

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
December 15, 2016
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: Ms. Washington

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

Approval of the Minutes

Mr. Hairston moved approval of the minutes for the 11/17/16 Regular Board Meeting and 11/15/16 Finance Committee Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Director Thomas acknowledged letters from Peter J. Alscher making a monetary donation to the Library and expressing appreciation for the excellent customer service provided by Jean Collins, Senior Subject Department Librarian, Literature Department; and Mark Smithberger, Principal, Strongsville City Schools, Strongsville High School, expressing gratitude for presentations and assistance by Library staff Chatham Ewing, Pam Eyerdam, Ray Rozman, Rachel Senese, Curtis Flowers and Andrea Mitchel during the recent visit of the senior Advanced Placement English students at the Library.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of November

(See page 1601)

REGULAR BOARD
MEETING OF
11/17/16; and
FINANCE
COMMITTEE
MEETING OF
11/15/16
Approved

LTRS. FROM:
DOUGLAS S.
EVANS,
EXECUTIVE
DIRECTOR, OHIO
LIBRARY
COUNCIL; MARK
SMITHBERGER,
PRINCIPAL,
STRONGSVILLE
HIGH SCHOOL
Acknowledged

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF NOVEMBER
2016
Approved

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

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of November of 2016; now therefore be it

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

Ninth Amendment to the Year 2016 Appropriation

(See pages 1602-1607)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2016 Appropriation Measure to comply with the attached December 8, 2016 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached Ninth Amendment to the Year 2016 Appropriation Schedule be approved.

NINTH
AMENDMENT
TO THE YEAR
2016
APPROPRI-
ATION
Approved

Year 2017 Annual Appropriation Measure

(See pages 1608-1613)

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

WHEREAS, On December 8, 2016, the Cleveland Public Library requested a Certificate of Estimated Resources for the Year 2017 from the Cuyahoga County Budget Commission; and

WHEREAS, **Ohio Revised Code** Sections 5705.38-5705.39 provide for passage of an appropriation measure not to exceed certified estimated resources; and

WHEREAS, The appropriation totals on the attached schedules do not exceed the estimated resources requested on the December 8, 2016 Certificate; now therefore be it

RESOLVED, That the Year 2017 Appropriation Measure in the amount of \$56,304,802.61 for the General Fund and listed amounts for other funds be approved as detailed in the attached schedules.

Resolution to Authorize Payment of Fees to the CLEVNET Special Revenue Fund Covering the Period February 1, 2017 through January 31, 2018

(See pages 1614-1617)

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

WHEREAS, During CLEVNET's strategic planning process, the CLEVNET Directors' Panel asked Cleveland Public Library to investigate ways to move CLEVNET revenue out of the General Fund to improve how the financial information is captured; and

WHEREAS, On October 16, 2014, the Board of Trustees of the Cleveland Public Library authorized the Chief Financial Officer to take the necessary steps to create a CLEVNET Special Revenue Fund. As of January 1, 2015, the CLEVNET Special Revenue Fund (#231) was created; and

RESOLUTION TO
AUTHORIZE
PAYMENT OF
FEES TO THE
CLEVNET
SPECIAL
REVENUE FUND
COVERING THE
PERIOD
FEBRUARY 1, 2017
THROUGH
JANUARY 31, 2018
Approved

WHEREAS, The CLEVNET Special Revenue Fund will start the year with little to no carryforward fund balance with expenditures occurring immediately, making it necessary for Cleveland Public Library to make its contract cost payment of \$1,701,276.85 up-front to cover expenditures until revenues from the CLEVNET contract libraries come in steadily; now therefore be it

RESOLVED, That the Board of Trustees authorizes the payment of \$1,701,276.85 to the CLEVNET Special Revenue Fund effective January 1, 2017, with the expenditure being charged to General Fund account 13010053-53900 (Other Purchased Services).

Resolution to Amend Deposit Account for the State of Ohio Department of Education Grant for Family and Community Engagement Pilot Project

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

WHEREAS, On October 20, 2016 the Library Board of Trustees accepted a grant from The State Department of Education, in the amount of \$50,000 for the grant period October 1, 2016 to March 20, 2017 and for deposit into the Founders Fund Account 203046-46100-18801 (Restricted Gift); and

WHEREAS, Upon receiving the Subaward Agreement, it has come to the Library's attention that the Cleveland Public Library will be a subrecipient of federal awarded funds from the Federal Agency Office of Early Learning. Therefore, grant funds should be deposited into the Founders Fund Account 203042-42100-18801 (Federal Aid) instead of the Restricted Gift Account; now therefore be it

RESOLVED The Cleveland Public Library Board of Trustees amends the deposit account of the grant accepted from The State Department of Education, in the amount of \$50,000 for the grant period October 1, 2016 to March 20, 2017 from the Founders Fund Account 203046-46100-18801 (Restricted Gift) to the Founders Fund Account 203042-42100-18801 (Federal Aid).

RESOLUTION
TO AMEND
DEPOSIT
ACCOUNT FOR
THE STATE OF
OHIO
DEPARTMENT
OF EDUCATION
GRANT FOR
FAMILY AND
COMMUNITY
ENGAGEMENT
PILOT PROJECT
Approved

Resolution Authorizing Amendment to Agreement with
Braxton Educational and Technology Consulting LLC for
MYCOM Out-Of-School Time Transitions Program

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

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

WHEREAS, The Library entered into an agreement on December 19, 2015 that expired on September 30, 2016 with Starting Point for tutoring services under MyCom/Cuyahoga County's Youth Development Initiative; and

WHEREAS, Under the December 19, 2015 agreement, Starting Point funded the Cleveland Public Library's purchase from Braxton Educational and Technology Consulting LLC of after-school tutoring services at four Cleveland Public Library branches for approximately 128 children from October 1, 2015 through September 30, 2016; and

WHEREAS, Starting Point has offered to provide additional funding to enable the Cleveland Public Library to continue to provide these vital after-school tutoring services from October 1, 2016 through January 31, 2017 (Note: This date was mistakenly identified as January 1, 2017 at the Finance Committee Meeting.) at four Cleveland Public Library branches for approximately 80 children in an amount not-to-exceed \$15,750; and

WHEREAS, Under the December 19, 2015 contract, Starting Point agreed to reimburse the Library on a monthly basis in a total amount not to exceed \$55,000.00; now therefore be it

RESOLUTION
AUTHORIZING
AMENDMENT TO
AGREEMENT
WITH BRAXTON
EDUCATIONAL
AND
TECHNOLOGY
CONSULTING
LLC FOR
MYCOM OUT-
OF-SCHOOL
TIME
TRANSITIONS
PROGRAM
Approved

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute an amendment to the December 19, 2015 agreement with the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) to accept additional grant funds in the amount of \$15,750.00, bringing the total contract amount to \$70,750, and to execute such additional agreements, including those with Braxton Educational and Technology Consulting LLC, and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

Mr. Hairston asked if this indicates that the contract is over in January.

Mr. Corrigan stated that Starting Point is now going on to a calendar year system and would like to fund the Library an additional amount to extend the agreement.

Mr. Hairston stated that he was pleased that many neighborhood children benefit from these services provided by Braxton Educational and Technology Consulting LLC.

In response to Mr. Hairston's inquiry, Director Thomas stated that MyCom has in the past been overseen by the County. Now, the Cleveland Foundation is giving MyCom a Grant to continue the program. Starting Point identifies those contractors to which to disburse the grant.

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

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

WHEREAS, *Ohio Revised Code* Section 5705.14 provides for the transfer and advance of funds from the General Fund to other funds; and

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

WHEREAS, Libraries generally do not follow ORC Section 5705 for budgetary compliance, so the Library looks to the Auditor of State Bulletin 1997-003 to provide guidance pertaining to the accounting treatment for inter-fund cash advances; and

WHEREAS, At this month's Board meeting, the Library Board of Trustees is considering accepting additional grant funds from the Child Care Resource Center of Cuyahoga County, Inc. (dba Starting Point) to enable the Library to continue to provide vital after-school tutoring services from October 1, 2016 through January 31, 2017 at four Cleveland Public Library branches for approximately 80 children in an amount not-to-exceed \$15,750. Starting Point will reimburse the Library on a monthly basis in a total amount not to exceed \$15,750 and to date, \$15,750 remains unpaid; and

WHEREAS, Therefore, a cash advance from the Library's General Fund to the MyCom Fund is a desirable method of resolving cash flow problems without the necessity of incurring additional interest expense for short-term loans and to provide the necessary "seed" for grants that are allocated on a reimbursement basis; now therefore be it

RESOLVED, That General Fund advance cash in the amount of \$15,750 to the MyCom Fund for the same purposes for which the funds were established, and for which repayment in an equal amount is made within a year.

Resolution Ratifying Agreement with Pitney Bowes

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 determined that it could achieve an annual cost savings of \$16,608 by eliminating all outgoing mail service from the Lakeshore Facility and transferring the service to the Main Library, thus rendering it unnecessary to lease mailing equipment for both facilities; and

WHEREAS, The Library sought a price proposal from Pitney-Bowes, the Library's current provider of mailing equipment, for the lease of mailing equipment for the Main Library only; and

RESOLUTION
RATIFYING
AGREEMENT
WITH PITNEY
BOWES
Approved

WHEREAS, On February 19, 2016, Pitney-Bowes, submitted to the Library a price proposal and lease agreement for a 60 month term under which Pitney-Bowes agreed to provide mailing equipment at the Main Library for a monthly lease fee of \$782, and which allows the Library to terminate the lease agreement at any time for convenience upon thirty (30) days' notice; and

WHEREAS, On March 22, 2016 the Library's Executive Director, CEO executed a 60 month lease agreement with Pitney-Bowes at the monthly rate of \$782 to be paid in quarterly installments; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies the agreement executed by the Executive Director, CEO on March 22, 2016 for the lease of mailing equipment at the rate of \$782 per month for a 60 month term for an amount not-to-exceed \$46,920.00 from March 31, 2016 through March 30, 2021 (Note: These dates were mistakenly identified as April 22, 2016 to April 21, 2021, at the Finance Committee Meeting), to be paid from the General Fund Account 12280053-53520 (Equipment Rental).

Resolution Authorizing Amendment to Agreement with
Albert M.Higley Co. LLC for the South Renovation Project

(See pages 1618-1621)

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

WHEREAS, On October 20, 2016, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement with the Albert M. Higley Co., LLC ("Higley") for construction management services in the amount not-to-exceed \$368,353.75, \$32,400.00 of which was for preconstruction services, and the Library executed the agreement on November 9, 2016 (the "Agreement"); and

WHEREAS, The Library has since determined that as a part of preconstruction activities, it would like to assess the structural integrity of the large skylight over the circulation desk which has been closed for many years, to determine whether it can feasibly be restored as a part of this Project; and

RESOLUTION
AUTHORIZING
AMENDMENT
TO
AGREEMENT
WITH ALBERT
M. HIGLEY CO.
LLC FOR THE
SOUTH
RENOVATION
PROJECT
Approved

WHEREAS, Higley has proposed to perform the work necessary to assess the skylight in the amount of \$3,700.00, as set forth in its proposal dated December 8, 2016; and

WHEREAS, The Library Administration hereby requests that this Board authorize an amendment to the agreement with Higley to increase the scope and cost of the preconstruction activities in accordance with Higley's proposal by \$3,700.00 for a total agreement amount of \$372,053.75; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes an amendment to the agreement with the Albert M. Higley Co., LLC, in the amount of \$3,700.00 for a total agreement amount of \$372,053.75, to be paid from the Building and Repair Fund Account 40178305-55300-10783, and further authorizes the Executive Director, CEO or his designee, to execute said amendment, subject to the review and approval of the Chief Legal Officer.

Ms. Butts asked for clarification on the charge for the assessment process.

Eric Herman, Capital Projects Manager, explained that in order to assess the skylight, scaffolding must be rented and erected; holes cut into the ceiling and asbestos abatement lab work is required as the plaster contains asbestos.

Mr. Herman further explained that because the entire roof is covered, this procedure would also allow inspection of the skylight area from the inside of the building without going through the roof of the building.

Ms. Dodrill stated that the attachment to the Resolution was not complete. The attachment was for the cost of the environmental. The remainder of the quote from Higley is \$2,700 that included scaffolding and man power.

RESOLUTION
AUTHORIZING
CLEVELAND
PUBLIC
LIBRARY TO
ENTER INTO
AN
AGREEMENT
WITH TIMOTHY
J. COSGROVE,
ESQ. FOR
AGENT AND
LOBBYIST
SERVICES
Approved

Resolution Authorizing Cleveland Public Library to Enter
into an Agreement with Timothy J. Cosgrove, Esq for
Agent and Lobbyist Services

(See pages 1622-1633)

Mr. Seifullah moved approval of the following resolution. Mr. Hairston seconded the motion, which passed with five in favor and one abstention by Mr. Corrigan who explained that he has a relative who is employed by Squire Patton Boggs but does not participate as an equity partner.

WHEREAS, The Board of Trustees of the Cleveland Public Library has determined that it is necessary to hire an individual to represent the interests of the Cleveland Public Library with regard to state government policies and legislation; and

WHEREAS, Timothy J. Cosgrove is an attorney with Squire Patton Boggs law firm, and is among Ohio's best connected and influential government relations professionals. He combines his experience as director of policy and legislation for former Ohio Governor George V. Voinovich with his training and experience as a lawyer practicing in the legislative counseling, public finance and administrative law areas to serve the needs of corporate, nonprofit and trade association clients in Ohio; and

WHEREAS, The Board of Trustees of the Cleveland Public Library has engaged Timothy J. Cosgrove to provide legislative lobbying and executive agency representation on behalf of the Library over the past several years, and desires to continue to engage his services at the cost of \$4,000 per month; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into an agreement with Timothy J. Cosgrove of Squire Patton Boggs for the period commencing January 1, 2017 through December 31, 2017 in an amount not-to-exceed \$4,000 per month and \$48,000 per year, which expenditure shall be charged to General fund account 11020053-53710 (Professional Services), which agreement shall be subject to review and approval of the Chief Legal Officer.

Director Thomas stated that he and Trustee Washington are proposing a meeting with Mr. Cosgrove to review a list of goals that the Advocacy Taskforce would like to have accomplished over the next year. Mr. Cosgrove will provide a presentation that will incorporate those goals to the full Board at an upcoming Board Meeting.

Resolution Authorizing Agreement with Ohio Auditor of State for a Fleet and Facilities Performance Audit

(See page 1634)

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

WHEREAS, The Auditor of State's Ohio Performance Team (OPT) is made up of professionals with a blend of government and industry backgrounds, who have in-depth experience in research, operations and management; and

WHEREAS, The Auditor of State's performance audits provide governments with an objective, third-party analysis of their operations to help them improve performance, reduce costs, and make informed, data-driven decisions; and

WHEREAS, Where supported, a performance audit will identify recommendations for improved economy, efficiency, and/or effectiveness; and

WHEREAS, The Library Administration has identified a need to find opportunities to improve property management and fleet operations with the Property Management department; and

WHEREAS, The Auditor of State has submitted a proposal to the Cleveland Public Library in an amount not-to-exceed \$45,000, to provide a performance audit that will include an analysis of fleet utilization including the size and composition of the fleet assigned and pool vehicles and an analysis of the Library's current maintenance and operations practices compared to leading practices; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee, is hereby authorized to negotiate and execute an agreement with the Auditor of State, subject to the

RESOLUTION
AUTHORIZING
AGREEMENT
WITH OHIO
AUDITOR OF
STATE FOR A
FLEET AND
FACILITIES
PERFORMANCE
AUDIT

Approved

approval of the Chief Legal Officer, to provide a performance audit to improve property management and fleet operations in an amount not-to-exceed \$45,000, which expenditure shall be charged to General Fund Account Number 11100053-53710 (Professional Services), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution.

RESOLUTION
AUTHORIZING
AGREEMENT
WITH
REPUBLIC
SERVICES
FOR WASTE
MATERIALS
SERVICES
Approved

Resolution Authorizing Agreement with Republic Services
for Waste Materials Services

(See pages 1635-1647)

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

WHEREAS, On October 16, 2012, this Board authorized the Cleveland Public Library to enter into Customer Service Agreements with Republic Services to provide waste material services for the Main Library, the Lake Shore Facility and the Woodland Garage; and

WHEREAS, The Customer Service Agreements with Republic Services expire on December 31, 2016; and

WHEREAS, In order to verify competitive pricing, the Library sought and received 3 price proposals for waste material services:

<u>Vendor</u>	<u>Estimated Annual Contract Base Fees</u>
Republic Services	\$15,156.00
Rumpke Ohio, Inc.	\$20,134.56
Waste Management	\$27,693.84

WHEREAS, Republic Services, the Library's current provider, submitted a proposal to provide waste material and recycling services at the Main Library, Lakeshore Facility, and Woodland Garage for a monthly price (exclusive of mileage and additional fees) of \$1,263 plus \$96 per extra recycling pick up and \$80 per extra waste pick up as needed. The price stated in Republic Service's proposal will remain in effect for the first two years of the proposed contract, and will increase by 3% for the third year;

WHEREAS, Republic Service's proposal to provide waste material services at monthly a cost of \$1,263 results in an annual savings of \$12,784.56 over the base price currently provided by Republic Services; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into three year Customer Service Agreements with Republic Services, subject to the approval of the Chief Legal Officer, to provide waste material and recycling services for the Main Library, the Lakeshore Facility and the Woodland Garage in the amount of \$1,263 per month, plus an additional cost for extra pick-ups as needed at a cost of \$96 per recycling pick up and \$80 for waste pick-up and additional charges of approximately \$700 per month, for a period of 36 months, in an amount not to exceed \$25,000.00 for each of the first two years and \$25,750.00 for the third year, for a total contract amount of \$75,750.00 with the expenditures being charged to the General Fund Account 12100053-53340 Building Maintenance.

Ms. Butts asked Ms. Krenicky to clarify this resolution.

Ms. Krenicky stated that last January, the Board authorized the Library not to exceed an annual expenditure of \$35,000 under our current contract with Republic Services. The quote for next year's contract exceeded that amount, and as a result, we had to terminate our contract with Republic Services in order for them to requote us. Their new quote is now \$15,156.00 with an annual expenditure not to exceed \$25,000. We saved a lot of money by terminating the contract.

Ms. Krenicky stated that for the third year, there will be a 3% increase. Last time, the increase was 16% for the third year.

Fiscal Officer's Report

(See pages 1648-1657)

Report on Investments

(See page 1658)

FISCAL OFFICER'S
REPORT

Submitted

REPORT ON
INVESTMENTS

Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

Report on Conference and Travel Expenditures

(See pages 1659-1661)

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 1662-1663)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following.

Regular Employee Report

(See pages 1664-1666)

REGULAR
EMPLOYMENT
REPORT
Approved

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

Retirement Recognition Citation

RETIREMENT
RECOGNITION
CITATION
Approved

Mr. Hairston moved approval of the following resolution. Mr. Seifullah 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:

David Swinerton (30 years of service; Accounting Purchasing Manager; Grade K - Accounting; retires 12/31/2016

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

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

In Mr. Swinerton's absence, various Trustees, Director Thomas, members of the Leadership Team and staff extended wholehearted congratulations and expressed

appreciation for Mr. Swinerton and for his years of dedicated service to the Library.

Resolution for Special Closings and Holidays in 2017

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

WHEREAS, The Cleveland Public Library desires to keep the public informed of its hours of operation, and

WHEREAS, The Cleveland Public Library will be closed in 2017 in observance of the following holidays and special closings as listed below.

