725,529.07
Beginning Year Cash Balance	\$ 30,293,887.52	\$ 15,311,265.03	\$ 13,248,624.25	\$ 3,477,276.35	\$ 18,241.33	\$ 62,349,294.48
Current Cash Balance	\$ 32,726,589.02	\$ 16,045,447.87	\$ 10,857,316.02	\$ 3,421,685.07	\$ 23,785.57	\$ 63,074,823.55

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending October 31, 2016

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	\$ 21,659,520	\$ 17,826,615	\$ 3,832,905	82%	86%
General Property Tax	25,322,947	25,338,536	(15,589.78)	100%	103%
Rollback, Homestead, CAT	3,022,616	3,023,714	(1,098.50)	100%	114%
Fines & Fees	399,000	324,679	74,321.07	81%	88%
Investment Earnings	422,870	369,190	53,680.24	87%	96%
Contributions	1,260	1,345	(85.00)	100%	100%
Miscellaneous	1,252,555	1,152,540	100,014.87	92%	54%
Return of Advances Out	0	55,000	(55,000.00)	0%	0%
Total	\$ 52,080,767	\$ 48,091,620	\$ 3,989,148	92%	96%

	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	\$ 35,079,356	\$ 28,742,168	\$ 6,337,187	82%	80%
Supplies	1,134,841	774,923	359,918	68%	79%
Purchased Services	12,087,367	10,582,658	1,504,709	88%	81%
Library Materials	10,671,638	7,989,036	2,682,601	75%	77%
Capital Outlay	1,696,721	876,747	819,974	52%	46%
Other	154,351	112,685	41,666	73%	62%
Sub Total	\$ 60,824,273	\$ 49,078,217	\$ 11,746,056	81%	79%
Advances Out	0.00	54,500.00	(54,500.00)		0%
Transfers Out	1,500,000	1,500,000	0	100%	0%
Total	\$ 62,324,273	\$ 50,632,717	\$ 11,691,556	81%	79%

Note (1): Certificate from Cuyahoga County Budget Commission dated October 11, 2016 (includes Advances Out).

Note (2): Amended Appropriation of \$56,476,215 plus carried forward encumbrance of \$5,848,058.

Note (3): Subtotal includes 73% expended and 8% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending October 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	10,357,232.30	10,368,915.98	8,256,581.10	0.00	2,112,334.88
51120	9,763,561.38	9,774,149.54	8,363,235.23	0.00	1,410,914.31
51130	1,352,494.21	1,352,494.21	979,064.96	0.00	373,429.25
51140	4,231,071.52	4,231,071.52	3,155,782.77	0.00	1,075,288.75
51150	504,715.64	504,715.64	375,658.17	0.00	129,057.47
51180	0.00	160,032.62	288,151.50	0.00	(128,118.88)
51190	268,614.73	268,614.73	377,984.43	0.00	(109,369.70)
51400	3,747,870.46	3,749,352.84	3,025,375.74	0.00	723,977.10
51610	3,666,090.97	3,666,090.97	3,165,438.54	0.00	500,652.43
51611	202,195.26	202,195.26	169,605.76	0.00	32,589.50
51612	14,758.07	14,758.07	12,438.40	0.00	2,319.67
51620	12,528.25	12,528.25	10,168.20	0.00	2,360.05
51625	29,467.05	29,467.05	24,147.82	0.00	5,319.23
51630	216,511.75	347,043.22	196,056.32	0.00	150,986.90
51640	20,000.00	25,299.12	15,131.33	5,074.27	5,093.52
51650	348,684.34	351,148.29	286,272.66	293.54	64,582.09
51900	21,478.28	21,478.28	21,269.60	14,437.91	(14,229.23)
Salaries/Benefits	\$34,757,274.21	\$ 35,079,355.59	\$ 28,722,362.53	\$ 19,805.72	\$ 6,337,187.34
52110	45,600.00	46,942.81	33,419.07	3,610.87	9,912.87
52120	54,200.00	56,717.38	24,235.27	7,649.11	24,833.00
52130	39,850.00	40,511.23	22,195.95	2,986.80	15,328.48
52140	600.00	600.00	447.69	0.00	152.31
52150	102,500.00	102,500.00	50,466.76	5,566.12	46,467.12
52210	118,900.00	119,731.45	90,012.63	7,533.45	22,185.37