New Year's Day	January 2, 2017
Martin Luther King Day	January 16, 2017
Presidents' Day	February 20, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Columbus Day	October 9, 2017
Veterans' Day	November 11, 2017
Thanksgiving	November 23, 2017
Christmas Day	December 25, 2017

RESOLVED, That the proposed schedule be approved by the Library Board of Trustees, to become effective immediately; be it further

RESOLVED, That the Special Closing and Holidays in 2016 Resolution adopted by this Board on December 17, 2015 shall hereby be amended to reflect that the Library will be closed on December 26, 2016 for Christmas Day.

Resolution Amending and Restating Cleveland Public Library's Commuter Benefits Plan

(See pages 1667-1668)

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

WHEREAS, In 2008, the Board of Trustees of the Cleveland Public Library adopted a Commuter Benefits Plan (the "Plan"), effective October 1, 2008, which

RESOLUTION
FOR SPECIAL
CLOSINGS AND
HOLIDAYS IN
2017
Approved

RESOLUTION
AMENDING AND
RESTATING
CLEVELAND
PUBLIC
LIBRARY'S
COMUTER
BENEFITS PLAN
Approved

permits employees to make pre-tax contributions under Internal Revenue Code Section 132(f) to Qualified Parking and Transit Pass Accounts to pay for eligible expenses related to the cost of commuting to work; and

WHEREAS, It is necessary to amend and restate the Plan in order to update definitions, extend the time period for submitting claims, clarify that expenses incurred after termination of employment are not eligible for reimbursement, clarify that moneys remaining in Accounts after termination of employment are forfeited, and that moneys remaining in Accounts of active employees at the end of a Plan Year can be transferred to the next Plan Year; and

WHEREAS, The Plan provides in Section 6.1 that it may be amended by the Library at any time, subject to any collective bargaining agreement in effect, and that the Library may amend or modify the Plan *retroactively* to enable the Plan to provide non-taxable commuters expense reimbursement under Section 132(f) of the Internal Revenue Code; now therefore be it

RESOLVED, That the Commuter Benefits Plan adopted in 2008 is hereby amended and restated to include the modifications to the Sections indicated in the First Amendment to Cleveland Public Library's Commuter Benefits Plan attached to this Resolution and incorporated herein by reference as if fully rewritten herein; and be it further

RESOLVED, That the Executive Director, CEO or his designee, is authorized to execute a Plan Amendment and such other instruments and documents as may be necessary or appropriate to maintain and administer the Plan in the future, subject to approval of the Library's Chief Legal Officer.

Mr. Hairston submitted the following reports.

Reports on Paid Sick Time

(See page 1669)

Employee Demographics (EE04) Report

(See page 1670)

REPORT ON
PAID SICK TIME
Submitted

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

Insurance Summary Report

(See page 1671)

INSURANCE
SUMMARY
REPORT
Submitted

COMMUNITY SERVICES REPORT

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 1672-1677)

MONTHLY
ACTIVITY
REPORT
Submitted

Mr. Corrigan noted the decline in circulation and walk-ins. The new titles for collection have decreased for reasons that we should stay aware of.

Building Status Update

Before presenting his update, Tim Murdock, Director of Property Management, reflected on the helpfulness of Dave Swinerton and extended congratulations on his retirement.

BUILDING
STATUS
UPDATE
Presented

Mr. Murdock reported that because we are now in the winter months, Property Management is able to repair roofing leaks.

Mr. Murdock complimented Property Management staff for their efforts to keep boilers operating and buildings open.

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, stated that the Cleveland Urban Design Collaborative is working on the Community Vision Plan report for the Group 2 branches and, at the same time, scheduling the meetings needed to get the process going for the Group 3 branches: Union, Hough, Walz, Eastman, and West Park. The advisory committee for Eastman Branch has been named and may meet tonight, weather permitting. Westown Community Development Corporation is particularly enthusiastic about the community engagement process we are using.

CPL150
STRATEGIC
PLAN
Presented

SAFE, WARM
& DRY
UPDATE
Presented

Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, stated that the last of the buildings have been investigated. Reports are nearly completed. We will have current lists of priorities including spreadsheets that will help strategize the work.

Mr. Corrigan stated that as mentioned in the recent Board Work Session, a mandatory priority is that all buildings should become ADA compliant.

Mr. Seifullah asked for an update on the Glenville Parking Lot Project.

Joyce Dodrill, Chief Legal Officer, stated that although there has been no resolution, a gentleman contacted the Library a few months ago informing us that he was buying the property next door and that he wanted to purchase the lot for parking for the residents of his buildings.

Ms. Dodrill stated that she spoke with the Landbank about that proposal as the initial arrangement was that the Library would take the property and convert it into a parking lot for our branch and public to use.

Ms. Dodrill was informed that the Landbank had no objection; as long as they were paid back for their expenses they would have no objection as long as the Councilman approved. The Library's expenses and the Landbank's expenses that include acquiring the property, taking down the building, environmental and other items, tally approximately \$70,000. That information was relayed to the gentleman who made the inquiry and he indicated that he was still interested in the property and that he would contact the Councilman to express his intentions. The Board will be updated when we hear back on this matter.

In response to Ms. Rodriguez' inquiry, Ms. Dodrill confirmed that the Library would not gain financially with this proposal.

Mr. Corrigan stated that the neighborhood will benefit without the Library's assistance and the Library would be reimbursed for what we expended.

Advocacy Taskforce Update

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

**ADVOCACY
TASKFORCE
UPDATE**
Deferred

Friends Board Update

Although Gretchen Faro, Executive Director, Friends of Cleveland Public Library, was not in attendance, Director Thomas stated that the Friends have distributed their annual update.

**FRIENDS BOARD
UPDATE**
Presented

Mr. Corrigan stated that the Friends Annual Meeting was well attended.

After brief discussion about items available for purchase in the Friends Gift Shop, Ms. Rodriguez thanked Mr. Corrigan for his Community Services Report.

NEW BUSINESS

Ms. Butts presented the following item of New Business.

Resolution to Extend the Strategic Plan through 2019

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

**RESOLUTION TO
EXTEND THE
STRATEGIC
PLAN THROUGH
2019**
Approved

WHEREAS, The Board of Trustees of the Cleveland Public Library, at their regular meeting on January 19, 2012, adopted a new three-year strategic plan for 2012-2014; and

WHEREAS, Unlike a traditional strategic plan that is static and locks an organization into specific goals and objectives over the long term, the framework adopted by CPL promotes strategic thinking in a rapidly changing environment; and

WHEREAS, The Cleveland Digital Public Library is but one example of how agile, strategic thinking allowed the Library to respond to the unexpected; and

WHEREAS, At their regular meeting on January 15, 2015, the Board of Trustees approved extending the Strategic

Plan through 2016 with the view that strategies, in the words of Henry Mintzberg, "must be free to appear at any time and at any place in the organization"; and

WHEREAS, The need for the Library to identify and act upon new opportunities in a dynamically evolving world is more critical than ever; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library approves the extension of the Strategic Plan through 2019, with encouragement to the Library's leadership and staff to celebrate their successes along the way.

DIRECTOR'S REPORT

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REPORT
Presented

Before presenting his report, Director Thomas stated that Governor Kasich recently stated that the funding coming in from taxes has decreased and is asking the House and Senate not to put forward any additional tax reductions as it is anticipated that the budget will be reduced by 2%-3% in receipts. In addition, the Governor has been unhappy with the Ohio Means Jobs initiative. It was reported that libraries are described as continuous learning centers and recommended that Ohio Means Jobs should partner with libraries as venues for their centers. As Cleveland Public Library is already in partnership, we will kick off that initiative in February.

Director Thomas stated that House Bill 48 proposed to allow for concealed carried weapons to be permitted in any government building. However, Senate Bill 199 was passed at the last minute, stating that every board, including library boards, must affirmatively vote to allow concealed carry in their respective libraries. Otherwise, concealed carry is prohibited. In a recent call with metro library directors, they have indicated that they were not interested in making this allowance. There may, however, be smaller libraries that believe otherwise and introduce to their board resolutions to allow for concealed carry in their libraries.

Director Thomas thanked the Board and staff for their support and patience as he executes his duties as President of the Public Library Association.

Director Thomas has asked that result of the recent elections, that Aaron Mason and the Outreach and Programming Department will develop a list of conversations to begin to facilitate discussion around relevant issues in our communities.

Ms. Butts asked how these conversations will be advertised.

Director Thomas stated that he and Mr. Diamond have been discussing options for moving forward with Library public relations. Some options discussed were: hire a new public relations director; identify another company who could provide services; or consider smaller contracts that concentrate on highlighting specific library programs.

Finally, Director Thomas invited the Board to attend the retirement celebration party for Tish Lowrey and Carlos Latimer on Friday, January 13, 2017 at Lake Shore Facility. Director Thomas thanked Ms. Lowrey for her years of dedicated services to the Library.

Director Thomas thanked Mr. Latimer and expressed appreciation for his work with the Library especially the Ohio Means Jobs initiative.

FIGHTING COMMUNITY DEFICITS

College Now's student loan restructuring support program, Student Loan Rescue, assists individuals with examining their current level of student loan debt. Where feasible based upon individual circumstances, an Adult Programming Specialist stationed at CPL branches recommends a course of action to minimize eligible employees' student loan debt. In between September 1st and November 17th twenty individual meetings were held with library patrons, six patrons were eligible for student loan forgiveness. The average reduction in monthly student loan payments was \$1,702.00 and the total anticipated student loan forgiveness was \$942,944.

On November 5th the Memorial Nottingham branch hosted Legal Aid @ the Library. Fourteen attorneys and 21 law students participated in the clinic serving 39 patrons.

Workforce Opportunity Resource Center (CPL@WORC) Director, Felton Thomas and Director of Public Services, John Skrtic worked with the County to create a joint space where CPL and the county can reach out to residents who are interested in finding business resources to help them achieve their goals. The new location is located in the Virgil Brown Building between Superior and Payne Ave. TechCentral also assisted with the opening of the Cuyahoga County Workforce Opportunity Resource Center on November 1. Library Assistant, Computer Emphasis, Suzi Perez, provided demonstrations of the Mobile MakerSpace 3D printer as part of the opening.

FORMING COMMUNITIES OF LEARNING

On November 4th the Library hosted its 4th annual Mini Maker Faire in partnership with Cleveland Ingenuity. The event welcomed over 60 exhibitors and 2,000 participants who participated in maker themed workshops, performances, and interactive displays. Key partners in this year's event were Cleveland Museum of Natural History, NASA, Bike Cleveland and the Cleveland Quad Squad and CMSD's MC2 Mobile Fab Lab.

Art Therapy Studio presented workshops for teens at MLK and E. 131 throughout the months of November. Each workshop series will culminate with an exhibit and opening reception.

A technology focused program for senior citizens was held on Nov. 15th at the Fairhill Center that allowed participants to physically evaluate different tablet devices. Senior Bookclub meetings were held one at Franciscan Village Senior Apartments on November 18th with 15 participants and one at Cornerstone Apartments on November 30th.

On November 5th in conjunction with the Cleveland Mini Maker Faire, Government Documents Supervisor Sarah Dobransky and General Research Collections Manager Don Boozer hosted a lively, interactive discussion entitled Intellectual Property: If You Make It, Protect It! attended by a dozen participants. During the program, George Barnum, Agency Historian at the U.S. Government Publishing Office presented an official certificate celebrating the 130 years of service to Ms. Dobransky. CPL's role in serving as a depository of federal

government information began in 1886 during President Grover Cleveland's administration.

Music at Main

Two student chamber ensembles from the Cleveland Institute of Music performed on November 12th. Mark Liu accompanied by Kayoko Miyazawa played Sonata in B-flat Major for Viola by Henri Vieuxtemps. The second piece performed was Felix Mendelssohn's Piano Trio No. in C minor by Siyao Li, Hosanna Carella, and Elizabeth Glorisso-Wible.

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Family Passes to the Cleveland Museum of Natural History (CMNH) were available for check out by CPL cardholders at 28 library locations including the Public Administration Library at City Hall. In an effort to generate enthusiasm for the program amongst with CPL staff the Library held its monthly Youth Services meeting at the Museum. In the meeting the CPL staff received an overview of the program from CMNH Manager of Community Engagement, Lenora Brown. Ms. Brown also gave CPL staff of the newly opened Perkins Wildlife Center.

Exhibits and Displays

Jasper Wood's Cleveland The Photograph Collection's exhibit "Jasper Wood's Cleveland" continued its run at the Canopy Gallery, before closing on November 14th. The exhibit of items from the Photograph Collection's Jasper Wood Collection was planned and curated by Local and Global History Department Librarian Brian Meggitt and Library Assistant Adam Jaenke. The exhibition featured twenty new prints of works by Wood.

Main library staff members created a number of informative, educational and interesting displays during the month of November. Literature Department Librarian Timothy Phillips created a book display featuring titles related to F. Scott Fitzgerald's Great Gatsby, Library Assistant Nick Durda created three new book displays, the first is a display of books that won the Man Booker prize which features both winners and nominees, the second is a display on Dublin Award winners and nominees, the third book is a display on Noble Prize winning authors. Senior Subject Department Librarian Jean Collins created a theater table-top exhibit for the

Cleveland Play House production of A Christmas Story. Librarian Evone Jeffries created displays for Reading is Aloud: Short Stories of Langston Hughes. Fine Arts staff created book displays for Native American History Month. Local and Global History Library Assistant Dan Milich created a book display titled This Month in History which included dates of events with a caption and appropriate books, provided information on the 2016 election, provided information about Lincoln, FDR and Truman, George Washington and Thanksgiving, Polk and the changing of the government and Mexican War.

Research That's Possible Only at Main Library

Literature Department Library Assistant Michael Haverman was contacted by a patron making a documentary about the history of Cleveland's Karamu House. Mr. Haverman was able to find news clippings and playbills only housed in the Literature Department. He was able to make high-resolution scans of the files thanks to the Cleveland Digital Public Library and send them to the patron to be used in the film.

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A local researcher requested to use a rare 19th century volume of the Records and Transactions, 1869-97 volume. These are the minutes of the Irish Literary and Benevolent Association that are very rare.

Students from Shaker High School did extra credit to view some of the 17th, 18th, and 19th century books on witchcraft in Special Collections.

A professor from a local College requested to view a rare 7 volume set of Tibetan material for research [I missionary italiani nel Tibet e nel Nepal].

Researcher wanted to use a copy of Twelve Contemporary Pieces: transcribed for the organ (1920) by Firmin Swinnen. The piece was digitized and added to the Digital Gallery.

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Social Sciences Library Assistant Pete Elwell worked with the Official Historian attached to the Office of the Commissioner of Major League Baseball who visited the Sports Research Center to look at the Mears collection and to take photographs of covers of dime novels in the baseball fiction collection.

A production company from Pittsburgh requested materials from the Sports Research Center to help with a film they're producing about Larry Doby for the National Park Service.

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Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

CLEVNET

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

GRANTS & DEVELOPMENT

State of Ohio Department of Education

- Hosted forum on November 4 at MLK Branch attended by 25 people from 18 organizations in Cleveland and Cuyahoga County to discuss early literacy, kindergarten prep and parent engagement.

Cleveland Foundation

Submitted final report for Transparency Camp

Cleveland Foundation

Submitted interim report for Learning Centers grant, which covers after-school tutoring (by CSU and Braxton), College Now student loan program and Read to the Beat programs.

Kindergarten Club

Submitted receipts to Starting Point for reimbursement of the 2016 Kindergarten Clubs

Summer Reading Club 2017

Began preparing solicitation materials and identifying sponsors for the 2017 SRC

Staff United Way Campaign

Assisted with securing donations to be used as prizes

Letters of Support

- To Gund Foundation for Literary Cleveland
- To Tender Hearts Crusade for their Sankofa reading and learning after school program

Attended Diversity Training for Staff

PUBLIC SERVICES**Outreach and Programming**

In the month of November the Library hosted approximately 191 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 were held at 14 branch locations.

College Now's student loan restructuring support program, Student Loan Rescue, assists individuals with examining their current level of student loan debt. Where feasible based upon individual circumstances, an Adult Programming Specialist stationed at CPL branches recommends a course of action to minimize eligible employees' student loan debt. In between September 1st and November 17th twenty individual meetings were held with library patrons, six patrons were eligible for student loan forgiveness. The average reduction in monthly student loan payments was \$1,702.00 and the total anticipated student loan forgiveness was \$942,944.

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Art Therapy Studio presented workshops for teens at MLK and E. 131 throughout the months of November. Each workshop series will culminate with an exhibit and opening reception.

Opening receptions are scheduled for Thursday, December 15, 5- 7 p.m. at both locations.

The OPS department encumbered \$35,792.46 in support of Library programming in the month of November and generated \$6,500 in income from the rental of library meeting rooms and event space.

PARTNERSHIPS

Family Passes to the Cleveland Museum of Natural History (CMNH) were available for check out by CPL cardholders at 28 library locations including the Public Administration Library at City Hall. In an effort to generate enthusiasm for the program amongst with CPL staff the Library held its monthly Youth Services meeting at the Museum. In the meeting the CPL staff received an overview of the program from CMNH Manager of Community Engagement, Lenora Brown. Ms. Brown also gave CPL staff of the newly opened Perkins Wildlife Center.

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MEETING ROOMS

The total number of requests for Main Library in the month of November was 263 with an estimated total attendance of 3,546. The Library's newly renovated Learning Commons on the 2nd floor of the Louis Stokes

Wing was reserved 83 times and accommodated over 1,000 guests during the month of November. Branch meeting rooms were reserved 411 times with an estimated total attendance of 1,407. Lakeshore auditorium and meeting rooms were reserved 34 times primarily for staff related activities

Workforce Opportunity Resource Center (CPL@WORC)

Director, Felton Thomas and Director of Public Services, John Skrtic worked with the County to create a joint space where CPL and the county can reach out to residents who are interested in finding business resources to help them achieve their goals. The new location is located in the Virgil Brown Building between Superior and Payne Ave. TechCentral also assisted with the opening of the Cuyahoga County *Workforce Opportunity Resource Center* on November 1. Library Assistant, Computer Emphasis, Suzi Perez, provided demonstrations of the Mobile MakerSpace 3D printer as part of the opening.

Cleveland Public Poetry

Literature Department Librarian Evone Jeffries coordinated a poetry event on November 12th with an open mic poetry reading featuring student poets from Cleveland School of the Arts. Six young poets: Diaja Vinson, Kelli Price Ellington; Shaquiel Lynn, Marcus Harvey, Mary Barrett, along with Eva Barrett, CSA Writer-In-Residence, captivated a full house in Brett Hall.

National Novel Writing Month

Literature Department Librarian Evone Jeffries hosted Come Write In meet-ups for National Novel Writing Month. Participants met at the Langston Hughes branch where they were provided space to work on their projects. The writing meetups were held November 5th, 19th & 26th.

Intellectual Property: If You Make It, Protect It!

On November 5th in conjunction with the Cleveland Mini Maker Faire, Government Documents Supervisor Sarah Dobransky and General Research Collections Manager Don Boozer hosted a lively, interactive discussion entitled Intellectual Property: If You Make It, Protect It!

attended by a dozen participants. During the program, George Barnum, Agency Historian at the U.S. Government Publishing Office presented an official certificate celebrating the 130 years of service to Ms. Dobransky. CPL's role in serving as a depository of federal government information began in 1886 during President Grover Cleveland's administration.

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Adult Education

Business, Economics & Labor Librarian Susan Mullee instructed the GED students how to search the Statistical Insights database on November 7th. The students answered questions based on several articles in the database which enhanced their reading comprehension to help them pass their GED Reasoning through Language Arts section. On November 21st, Ms. Mullee instructed the GED students about Google and how to effectively use the search engine. This exercise also honed the students' computer skills which will help them with their computerized GED test.

Genealogy @ CPL

The Center for Local and Global History hosted two Genealogy related programs this month: The Genealogy and Family Research Clinic on November 12th and on

November 19th, William G. Krejci, author of *Buried Beneath Cleveland*, discussed finding cemeteries throughout Northeast Ohio.

Main Library Book Clubs

Social Sciences Library Assistant Pete Elwell and General Research Collections Manager Don Boozer coordinated an after-hours program at Flannery's Pub featuring Gretchen Atwood, author of *Lost Champions: Four Men, Two Teams and the Breaking of Pro Football's Color Line* on November 10th. Social Sciences Library Assistant Lakeisha Winstead and Librarian Helena Travka coordinated the Social Sciences Non-Fiction Book Club meeting on November 10th. Map Collection Librarian Tom Edwards led the discussion of Mitchell Duneier's *Ghetto: The Invention of a Place, The History of an Idea*. Literature Department Library Assistant Nick Durda led a Brown-Bag Book club on the book *The Awakening* by Kate Chopin on November 16th and in addition, Mr. Durda led a Graphic Novel Book Club on the book *One Hundred Demons* by Lynda Barry on November 10th. Literature Department Senior Subject Department Librarian Jean Collins and Ohio Center for the Book Scholar-In-Residence Valentino Zullo met with nine patrons on November 17th to talk about *Turning Japanese*, the graphic memoir by Asian American author MariNaomi.

Main Library Tours and School Visits

During the month of November Main Library Staff members conducted tours for a number of visiting groups including: Students from Marion Seltzer Elementary, students from the Case Western Reserve SAGES program, students from the Warner Girls Leadership Academy and students from Brecksville High School. Fine Arts & Special Collections Manager Pam Eyerdam and the CDPL hosted a program with Educational Service Center of Cuyahoga County on November 2nd. Approximately 70 students from Strongsville High School had a tour of the Shakespeare exhibits, Special Collections and the CDPL. Special Collections Librarian Ray Rozman introduced the students to the history of the book that started with cuneiform writing (showing actual artifacts in Special Collections), writing on papyrus, the codex, and the development of commercial publishing in the form of chapbooks and the "modern" model of authorship and

publishing (using chapbooks written by Charles Dickens).

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Youth Services Outreach

Youth Services Librarian Lan Gao scheduled 4 schools and 2 daycare visits during the month of November and visited Rebecca Donahue visited the Cleveland Children's Academy every Monday and Thursday to conduct Storytime.

Collection Development Highlights

Literature Department Library Assistant Nick Durda finished the processing and development of a finding aid for the Playhouse Square Clipping files from the 1970s. It has been validated and uploaded to OhioLink for public access. In addition, Mr. Durda has been working out at the Lakeshore facility processing the Mike Curtis Superman Collection. Currently, the majority of the comics and paper series is almost processed.

The Kent SLIS graduate student Andrea Mitchell concluded her practicum on November 30th in Special Collections. Her projects included preservation and cataloging

enhancements for the Special Collections Juvenile rare book collection which included applying basic preservation of the books, identifying first editions and signed copies for cataloging, making new labels, and writing up a new processing procedure.

CLGH Library Assistant Lisa Sanchez added 1,600 item descriptions to the Photograph collection's Unique Item ID project. The current categorized total for the Unique Item ID project is 11,240.

Youth Services Librarians Lan Gao and Rebecca Donahue collaborated and ordered replacement and new YRead titles for 2017 and Library Assistant Crystal Huggins is working on a stack book project.

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Staff Development

Literature Department Librarian Evone Jeffries attended the NEO-RLS webinar: How to draw attention to your Library's Social Media Posts.

Cleveland Marshall College of Law Library staff hosted ten Cleveland Public Library staff members from Social Sciences; Business, Economics & Labor; Government Documents; Science & Technology; and the Public Administration Library for a program on "Legal Reference & the Unauthorized Practice of Law" on November 18th. Government Documents Library Assistant Mona Brown attended the online webinar More Government Information Veins from the Hathi Trust Catalog hosted by the Federal Depository Library Program Academy on November 1st.

Literature Department and Ohio Center for the Book Manager Amy Dawson attended the 2016 Ohio Library Council Leadership Conference on November 1st.

PAL Library Assistant David Furies participated in a webinar on November 1st titled "More Government Information from the HathiTrust Catalog" and "Measuring America Series: Accessing International Data" on November 16th.

Youth Services Manager Annisha Jeffries held a monthly Youth Services staff department meeting on November 16th at the Cleveland Museum of Natural History.

Fine Arts & Special Collections staff members Stacie Brisker, Bruce Biddle and Pam Eyerdam attended the session on an Introduction to Intellectual Property presented by U.S. Patent Representative James Bettinger on November 29th.

Fine Arts & Special Collections Manager Pam Eyerdam attended the annual Chapter meeting of Art Librarians of the Ohio Valley on November 4th at Kent State University.

Special Collections staff members Stacie Brisker, Ray Rozman, Bill Chase, and Pam Eyerdam attended the Cleveland Archival Roundtable presentation held on November 15th at John Carroll University.

Branches

District 1

EASTMAN

November has been a busy month at Eastman Branch with the end of the year fast approaching. On Wednesday November 2nd Branch Manager Ken Knape had DiSC training with other managers at Lakeshore. On November 3rd Mr. Knape attended Leadership Certification training at Lakeshore, the training was about Employment Law. November 17 Mr. Knape attended Leadership Certification Training at Lakeshore on Conflict Management in the morning. In the afternoon Ken visited Wilber Wright School for Math Night, where he handed out Library promotional items and talked about upcoming library programs and let parents and students know what the library has to offer. GED classes are ongoing at the branch, but ImpACT216 classes that are designed to help students improve their ACT test scores ended on November 11th, and start up again in January after the Holidays.

LORAIN

November was a month of staff professional development and expanded outreach to youth patrons. Children's Librarian Adela Garcia visited Brightside Academy, began storytimes at Willard Headstart, and led several impromptu games to engage the kids away from the computers. LACE Alea Lytle led two popular MakerLabs. Several staff also attended Diversity & Inclusion and Kids Café training. On November 8, the Branch served as a polling place, where 166 people voted in the national election.

ROCKPORT

Rockport won a Rolling & Responsive Micro-Grant offered by CNP's Organizers and Allies group in the amount of \$250 for additional Lego supplies for Rockport's

"Construction Club". Staff coordinated 6 in branch youth programs. Youth staff performed 8 external classroom visits and ROC received 2 internal class visits for story time. Healthy meals, courtesy of the Cleveland Food Bank, were served for Kids Café. America Reads Tutoring, courtesy of Cleveland State continues with multiple youth taking advantage of the service daily. ROC started the month with an educational science based program teaching youth how milk reacts to food coloring and dish soap. We ended the month with an African Trade Beads Craft where families made necklaces by rolling colorful paper into beads for themselves or a gift.

WALZ

The after school snack program continues to be very popular at Walz. On November 8th we held a program for children creating seed and bean mosaics. We continue to have very successful storytimes and school visits.

WEST PARK

During the month of November young patrons at West Park enjoyed weekly storytimes and meetings of the Construction Club, MakerKit Mania, and a program about Ohio's First People. Thanks to a partnership with Bellaire-Puritas Development Corporation, participants of Fashion Club met twice during November and made embroidered pencil cases, sock snowmen and jingle bell bracelets. Through another partnership with the Cleveland Food Bank, youth received free healthy and nutritious bagged meals on weekdays. The Cleveland Institute of Music's Chamber Music Quartet performed free concerts for patrons of all ages. Library Assistant- Computer Emphasis', Rashad Bell and Katie Power attended Cleveland's Mini Maker Faire at the Main Library on November 5th to promote West Park's new Virtual Reality equipment. People of all ages were transported around the world and beyond while using the Virtual Reality View-Masters in conjunction with the wildlife, space, and destinations experience packs.

District 2

BROOKLYN

Brooklyn Branch children's staff continued with school visits to Archwood and Dennison as well as local day care centers. The branch welcomed new page Solimar Gonzalez. Library Assistant Sarah Kolonick, in addition to the regular monthly signage and displays of New

Materials, put up a Veterans Day display with books and dvds, plus pertinent informational literature.

CARNEGIE WEST

Carnegie West Scholars, the weekly math and science program for children funded by a CPL innovation grant, is becoming increasingly popular with children and their parents or after-school caregivers. Attendance hit a high of twenty-seven the third week of November, and Urban Community School, the local Catholic grade school, has requested Carnegie West Scholars specifically for their classes. While unable to provide that now, Carnegie West did welcome 125 UCS students throughout the third week of November and provided a literacy and skill building project featuring the tunnel book. Children's librarian Helen Zaluckyj attended Orchard S.T.E.M School's literacy night on November 17th and spoke to over 150 parents about library services. November 5th featured a performance by local baroque ensemble Les Délices; the grand main floor of Carnegie West was the perfect backdrop for a beautiful and uplifting performance. Branch manager Angela Guinther continues her work with the inter-library loan process improvement committee, and attendance at the leadership certification series.

FULTON

November election brought in more than 400 voters. It was nice to meet some people who had never set foot in Fulton Branch before. Our Kids Café continues to be very important to the children that visit us daily. Our America Reads Tutoring Program has really taken off. We had 21 students one day! and now its typical to have double digit numbers visiting our tutors daily.

JEFFERSON

The South & Jefferson Branches welcomed to the neighborhood the residents of the newly renovated Wagner Awning Building. This building was the former home of the Ohio Awning Company and has been renovated into 59 residential units plus commercial space. On November second every resident received a welcome to the neighborhood packet with Cleveland Public Library and Branch specific information regarding programs and services offered. In closing Hispanic Heritage Month the Branch celebrated El Día de los Muertos. Children and teens learned about the celebration that takes place in

the Mexican Region of Puebla and decorated sugar skulls with colorful icing, sequins, and feathers. Using their creativity they created many vibrant and unique skulls during this popular yearly program. The Teen Club has become a bi-monthly program. The group has grown to accommodate 20 members. This month they crafted fiction stories as a group using Story Cubes and enjoyed a movie and popcorn afternoon. The meeting room continues to be popular for outside groups, with 59 total people using it so far this month. Many of the staff attended the Diversity and Inclusion Training so far this month.

SOUTH

Amongst the many creative displays that the South Branch Staff has created over the years, this display is one of the most unique displays due to the interactivity it provides. This display features the Original Nintendo Game System and Super Mario display. What makes it unique is patrons can actually play the games and check out the books. Patrons of all ages have stopped by the display and spent some time playing the game. Also featured is a timeline of the technology of the Nintendo Game System as well as the evolution of Mario. The highlight for programming this month was The Day of the Dead Program. Patrons learned about the celebration and decorated molded sugar skulls with royal icing and sequins. Children and teens are continuing to show interest in learning to play the guitar using guitars provided by the Shark Tank Grant.

SOUTH BROOKLYN

College Now's ACT prep course entitled impACTthe216, TechCentral's weekly computer classes, Club 16 (program in which patrons have to check out 16 items, 16 times within a time limit), Kids' Café (free snack program in partnership with Food Bank) and free produce for patrons from Food Bank. Various staff put up displays: the adult side had Urban Fiction, "Fall Into Romance," Spanish, Voting/Election, Warm Up Cleveland/Knitting books, and Thanksgiving; the children side had Star Wars, Native American Heritage, Science Fair Projects, and A Minion Reasons to be Thankful. Children Librarian Tammy Houghton provided story-time outreach to a daycares/schools, oversaw the Adopt-a-Soldier initiative, and attended the following: Youth Services Meeting at the Natural History Museum, and Kid's Café training. Adult Library Assistant Anna Kaufman Ford had her monthly Book Discussion: *Faceless Killers* by Kurt

Wallander, attended the Kid's Café training, and ordered books for Senior Resources' book club.

District 3

GARDEN VALLEY

Cal Zunt represented the Branch (in the absence of a Children's Librarian) at the Anton Grdina Elementary School community fair. Marla McConnell has begun innovative and exciting projects and information-sharing as Garden Valley's new Wellness Ambassador. She attended the meeting and has kept staff informed on information and projects shared with the Ambassador group.

HOUGH

During the month of November, Hough Branch continues to concentrate on fall themed youth programs. Featuring programs includes: Veteran's Day Appreciation, Make your Caramel Apples, and Cornucopia in celebration of Thanksgiving Day. Adults took advantage of the computer class series conducted by TechCentral staff.

MARTIN LUTHER KING JR.

Lexy Kmiecik attended the Mental Health First aid first training that day. Ms. Kmiecik is lending support to the Sterling Branch in absence of the manager for many days during the month.

Cynthia Davis (LA-CE) attended the Mozilla Ambassador training. Mrs. Davis helped to facilitate an information session from the Collaborative Initiative of Human Trafficking; and conducted two books with her Sassy Seniors book club this month: Silent Cry by Dorothy Newton and Homegoing: a novel, by Yaa Gyasi.

STERLING

The first Tech Tuesday Tech Central sponsored class on 11/1 that LA-CE Bernadette Lemak taught the children of Sterling how to use Sketchbook on Tech Central's iPads.

Saturday 11/5 the Cleveland Institute of Music MARS String Quartet came and held a performance for the patrons. The children especially enjoyed it the audience was around people, mostly children. On Friday, November 4th the kids wrote their names on music notes to prepare for the Cleveland Institute of Music performance and the staff hung them up.

WOODLAND

Woodland Branch hosted two TechCentral programs: A MakerLab for Music Composition (facilitated by LA-CE, Stacy Brown), and Basic Computer Skills.

District 4**EAST 131**

Manager Marcie Williams attended the Back to the Book XVII: Who done it? workshop sponsored by the Northeast Ohio Library System. Ms. Williams attended the DiSC assessment training for district 4 managers. LA Computer Emphasis Stephanie Brooks, Branch Clerk Cathy Jennings and Page, Kaleah Merritt attended the Diversity and Inclusion Training. Cheryl Pete and colleagues from Art Therapy Studio provide art classes to our teens on Tuesdays and Thursdays which will culminate to an Art Show reception that will take place in December. Jeff Corbett presented story times to Bright Start daycare and Kidz Corner daycare. Kids cafe continues to average 30-35 students for after school snacks.

FLEET BRANCH

Fleet Branch hosted a Job Fair on Tuesday, November 1. The fair featured eight Slavic Village and surrounding area employers. Over seventy-five job seekers attended the fair. Pasha Moncrief-Robinson, Public Services Branch Manager, was selected to attend the Talent NEO Kick-Off Event hosted by Towards Employment. Tracie Forfia and Emily Crompton launched Team STEAM, a program funded by CPL Innovation Grant. Anna Fullmer, LACE, held two Media Monday program for all ages: Smooth Moves and Mario Kart on the Wii. She attended the LACE meeting at Lakeshore and created two displays.

HARVARD-LEE

The team pulled together to identify items to give towards the Adopt-a-Solider initiative. Youth Librarian Olivia Geaghan identified students who were willing to write to letters to our soldiers. The Crafty Ladies Society of Harvard-Lee gave Mrs. Parks a SURPRISE baby shower at the branch. They supplied food and gifts for Mrs. Parks and staff to enjoy. On November 1, Bianca Jackson attended the United Way Lunch-and-Learn at the Fleet Branch. Mrs. Parks attended the Branch Manager's and Process Improvement Meetings for the month. Kevin Moore, Mrs. Parks, Rhonda Henderson, and Kristen Schmidt

attended the Diversity and Inclusion Training provided by L&D.

MOUNT PLEASANT

During the first week of November Mrs. Carter attended a United Way/ Community Shares Lunch and Learn seminar, Mrs. Scurka attended a D.I.S.C. Library staff training seminar, a United Way/Community Shares meeting, and a NEO-RLS Workshop. During the third week of November Mrs. Scurka helped to provide coverage at the Rockport Branch while they held their Monthly Staff Meeting, Ms. Shawnte Baldwin attended Computer Aid Training session at the Harvard-Lee Branch, and Ms. Kendra Proctor attended a Mental Health First Aid seminar at the Lakeshore Facility. Mt. Pleasant also held a Silent Library Day, a Harry Potter Party, along with the weekly Daycare and School visits.

RICE BRANCH

In a pilot program with Mobile Services staff, Rice conducted computer classes for seniors at local agencies on November 14 and 15, 2016. The branch added a new health living class, Qigong on Saturdays with an attendance of over 30 participants. On November 10, Edwin's and Business Volunteer Unlimited held a free public session to a full audience about the importance of service on nonprofit boards. On November 14th the Rice Branch Knitters hosted a baby blanket party for mothers and gave away Baby Basics books, PNC preschool kits, and a handmade blanket to every mom. On November 30, the branch held a lip sync competition for youth with popular songs and included choreography steps too.

UNION BRANCH

During the month of November, Mr. Gregory Parker celebrated National Maps Day (18 in attendance) and hosted a bullying program with a guest speaker from DVCAC, with 10 in attendance. A total of 10 outreach storytimes have been conducted: 4 by Ms. Minter and 6 from Mr. Gregory Parker. 428 students participated in storytime during the month of November. Kid's Café allowed us to serve over 800 lunches to students. Tutoring started this month at Union Branch, and over 25 students have received tutoring help. In terms of professional development, Ms. Marks and Mrs. McKnight attended Diversity and Inclusion Training. Mrs. McKnight received Mozilla Training in addition to Mental

Health Training. Also, Ms. Marks hosted a Regional Media Mentor Training downtown at Main Library with Ms. Maria Estrella. Mr. Parker attended the NEO-RLS Finance Committee meeting and Ms. Minter attended the Youth Services meeting for this month. Lastly, Ms. Marks attended the Union-Miles MyCOM Community meeting for the month of November.

District 5

ADDISON

Addison's weekly Monday Morning Grind Series will be on hiatus for the holidays. This program, in partnership with AmeriCorp provides job readiness training and advice for adults. Youth Service staff is preparing for CMSD holiday breaks with fun craft activities, games, and a new tween/teen graphic novels book discussion group. All staff are registered, or have received the Diversity and Inclusion training.

COLLINWOOD

Staff training, programs, story times, school visits, kid's café, outreach, community meetings and more filled the schedule of the branch this month. We have had four staff members attend the Diversity and Inclusion training. Circulation Clerk, Ms. Patterson reported that she liked the training because, "you got to interact with other staff members. You got to learn a little about each other being their religious beliefs or cultural background." LACE, Chloe Zarbakhsh has attended one session of the Mozilla Web Literacy training facilitated by Tech Central. The branch offered three Computer Basics classes for far this month. Thanks to LACE, Kristin Galewood for getting our "Fit Board" up and collecting items for the "Adopt-A-Soldier" project.

Our youth services staff has been busy creating an Outreach Schedule, class visits are still in full swing and we are adding a kindergarten class to the schedule.

Programs include the Cleveland Museum of Art Studio Experience.

GLENVILLE

The Senior Book Club met and discussed the title "The Woman Who Walked In Sunshine" by Alexander McCall Smith.

LANGSTON HUGHES

As we head into November the Langston Hughes branch offered a variety of programming: Internet, Computer, and Email Basics; Free tutoring from America Reads; the daily Kids Café; illustrate your own Halloween stories with Characters and Costumes; Super Sleuth Readers for children 3-5 years of age; African American Artists in Cleveland will explore the rich history of these artists through their works; explore how to mix colors with Mix It Up; Draw art illustrating the city during Drawing the City; Learn how to draw leafless trees with grey skies during Bare Trees and Dark Skies. Phase one of the rain garden project has been completed by the City of Cleveland.