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending October 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	63,600.00	66,645.01	43,542.62	9,687.96	13,414.43
52230	263,050.00	278,002.41	182,388.44	50,643.02	44,970.95
52240	23,000.00	23,000.00	4,362.26	0.00	18,637.74
52300	78,000.00	114,693.14	35,772.73	29,872.61	49,047.80
52900	263,238.00	285,497.62	139,516.00	31,013.90	114,967.72
Supplies	\$1,052,538.00	\$ 1,134,841.05	\$ 626,359.42	\$ 148,563.84	\$ 359,917.79
53100	200,000.00	209,764.37	71,957.13	21,982.28	115,824.96
53210	300,316.00	374,527.62	258,895.31	72,500.13	43,132.18
53230	91,500.00	100,893.23	63,630.89	21,914.07	15,348.27
53240	166,000.00	206,232.52	127,256.16	26,662.68	52,313.68
53310	407,000.00	470,891.69	248,651.08	23,329.69	198,910.92
53320	17,550.00	30,575.00	9,182.04	4,431.27	16,961.69
53340	171,279.00	215,400.23	134,494.13	41,566.56	39,339.54
53350	240,641.00	408,450.49	226,625.36	123,418.73	58,406.40
53360	347,189.95	352,342.97	210,614.96	15,486.78	126,241.23
53370	25,000.00	37,876.86	20,594.89	5,386.28	11,895.69
53380	800,000.00	974,091.35	731,902.49	196,368.12	45,820.74
53390	25,440.00	28,277.75	10,519.00	2,842.00	14,916.75
53400	429,039.00	493,528.61	362,785.75	130,742.86	0.00
53510	178,749.24	189,545.42	143,141.63	41,221.38	5,182.41
53520	57,403.00	70,291.86	23,585.05	14,605.31	32,101.50
53610	1,936,774.33	2,016,256.83	1,374,555.43	503,270.89	138,430.51
53620	195,527.22	208,229.54	95,207.68	32,893.44	80,128.42
53630	946,859.92	846,966.95	668,206.53	135,425.20	43,335.22

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending October 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	87,230.72	130,946.07	83,472.05	37,387.72	10,086.30
53710	963,562.58	1,755,416.15	945,738.29	484,935.61	324,742.26
53720	780,030.07	779,313.79	575,842.19	86,700.00	116,771.60
53730	20,060.00	20,060.00	8,214.74	0.00	11,845.26
53800	250,000.00	366,688.32	185,370.77	178,867.39	2,450.16
53900	1,800,648.52	1,800,799.52	1,800,071.77	204.25	523.50
	\$10,437,800.55	\$ 12,087,367.15	\$ 8,380,515.32	\$ 2,202,142.64	\$ 1,504,709.19
Purchased/Contracted Services					
54110	2,360,000.00	2,871,015.33	1,782,887.36	521,917.29	566,210.73
54120	372,000.00	819,280.35	383,203.55	184,842.06	251,234.75
54210	825,000.00	1,191,144.17	112,004.78	711,135.86	368,003.53
54220	77,000.00	261,216.13	60,746.95	70,930.33	129,536.85
54310	1,928,180.00	2,241,568.63	1,520,555.22	285,196.02	435,817.44
54320	151,000.00	171,561.13	106,303.55	34,156.25	31,101.33
54325	363,000.00	555,698.03	294,737.29	54,378.04	206,582.70
54500	570,000.00	1,010,333.03	457,484.35	71,309.94	481,538.79
54530	602,000.00	1,366,171.51	762,044.39	474,935.21	129,191.91
54600	3,000.00	3,978.00	1,845.50	1,845.00	287.50
54710	25,000.00	53,641.14	19,679.58	8,961.56	25,000.00
54720	45,000.00	95,762.59	40,455.50	5,937.34	49,369.75
54730	5,000.00	5,994.15	5,314.72	0.00	679.43
54790	22,000.00	24,273.33	5,015.30	11,213.33	8,044.70
	\$7,348,180.00	\$ 10,671,637.68	\$ 5,552,278.04	\$ 2,436,758.23	\$ 2,682,601.41
Library Materials					
55300	0.00	689.85	0.00	0.00	689.85
55510	152,200.00	232,303.48	92,736.85	60,628.41	78,938.22

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending October 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	188,500.00	288,535.53	119,551.23	8,634.55	160,349.80
55530 Computer Hardware	536,000.00	628,270.47	274,850.98	21,600.38	331,819.11
55540 Software	314,500.00	546,921.53	239,369.92	59,374.39	248,177.28
Capital Outlay	\$1,191,200.00	\$ 1,696,720.97	\$ 726,508.98	\$ 150,237.73	\$ 819,974.26
57100 Memberships	70,555.78	73,567.13	67,583.62	4,102.32	1,881.22
57200 Taxes	12,000.00	13,352.97	10,535.07	2,343.21	474.69
57500 Refunds/Reimbursements	49,204.22	67,430.47	18,275.03	9,845.31	39,310.13
Miscellaneous Expenses	\$131,760.00	\$ 154,350.60	\$ 96,393.72	\$ 16,290.84	\$ 41,666.04
59810 Advances Out	0.00	0.00	54,500.00	0.00	(54,500.00)
Advances	\$0.00	\$ 0.00	\$ 54,500.00	\$ 0.00	\$(54,500.00)
59900 Transfers Out	0.00	1,500,000.00	1,500,000.00	0.00	0.00
Transfers	\$0.00	\$ 1,500,000.00	\$ 1,500,000.00	\$ 0.00	\$ 0.00
TOTAL	\$54,918,752.76	\$ 62,324,273.04	\$ 45,658,918.01	\$ 4,973,799.00	\$ 11,691,556.03