MEMORIAL NOTTINGHAM

For the month of November the branch hosted the Friends of the Cleveland Public Library Book Sale on Thursday and Friday, November 3 and 4. Legal Aid at the Library was able to serve dozens of patrons at the branch on Saturday, November 5. Manager, Kevin Ray and Children's Librarian, Libby Hampton attended the NEO-RLS weeding workshop at Twinsburg Library on Wednesday, November 16. Library Assistant, Marvin Benton attended the Youth Services meeting at the Natural History Museum.

TechCentral**Cleveland Mini Maker Faire**

The fourth annual Cleveland Mini Maker Faire was held on November 5. TechCentral partnered with the Great Lakes Science Center again this year to offer a hands-on 'Fab Lab' offering during the Faire. Additionally, TechCentral offered three programs throughout the day; *PaperCraft 3D Modeling*, *Robotic Spirographs*, and *Paracord Survival Band Making*.

Mozilla Web Literacy Training

The first of three training cohort series for Mozilla Web Literacy Ambassadors was held on November 7th and November 14th. A total of 19 staff members from branches were training on the Mozilla Web Literacy Curriculum. TechCentral Manager, CJ Lynce, led the trainings, assisted by Library Assistants, Computer Emphasis, Paolo Balboa and Karen Kelly Grasso.

Community Engagement: Visits and Outreach

TechCentral Manager, CJ Lynce, attended the NASA Glenn Research Facility's *Agency Mission Day* on November 1 and gave a presentation on Cleveland Public Library's TechCentral MakerSpace initiative.

TechCentral Coordinator, Forrest Lykins, attended a ConnectED event at the Cleveland Metropolitan Housing Authority Main Officer on November 9.

A group of 16 students and teachers from a local High School visited on the TechCentral MakerSpace on November 18.

Mr. Lynce attended a meeting of the NEO STREAM Community Day event Sub-committee, hosted by the Office of Congresswoman Marcia L. Fudge, on November 29.

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

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

	Branches	Main	Total
Number of Computer Classes	35	13	48
Attendance in Computer Classes	81	50	131
Cancelled Computer Classes (in-advance, no registrations)	5	0	5
No-Show Computer Classes	3	8	11
Cancelled Computer Classes Due to Weather	0	0	0

	Branches	Main	Total
Number of MakerLabs	9	3	12
Attendance at MakerLabs	107	7	114
Cancelled MakerLabs (in-advance, no registrations)	0	0	0
No-Show MakerLabs	0	0	0
Cancelled MakerLabs Due to Branch conflict	1	0	1

Cleveland Digital Public Library

Learning Commons

Cleveland Digital Public Library regularly hosts classes of various sorts. During November we regularly hosted CPL Fit Yoga and had an Intellectual Property Rights class and a European Patent class on November 28. The renovations at the Lewis Stokes Wing on the second floor have created a new classroom space. TechCentral and International Services classes, which used to run classes in our learning space, are using the new learning space near OPS. We remain in the process of developing new curricular offerings that are:

- derived from the digital gallery,
- developed with departments and branches at CPL, and
- coordinated with external partners.

Maker Faire

Cleveland Digital Public Library staff hosted papermaking and paper marbling during Maker Faire on November 5. They made or marbled an estimated 100 pieces of paper.

Shakespeare Exhibits

The "FirstFolio!" Exhibit closed in August. The "Wonder of Shakespeare" remains on display, "Making and Faking Shakespeare" remains up in the J.G. White Gallery, and "Digital Shakespeare" remains on display in the Digital Hub. We still have a Fourth Folio borrowed from the University of Akron on display in Brett Hall. We continue to have attendance at showings of *Shakespeare the Animated Tales* (Tuesdays and Thursdays at 12:30 and 5) and visitors who take occasional tours (as scheduled by OPS) of the Shakespeare exhibits.

Magic Box

Cleveland Digital Public Library has placed the Magic Box exhibit case on display in Brett Hall. The case contains both physical and digital materials relating to Shakespeare. The software was updated on 11/29 by vendors from CCS DocWorks.

Videography and Photography

Library Assistant Catherine Young did the following projects: Miniature Books (video), Paper Making (video), Paper Marbling (video), Ultra Mini Bookmaking (video),

Photos for youth services, Photo for Digital Story Time Workshop, Winterfest (video), and Winterfest (photos).

Scanning Assistance

Cleveland Digital Public Library staff assisted with over 19 reservations and drop in sessions of two hours (or more) in length. There was scanning of both large personal and library collections in the Digital Hub. Patrons used the Epson 11000XL flatbed, ATIZ book scanner, and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Public Services Statistics

Patron Visits: Between November 1 and November 28 the Cleveland Digital Public Library had 550 visitors.

KIC Scanners: There were 141 KIC Scanner sessions resulting in 2095 images/2696MB or 2.6 GB of scan volume.

Digital Gallery: From October 29-November 28, Google Analytics (GA) reports 4366 sessions for 3246 users and 18981 page views. Of the 4366 sessions, 816 (19%) were mobile sessions, and 448 (10%) were tablet sessions. According to **GA**, this month our user base still skews toward males, our users are still 54% Male and 46% female. According to **GA**, our age breakdown skews towards youth. And apparently **GA** thinks we have no users who are under 18. The age numbers are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. According to **GA**, the bulk of our users have English set as their language preference; however, we have numbers of Spanish, French, Italian, and Dutch speaking users. Additionally, **GA** user statistics related to location indicate that we have users from the US, United Kingdom, Canada, Italy, Saudi Arabia, Spain, France, Australia, the Netherlands, and Germany. Finally **GA** shows that we have a diverse group of referrals to ContentDM from a variety of sources. Google search is the most common point of entry into our Digital Gallery at 35.55%, with direct access at 18.16%. Referrals from our library website account for another 20.5%. We have 3.44% of our referrals from the library at CSU, which is a great sign for our collaborative link with Cleveland State. Yahoo, Bing, and Ancestry are all at levels that should be higher (around 1.5%), and we get no significant links in from Wikipedia. Our numbers are also higher than last

month for social media; however, we are engaged with Facebook in social media, with a 4.12% referral rate.

Outreach

Cleveland Digital Public Library staff worked with Special Collections to give detailed tours of Special Collections, Shakespeare, and the Digital Library to 100 Strongsville High School students November 2.

Cleveland Digital Public Library staff met with staff from Shaker Heights Public Library to discuss a scanning project November 17.

Digital Library Strategist Chatham Ewing is meeting with staff at the Euclid Public Library to discuss preservation of their collections and possible digitization projects November 30.

Library Staff Does Digitization

Cleveland Digital Public Library staff has scanned 146 items (2,443 scans), post processed 65 items (2,433 files), and uploaded 57 items (149 compiled files) into the Digital Gallery.

Preservation

Preservation staff did the following: Book treatments: 11 simple, 53 complex, Enclosures: 19, Labels printed: 40, Books received: 51, Books returned: 57. Preservation staff has continued disassembly and repair on the American edition of Boydell's Shakespeare Gallery.

Environmental Monitoring

Working with buildings including Mr. Murdock and Property Management Supervisor Oliver Reyes, Dr. Ewing has identified 22 placements around Main and LSW for PEM II environmental monitoring devices. We have continued taking readings for the monitoring program. We have identified an additional five placements at the Lakeshore facility and will soon be monitoring there as well. We are regularly collecting and uploading data into E-Climate Notebook for sharing and analysis.

Shakespeare Exhibits

Dr. Ewing has successfully negotiated to extend the exhibit on loan from Lake County Historical Society through March 31, 2017. He is working with University of Akron to extend the loan of the Fourth Folio through March 31, 2017.

Dr. Ewing and Page Ned Fratus have been using ARTEN devices to monitor light, temperature and humidity levels in Brett Hall, and the John G. White Gallery where rare materials have been installed. These readings are being recorded and maintained for future reference.

Metadata Revision

ClevDPL staff members are further through the process of implementing our plan for revising and updating records from the Digital Gallery in order to make our metadata ready for inclusion in DPLA. Over the past month we have again re-reviewed and revised over 21147 records, and have established them as ready for upload into DPLA. Three members of the digitization staff have been focused on this project during November. Dr. Ewing will be working with vendors to enhance and improve subject and name authority within the digital gallery in the next few months.

Digital Preservation

Our Duraspace instance has been upgraded to Enterprise. We will begin investigating using the Duraspace API to better manage our digital gallery. We are readying to shut down the old digital gallery storage server.

ArchiveIt

Our ArchiveIt subscription has been renewed, at low cost, for next year. We continue to monitor and capture Cleveland sites related to government, politics, libraries, and culture.

OLBPD

For November 2016, OLBPD circulated 43,149 books and magazines directly to patrons. OLBPD registered 147 new readers to the service. The November BARD statistics were not available at the time this report was due.

The National Library Service (NLS) has invited Ohio to help them evaluate text-to-speech (TTS) titles to determine whether they should be added to the national collection. Adding TTS titles is one of the future initiatives announced by NLS in 2016. NLS is in a position to acquire from publishers electronic text (eText) of many titles now offered in print. Combining this text with TTS software, patrons could then access and read a title not selected by NLS for recording by human voice. Ohio joins Pittsburgh, Washington, and

Tennessee regional libraries participating in this project. OLBPD will be recruiting thirty patrons who will listen to TTS book produced by NLS, and then participate in phone interviews with NLS staff describing their experiences listening to TTS titles. NLS plans to begin this project in the early spring season of 2017.

OLBPD made plans to host its annual Family Fun and Learning Day in 2017 in Cleveland at the Library for the Blind and Lakeshore Facility on Tuesday, July 11th. OLBPD will be working to schedule our keynote speaker and plan the day's programs.

The National Federation of the Blind of Ohio hosted their annual conference in Independence on November 11th-13th. OLBPD Library Assistant Ken Redd spoke during their general session, and provided a report and updates on OLBPD library services.

The NLS television public service announcement (PSA) "That All May Read" was aired 14,389 times in 53 markets nationwide by 137 stations. TV Access reports that the PSA has been seen in the following markets in Ohio: Cleveland-Akron (Canton); Columbus; Lima; Steubenville; and Zanesville.

The OLBPD adult book club met on November 18th to discuss "Truly Madly Guilty" by Liane Moriarty.

TECHNICAL SERVICES

Director of Technical Services Patricia Lowrey worked closely with Acquisitions Manager Sandy Jelar Elwell, Collection Manager Pam Matthews, and Acquisitions Coordinator Alicia Naab to oversee the end-of-year spending of the Library Materials funds. They met several times during the month to decide which funds needed spending to speed up or slow down so that the money would be spent by the end of the year but not before the year was over.

Ms. Lowrey worked with David Reynolds from Marketing and Communications to implement EBSCO Flipster digital magazine service. Flipster replaces the OverDrive Nook digital periodicals service which is ending for most titles in early December. Ms. Lowrey met with the Stock

Room Analysis Committee to finalize the Report developed by Carol Hubler, Procurement and Contract Coordinator. Ms. Lowrey and several of the Technical Services Managers met with Jim Benson, Marlene Pelyhes, and John Pas from the IT Department to discuss a number of projects.

Collection Management: Collection Management staff selected 1,614 titles, 12,790 copies, and spent \$243,294 in November. Seventy-one telescopes of materials were relocated.

Pam Matthews attended the annual Ohio Library Council Leadership Conference, developing programs for 2017, and two more sessions of Leadership training. Laura Mommers attended Diversity and Inclusion Training and helped with book selection in the absence of a Juvenile and Young Adult selector. She also distributed the Holiday movie and music flyers that she worked with Midwest Tapes to produce.

Eric Hanshaw attended the monthly system-wide United Way/Community Shares committee meeting and also helped to solicit gift cards to be given as prizes for people who pledged donations to these organizations. He also attended a webinar introducing Flipster, the Library's new e-magazine platform. Mr. Hanshaw and Ms. Mommers both attended a webinar on selecting Juvenile and Young Adult materials hosted by Ingram, one of the Library's main book vendors.

High Demand: The High Demand Department staff ordered 1,450 titles and 12,117 items. They added 1,060 titles and 15,026 items, and paid 670 invoices valued at \$193,693.83.

The High Demand Manager worked with Ingram to change the mass market paperbacks from being stamped with the branch name to simply *Cleveland Public Library*. The month and year will continue to be stamped on the top edge, to help the branches with weeding. This will accomplish the same purpose of property-stamping the item, and eliminate staff and managerial time in asking for compensation for items stamped incorrectly.

Dale Dickerson, High Demand Librarian, Summer Salem, Technical Services Associate, and Mya Warner, Technical Services Senior Clerk, attended the Diversity Training.

Rosalyn Easley, Technical Services Associate, had trouble with her PC twice this month and Summer Salem, Technical Services Associate, helped out by loading her purchase orders into Sirsi so they could be sent to the vendor.

Shelf/Shipping: On November 2nd James Clardy attended start of the Personal Financial Management training course provided by the library. This is a four part course that carries into 2017. Darryl Pless and Sunil Gookool completed Diversity Training.

The staff of the Lake Shore Shelf/Shipping Department sent 82 items to the Main Library for requests and 101 items to fill holds. Main Library received 286 telescopes, the Branches received 769 telescopes, CLEVNET received 82 telescopes, CASE received 6 telescopes CSU received 7 telescopes and Tri-C received 5 telescopes. A total of 1,155 telescopes were shipped out. The Technicians sent out 773 items of foreign language material and in total 16,858 new items were sent to the Acquisitions and High Demand Departments.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, and Alicia Naab, Acquisitions Coordinator, met several times with Patricia Lowrey, Director of Technical Services to learn about the processes for OverDrive eMedia selection and ordering. Ms. Naab attended the NOTSL Fall 2016 Meeting entitled "What Can I Do With That? Tech Services Tools Round-Up." Staff in the Acquisitions Department participated in the Diversity and Inclusion training session at the Lake Shore facility.

The Acquisitions Department ordered a total of 5,119 titles and 11,200 items (including periodical subscriptions and serial standing orders); received 14,820 items, 1,490 periodicals, and 231 serials; added 522 periodical items, 108 serial items, 231 paperbacks, and 2,146 comics; and processed a total of 1,831 invoices.

Materials Processing: The Associates cataloged 1,468 new titles for the Cleveland Public Library and added 1,424 records for the CLEVNET libraries. The Associates and Sr. Clerks added 5,036 items. The Technicians worked on 24,453 items.

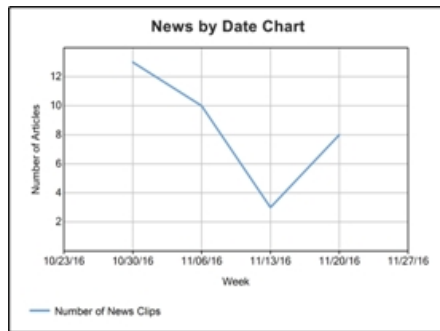
When preparing one of the boilers for winter, a cracked pipe was discovered when it began leaking a large amount of water in the department. Materials Processing staff with help from some staff from High Demand and Acquisitions managed to move most of the new materials out of the way before they were damaged. Only about a dozen books were water damaged and had to be replaced.

YoLanda Lawler and Christon Hicks attended Personal Financial Management training. Marisol Adorno-Cruz, Marsha Draeger, Brenda McIntyre, Maria Russell, Dennis Workman and Elizabeth Hegstrom attended Diversity and Inclusion training. Ms. Hegstrom met with the Associates and Senior Clerks to update them on libraries joining CLEVNET.

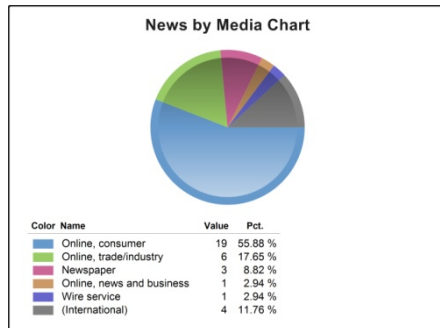
Catalog: Catalog Manager Andrea Johnson worked with Jim Benson from IT/CLEVNET Department to change a setting for the CLEVNET webform loads that should reduce duplicate records added to the catalog. Staff cataloged 2,926 titles, including 240 books in 14 different languages, and added 3,540 items for Cleveland Public Library.

Librarian Barbara Satow attended the Ohio Library Council's Leadership Conference on November 1 in Columbus, Ohio. Ms. Satow also attended a program for the Neighborhood Leadership Institute's Youth Leadership Cleveland at Main Library on November 29th. Ms. Satow is one of two presenters to offer insight on self-publishing to the group in preparation for their upcoming anthology. As a Northern Ohio Technical Services Librarians (NOTSL) Executive Board member, Senior Librarian Regina Houseman assisted with the planning and logistics of the 2016 Fall program "What can I do with that? Tech Services Tools Roundup" on November 21, 2016. Ms. Houseman and Librarian Amei Hu attended the NOTSL program. Ms. Johnson and Librarian Celia Halkovich attended Diversity and Inclusion training.

MARKETING & COMMUNICATIONS



Media coverage for the month of November included 37 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$40,032.99. In November, the online media outlets that featured CPL events and programs received 17,117,913 unique visitors. No singular story about CPL dominated the news in November, but most had to do with CPL as a destination experience. Online Consumer accounted for most of the media articles.



Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 1,031 times on average per day, with an average of 158 clicks to the website per day resulting in a 15% click-through rate for the month. *Libraries Cleveland OH* was the most clicked-through phrase. No special ads were run on cleveland.com.

Social Media

The political upheaval in the country is currently drowning out most non-political messaging on social media, with the exception of sports.

Twitter

Total Tweets: 86
 Tweet impressions: 101K
 Profile visits: 4,376
 Mentions: 193
 New followers: 65

Top media Tweet earned 7,660 impressions
 Our team is back home! @chipublib, We'll show you what a real home-field advantage looks like. @Indians .
 #RallyTogether #WorldSeries pic.twitter.com/mDHvjSjOTz

Top Tweet earned 7,936 impressions
 We're so proud of our @Indians! Win or lose, they showed the world we #RallyTogether. Congrats to @chipublib and @Cubs. pic.twitter.com/4hmmCbuS87

Top mention earned 605 engagements
 @Cubs comin' back for you, Cleveland. With a Schwarber, an Arrieta and a city of fans who want. it. bad.
 @Cleveland_PL game on. #FlyTheW
 pic.twitter.com/JnvtYXVT8x

Facebook

73 Net Likes (8,651 Total)
 2,214 Avg Daily Post Reach (the number of people CPL posts were served to.)

3,627 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)

Graphics

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

PROPERTY MANAGEMENT

PAINTERS

- Collinwood- scrape, mud, sand and paint around windows, primed and painted stalls in men's public restroom.
- East 131 Branch- scrape, mud, sand, prime and paint around windows also primed and painted stalls in men's public restroom.
- Carnegie West- sand, primed and painted back hall, painted both map rooms and painted foyer of elevator entrance.
- Mt. Pleasant- painted foyer, back hall and public area where shelving was moved.

- Lorain - repaired bottom of wall at entrance off ramp, painted and put corner guards up.
- Painters, Carpenters and Mechanics also delivered snow blowers and picked up lawn equipment.

CARPENTERS

- LSW- removed two cylinders to have rekeyed and installed with extra keys. Cut hole for engineers to install new toilet. Removed old banners from LSW and hung new banners. Repaired 3rd floor staffroom door.
- Lakeshore- filled potholes, also picked up old sit down plows to take to scrap yard also took Toro sit down plow to shop to be repaired.
- Collinwood - repaired front door lock.
- Woodland- cleaned up construction debris in back of building someone illegal dumped.
- Lorain- cleaned up debris and removed fences due to hit and run accident.
- Old South- cut grass
- WestPark- removed excess dirt, level ground and replace patio bricks in garden also tuck point brick by book drop.

AUTO MECHANIC

- Finished repairing snow blowers.
- Cut grass at Old South
- Repaired tail light on car #3
- Serviced vehicles #20,#21,#8,#7,#16,#28,#23.
- Repaired low tires on car #9.
- Jump started car #1 and put in new battery and serviced billygoat.
- Had tires repaired on Director Deputy Director's car.
- Took car #23 in for tire repair.

MAINTENCE MECHANICS

- Brooklyn- Continued with outside entrance light installation.
- Eastman- Replaced defective T-5 ballasts on the main floor.
- LSW- Repaired 4th floor staff room sink.
- Rockport- Continued with outside air damper motor installation.

- Brooklyn- Repaired drinking fountain.
- Lakeshore- Refilled cooling tower and restarted main chiller because of unseasonably warm temperatures.
- Hough- Repaired women's public restroom sink.
- Lakeshore/Woodland- Forklift training.
- LSW- Installed replacement toilet/ Lower level women's public restroom.
- LSW- Pre-filter change for AHU's 1,2,3&4.
- East/West Branches- Time change for lighting and mechanical equipment clocks, tested emergency and exit lights.
- LSW/Main- Set back clocks and changed batteries in both downtown buildings.
- Lorain- Installed replacement exit sign above front entrance.
- Lorain- Replaced leaking safety relief valves and air vents on both boilers.
- Main- Worked with Siemens on tracing lighting circuits for Brett Hall dimmers.
- Sterling- Replaced bad bearings and pulleys on airhandler.
- Lakeshore- Serviced dehumidifier and airhandler in basement Liebert room.
- Union- Winterize/install condenser intake cover for main airhandler.
- Main- Checked/serviced air compressor by Graphics dept.
- LSW- Replaced bad TEC's (VAV controllers) in staff workroom and meeting room areas on the 2nd floor.
- Lakeshore- Worked with D.B. Johnsen (Boiler contractors) on the inspection and preventive maintenance of the main boilers.
- Lakeshore- Worked with Conkey (Pipe fitters) on replacing old and leaking sections of drain pipes above Technical services.
- Lakeshore- Drained main chiller condenser and cooling tower (Seasonal shutdown).
- Fleet/Hough/MLK- (Outside Lighting) Replaced bad bulbs, ballasts and light fixtures with rented man lift.
- Mt. Pleasant- Replaced bad ballasts on fixtures in the main floor.
- LSW- Replaced bad bulbs and ballasts in Tech Central.

- Garden Valley- Serviced RTU, replaced belts and filters.
- LSW- Checked/serviced drive-up window heater.
- Lakeshore- Replaced bad control transformer on shipping area RTU, removed burnt conductors and rewired.
- Lakeshore- Worked with Siemens on mechanical equipment control issues. Double checked outside air dampers, made sure blades are closing when economizer mode is off.
- Main- Installed/checked portable electric heater in shelf division.
- LSW/Main- Switched downtown buildings over to heating mode, isolated Cleveland Thermal chilled water valves, checked and switched on boilers.
- LSW- Switched Automation/server room Lieberts over to Dry Cooler system for the season.
- Glenville- Replaced bearing assemblies on both circulating pumps for the boilers/heating system.
- Lakeshore- Continued draining AHU chilled water coils and charging them with glycol (winterizing).
- MLK- Replaced bad bulbs and ballasts on 2nd floor light fixtures and outside lights for CircleFest.

SAFETY & PROTECTIVE SERVICES

Safety Services

- Robin Wood has a camera monitor that allows her to view all downtown cameras and CJ Lynce has a monitor that allows him to view all cameras inside of Tech Central.
- SPS Officer's Lodge and Patterson are on administrative leave pending discharge for unprofessional conduct.
- I am working with Sherrill Marino in an effort to put together more A.L.I.C.E. training for staff.

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
Nov 2016	3404	155	52	113	568	116	74	40
Oct 2016	4127	165	73	118	707	148	81	49
Sept 2016	4074	163	76	136	604	119	69	63
Aug 2016	4866	175	98	170	784	132	70	117
July 2016	4141	155	87	77	697	105	75	46
June 2016	4307	163	82	50	652	120	70	76
May 2016	4694	196	59	143	713	124	90	68
April 2016	4822	161	125	143	845	162	117	68
March 2016	5424	200	129	76	893	156	104	82
Feb 2016	4856	202	89	101	776	184	116	115
Jan 2016	4613	177	133	54	637	152	126	63
Dec 2015	4351	189	113	39	627	154	60	37
Nov 2015	4252	185	136	127	754	129	78	58

Special Attention, Special Events, and Significant Incidents

- 11/3, SPS was dispatched to the Brooklyn branch in response to a fire alarm at the branch. It's reported that a juvenile pulled it exiting the branch. The parent was advised that it was an accident. CFD responded and cleared it as an accidental pull. System reset and patrons were cleared to reenter the branch.
- 11/4, the Royce security guard at Fulton reported to lead worker a lice infestation problem in regards to a previous incident that occurred where a family was put out for 7 days for lice. District manager stated they were not allowed back in until the lice issue has been addressed.
- 11/4, the SPS officer at Rice branch witnessed a verbal altercation between two black females by the fax machine, that was escalating into a fight. SPS intervened and deescalated the situation. The patrons were escorted out of the branch and went their separate ways.
- 11/7, at Lorain branch staff noticed a brick was thrown through the window. SPS reviewed video but the suspects through the brick from out of camera view.

- 11/7, at Hough branch a juvenile was heard yelling in the parking lot and the SPS officer went outside to investigate. A juvenile in the parking lot stated he was shot by a friend with a BB gun who ran from the area. The victim left the property and didn't want any assistance.
- 11/8, a male patron entered East 131 branch and confronted a teenage male patron about jumping on the trunk of his vehicle. The adult became loud and threatening so he was asked to leave by the SPS officer. The adult called CPD once outside the branch but departed before they arrived.
- 11/10, a 20 year old male patron was horse playing with his girlfriend when he was told to stop by a staff member. The male used profane language towards the staff member and when he was asked to leave he would not so SPS was contacted. SPS officers arrived and expelled the male.
- 11/12, a male patron caused a disturbance inside of Langston Hughes branch. The male walked around the branch trying to instigate fights with other patrons and when he was told by a staff member he needed to leave he pushed computer monitors and desk items off the circulation desk. The male stated he would come back to kill the staff member so CPD and SPS were called. CPD and SPS were on scene when the male was spotted approaching the branch from across the street. CPD officers went to make contact with the male and after refusing several requests to remove his hand from his pocket, officers grabbed the male and searched him. A loaded gun was found on the male and he was arrested and transported to jail.
- 11/17, a Tech Central staff member felt someone touch her inappropriately and notified the SPS officer posted there. SPS officers stopped a male patron matching the description before he exited LSW. The staff member confirmed SPS had the right person and he was given expulsion papers.
- 11/23, a group of regularly disruptive female juvenile patrons entered the Collinwood branch with approximately 10 additional children. They walked to the rear corner of the Library where they started punching another juvenile female. Staff was already on the phone with 911 reporting the juveniles trespassing before the fight started.
- 11/26, at Garden Valley branch a fight started in the vestibule area between a group of ladies. Guards and

staff were able to separate the aggressors from the victim. Once inside the aggressors left and staff asked the victim to stay behind and wait for CPD. The victim refused and left stating she had a warrant for her arrest.

Protective and Fire Systems

- I will be providing Carol Hubler with the names of other fire protection system repair companies to receive competitive bids.

Contract Security

- SPS management now receives security reports and daily activity log information electronically from Royce guards.

Administration

- A second interview with an SPS supervisor applicant has been scheduled with the Deputy Director, Dawntae Jackson, and I.
- Dawntae Jackson and I have created an entirely new set of questions for SPS supervisor and part time officer interviews with the purpose of finding the highest quality candidates.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors Panel held their final meeting of the year on November 30, 2016, at the Medina Library of the Medina County District Library. This was the first meeting of the group without the leadership of Virginia Sharp March who recently left Perry Public Library to become the Director of Onslow County Public Library in Jacksonville, NC. This was also the first meeting for two new representatives of the Panel: Stephanie Buchanan, Director of Bellevue Public Library, who replaced Beth Leibengood of Clyde Public Library; and Katie Ringenbach, Director of Burton Public Library, who replaced Virginia Sharp March.

Topping the agenda was choosing a new Chair for the Directors Panel. James Tolbert, Director of Milan-Berlin Public Library, volunteered to take on the

responsibility. Director Tolbert has been a member of the Directors Panel since 2015. He will serve a two-year term.

Timothy Diamond, CPL's Chief Knowledge Officer, updated the group on the key action steps in the Strategic Plan. Consultants from GFOA (Government Finance Officers Association) have reviewed and analyzed CLEVNET's current pricing formula, conducted interviews of CLEVNET members and members of similar consortia, researched leading best practices, and are currently developing price sharing model recommendations. The Pricing Model Review Group will review GFOA's recommendations before bringing them to the Directors Panel. After review by the Directors Panel, the recommendations will be shared with the entire CLEVNET membership for input and discussion. Nancy Levin, Director of Cleveland Heights-University Heights Public Library expressed concerns with how the current pricing model treats tablets and laptops the same as workstations; as a result, libraries are not purchasing equipment needed for training and classes.

Mr. Diamond also reported that the Bylaws Ad Hoc Committee headed by Julianne Bedel, Director of Barberton Public Library, continues to work on a revision of CLEVNET's bylaws, but progress has been slow. The Directors Panel would like to review the first draft to see how they might expedite the work.

As stated at the most recent quarterly CLEVNET meeting, Mr. Diamond spoke of the need to think strategically about three priorities: new members, the future of 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. Geauga County has two library systems; the other, Burton Public Library, has been a CLEVNET member since 2005.

No sooner will GCPL be on board than it will be time for IT/CLEVNET staff to dive into the work of bringing Rocky River Public Library (RRPL) into CLEVNET. RRPL is scheduled to go live in May 2017. CPL's Board approved the plan at their regular meeting on November 17, 2016.

Director Levin and Carole Kowell, Director of Medina County District Library, volunteered to draft a set of recommendations regarding the standardization of circulation policies throughout CLEVNET.

Special Interest Group assignments were made. Director Ringenbach was assigned the Technical Services & Acquisitions SIG. Director Buchanan will be the liaison to the Training SIG. The Panel voted to discontinue the Public Services SIG for lack of purpose; Director Kowell will be responsible instead for the CLEVNET Online Resources Committee (CORC).

The next Directors Panel meeting will be held on Wednesday, March 22, 2017, at 10:00 AM at Burton Public Library. The next quarterly meeting of the CLEVNET Directors will be held on Friday, January 27, 2017, at 9:30 AM at Euclid Public Library.

CPL Projects

- Latest Sirsi Workflows Client installed to all CPL Staff PCs.

CLEVNET Projects

- The last Domain Controller for "NTCPLMAIN" (NT 4.0) was retired and removed from the network to remove the security risk.
- Comprise/SAM 8.x was retired—all Sam clients are now version 10.
- Added new wireless access points at North Ridgeville and Medina Main.
- Upgraded all of the wireless access points at Lakeshore and Main.

Ms. Rodriguez adjourned the Regular Board Meeting at 1:22 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR NOVEMBER 2016

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	433	7,865
Periodicals	2	201
Publishers Gifts	2	36
Non-Print Materials	85	2,229
TOTAL LIBRARY SERVICE MATERIALS	522	10,331

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 20	\$ 1,365
Library Fund	Restricted	100	5,290
Young Fund	Restricted	0	37,673
Schweinfurth Fund	Restricted	42,332	74,717
Founders Fund	Restricted	10,000	508,828
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		\$ 52,452	\$ 978,006

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	13	1,343	522	10,331
Money Gifts	6	79	6	7
TOTAL GIFTS	19	1,422	528	10,411

Cleveland Public Library
2016

December 8, 2016

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

Dear Bryan,

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

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-16	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 24,554,989.34	\$ 27,779,733.01	\$ 27,779,733.01	\$ 2,587,014.22	\$ 2,600,764.22	\$ (226,012.92)
			\$ 21,659,519.89	\$ 21,419,756.97			
Special Revenue Funds							
201	Anderson	\$ 276,296.99			\$ 11,000.00	\$ 11,000.00	\$ -
202	Endowment for the Blind	\$ 2,170,265.69			\$ 84,400.00	\$ 84,400.00	\$ -
203	Founders	\$ 5,885,671.83			\$ 780,527.28	\$ 780,527.28	\$ -
204	Kaiser	\$ 58,614.88			\$ 2,300.00	\$ 2,300.00	\$ -
205	Kraley	\$ 179,009.06			\$ 6,400.00	\$ 6,400.00	\$ -
206	Library	\$ 177,111.07			\$ 10,700.00	\$ 10,700.00	\$ -
207	Pepke	\$ 127,745.59			\$ 4,800.00	\$ 4,800.00	\$ -
208	Wickwire	\$ 1,349,668.46			\$ 54,600.00	\$ 54,600.00	\$ -
209	Wittke	\$ 86,265.93			\$ 3,400.00	\$ 3,400.00	\$ -
210	Young	\$ 4,000,361.89			\$ 200,400.00	\$ 200,400.00	\$ -
225	Friends	\$ -			\$ 59,000.00	\$ 29,500.00	\$ (29,500.00)
226	Judd	\$ -			\$ 230,207.00	\$ 230,207.00	\$ -
228	Lockwood Thompson	\$ 54,674.88			\$ 180,399.00	\$ 180,399.00	\$ -
229	Ohio Center for the Book	\$ -			\$ 900.00	\$ 900.00	\$ -
230	Schweinfurth	\$ 80,722.29			\$ 50,000.00	\$ 74,428.46	\$ 24,428.46
231	CLEVNET	\$ 158,419.24			\$ 5,108,619.97	\$ 5,108,619.97	\$ -
251	QLBPD	\$ (14,144.26)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
252	LSTA-Know It Now	\$ 27,058.22			\$ -	\$ -	\$ -
254	MyCom	\$ (104,540.53)			\$ 154,245.61	\$ 169,995.61	\$ 15,750.00
256	Learning Centers	\$ -			\$ 172,000.00	\$ 172,000.00	\$ -
		\$ 14,513,201.23			\$ 8,622,092.86	\$ 8,632,771.32	\$ 10,678.46
Capital Projects Funds							
401	Building and Repair	\$ 9,083,634.76			\$ 1,503,500.16	\$ 1,503,500.16	\$ -
Permanent Funds							
501	Abel	\$ 208,076.10			\$ 9,000.00	\$ 9,000.00	\$ -
502	Ambler	\$ 2,018.69			\$ 86.00	\$ 86.00	\$ -
503	Beard	\$ 123,622.21			\$ 5,100.00	\$ 5,100.00	\$ -
504	Klein	\$ 4,751.17			\$ 200.00	\$ 200.00	\$ -
505	Malon/Schroeder	\$ 170,913.05			\$ 10,200.00	\$ 10,200.00	\$ -
506	McDonald	\$ 173,940.36			\$ 7,100.00	\$ 7,100.00	\$ -
507	Ratner	\$ 85,938.24			\$ 3,400.00	\$ 3,400.00	\$ -
508	Root	\$ 32,361.65			\$ 1,500.00	\$ 1,500.00	\$ -
509	Sugarman	\$ 49,674.54			\$ 7,000.00	\$ 7,000.00	\$ -
510	Thompson	\$ 111,293.32			\$ 6,000.00	\$ 6,000.00	\$ -
511	Weidenthal	\$ 6,013.72			\$ 250.00	\$ 250.00	\$ -
512	White	\$ 1,697,362.18			\$ 85,000.00	\$ 85,000.00	\$ -
513	Beard Anna Young	\$ 17,154.87			\$ 2,700.00	\$ 2,700.00	\$ -
		\$ 2,683,120.10			\$ 137,536.00	\$ 137,536.00	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 10,735.01			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 7,506.32			\$ -	\$ -	\$ -
		\$ 18,241.33			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

A net decrease in Other Sources-General Fund by \$226,012.92 and a net increase in Other Sources-Special Revenue by \$10,678.46 to reflect the decrease in PLF expected to receive; return of the advance the Board approved on January 21, 2016 from the Friends fund of \$29,500; an increase in the Schweinfurth Special Revenue fund to reflect an additional 2015 distribution; and to reflect the resolution going before the Board for approval on December 15, 2016 to advance cash from the General Fund to the Special Revenue fund, MyCom, in the amount of \$15,750 for which repayment is to be in 2017.