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending October 31, 2016

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	30,293,887.52	48,091,619.51	45,658,918.01	4,973,799.00	27,752,790.02
Total General Fund	\$ 30,293,887.52	\$ 48,091,619.51	\$ 45,658,918.01	\$ 4,973,799.00	\$ 27,752,790.02
201 Anderson	276,296.99	0.00	0.00	0.00	276,296.99
202 Endowment for the Blind	2,170,265.69	0.00	23,056.65	0.00	2,147,209.04
203 Founders	6,094,545.65	533,395.89	281,716.95	148,158.10	6,198,066.49
204 Kaiser	58,614.88	0.00	0.00	0.00	58,614.88
205 Kralley	179,670.47	599.53	4,907.20	967.72	174,395.08
206 Library	178,122.12	7,395.53	25,151.82	777.65	159,588.18
207 Pepke	127,745.59	(1,485.96)	0.00	0.00	126,259.63
208 Wickwire	1,350,020.58	6,090.87	17,278.60	3,587.94	1,335,244.91
209 Wittke	86,265.93	0.00	0.00	0.00	86,265.93
210 Young	4,000,361.89	16,027.23	40,308.15	6,390.62	3,969,690.35
225 Friends	0.00	29,500.00	8,742.68	359.64	20,397.68
226 Judd	5,972.23	173,033.50	127,974.86	8,893.19	42,137.68
228 Lockwood Thompson Memorial	136,626.00	90,199.50	150,973.34	13,816.26	62,035.90
229 Ohio Center for the Book	0.00	900.00	900.00	0.00	0.00
230 Schweinfurth	89,172.29	32,384.54	38,718.54	0.00	82,838.29
231 CLEVNET	490,999.25	4,544,467.42	4,033,540.52	508,977.96	492,948.19
251 OLBPD-Library for the Blind	0.00	1,256,828.00	1,216,346.15	6,763.97	33,717.88
252 LSTA-Know It Now	27,058.22	0.00	27,058.22	0.00	0.00
254 MyCom	39,527.25	123,943.36	107,929.69	224.05	55,316.87
256 Learning Centers	0.00	86,000.00	60,493.20	86,628.55	(61,121.75)
Total Special Revenue Funds	\$ 15,311,265.03	\$ 6,899,279.41	\$ 6,165,096.57	\$ 785,545.65	\$ 15,259,902.22
401 Building & Repair	13,248,624.25	1,503,500.16	3,894,808.39	1,185,582.88	9,671,733.14
Total Capital Project Funds	\$ 13,248,624.25	\$ 1,503,500.16	\$ 3,894,808.39	\$ 1,185,582.88	\$ 9,671,733.14

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending October 31, 2016

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
501 Abel	218,076.10	1,902.62	895.00	0.00	219,083.72
502 Ambler	2,218.69	0.00	0.00	0.00	2,218.69
503 Beard	132,508.14	(614.51)	2,392.10	607.90	128,893.63
504 Klein	5,251.17	0.00	0.00	0.00	5,251.17
505 Malon/Schroeder	280,913.05	622.26	6,574.75	0.00	274,960.56
506 McDonald	182,871.96	0.00	0.00	0.00	182,871.96
507 Ratner	90,938.24	(1,138.21)	0.00	0.00	89,800.03
508 Root	38,361.65	0.00	0.00	0.00	38,361.65
509 Sugarman	198,051.98	1,627.54	10,418.07	1,200.00	188,061.45
510 Thompson	155,047.07	360.20	2,850.00	0.00	152,557.27
511 Weidenthal	6,513.72	0.00	0.00	0.00	6,513.72
512 White	2,082,088.70	10,379.15	44,782.48	1,179.23	2,046,506.14
513 Beard Anna Young	84,435.88	(55.03)	762.90	3,433.10	80,184.85
Total Permanent Funds	\$ 3,477,276.35	\$ 13,084.02	\$ 68,675.30	\$ 6,420.23	\$ 3,415,264.84
901 Unclaimed Funds	10,735.01	2,823.07	100.00	0.00	13,458.08
905 CLEVNET Fines & Fees	7,506.32	100,928.31	98,107.14	0.00	10,327.49
Others	\$ 18,241.33	\$ 103,751.38	\$ 98,207.14	\$ 0.00	\$ 23,785.57
Total All Funds	\$ 62,349,294.48	\$ 56,611,234.48	\$ 55,885,705.41	\$ 6,951,347.76	\$ 56,123,475.79