Thank You,

Carrie Krenicky

Treasurer/CFO

Cleveland Public Library

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Based on 79.25% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.
Cleveland, Ohio December 8, 2016

To the Board of Library Trustees of the: CLEVELAND PUBLIC LIBRARY

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2016, as revised by the Budget Commission of said County, which shall govern the total of appropriate appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	24,554,989.34	27,779,733.01	21,419,756.97	2,600,764.22	76,355,243.54
Special Revenue	14,513,201.23			8,632,771.32	23,145,972.55
Capital	9,083,634.76			1,503,500.16	10,587,134.92
Permanent	2,683,120.10			137,536.00	2,820,656.10
Agency	18,241.33			0.00	18,241.33
Totals/Subtotals	50,853,186.76	27,779,733.01	21,419,756.97	12,874,571.70	112,927,248.44

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: NINTH AMENDMENT
DECEMBER 15, 2016**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	24,554,989.34	0.00	24,554,989.34 (3)
Taxes - General Property	25,322,946.60	0.00	25,322,946.60
Public Library Fund (PLF)	21,659,519.89	(239,762.92)	21,419,756.97
State Rollbacks/CAT	3,022,615.69	0.00	3,022,615.69
Fines and Fees	399,000.00	0.00	399,000.00
Earned Interest	422,870.11	0.00	422,870.11
Services	0.00	0.00	0.00
Unrestricted Gifts	1,260.00	0.00	1,260.00
Miscellaneous	1,252,554.83	0.00	1,252,554.83
Return of Advances/(Advances Out)	(54,500.00)	13,750.00	(40,750.00)
TOTAL RESOURCES	76,581,256.46	(226,012.92)	76,355,243.54

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	34,768,957.89	410,000.00	35,178,957.89
Supplies	1,055,298.20	0.00	1,055,298.20
Purchased/Contracted Services	10,437,800.55	(410,000.00)	10,027,800.55
Library Materials/ Information	7,348,180.00	0.00	7,348,180.00
Capital Outlay	1,218,258.22	0.00	1,218,258.22
Other Objects	147,720.00	0.00	147,720.00
SUBTOTAL OPERATING	54,976,214.86	0.00	54,976,214.86
Transfers/Advances	1,500,000.00	0.00	1,500,000.00
TOTAL APPROPRIATION	56,476,214.86	0.00	56,476,214.86

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: NINTH AMENDMENT
DECEMBER 15, 2016**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	23,135,294.09	10,678.46	23,145,972.55
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	267,154.48	0.00	267,154.48
Endowment for the Blind	2,254,665.69	0.00	2,254,665.69
Founders	4,201,536.75	0.00	4,201,536.75
Kaiser	60,914.88	0.00	60,914.88
Kraley	185,409.06	0.00	185,409.06
Library	187,811.07	0.00	187,811.07
Pepke	132,545.59	0.00	132,545.59
Wickwire	1,397,015.83	0.00	1,397,015.83
Wittke	89,665.93	0.00	89,665.93
Young	4,200,761.89	0.00	4,200,761.89
Friends	29,500.00	0.00	29,500.00
Judd	230,207.00	0.00	230,207.00
Lockwood Thompson	235,073.88	0.00	235,073.88
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	130,722.29	24,428.46	155,150.75
CLEVNET	5,267,039.21	0.00	5,267,039.21
LSTA-OLBPD	1,494,049.74	0.00	1,494,049.74
LSTA-Know It Now	27,058.22	0.00	27,058.22
MyCom	24,705.08	15,750.00	40,455.08
Learning Centers	172,000.00	0.00	172,000.00
TOTAL APPROPRIATION	20,588,736.59	40,178.46	20,628,915.05 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	10,587,134.92	0.00	10,587,134.92
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	10,587,134.92	0.00	10,587,134.92 (5)

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: NINTH AMENDMENT
DECEMBER 15, 2016**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,820,656.10	0.00	2,820,656.10
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	217,076.10	0.00	217,076.10
Ambler	2,104.69	0.00	2,104.69
Beard	128,722.21	0.00	128,722.21
Klein	4,951.17	0.00	4,951.17
Malon/Schroeder	181,113.05	0.00	181,113.05
McDonald	181,040.36	0.00	181,040.36
Ratner	89,338.24	0.00	89,338.24
Root	33,861.65	0.00	33,861.65
Sugarman	56,674.54	0.00	56,674.54
Thompson	117,293.32	0.00	117,293.32
Weidenthal	6,263.72	0.00	6,263.72
White	1,782,362.18	0.00	1,782,362.18
Beard Anna Young	19,854.87	0.00	19,854.87
TOTAL APPROPRIATION	2,820,656.10	0.00	2,820,656.10 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	18,241.33	0.00	18,241.33
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Unclaimed Funds	10,735.01	0.00	10,735.01
CLEVNET Fines & Fees	7,506.32	0.00	7,506.32
TOTAL APPROPRIATION	18,241.33	0.00	18,241.33

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: NINTH AMENDMENT
DECEMBER 15, 2016**

- (1) Certificate dated October 11, 2016
- (2) Certificate dated December 8, 2016
- (3) \$24,554,989.34 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$55,000 and \$54,160 to produce the carryover balance available for appropriation in 2016; plus \$5,848,058.18 encumbered cash.
- (4) \$14,513,201.23 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$55,000 and \$54,160 to produce the carryover balance available for appropriation in 2016; plus \$688,903.80 encumbered cash.
\$8,607,771.32 additional revenue; plus cash advances of \$25,000 to MyCom.
Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.
(\$14,513,201.23 + \$8,607,771.32 - \$2,492,057.50 = \$20,628,915.05)
- (5) \$9,083,634.76 unencumbered cash carried forward; plus \$4,164,989.49 encumbered cash.
\$1,500,000.00 transfer from General Fund. \$3,500.16 additional revenue.
(\$9,083,634.76 + \$1,500,000.00 + \$3,500.16 = \$10,587,134.92)
- (6) \$3,467,436.46 unencumbered cash carried forward; plus \$9,839.89 encumbered cash.
\$137,536 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.
(\$3,467,436.46 + \$137,536 - \$784,316.36 = \$2,820,656.10)

1608
Cleveland Public Library
2017

December 8, 2016

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

Dear Bryan,

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

Fund Number	Fund Description	Estimated Unencumbered Balance as of 1-Jan-17	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 19,919,778.68		\$ 27,733,244.53 \$ 22,301,848.11		\$ 1,878,628.61	\$ 51,913,721.25
Special Revenue Funds							
201	Anderson	\$ 276,242.51				\$ 19,000.00	\$ 19,000.00
202	Endowment for the Blind	\$ 2,120,000.00				\$ 145,000.00	\$ 145,000.00
203	Founders	\$ 6,094,662.36				\$ 375,000.00	\$ 375,000.00
204	Kaiser	\$ 58,600.00				\$ 4,000.00	\$ 4,000.00
205	Kraley	\$ 173,600.00				\$ 11,000.00	\$ 11,000.00
206	Library	\$ 147,700.00				\$ 12,000.00	\$ 12,000.00
207	Pepke	\$ 126,200.00				\$ 9,000.00	\$ 9,000.00
208	Wickwire	\$ 1,315,752.63				\$ 95,000.00	\$ 95,000.00
209	Wittke	\$ 86,200.00				\$ 6,000.00	\$ 6,000.00
210	Young	\$ 3,960,000.00				\$ 300,000.00	\$ 300,000.00
225	Friends	\$ -				\$ 31,500.00	\$ 31,500.00
226	Judd	\$ -				\$ 220,000.00	\$ 220,000.00
228	Lockwood Thompson	\$ -				\$ 180,000.00	\$ 180,000.00
229	Ohio Center for the Book	\$ -				\$ 900.00	\$ 900.00
230	Schweinfurth	\$ 129,800.00				\$ 50,000.00	\$ 50,000.00
231	CLEVNET	\$ -				\$ 5,080,208.53	\$ 5,080,208.53
251	OLBPD	\$ -				\$ 1,508,194.00	\$ 1,508,194.00
254	MyCom	\$ (40,750.00)				\$ 40,750.00	\$ 40,750.00
256	Learning Centers	\$ -				\$ -	\$ -
		\$ 14,448,007.60				\$ 8,087,552.53	\$ 8,087,552.53
Capital Projects Funds							
401	Building and Repair	\$ 4,466,000.00				\$ -	\$ -
Permanent Funds							
501	Abel	\$ 200,900.00				\$ 15,500.00	\$ 15,500.00
502	Ambler	\$ 2,000.00				\$ 150.00	\$ 150.00
503	Beard	\$ 118,000.00				\$ 9,200.00	\$ 9,200.00
504	Klein	\$ 4,700.00				\$ 350.00	\$ 350.00
505	Malon/Schroeder	\$ 164,000.00				\$ 17,500.00	\$ 17,500.00
506	McDonald	\$ 173,900.00				\$ 12,000.00	\$ 12,000.00
507	Ratner	\$ 84,800.00				\$ 6,500.00	\$ 6,500.00
508	Root	\$ 32,300.00				\$ 2,500.00	\$ 2,500.00
509	Sugarman	\$ 36,300.00				\$ 12,000.00	\$ 12,000.00
510	Thompson	\$ 105,600.00				\$ 11,000.00	\$ 11,000.00
511	Weidental	\$ 6,000.00				\$ 430.00	\$ 430.00
512	White	\$ 1,665,000.00				\$ 145,000.00	\$ 145,000.00
513	Beard Anna Young	\$ 2,500.00				\$ 4,400.00	\$ 4,400.00
		\$ 2,696,000.00				\$ 236,530.00	\$ 236,530.00
Agency Funds							
901	Unclaimed Funds	\$ 4,000.00				\$ -	\$ -
905	CLEVNET Fines & Fees	\$ -				\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

Please reflect the current estimated Unencumbered Balances for January 1, 2017 and estimated Other Sources as reflected above for a Certificate of Estimated Revenues for 2017. I have placeholders for Property Tax and PLF for now based on TY15/CY16 Current Levy (\$29,683,447 at total collection rate 93.434% less \$2.4m RB) and the PLF from ODT's 7/25/16 estimate.

Thank You,
Carrie Krenicky
Treasurer/CFO
Cleveland Public Library

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Based on 79.25% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

December 8, 2016

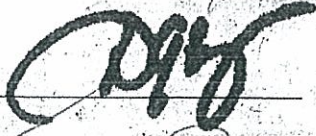
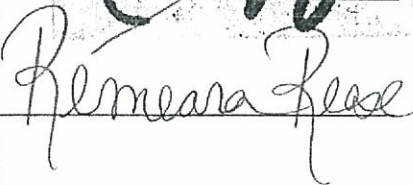
To the Board of Library Trustees of the:

Cleveland Library

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

Fund	Unencumbered Balance	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	19,919,778.68	27,733,244.53	22,301,848.11	1,878,628.61	71,833,499.93
Special Revenue	14,448,007.50		0.00	8,087,552.53	22,535,560.03
Capital	4,466,000.00			0.00	4,466,000.00
Permanent	2,596,000.00			236,530.00	2,832,530.00
Agency	4,000.00			0.00	4,000.00

Totals/Subtotals	41,433,786.18	27,733,244.53	22,301,848.11	10,202,711.14	101,671,589.96
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	Budget	<u>Armond Budick</u>
	Commission	<u>Christine Puzek</u>

CLEVELAND PUBLIC LIBRARY

<u>GENERAL FUND</u>		<u>APPROPRIATION 2017</u>
Salaries/Benefits 65.9%		
	TOTAL	\$ 37,109,688.28
Supplies 1.9%		
	TOTAL	1,076,042.00
Purchased/Contracted Services 18.0%		
	TOTAL	10,114,403.43
Library Materials/Information 12.0%		
	TOTAL	6,749,723.65
Capital Outlay 2.0%		
	TOTAL	1,109,182.87
Other 0.3%		
	TOTAL	<u>145,762.38</u>
SUBTOTAL GENERAL OPERATING EXPENDITURES 100.0%		
		\$ 56,304,802.61
Transfers/Advances Out		
	TOTAL	<u>\$ -</u>
TOTAL GENERAL FUND		\$ 56,304,802.61

CLEVELAND PUBLIC LIBRARY

<u>SPECIAL REVENUE FUNDS</u>	<u>FUND NO.</u>		<u>APPROPRIATION 2017</u>
Anderson	201	\$	275,100.00
Endowment for the Blind	202	\$	2,265,000.00
Founders	203	\$	4,005,000.00
Kaiser	204	\$	62,600.00
Kraley	205	\$	184,600.00
Library	206	\$	159,700.00
Pepke	207	\$	135,200.00
Wickwire	208	\$	1,403,500.00
Wittke	209	\$	92,200.00
Young	210	\$	4,260,000.00
Friends	225	\$	31,500.00
Judd	226	\$	220,000.00
Lockwood Thompson	228	\$	180,000.00
Ohio Center for the Book	229	\$	900.00
Schweinfurth	230	\$	179,800.00
CLEVNET	231	\$	5,080,208.53
LSTA-OLBPD	251	\$	1,508,194.00
MyCom	254	\$	-
Learning Centers	256	\$	-
TOTAL SPECIAL REVENUE FUNDS		\$	20,043,502.53

CLEVELAND PUBLIC LIBRARY

<u>CAPITAL FUNDS</u>	<u>FUND NO.</u>	<u>APPROPRIATION 2017</u>
Building and Repair Fund	401	\$ <u>4,466,000.00</u>
TOTAL CAPITAL FUNDS		\$ 4,466,000.00

<u>PERMANENT FUNDS</u>	<u>FUND NO.</u>	<u>APPROPRIATION 2017</u>
Abel	501	\$ 216,400.00
Ambler	502	\$ 2,150.00
Beard	503	\$ 127,200.00
Klein	504	\$ 5,050.00
Malon/Schroeder	505	\$ 181,500.00
McDonald	506	\$ 185,900.00
Ratner	507	\$ 91,300.00
Root	508	\$ 34,800.00
Sugarman	509	\$ 48,300.00
Thompson	510	\$ 116,600.00
Weidenthal	511	\$ 6,430.00
White	512	\$ 1,810,000.00
Beard Anna Young	513	\$ <u>6,900.00</u>
TOTAL PERMANENT FUNDS		\$ 2,832,530.00

CLEVELAND PUBLIC LIBRARY

<u>AGENCY FUNDS</u>	<u>FUND NO.</u>	<u>APPROPRIATION 2017</u>
Unclaimed Funds	901	\$ 4,000.00
CLEVNET Fines & Fees	905	\$ -
TOTAL AGENCY FUNDS		\$ 4,000.00
	Total Other Funds	\$ 27,346,032.53
	Total ALL Funds	\$ 83,650,835.14

Cleveland Public Library - 2017 Costs Effective February 2017-January 2018

Report 1

Contract Library	2017 Total Cost	Monthly		Contract Costs	Station Count	Electronic Resources
		Feb 17-Jan 18				
Andover	14,971.02	1,247.59		11,731.69	17	3,239.34
Barberton	54,914.43	4,576.20		44,624.77	54	10,289.66
Bellevue	28,219.21	2,351.60		23,074.38	27	5,144.83
Birchard	68,932.84	5,744.40		60,739.22	43	8,193.62
Bristol	22,711.68	1,892.64		19,091.25	19	3,620.44
Burton	35,812.25	2,984.35		30,476.87	28	5,335.38
Cleveland Hts	241,670.05	20,139.17		194,985.49	245	46,684.56
Clyde	21,698.64	1,808.22		17,316.00	23	4,382.63
Conneaut	24,869.88	2,072.49		19,915.60	26	4,954.28
East Cleveland	70,893.96	5,907.83		47,646.95	122	23,247.01
Elyria	142,086.57	11,840.55		117,696.27	128	24,390.30
Euclid	159,293.51	13,274.46		129,377.28	157	29,916.23
Fairport	14,104.35	1,175.36		11,627.21	13	2,477.14
Geauga	325,091.40	27,090.95		261,829.05	332	63,262.35
Girard	29,582.93	2,465.24		23,485.35	32	6,097.58
Harbor-Topky	25,473.65	2,122.80		20,900.47	24	4,573.18
Hawken	0.00	0.00		0.00	0	0.00
Henderson	25,527.43	2,127.29		20,763.70	25	4,763.73
Hubbard	37,573.73	3,131.14		28,046.27	50	9,527.46
Hudson	135,481.73	11,290.14		112,044.17	123	23,437.56
Huron	33,964.37	2,830.36		27,295.15	35	6,669.22
Kingsville	15,754.41	1,312.87		12,515.07	17	3,239.34
Kinsman	26,898.74	2,241.56		22,516.11	23	4,382.63
Kirtland	23,716.78	1,976.40		19,905.80	20	3,810.98
Lorain	289,162.58	24,096.88		235,046.60	284	54,115.98
Madison	55,906.07	4,658.84		48,284.10	40	7,621.97
McKinley	36,873.52	3,072.79		31,157.04	30	5,716.48
Medina	331,855.95	27,654.66		272,976.23	309	58,879.72
Milian	32,600.23	2,716.69		25,931.01	35	6,669.22
Newton Falls	25,924.88	2,160.41		21,542.25	23	4,382.63
Norwalk	32,752.87	2,729.41		24,940.35	41	7,812.52

Cleveland Public Library - 2017 Costs Effective February 2017-January 2018

Report 1

Contract Library	2017	Monthly	Contract	Station	Electronic
	Total Cost	Feb 17-Jan 18	Costs	Count	Resources
Orrville	52,592.61	4,382.72	44,970.64	40	7,621.97
Peninsula	18,298.18	1,524.85	15,058.84	17	3,239.34
Perry	30,201.11	2,516.76	25,056.28	27	5,144.83
Ritter	46,406.68	3,867.22	36,117.02	54	10,289.66
Rock Creek	11,568.32	964.03	9,472.28	11	2,096.04
Sandusky	90,239.49	7,519.96	68,326.33	115	21,913.16
Shaker Hts	161,765.89	13,480.49	128,419.77	175	33,346.12
Twinsburg	128,460.81	10,705.07	108,643.69	104	19,817.12
Wayne	252,624.40	21,052.03	207,083.13	239	45,541.27
Wickliffe	47,827.60	3,985.63	41,158.38	35	6,669.22
Willoughby	166,103.50	13,841.96	140,379.35	135	25,724.15
Law Library	19,134.84	1,594.57	17,038.79	11	2,096.04
Cleveland	1,701,276.85	141,773.07	1,335,993.96	1,917	365,282.90
OLBPD	10,066.99	838.92	5,874.91	22	4,192.08
Total	5,120,886.93	426,740.58	4,121,075.06	5,247	999,811.87

Cleveland Public Library - 2017 Costs Effective February 2017-January 2018

Report 1

Contract Library	2017 Total Cost	2016 Total Cost	2017-2016 Difference	Annual % Change
Andover	14,971.02	14,682.75	288.28	1.96%
Barberton	54,914.43	56,007.54	(1,093.10)	-1.95%
Bellevue	28,219.21	29,216.81	(997.60)	-3.41%
Birchard	68,932.84	70,927.10	(1,994.26)	-2.81%
Bristol	22,711.68	24,011.96	(1,300.28)	-5.42%
Burton	35,812.25	35,892.55	(80.30)	-0.22%
Cleveland Hts	241,670.05	261,954.76	(20,284.71)	-7.74%
Clyde	21,698.64	22,394.02	(695.39)	-3.11%
Conneaut	24,869.88	21,540.40	3,329.48	15.46%
East Cleveland	70,893.96	76,323.02	(5,429.05)	-7.11%
Elyria	142,086.57	153,638.92	(11,552.35)	-7.52%
Euclid	159,293.51	161,478.39	(2,184.88)	-1.35%
Fairport	14,104.35	14,352.67	(248.32)	-1.73%
Geauga	325,091.40	0.00	325,091.40	0.00%
Girard	29,582.93	30,448.24	(865.31)	-2.84%
Harbor-Topky	25,473.65	26,695.49	(1,221.84)	-4.58%
Hawken	0.00	1,323.54	(1,323.54)	-100.00%
Henderson	25,527.43	26,282.25	(754.83)	-2.87%
Hubbard	37,573.73	40,648.45	(3,074.72)	-7.56%
Hudson	135,481.73	142,977.55	(7,495.82)	-5.24%
Huron	33,964.37	34,581.58	(617.22)	-1.78%
Kingsville	15,754.41	16,329.67	(575.26)	-3.52%
Kinsman	26,898.74	27,165.53	(266.79)	-0.98%
Kirtland	23,716.78	24,369.56	(652.78)	-2.68%
Lorain	289,162.58	308,465.72	(19,303.14)	-6.26%
Madison	55,906.07	57,883.94	(1,977.87)	-3.42%
McKinley	36,873.52	38,481.63	(1,608.11)	-4.18%
Medina	331,855.95	349,798.48	(17,942.53)	-5.13%
Milam	32,600.23	35,360.76	(2,760.53)	-7.81%
Newton Falls	25,924.88	26,224.61	(299.73)	-1.14%
Norwalk	32,752.87	32,605.32	147.54	0.45%

Cleveland Public Library - 2017 Costs Effective February 2017-January 2018

Report 1

Contract Library	2017		2016		2017-2016		Annual	
	Total Cost		Total Cost		Difference		% Change	
Orrville	52,592.61		53,734.56		(1,141.95)		-2.13%	
Peninsula	18,298.18		18,864.41		(566.23)		-3.00%	
Perry	30,201.11		31,606.33		(1,405.22)		-4.45%	
Ritter	46,406.68		47,628.38		(1,221.70)		-2.57%	
Rock Creek	11,568.32		12,445.34		(877.02)		-7.05%	
Sandusky	90,239.49		90,080.92		158.58		0.18%	
Shaker Hts	161,765.89		166,204.98		(4,439.09)		-2.67%	
Twinsburg	128,460.81		130,085.72		(1,624.91)		-1.25%	
Wayne	252,624.40		260,245.46		(7,621.06)		-2.93%	
Wickliffe	47,827.60		49,182.68		(1,355.08)		-2.76%	
Willoughby	166,103.50		154,354.65		11,748.85		7.61%	
Law Library	19,134.84		19,363.57		(228.73)		-1.18%	
Cleveland	1,701,276.85		1,792,648.52		(91,371.66)			
OLBPD	10,066.99		9,534.59		532.40		5.58%	
Total	5,120,886.93		4,998,043.32		122,843.61		2.46%	



THE ALBERT M. HIGLEY CO.
2926 CHESTER AVENUE
CLEVELAND, OHIO 44114-4414
OFFICE: 216.861.2050
WWW.AMHIGLEY.COM

December 8, 2016

Mrs. Joyce Dodrill
Mr. Eric Herman
325 Superior Ave
Cleveland, OH 44114

RE: Skylight Observation
Lump Sum Proposal

Joyce and Eric,

The Albert M. Higley Co. (AMH) requests your formal authorization to proceed with the Skylight Observation. Please note the following –

- The work shall include the delivery and set up of scaffolding to reach the existing skylight and the removal of the observable plywood located in the skylight opening. This proposal also includes 4 holes to be cut into the existing plaster ceiling. 3 holes around the skylight and a single hole to be directed by the Library to look above the existing plaster ceiling in another room. The Cleveland Public Library agrees to submit payment to AMH within 30 days of receiving our billing.
- If additional work is needed, as directed by the Library, to see the existing condition of the skylight, a change order will be associated with the additional work.
- To the fullest extent permitted by law, AMH shall indemnify and hold harmless the Library and its respective representatives, consultants, agents and employees from and against claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees, arising out of or resulting from performance of the work described in this Agreement, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from, but only to the extent caused in whole or in part by the negligent acts or omissions of AMH, a subcontractor or material supplier directly or indirectly employed by them, or anyone for whose acts AMH may be liable. Provided The Library has paid to AMH all sums due and owing, AMH shall further indemnify and hold harmless the Library from and against any and all costs, loss and expense, liability, damages, settlements, or claims for damages (including reasonable attorneys' fees and costs for defending any action) suffered, incurred or arising from mechanics' liens by subcontractors or material suppliers and security interests by suppliers of goods and materials.

The Painting Protection work shall be completed for \$3,700.

If there are any questions, please contact me at 216-630-8193 or by email at jherman@amhigley.com.



THE ALBERT M. HIGLEY CO.
2926 CHESTER AVENUE
CLEVELAND, OHIO 44114-4414
OFFICE: 216.861.2050
WWW.AMHIGLEY.COM

Sincerely,

Josh Herman

Josh Herman
Project Manager

Acceptance of lump sum proposal for painting protection for \$3,700:

By: _____ Date: _____
Cleveland Public Library



5500 Old Brecksville Road • Independence, Ohio 44131
(216) 642-6040 • fax (216) 642-6041

December 8th, 2016

The Albert M. Higley Co.
2926 Chester Ave
Cleveland, OH 44114
Attn: Josh Herman

Re: Cleveland Public Library, South Branch

Dear Mr. Herman,

Thank you for allowing Precision Environmental Company (PEC) the opportunity to provide costs and details for our services. Precision Environmental proposes the following;

- Remove and dispose the following materials and debris based off of drawings, and documents provided by AM Higley. Asbestos abatement necessities and quantities were identified from verbal communication with AM Higley (Josh Herman)
- Selective demolition of areas as specified

Scope of Work

Plaster Ceiling Penetration(s)

- Remove (4) areas of trace (<1%) asbestos plaster ceilings for the purposes of exploratory investigation of the existing skylight
- (4) Plaster openings will be 1~4sf in size to allow for access (areas to be marked out by other)

Work is to be conducted on a T&M basis with a "not to exceed" cost based below

Proposed Cost \$1,000.00

The Following is Understood:

- All work will be performed in accordance with applicable Federal, State and Local compliance regulations.
- OSHA compliance personnel air monitoring is included, 3rd party air monitoring provided as option
- Owner will provide electrical and water sources.
- All work areas are to be free and clear prior to Precision Environmental Company's (PEC) mobilization. All work is to be done in (1) mobilization(M-F 7am-3:30pm)
- Insurance – Proposal includes asbestos liability insurance, general liability, auto liability with limits of one million/three million secured from Nautilus Insurance Company and Motorists Mutual and workman's compensations as regulated by the State of Ohio.
- No put-back, securing, patching, or repairing of structure/finishes is included.
- All ceiling/ wall penetrations and MEP demo work is to be clearly marked out by other(s) prior to abatement and demolition work commencing
- All cut, cap, and make safe by other(s)
- Scaffolding will be erected and in place prior to PEC's mobilization

If you require further information, please contact me on (216) 642-6040.

Sincerely,

Tom FitzGerald, Project Manager
Precision Environmental Co.



5500 Old Brecksville Road • Independence, Ohio 44131
(216) 642-6040 • fax (216) 642-6041



Squire Patton Boggs (US) LLP
2000 Huntington Center
41 South High Street
Columbus, Ohio 43215

Timothy J. Cosgrove
T +1 216 479 8562
timothy.cosgrove@squirepb.com

December 8, 2016

VIA EMAIL

Mr. Felton Thomas
Director
Cleveland Public Library
325 Superior Avenue, N.E.
Cleveland, OH 44114

Dear Director Thomas:

We thank you for the opportunity to represent the Cleveland Public Library with respect to providing advocacy services and in positioning your organization with various government and legislative decision makers.

A written engagement agreement is required or recommended by the law of professional ethics in the jurisdictions in which Squire Patton Boggs (US) LLP (the "Firm") practices law. The engagement agreement between us consists of this letter and the enclosed Standard Terms and Conditions of Engagement ("Standard Terms"). The engagement agreement is designed to address our responsibilities to each other and to outline for you certain important matters that are best established early as we form an attorney-client relationship with you in this matter.

The engagement agreement responds to requirements in the rules of professional ethics and is intended to achieve a better understanding between us. It is governed by the jurisdiction from which I received my license to practice law. We request that you review this agreement carefully. By proceeding with this engagement you will be indicating to us that you have done so. It is important that you review and understand the terms of our relationship, such as the section on "Conflicts of Interest."

The Cleveland Public Library and the Firm are aware that the federal government, states and certain local jurisdictions have lobby registration and reporting requirements that may be applicable to the Firm's activities under this Agreement. The Firm shall become familiar and comply with any and all applicable lobbying registration and reporting requirements as well as any other requirements imposed upon lobbyists. The Firm shall also immediately inform the Cleveland Public Library if the Firm's activities trigger any such registration or reporting requirements. The Firm shall also cooperate with the Cleveland Public Library to the extent necessary for the Cleveland Public Library to comply with any applicable lobby registration and reporting requirements.

Our fees will be in the form of a monthly retainer of \$4,000 per month. Please note that, under our Standard Terms, invoices for our fees are payable within thirty days of the date of our statement. The term of our retention will be for 12 months, effective January 1, 2017.

Any of the following alternative methods for acceptance of this engagement agreement will be effective: (i) signing and returning the copy of this letter that is enclosed for that purpose, or (ii) assigning us work, including continuing any previous assignment of work, or (iii) sending us a letter or e-mail clearly referencing this engagement agreement and agreeing to it. However, even if you accept this engagement agreement by methods (ii) or (iii), I would appreciate it if you would confirm your acceptance by countersigning the enclosed copy of this letter and returning it to me. If you do not agree with one or more of the provisions of the engagement agreement, please contact me so that we can try to address your concerns. If we do not receive a written objection within two weeks, you will be bound by this engagement agreement (although, as explained in the attached Standard Terms, you can terminate our services at any time). Of course, if you have any questions or concerns regarding the foregoing, please call me.

You should also feel free to consult with independent counsel before signing. Throughout our relationship, we want you to be satisfied with the professional services that we perform on your behalf. Accordingly, we encourage you to contact us just as soon as you have any questions or concerns regarding our services or our fees.

Very truly yours,

Sincerely,



Timothy J. Cosgrove

**Letter and Standard Terms Accepted,
including section on "Conflicts of Interest"**

CLEVELAND PUBLIC LIBRARY

By: _____
Felton Thomas
Director

Date: _____, 201__



Standard Terms and Conditions of Engagement Applicable Worldwide 3

The Engagement Agreement between us consists of the accompanying cover letter and, as applicable, any separate Matter Acknowledgment Letter (collectively and individually "Engagement Letter"). It also consists of Terms and Conditions of Engagement applicable worldwide and any Terms and Conditions of Engagement applicable for particular jurisdictions (collectively and individually "Standard Terms and Conditions of Engagement" or "Standard Terms"). The Engagement Agreement is the means by which you are retaining the Firm (as defined in these Standard Terms and also referred to as "us" or "we" or "SPB") to provide legal services. "You" and "yours" refers to our client(s) defined more fully below in the section entitled WHO IS OUR CLIENT. For your convenience, set forth below are the topics covered in these Standard Terms:

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THE FIRM

The "Firm" or "SPB" means, as the case may be, either Squire Patton Boggs (US) LLP¹ or Squire Patton Boggs (UK) LLP,² or Squire Patton Boggs (AU) LLP,³ or when necessary or appropriate under the law of a particular jurisdiction, an affiliate lawfully permitted to practice law in that jurisdiction. "Squire Patton Boggs" is the collective trade name for an international legal practice of which those entities are the practising entities. Your engagement in this instance is with the entity⁴ which sent you the cover letter accompanying these Standard Terms. Still, Squire Patton Boggs attorneys worldwide are available to meet your needs and thus Squire Patton Boggs personnel from other Squire Patton Boggs entities may be selected to serve you whatever Squire Patton Boggs entity you contract with. The

¹ Squire Patton Boggs (US) LLP is a limited liability partnership organized under the laws of the State of Ohio, USA.

² Squire Patton Boggs (UK) LLP (trading as Squire Patton Boggs) is a Limited Liability Partnership registered in England and Wales with number OC 335584 authorised and regulated by the Solicitors Regulation Authority. A list of the members and their professional qualifications is open to inspection at 7 Devonshire Square, London, EC2M 4YH.

³ Squire Patton Boggs (AU) is a general partnership established under the laws of Western Australia.

⁴ Squire Patton Boggs includes partnerships or other entities in a number of different nations. Due to local laws on regulation of the legal profession, the formal legal name may differ in some nations.

use of "Squire Patton Boggs" as a trade or business name or brand by all or any of such entities shall not imply that the international legal practice is itself engaged in the provision of legal or other services. For further information please see www.squirepattonboggs.com and then select the option to visit the legacy Squire Sanders site www.squiresanders.com.

This agreement shall apply to all matters for which you might now or in the future request our assistance, unless of course you and we agree in the future to an updated version of this engagement agreement or to a new or revised engagement agreement expressly referring to and superseding this agreement in whole or in part. We encourage you to retain this agreement.

WHAT PROFESSIONALS WILL PROVIDE THE LEGAL SERVICES?

In most cases one SPB attorney will be your principal contact. From time to time that attorney may delegate parts of your work to other lawyers or to legal assistants or nonlegal personnel in the Firm or to outside "contract" personnel.

OUR SERVICES TO YOU

In our letter that presents these Standard Terms to you, or in a separate Matter Acknowledgement Letter, we will specify the matter or case in which we will be representing you. Unless we agree in writing to expand the scope of our representation, an important part of our agreement is that we are not your counsel in other matters, and you will not rely upon us to provide legal services for matters other than that described in the relevant letter. For example, unless specified in the relevant letter, our representation of you does not include any responsibility for: review of your insurance policies to determine the possibility of coverage relating to this matter; for notification of your insurance carriers about the matter; advice to you about your disclosure obligations

under U.S. securities laws or any other laws or regulations; or advice on tax consequences. If at any time you do not have a clear understanding of the legal services to be provided or if you have questions regarding the scope of our services, we are relying on you to communicate with us.

We will apply our professional skill, experience and judgment to achieve your objectives in accordance with the honored standards of our profession that all attorneys are required to uphold. However, we cannot guarantee the outcome of any matter. Any expression of our professional judgment regarding your matter or the potential outcome is, of course, limited by our knowledge of the facts and based on the law at the time of expression. It is also subject to any unknown or uncertain factors or conditions beyond our control, including the unpredictable human element in the decisions of those with whom we deal in undertaking your representation.

The confidentiality of protected client information (known as "confidences" and "secrets" in some jurisdictions and as "information relating to the representation of a client" in others) will be preserved in accordance with the applicable law of professional ethics, except to the extent necessary to further your interests or as authorized by applicable law.

Your responsibilities to us in each representation that you ask us to undertake include providing full, complete and accurate instructions and other information to us in sufficient time to enable us to provide our services effectively.

WHO IS OUR CLIENT?

An essential condition of our representation is that our only client is the person or entity identified in the accompanying letter. In the absence of an express identification of our client in the text of the letter, our client is the person or entity to whom the letter is

addressed, even though in certain instances the payment of our fees may be the responsibility of others. In situations in which our client is an entity, we have addressed the letter to an authorized representative of the client. Throughout these standard terms, "you" refers to the entity that is our client, not the individual addressed.

Unless specifically stated in our letter, our representation of you does not extend to any of your affiliates and we do not assume any duties with respect to your affiliates. For example, if you are a corporation, our representation does not include any of your direct or indirect parents, subsidiaries, sister corporations, partnerships, partners, joint ventures, joint venture partners, any entities in which you own an interest, or, for you or your affiliates, any employees, officers, directors, or shareholders. If you are a partnership or limited liability company, our representation does not extend to the individual partners of the partnership or members of the limited liability company. If you are a joint venture, our representation does not extend to the participants. If you are a trade association, our representation excludes members of the trade association. If you are a governmental entity, our representation does not include other governmental entities, including other agencies, departments, bureaus, boards or other parts of the same government. If you are an individual, our representation does not include your spouse, siblings, or other family members. If you are a trust, you are our only client. The beneficiaries are not our clients, nor is the trustee in any capacity other than as the fiduciary for the particular trust in our representation. It would be necessary for related parties, including all those listed above, to enter into a written engagement agreement with us much like this one before they would become clients and we would assume duties towards them. You should know that our engagement agreements with a number of other clients have a similar provision.

If you provide us with any confidential information of your related parties or any other entities or individuals during our representation of you, we will treat it as your information and maintain its confidentiality in accordance with our duties to you as our client, but you are the exclusive party to whom we owe duties regarding such information.

Except as specifically agreed by both of us, the advice and communications that we render on your behalf are not to be disseminated to or relied upon by any other parties without our written consent.

CONFLICTS OF INTEREST

Since legal practice first began under the name Squire Sanders & Dempsey over 100 years ago, thousands of corporations, other businesses, individuals, governmental bodies, trusts, estates, and other clients have asked Squire Patton Boggs attorneys to represent them. Information on the nature of the Firm's clients and practice is available upon request and at www.squirepattonboggs.com, where you should select the options to visit the legacy Squire Sanders site www.squiresanders.com and the legacy Patton Boggs site www.pattonboggs.com. Because of the broad base of clients that Squire Patton Boggs represents on a variety of legal matters, it is possible that you may find yourself in a position adverse to another Squire Patton Boggs client in counseling, litigation, business negotiations, or some other legal matter in which we do not represent you. Accordingly, following an insurer's recommendation we adopted the following model language recommended:

You agree that we may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to our work for you even if the interests of such clients in those other matters are directly adverse to your interests or might be deemed to create a material limitation on

our representation of you. We agree, however, that your prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a non-public nature, that, if known to such other client, could be used in any such other matter by such client to your material disadvantage. In similar engagement agreements with a number of our other clients, we have asked for similar agreements to preserve our ability to represent you.

PUBLIC POLICY PRACTICE

Among the wide array of legal services that we provide to clients around the world are representations with respect to the legislative, executive, administrative and other functions of governments (herein "public policy" representations). We have a public policy practice in business regulation, defense, energy, resources and environmental matters, financial services, food and drug, domestic and international trade, health care, taxation, transportation, and numerous other areas affected by government action. Information on the extensive scope of our public policy practice, the other areas in which we offer legal services, and the large number and diversity of our clients is available on our website or on request. Given the breadth of our public policy practice, in agreeing to our representation of you, you should not discount the possibility that our representation of other clients in public policy matters at present or in the future might adversely affect your interests, directly or indirectly, or might be deemed to create a material limitation on our representation of you. A precondition to our forming an attorney/client relationship with you and undertaking your representation is your agreement that so long as such public policy representations are not substantially related to our representation of you and do not involve the use of material ethically

protected client information to your disadvantage, the scope of the public policy representations that we can provide to existing or new clients will not be diminished in any respect by our undertaking our representation of you even if there would otherwise be a conflict. Agreement by our other clients to an analogous waiver may protect the scope of legal services that we can provide for you.

TERMINATION OF REPRESENTATION

You may terminate our representation at any time, with or without cause, upon written notice to us. After receiving such notice, we will cease to render services to you as soon as allowed by applicable law and ethical and/or court rules, which may include court approval of our withdrawal from litigation. Your termination of our services will not affect your responsibility for payment of legal services rendered and other charges incurred both before termination and afterwards in connection with an orderly transition of the matter, including fees and other charges arising in connection with any transfer of files to you or to other counsel, and you agree to pay all such amounts in advance upon request.

You agree that the Firm has the right to withdraw from its representation of you if continuing the representation might preclude its continuing representation of existing clients on matters adverse to you or if there are any circumstances even arguably raising a question implicating professional ethics, for example, because a question arises about the effectiveness or enforceability of this engagement agreement, or a question arises about conduct addressed by it, or an apparent conflict is thrust upon Squire Patton Boggs by circumstances beyond its reasonable control, such as by a corporate merger or a decision to seek to join litigation that is already in progress, or there is an attempt to withdraw consent.

In any of these circumstances, you agree that Squire Patton Boggs would have the right to withdraw from the representation. Regardless of whether you or we terminate the representation, we would (with your agreement) assist in the transition to replacement counsel by taking reasonable steps in accordance with applicable ethical rules designed to avoid foreseeable prejudice to your interests as a consequence of the termination. You agree that regardless of whether you or we terminate the representation (A) we would be paid by you for the work performed prior to termination; (B) our representation of you prior to any termination would not preclude Squire Patton Boggs from undertaking or continuing any representation of another party; and (C) as a result of Squire Patton Boggs' representation of another party you would not argue or otherwise use our representation of you prior to any termination to contend that Squire Patton Boggs should be disqualified.

When we complete the specific services you have retained us to perform, our attorney-client relationship for that matter will be terminated at that time regardless of any later billing period. To eliminate uncertainty, our representation of you ends in any event whenever there is no outstanding request from you for our legal services that requires our immediate action and more than six (6) months (180 days) have passed since our last recorded time for you in the representation, unless there is clear and convincing evidence of our mutual understanding that the representation has not come to an end. After termination, if we choose to perform administrative or limited filing services on your behalf, including but not limited to receiving and advising you of a notice under a contract, lease, consent order, or other document with continuing effect, or filing routine or repeated submissions or renewals in intellectual property or other matters, or advising you to take action, our representation of you lasts only for the brief period in which our task is performed, unless you retain us in writing at

that time to perform further or additional services. After termination, if you later retain us to perform further or additional services, our attorney-client relationship will commence again subject to these terms of engagement unless we both change the terms in writing at that time. Following termination of our representation, changes may occur in applicable laws that could impact your future rights and liabilities. Unless you actually engage us in writing to provide additional advice on issues arising from the matter after its completion, the Firm has no continuing obligation to advise you with respect to future legal developments.