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending October 31, 2016

Balance of All Funds	<u><u>\$ 63,074,823.55</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	297,228.78
KeyBank - Merchant Acct	6,065.90
KeyBank - FSA Account	5,207.19
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u><u>\$ 313,727.39</u></u>
PNC - Money Market	10,046.48
PNC - Investments	37,095,931.90
PNC - Investments Money Market	55,338.00
STAR Ohio Investment	8,887,258.67
STAR Plus Program	0.00
Investments	<u><u>\$ 46,048,575.05</u></u>
PNC- Endowment Account	16,712,521.11
Endowment Account	<u><u>\$ 16,712,521.11</u></u>
Cash in Banks and On Hand	<u><u>\$ 63,074,823.55</u></u>

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee
November 15, 2016

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR OCTOBER 2016

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
City of Cleveland Sustainability Summit Cleveland, Ohio	9/21/2016 - 9/22/2016	Paolo Balboa	50.00
Customers of SirsiDynix Users Group, Inc. Consortia SIG Conference Cleveland, Ohio	9/29/2016 - 9/30/2016	James Benson	70.00
Ohio Library Council Convention and Expo Sandusky, Ohio	9/28/2016 - 9/30/2016	Don Boozer	530.62
Ohio Library Council Convention and Expo Sandusky, Ohio	9/29/2016	Christine Colnar	125.00
Ohio Library Council Convention and Expo Sandusky, Ohio	9/28/2016 - 9/30/2016	Amy Dawson	474.20
Ohio Library Council Convention and Expo Sandusky, Ohio	9/28/2016 - 9/30/2016	Jaime Declet	571.85
Colorado State Library Research Institute for Public Libraries Englewood, Colorado	9/30/2016 - 10/3/2016	Anastasia Diamond-Ortiz	345.20
Ohio Library Council Convention and Expo Sandusky, Ohio	9/28/2016 - 9/29/2016	Anastasia Diamond-Ortiz	333.05
Ohio Library Council Convention and Expo Sandusky, Ohio	9/28/2016	Sarah Dobransky	204.06
Northeast Ohio Regional Library System A Day for Circ Staff Elyria, Ohio	10/19/2016	Diane Hill	32.55

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio History Alliance Annual Meeting Dublin, Ohio	10/7/2016 - 10/8/2016	Olivia Hoge	533.79
Northeast Ohio Regional Library System Best Practices in Motivating Staff Hudson, Ohio	10/4/2016	Amiya Hutson	43.36
Ohio Library Council Convention and Expo Sandusky, Ohio	9/28/2016 - 9/30/2016	Andrea Johnson	599.98
Customers of SirsiDynix Users Group, Inc. Consortia SIG Conference Cleveland, Ohio	9/29/2016 - 9/30/2016	Brian Leszcz	70.00
Ohio Library Council Convention and Expo Sandusky, Ohio	9/28/2016 - 9/30/2016	Pamela Matthews	609.24
Northeast Ohio Regional Library System A Day for Circ Staff Elyria, Ohio	10/19/2016	Vaughn McCarter	15.00
Ohio Library Council Convention and Expo Sandusky, Ohio	9/28/2016 - 9/30/2016	Corina Mesenger	615.83
City of Cleveland Sustainability Summit Cleveland, Ohio	9/21/2016 - 9/22/2016	Terrence Metter	40.00
Urban Library Council Annual Forum Kansas City, Missouri	10/5/2016 - 10/7/2016	Terrence Metter	1,200.00
American Payroll Association Ohio Conference of Payroll Professionals Columbus, Ohio	10/20/2016 - 10/21/2016	Ronelle Miller-Hood	510.45
Ohio Library Council Convention and Expo Sandusky, Ohio	9/28/2016 - 9/30/2016	Shayna Muckerheide	85.00
Northeast Ohio Regional Library System A Day for Circ Staff Elyria, Ohio	10/19/2016	Shannon Muhammad	49.45
Sunlight Foundation Transparency Camp 2016 Cleveland, Ohio	10/14/2016 - 10/15/2016	Monica Musser	50.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Convention and Expo Sandusky, Ohio	9/28/2016 - 9/30/2016	Sandra Nosse	299.60
Customers of SirsiDynix Users Group, Inc. Consortia SIG Conference Cleveland, Ohio	9/29/2016 - 9/30/2016	John Pas	70.00
Customers of SirsiDynix Users Group, Inc. Consortia SIG Conference Cleveland, Ohio	9/29/2016 - 9/30/2016	Marlene Pelyhes	70.00
Customers of SirsiDynix Users Group, Inc. Consortia SIG Conference Cleveland, Ohio	9/29/2016 - 9/30/2016	Hilary Prisbylla	70.00
Northeast Ohio Regional Library System A Day for Circ Staff Elyria, Ohio	10/19/2016	Felicia Ramsey	15.00
National Summer Learning Association Annual Summer and Out-of-School Time Conference Seattle, Washington	10/23/2016 - 10/26/2016	Kristen Schmidt	575.00
Northeast Ohio Regional Library System Best Practices in Motivating Staff Hudson, Ohio	10/4/2016	Lori Scurka	22.86
National Summer Learning Association Annual Summer and Out-of-School Time Conference Seattle, Washington	10/23/2016 - 10/26/2016	Nichole Shabazz	970.00
YWCA Greater Cleveland Quest Women's Leadership Institute Cleveland, Ohio	10/13/2016 - 3/10/2017	Nichole Shabazz	850.00
TOTAL			\$10,101.09

SUMMARY

FUND	OCTOBER	YEAR TO DATE
General	\$9,405.89	\$71,957.13
Lockwood Thompson	345.20	15,483.61
Endowment for the Blind Fund (OLBPD)	0.00	2,735.43
Library for the Blind and Physically Disabled	0.00	136.08
CLEVNET	350.00	8,280.21
TOTAL	\$10,101.09	\$98,592.46

CLEVELAND PUBLIC LIBRARY

Finance Committee

November 15, 2016

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

For the Period Ending October 31, 2016

						\$250,000.00 (1)
<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
11/17/2015	City of Cleveland	151810	Building Permits	-	33,622.86	
12/17/2015	Watson Carpet Company, Inc.	151965	Repairing, Cleaning and Storing the 3 rugs in Brett Hall	-	9,708.00	
3/29/2016		151965-1	Add'l repairs needed that were covered on (2) smaller rugs by bookcases	-	810.00	
12/31/2015	Barrie Projects, LLC	151998	To assist in the transformation of Brett Hall into a state-of-the-art gallery facility	-	20,000.00	
3/1/2016	Barrie Projects, LLC	151998-1	1st Amendment-work with design and fabrication to assure timely delivery, fabrication and installation of exhibit systems in Brett Hall..	-	25,000.00	
2/24/2016	The Ohio Desk Company	160447	Thread Power Distribution System	-	30,305.19	
6/28/2016	Plantscaping	161103	Indoor plants	-	71,408.04	
9/16/2016	Ohio Desk	161414	Recover Lending chairs	816.56		
9/16/2016	IPS	161419	People Counting, 3 entrances at Main	12,474.26		
9/29/2016	Ohio Desk	161465	Partitions to reconfigure OPS LSW2	16,790.51		
9/30/2016	Karen Skunta & Company	161479	Design and installation of the Andrew J. Venable, Jr. exhibit	7,310.00	3,375.00	
				37,391.33	194,229.09	
				Available Balance		\$18,379.58

\$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:				\$	3,530,293.40

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

\$535,000.00

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

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

\$300,000.00

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

CLEVELAND PUBLIC LIBRARY
Regular Employment Report
10/01/2016 TO 10/31/2016

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
CORBETT, JEFFREY	East 131	CHILDRENS LIBRARIAN	10/31/2016
DIAMOND-ORTIZ, ANASTASIA	Planning & Research	DIR OF STRAT AND INNOVATION	10/28/2016
HUNTER, KIMBERLY M	Eastman	LIBRARY ASST-COMP EMPH	10/05/2016
JOHNSON, JORDAN C	Branch Substitues	LIBRARY ASST SUBSTITUTE	10/01/2016
MCPHERSON, TREVARA	Branch Substitues	BRANCH CLERK SUBSTITUTE	10/06/2016
SANTORA, NICOLAS E	Security	SAFETY&PROTECTIVE SVC OFFICER	10/12/2016
RETIREMENTS			
BOLTON, BONNIE J	Technical Services Offi	COLLECTION MANAGEMENT LIBRARIA	10/31/2016

CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 10/01/2016 TO 10/31/2016

EMPLOYEE:	BARKACS, MICHAEL E	CURRENT GRADE:	Z	HIRE DATE:	10/16/2016
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	ROCKPORT	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	CLOUDEN, PHOENIX A	CURRENT GRADE:	Z	HIRE DATE:	10/16/2016
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	EARLEY, MICHAEL D	CURRENT GRADE:	Z	HIRE DATE:	10/16/2016
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	LORAIN	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	FOWLER, CLAUDETTE M	CURRENT GRADE:	Z	HIRE DATE:	10/16/2016
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	RICE	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	GJIKA, ANDON	CURRENT GRADE:	Z	HIRE DATE:	10/16/2016
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SOUTH BROOKLYN	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	GONZALEZ, SOLIMAR	CURRENT GRADE:	Z	HIRE DATE:	10/16/2016
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	BROOKLYN	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	JONES, ALICIA R	CURRENT GRADE:	Z	HIRE DATE:	10/16/2016
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	MT PLEASANT	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	KIRK, CARLETTE M	CURRENT GRADE:	Z	HIRE DATE:	10/16/2016
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	HARVARD LEE	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	ORLANDI, MADISON H	CURRENT GRADE:	Z	HIRE DATE:	10/16/2016
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	EASTMAN	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	ROBINSON, ANDREA B	CURRENT GRADE:	Z	HIRE DATE:	10/16/2016
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	FULTON	SALARY:	0.00	HOURLY RATE:	9.76

CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 10/01/2016 TO 10/31/2016

EMPLOYEE:	SPENCE, DONICA O	CURRENT GRADE:	F	HIRE DATE:	10/02/2016
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	21,426.34	HOURLY RATE:	22.42
EMPLOYEE:	TURNER, JAMES E	CURRENT GRADE:	Z	HIRE DATE:	10/16/2016
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	ZION, ZECHARIAH G	CURRENT GRADE:	Z	HIRE DATE:	10/16/2016
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76
EMPLOYEE:	ZUERCHER, BRADFORD P	CURRENT GRADE:	Z	HIRE DATE:	10/16/2016
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	SHELF PAGES	SALARY:	0.00	HOURLY RATE:	9.76

EMPLOYEE: ROBERTS, TRISHA G CURRENT GRADE: B EFFECTIVE DATE
 JOB TITLE: SHIPPING CLERK CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	0.00	32,332.04	PROMOTION

EMPLOYEE: SMITH, LANECIA S CURRENT GRADE: B EFFECTIVE DATE
 JOB TITLE: BRANCH CLERK CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	0.00	32,332.04	PROMOTION

EMPLOYEE: VAUGHN, CHEMIKA N CURRENT GRADE: B EFFECTIVE DATE
 JOB TITLE: BRANCH CLERK CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	0.00	32,332.04	PROMOTION

CLEVELAND PUBLIC LIBRARY

REPORT E

Human Resources Committee Report
 Meeting Date: November 17, 2016
 Report Period: October 2016

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

MONTH	2015 SICK LEAVE HOURS USED	2016 SICK LEAVE HOURS USED	2016 TOTAL HOURS
January	4,564.09	3,679.06	98,023.38
February	3,605.82	4,071.17	93,936.09
March	3,202.84	3,109.32	94,816.27
April	3,809.46	3,657.15	94,683.73
May	3,615.00	3,883.60	94,543.84
June	3,229.18	2,939.22	93,738.87
July *	5,098.30	5,035.66	142,543.97
August	4,176.95	3,271.22	93,706.81
September	3,736.86	3,728.05	91,485.65
October	3,865.35	3,447.60	90,813.96
November	3,198.85		
December *	5,348.30		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
October 1, 2016-October 31, 2016
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT F

Human Resources Committee Report

November 17, 2016

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	76	22	9	1			27	16	1		
Professionals	79	16	1			1	39	15	4	3	
Technicians	18	9	2	1			4	1	1		
Protective Service	20	9	10	1				0			
Para-Professionals	131	23	31	2	2		36	28	7	2	
Administrative Support	320	41	59	4	3	1	52	140	18	1	1
Skilled Craft	13	7	3	1	1			1			
Service Maintenance	47	7	31	1			2	5	1		
Grand Total	704	134	146	11	7	1	160	206	32	6	1

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

Insurance Report for the Month of October 2016

Human Resources Committee Report

November 17, 2016

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	5	1	6
Essential	28	6	34
Standard	251	146	397
Standard with OAD		2	2
Total MMO			439
Dental Insurance	284	184	468
Vision Employee			247
Vision Children			39
Vision Spouse			48
Vision Family			78
Total Vision			412
Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR OCTOBER 2016**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	2016	2015	
Main Library	114,906	130,018	575	625	1,173,608	1,249,168	-6.0%
Branches	262,139	284,337	1237	1292	2,593,955	2,720,783	-4.7%
Mobile Units*	1,904	2,744			17,843	47,878	-62.7%
Library for the Blind	44,409	47,802			475,561	489,960	-2.9%
OLBPD BARD	10,882	12,262			116,787	111,385	4.8%
eMedia	29,426	25,649			299,254	234,173	27.8%
TOTAL CIRCULATION	463,666	502,812			4,677,008	4,853,347	-3.6%
ELECTRONIC MEDIA CIRCULATION	Monthly Total	Year-to-Date	YTD				
eBook	16,872	16,097	169,778	148,344			14.4%
eAudiobook	8,293	6,899	91,071	64,971			40.2%
eMusic	1,079	164	3,604	702			413.4%
eVideo	655	404	5,534	3,049			81.5%
eMagazines	2,527	2,085	29,267	17,107			71.1%
TOTAL eCIRCULATION	29,426	25,649	299,254	234,173			27.8%
							Included in circulation activity
COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions	Hours in Use	YTD		
Main Library	100	45 minutes	105,900	119,440	82,159	86,200	-4.7%
Branches	525	40 minutes	786,360	850,323	531,854	559,866	-5.0%
TOTAL USAGE	625		892,260	969,763	614,013	646,066	-5.0%
							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				
	2016	2015	2016	2015	Gain/Loss		
TOTAL SESSIONS	121,434	N/A	857,533	N/A	N/A		
							Each session represents a unique user of public wireless internet.
WALK-IN COUNT	Monthly Total	Average Hourly	Year-to-Date	YTD			
Main Library	37,498	40,938	187	197	379,222	407,132	-6.9%
Branches	206,560	246,578	974	1107	2,139,146	2,340,342	-8.6%
Mobile Unit*	-	402			-	4,917	-100.0%
TOTAL VISITS	244,058	287,918	2,518,368	2,752,391	2,518,368	2,752,391	-8.5%

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 OCTOBER 2016

BRANCH	a Branch Circulation	b		c Sent from Main	d		e Total Direct Circulation (a+b+c+d)	f		g Total Circulation (e+f)
		Sent from Other Branches	Sent from Other CLENVET Systems		Sent to Other CLENVET Systems	Total Circulation (e+f)				
Addison	6,587	568	551	871	8,577	528	9,105			
Brooklyn	3,788	365	308	558	5,019	348	5,367			
Carnegie West	7,475	786	1,324	1,510	11,095	1,071	12,166			
Collinwood	4,823	395	366	639	6,223	586	6,809			
East 131st	3,090	299	283	373	4,045	274	4,319			
Eastman	11,942	1,030	1,685	2,370	17,027	1,846	18,873			
Fleet*	9,210	670	799	1,052	11,731	827	12,558			
Fulton	8,617	742	935	1,056	11,350	755	12,105			
Garden Valley	3,117	195	177	348	3,837	224	4,061			
Glenville	4,141	248	252	609	5,250	363	5,613			
Harvard-Lee	5,978	507	642	974	8,101	765	8,866			
Hough	3,685	410	295	453	4,843	240	5,083			
Jefferson	3,994	539	898	1,053	6,484	479	6,963			
Langston Hughes	5,734	500	499	865	7,598	529	8,127			
Lorain	5,918	553	789	1,053	8,313	627	8,940			
Martin Luther King, Jr.	6,071	494	676	983	8,224	663	8,887			
Memorial-Nottingham	8,118	747	1,105	1,604	11,574	1,145	12,719			
Mt. Pleasant	2,892	293	244	408	3,837	289	4,126			
Rice	8,791	462	620	968	10,841	695	11,536			
Rockport	11,594	851	1,189	1,874	15,508	1,477	16,985			
South	5,973	542	679	961	8,155	599	8,754			
South Brooklyn	10,172	1,050	1,735	2,370	15,327	1,527	16,854			
Sterling	3,619	291	373	620	4,903	324	5,227			
Union	4,095	282	274	405	5,056	399	5,455			
Walz	9,180	843	1,059	1,558	12,640	1,114	13,754			
West Park	10,145	1,178	2,440	3,212	16,975	2,011	18,986			
Woodland	7,397	645	429	893	9,364	537	9,901			
TOTAL	176,146	15,485	20,626	29,640	241,897	20,242	262,139			

*Fleet Branch circulation includes remaining circulation generated by Broadway Branch items.

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR OCTOBER 2016

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2016	2015	2016	2015		
Addison	9,105	9,008	84,088	94,811	-10,723	-11.3%
Brooklyn	5,367	5,438	55,062	58,438	-3,376	-5.8%
Carnegie West	12,166	13,245	122,980	128,400	-5,420	-4.2%
Collinwood	6,809	8,418	70,634	79,170	-8,536	-10.8%
East 131st	4,319	5,692	40,899	45,414	-4,515	-9.9%
Eastman	18,873	20,313	193,172	197,911	-4,739	-2.4%
Fleet*	12,558	12,740	117,724	121,043	-3,319	-2.7%
Fulton	12,105	12,046	133,188	108,853	30,335	27.9%
Garden Valley	4,061	3,875	34,180	33,012	1,168	3.5%
Glenville	5,613	6,563	61,041	66,254	-5,213	-7.9%
Harvard-Lee	8,866	11,097	90,448	89,864	584	0.6%
Hough	5,083	5,156	50,027	45,129	4,898	10.9%
Jefferson	6,963	8,532	69,234	75,731	-6,497	-8.6%
Langston Hughes	8,127	7,062	66,699	68,630	-1,931	-2.8%
Lorain	8,940	11,034	91,168	101,798	-10,630	-10.4%
Martin Luther King, Jr.	8,887	7,587	82,933	93,337	-10,404	-11.1%
Memorial-Nottingham	12,719	14,092	125,423	125,656	-233	-0.2%
Mt. Pleasant	4,126	4,658	38,866	45,872	-7,006	-15.3%
Rice	11,536	12,713	105,597	120,919	-15,322	-12.7%
Rockport	16,985	18,843	170,073	186,798	-16,725	-9.0%
South	8,754	8,281	84,666	84,111	555	0.7%
South Brooklyn	16,854	20,026	175,559	187,185	-11,626	-6.2%
Sterling	5,227	5,152	45,420	50,570	-5,150	-10.2%
Union	5,455	6,869	59,015	66,382	-7,367	-11.1%
Walz	13,754	15,145	136,706	142,766	-6,060	-4.2%
West Park	18,986	20,864	197,929	208,737	-10,808	-5.2%
Woodland	9,901	9,888	85,224	93,992	-8,768	-9.3%
TOTAL	262,139	284,337	2,593,955	2,720,783	-126,828	-4.7%

*Fleet Branch circulation includes remaining circulation generated by Broadway Branch items.

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE OCTOBER 2016**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2016	2015	2016	2015		
Addison	5,342	5,465	53,501	57,195	-3,694	-6.5%
Brooklyn	3,908	4,031	40,476	38,397	2,079	5.4%
Carnegie West	9,498	16,009	103,909	157,391	-53,482	-34.0%
Collinwood	7,119	9,178	74,424	73,073	1,351	1.8%
East 131st	6,441	9,311	73,868	81,318	-7,450	-9.2%
Eastman	10,537	11,111	107,280	112,419	-5,139	-4.6%
Fleet*	9,191	11,441	100,290	109,629	-9,339	-8.5%
Fulton	8,864	8,297	85,178	80,607	4,571	5.7%
Garden Valley	4,252	4,734	43,009	47,761	-4,752	-9.9%
Glenville	5,819	9,932	63,593	83,415	-19,822	-23.8%
Harvard-Lee	6,589	8,888	77,263	83,951	-6,688	-8.0%
Hough	7,108	10,196	72,556	114,622	-42,066	-36.7%
Jefferson	4,718	8,562	54,520	73,900	-19,380	-26.2%
Langston Hughes	8,673	7,366	77,808	78,154	-346	-0.4%
Lorain	6,524	8,183	70,298	78,154	-7,856	-10.1%
Martin Luther King, Jr.	7,693	9,655	78,310	79,614	-1,304	-1.6%
Memorial-Nottingham	6,283	6,155	59,075	57,624	1,451	2.5%
Mt. Pleasant	5,249	5,772	54,705	63,196	-8,491	-13.4%
Rice	11,947	12,804	115,902	131,442	-15,540	-11.8%
Rockport	9,943	10,880	102,337	101,617	720	0.7%
South	6,278	6,788	63,234	73,945	-10,711	-14.5%
South Brooklyn	14,372	15,020	146,164	137,841	8,323	6.0%
Sterling	9,442	9,981	103,987	95,631	8,356	8.7%
Union	5,663	6,813	59,444	68,976	-9,532	-13.8%
Walz	8,936	9,248	87,720	86,352	1,368	1.6%
West Park	7,468	9,306	93,907	95,644	-1,737	-1.8%
Woodland	8,703	8,452	76,388	78,474	-2,086	-2.7%
TOTAL	206,560	243,578	2,139,146	2,340,342	-201,196	-8.6%

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR OCTOBER 2016**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
CLEVNET	69,017	78,393	728,844	752,748	-3.2%
MORE	416	393	3,863	4,031	-4.2%
Other Libraries	419	591	4,648	3,769	23.3%
TOTAL	69,852	79,377	737,355	760,548	-3.0%

*Totals included in Main Library and Branch circulation counts

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Projected	14,652	15,676	192,825	196,789	-2.0%
KnowItNow Web Reference*	-	98	-	1,074	-100.0%
Mail and Email Reference	308	150	2,222	1,317	68.7%
Interlibrary Loan Requests	835	984	8,511	7,800	9.1%
TOTAL	15,795	16,908	203,558	206,980	-1.7%

*KnowItNow statewide reference service ceased on 12/31/2015

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
New Titles Added	5,257	7,015	54,313	55,934	-2.9%
Total Items Added	25,049	27,032	226,991	213,386	6.4%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Main Library	200	208	2,024	2,023	0.0%
Branches	5,724	5,940	59,993	57,945	3.5%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Downloads	10,882	12,262	116,787	111,385	4.8%
Users	660	618	6,446	6,128	5.2%

Included in circulation activity