During or following our representation of you, we will be entitled to recover from you fees for any time spent and other charges, calculated at the then applicable rates if we are asked to testify or provide information in writing as a result of our representation of you or any legal requirements, or if our records from our representation of you are demanded, or if any claim is brought against the Firm or any of its personnel based on your actions or omissions (in addition to any other costs involving the claim), or if we must defend the confidentiality of your communications under the attorney-client or any other legal professional privilege (in which case we will to the extent that circumstances permit make reasonable efforts to inform you of the requirement made upon us and give you the opportunity to waive privilege).

HOW WE SET OUR FEES

Unless another basis for billing is established in this engagement agreement, we will bill you monthly for the professional fees of attorneys, paralegals, and other personnel incurred on your behalf based on their applicable rates and the number of hours they devote to your representation. Overall fees will be in accord with the factors in the applicable rules governing professional responsibility. The billing rates of the personnel initially assigned to your

representation are generally specified in the accompanying engagement letter. The billing rates of our attorneys and paralegals vary, depending generally upon the experience and capabilities of the attorney or paralegal involved. Unless otherwise agreed in writing, we will charge you for their services at their applicable rates. Our hourly billing rates are adjusted from time to time, usually at the beginning of each year, both on a selected and firm wide basis. In addition, as personnel gain experience and demonstrate improved skills over time, they may advance into categories that generally have higher hourly billing rates. Advancements to a higher category are typically made annually. Upon any adjustment in the applicable rates, we will charge you the adjusted rates.

At times clients ask us to estimate the total fees and other charges that they are likely to incur in connection with a particular matter. Whenever possible, we are pleased to respond to such requests with an estimate or proposed budget. Still, it must be recognized that our fees are often influenced by factors that are both beyond our control and unforeseeable. This is particularly true in litigation and other advocacy contexts in which much of the activity is controlled by the opposing parties and the Judge, Arbitrator or other decision-maker. Accordingly, such an estimate or proposal carries the understanding that, unless we agree otherwise in writing, it does not represent a maximum, minimum, or fixed fee quotation. The ultimate cost frequently is more or less than the amount estimated. Accordingly, we have made no commitment to you concerning the maximum fees and costs that will be necessary to resolve or complete this matter. We will not be obliged to continue work if the fees or other charges accrued on a matter reach an estimate previously given and a revised estimate cannot be agreed. It is also expressly understood that payment of our fees and charges is in no way contingent on the ultimate outcome of the matter.

OTHER CHARGES

As an adjunct to providing legal services, we may incur and pay a variety of charges on your behalf or charge for certain ancillary support services. Whenever we incur such charges on your behalf or charge for such ancillary support services, we bill them to you separately or arrange for them to be billed to you directly. We may also require an advance payment from you for such charges. These charges typically relate to long-distance telephone calls; messenger, courier, and express delivery services; facsimile and similar communications; document printing, reproduction, scanning, imaging and related expenses; translations and related charges; filing fees; depositions and transcripts; witness fees; travel expenses; computer research; and charges made by third parties (such as outside experts and consultants, printers, appraisers, local and foreign counsel, government agencies, airlines, hotels and the like). Other charges will generally be itemized on your bill, and will also be subject to VAT where applicable. Any bank charges which we incur when making check payments or telegraphic transfers of money will be charged to you inclusive of a handling fee. Our charges for these ancillary support services generally reflect our direct and indirect costs, but charges for certain items exceed our actual costs. For some services, particularly those that involve significant technology and/or support services provided by the Firm (such as imaging documents and computer research), we attempt from time to time to reduce costs by contracting with vendors to purchase a minimum volume of service that is beyond the needs of any single client. In those cases, we may bill you at a per unit rate that may not reflect the quantity discounts we obtain. In many cases the total quantity that will be used by all clients of the Firm over a year or other period of time is not certain. Our charge for fax services is typically based on a charge per page rather than the cost of the telephone usage. In the event any of our statements

for such services are not paid by their due dates, you agree that we have the right not to advance any further amounts on your behalf.

When you send us a letter at the request of your auditors asking us for a response on any loss contingencies, we will charge you a fixed fee for our response that varies with the level of difficulty of the response.

Letter Type	Description	Rate
Clean	No litigation reported	US \$550
Normal	1-3 cases	US \$850
Extraordinary	>3 cases	US \$1,350
Update	Update of prior response	US \$400
No-Services	Verifying no work for client during fiscal year	US \$75

Where we engage others to act on your behalf we do so as your agent and we will not be responsible for any act or omission of those parties. Notwithstanding our advance payments of any charges, you will be solely responsible for all invoices issued by third parties. It is our policy to arrange for outside providers of services involving relatively substantial charges (such as the fees of outside consultants, expert witnesses, appraisers, and court reporters) to bill you directly.

Prompt payment by you of invoices generated by third-party vendors is often essential to our ability to deliver legal services to you. Accordingly, you agree that we have the right to treat any failure by you to pay such invoices in a timely manner to be a material breach of your obligation to cooperate with us.

BILLING ARRANGEMENTS AND PAYMENT TERMS

We will bill you on a regular basis – normally, each month – for both fees and

other charges. You agree to make payment within 30 days of the date of our statement, unless a different period of time is specified in the Engagement Letter. If you have any issue with our statement, you agree to raise it specifically before 30 days from the date of our statement or any other due date established in an Engagement Letter. If the issue is not immediately resolved, you agree to pay all fees and other charges not directly affected by the issue before 30 days from the original bill or any other due date established in an Engagement Letter and all amounts affected by the issue within 10 days of its resolution. If we have rendered a final bill and we become liable for other charges incurred on your behalf, we will be entitled to render a further bill or bills to recover those amounts. In the event that a statement is not paid in full before 30 days from the date of our statement or any other due date established in an Engagement Letter, interest and/or late charges will be imposed on any unpaid fees and/or costs at the combined rate of eight percent (8%) per annum or at any lower rate legally required by a particular jurisdiction. If the cover letter accompanying these Standard Terms of engagement specifies an event or an alternate date upon which payment is due, interest and/or late charges will be imposed on any unpaid fees and/or costs 30 days after the specified event or date or any other period specified in an Engagement Letter. The purpose of the late payment charge is to encourage prompt payment, thus reducing our billing and collection costs.

In addition, if your account becomes delinquent and satisfactory payment terms are not arranged, we may postpone or defer providing additional services or withdraw, or seek to withdraw, from the representation consistent with applicable rules. You will remain responsible for payment of our legal fees rendered and charges incurred prior to such withdrawal.

If our representation of you results in a monetary recovery by litigation or arbitration award, judgment, or settlement, or by other

realization of proceeds, then (when permitted by applicable law) you hereby grant us an attorneys' lien on those funds in the amount of any sums due us.

We look to you, the client, for payment regardless of whether you are insured to cover the particular risk. From time to time, we assist clients in pursuing third parties for recovery of attorneys' fees and other costs arising from our services. These situations include payments under contracts, statutes or insurance policies. However, it remains your obligation to pay all amounts due to us before expiration of 30 days from the date of our statement unless a different period is established in an Engagement Letter.

REVENUE AND EXPENSE SHARING IN NETWORKS AND OTHER RELATIONSHIPS WITH INDEPENDENT LAW FIRMS

We have relationships with selected other independent law firms with offices in locations outside the United States where we do not have a Squire Patton Boggs office. These include the Squire Patton Boggs Legal Counsel Worldwide Network, a network of independent firms that share resources and work together to serve clients. Unless we actually form an attorney-client relationship with a client of such a selected independent law firm, such a party is not our client for any purpose, including conflicts of interests. In many cases we share revenues and expenses with such firms in a mutual relationship designed for multiple matters on a continuing basis over a substantial period of time. For example, each member of the Squire Patton Boggs Legal Counsel Worldwide Network pays a base membership fee, with additional membership fees payable based on the cumulative amount of business referred to each member firm from members of the network. These fee and expense arrangements are intended to cover expenses of the network and encourage its use. We will not increase our fee to you for

the purpose of recovering any amounts paid to the network or shared with another law firm. Other law firms with which we have relationships, whether or not part of the network, are required to observe the same restriction.

TAXES

You will be responsible for any applicable VAT or other sales tax that any jurisdiction may impose on our fees and other charges for this representation.

DATA PROTECTION AND PRIVACY

We will comply with applicable data protection laws and regulations for any personal data which you provide to us; and we will assume that you have complied with your own similar obligations. We may process your personal data to enable us to provide you with legal and related services, for administrative purposes, and to comply with laws and regulations.

We may share the personal data you provide to us with some or all of our offices around the world and with other third parties who provide services to us or on our behalf, provided that on each occasion we take steps to ensure that the data is reasonably safeguarded.

CLIENT AND FIRM DOCUMENTS

We will maintain any documents you furnish to us in our client files for this matter. At the conclusion of the matter (or earlier, if appropriate), it is your obligation to advise us promptly as to which, if any, of the documents in our files you wish us to turn over to you. At your request, your papers and property will be returned to you promptly upon receipt of payment for outstanding fees and other charges. Your documents will be turned over to you in accordance with ethical requirements and subject to any lien that may be created by law for payment of any outstanding fees and costs. We may keep a copy of your files,

made at your expense, if you ask us to return or transfer your files. We will retain our own documents and files, including our drafts, notes, internal memos, administrative records, time and expense reports, billing and financial information, accounting records, conflict checks, personnel materials, and work product, such as drafts, notes, internal memoranda, and legal and factual research, including investigative reports, and other materials prepared by or for the internal use of our lawyers. All such documents retained by the Firm will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage charges, we have the right to destroy or otherwise dispose of any such documents or other materials retained by us seven years after the termination of the engagement, unless applicable law permits a shorter period for preservation of documents or requires a longer period, or unless a different period is specified in a special written agreement signed by both of us.

EQUALITY AND DIVERSITY

We have a written Equality and Diversity policy to which we seek to adhere at all times in the performance of our services. A copy will be provided to you upon your written request and is available on the Firm's website.

DISCLOSURE OF YOUR NAME

We are proud to serve you as legal counsel and hope to share that information with other clients and prospective clients. On occasion, we provide names of current clients in marketing materials and on our Web site. We may include your name on a list of representative clients. We may also prepare lists of representative transactions or other representations, excluding of course any we believe are sensitive. If you prefer that we refrain from using your name

and representation in this manner, please advise us in writing.

FIRM ATTORNEY/CLIENT PRIVILEGE

If we determine during the course of the representation that it is either necessary or appropriate to consult with the Firm's Ethics Attorneys, other specially designated Firm attorneys or outside counsel, we have your consent to do so and that our representation of you shall not diminish the attorney-client privilege that Squire Patton Boggs entities have to protect the confidentiality of our communications with such counsel.

SEVERABILITY

In the event that any provision or part of this agreement, including any letters expressly stated to be part of the agreement, should be unenforceable under the law of the controlling jurisdiction, the remainder of this agreement shall remain in force and shall be enforced in accordance with its terms.

PRIMACY

Unless expressly superseded by explicit reference the sections "Who is our Client," "Conflicts of Interest," and/or "Public Policy Practice" are fully effective notwithstanding another provision in case of any duplication and to the fullest extent possible in case of inconsistency.

ENTIRE AGREEMENT

This agreement supersedes all other prior and contemporaneous written and oral agreements and understandings between us and contains the entire agreement between us. This agreement may be modified only by a signed written agreement by you and by us. You acknowledge that no promises have been made to you other than those stated in the agreement.

GOVERNING LAW

Unless otherwise specified in the letter accompanying these Standard Terms, all questions arising under or involving this engagement or concerning rights and duties between us will be governed by the law of the jurisdiction in which the lawyer sending you this agreement has his or her principal office, excluding choice of law provisions that might select the law of a different jurisdiction. When another jurisdiction provides that its law will govern notwithstanding any agreement, that other law may of course control, at least on certain questions.

IN CONCLUSION

We look forward to a mutually satisfying relationship with you. If you have any questions about, or if you do not agree with one or more of these terms and conditions, please communicate with your principal contact at the Firm so that we can try to address your concerns. Your principal contact can recommend changes that will be effective once you receive written notice of approval of any revisions, which, depending on the nature of the request, will be made by a Partner in Firm Management and/or an Ethics Partner. Thank you.



Dave Yost • Auditor of State

December 5, 2016

To whom it may concern:

We are pleased to present Cleveland Public Library (the Library) with this project proposal for your consideration. The Auditor of State (AOS) has extensive experience in evaluating state and local government operations, identifying opportunities for process improvements, and providing objective, data-driven analysis to improve results for state and local governments. This engagement would be managed by the Ohio Performance Team (OPT), and would be conducted in accordance with *Generally Accepted Government Auditing Standards* (GAGAS).

Objectives, Scope, and Methodology

The objective of this engagement is to review and analyze selected areas of Library operations in relation to other similar operations, industry standards, and/or leading practices. Where supported, a performance audit will identify recommendations for improved economy, efficiency, and/or effectiveness.

Based on the scope proposal discussed November 18, 2016, this audit will include reviews of the following areas:

- **Fleet Utilization** will include an analysis of fleet utilization including the size and composition of the fleet for assigned and pool vehicles.
- **Property Management** will include an analysis of the Library's current maintenance and operations practices compared to leading practices.

Cost Estimate and Deliverables

The total cost to complete the proposed engagement is estimated to be \$45,000. This cost estimate assumes the availability of Library Staff, the timely provision of information, as well as the cooperation of Library personnel in providing information and review comments to OPT.

We anticipate the project to be completed in five months. Upon completion, OPT will issue a final report, which will include background information, findings, recommendations, and a summary of financial implications. We view this work as a collaborative effort and will make every effort to be in continuous ongoing dialogue with County leadership regarding project status to ensure valuable, timely delivery of information.

Next Steps

To discuss an available start date for the proposed project, and request a contract for signature, please contact Nicole Bent at 614-466-8164 or nlbent@ohioauditor.gov

We look forward to the opportunity to support your efforts to improve County operations and advancing our statewide goal of better, less costly government for Ohio taxpayers.



PROPOSAL

12/6/2016

Bryan Szalewski
 CLEVELAND PUBLIC LIBRARY
 5806 WOODLAND AVE
 CLEVELAND, OH 44104

CLEVELAND PUBLIC LIBRARY:

Below is our proposal of recommended services, customized for your business needs identified during our discussions. If you ever need additional services, or just need an extra pickup, please give us a call at 800-968-7789. It's that easy.

Service Details**SMALL CONTAINERS**

Equipment Qty/Type/Size:	1 - 3 yard Container	Base Rate:	\$155.00 per month
Frequency:	5/Week		
Material Type:	All in One - Single stream		

Service Change

Equipment Qty/Type/Size:	1 - 3.0 yard Container	Base Rate:	\$200.00 per month
Frequency:	5/week		
Material Type:	Solid Waste		

Estimated Monthly Amount *

Small Container Base Rates	\$355.00
Total Estimated Amount	\$355.00

One Time Charges

Delivery Charge Subtotal	\$114.00
Valued Customer Discount - Delivery	-\$114.00
Total One-Time Amount	\$0.00

Douglas Roebuck
 Republic Services
 216-441-6300
 DRoebuck@republicservices.com
www.republicservices.com

* The Total Estimated Amount is merely an estimate of your typical monthly invoice amount without one-time start-up charges (e.g., delivery). It does not include any applicable taxes or local fees, which would be additional charges on your invoice.

** FRF, ERF & ADMIN: The Fuel Recovery Fee (FRF) is a variable charge that changes monthly. For more information on the FRF, Environmental Recovery Fee (ERF) and Administrative Fee, please visit the links available on the Bill Pay page of our website, www.republicservices.com. The proposed rates above are valid for 60 days. This proposal is not a contract or agreement or an offer to enter into a contract or agreement. The purpose of this proposal is to set forth the



PROPOSAL

proposed framework of service offerings and rates and fees for those offerings. Any transaction based upon this proposal is subject to and conditioned upon the execution by both parties of Republic Services' Customer Service Agreement.



Customer Service Agreement

AGREEMENT NUMBER A161881124
 ACCOUNT NUMBER 224-5052779
 EMAIL timmolty.murdock@cpl.org

SITE LOCATION
 CLEVELAND PUBLIC LIBRARY
 5806 WOODLAND AVE
 CLEVELAND, OH
 44104
 (216) 623-2845 FAX NO.
 Bryan Szalewski TITLE
 Tim Murdock TITLE Facilities Manager

INVOICE TO
 CLEVELAND PUBLIC LIBRARY
 Accounts Payable
 325 SUPERIOR AVE E
 CLEVELAND, OH
 44114-1205 FAX NO.
 (216) 623-2840

NID	CONT. GRP	TYPE	SIZE	C	QTY	ACCT. TYPE	CHG	SERV. FREQUENCY	EST. LIFTS	S	P.O. REQ	REPT. REQ	UF CODE	OPEN/ CLOSE DATE	LIFT CHARGE	MONTHLY SERVICE	EXTRA LIFT	DISP RATE	ADDITIONAL CHARGES	ONE TIME CHARGES	TORC CMP
N		FR	3.00Yd(s)	N	1	P	N	5/1W				N	GW2	1/1/2017		\$155.00	\$55.00			Delivery \$114.00 Exchange \$200.00 Extra Yds \$30.00 Relocate \$102.00 Removal \$102.00	
N	3	FL	3.0 Yd(s)	N	1	P	N	5/1W				N	RWD1	1/1/2017		\$200.00	\$80.00			Delivery \$85.00 Exchange \$200.00 Extra Yds \$30.00 Relocate \$102.00 Removal \$102.00	
O	3	FL	3.0 Yd(s)	N	2	P	N	10/1W				N	GW1	12/31/2016		\$712.08	\$80.00				

The undersigned individual signing this Agreement on behalf of the Customer acknowledges that he or she has read and understands the terms and conditions of this Agreement and that he or she has the authority to sign the Agreement on behalf of the Customer.

BY: _____ TITLE: _____
 (AUTHORIZED SIGNATURE) (AUTHORIZED SIGNATURE)

CUSTOMER NAME (PLEASE PRINT) _____ DATE OF AGREEMENT _____

TERMS AND CONDITIONS

SERVICES. Customer grants to Company the exclusive right to collect, transport, and dispose of or recycle all of Customer's non-hazardous solid waste materials (including Recyclable Materials) (collectively, "Waste Materials"), and Company agrees to furnish such services as permitted by Applicable Laws.

TERM. THE INITIAL TERM OF THIS AGREEMENT SHALL START ON THE DATE ON WHICH SERVICE UNDER THIS AGREEMENT COMMENCES AND CONTINUE FOR 36 MONTHS. THEREAFTER, THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE 1 MONTH TERMS UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF TERMINATION TO THE OTHER AT LEAST 60 DAYS BEFORE THE END OF THE THEN CURRENT TERM. ANY NOTICE OF TERMINATION UNDER THIS AGREEMENT BY CUSTOMER SHALL BE VOID UNLESS SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AND ACTUALLY RECEIVED BY COMPANY.

WASTE MATERIALS. The Waste Materials shall not contain any hazardous materials, wastes or substances; toxic substances, wastes or pollutants; contaminants; pollutants; infectious wastes; medical wastes; or radioactive wastes (collectively, "Excluded Waste"), each as defined by applicable federal, state or local laws or regulations (collectively, "Applicable Laws"). CUSTOMER SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS COMPANY FROM AND AGAINST ANY AND ALL CLAIMS, DAMAGES, SUITS, PENALTIES, FINES, REMEDIATION COSTS, AND LIABILITIES (INCLUDING COURT COSTS AND REASONABLE ATTORNEYS' FEES) (COLLECTIVELY, "LOSSES") RESULTING FROM THE INCLUSION OF EXCLUDED WASTE IN THE WASTE MATERIALS.

TITLE. Company shall acquire title to Waste Materials when they are loaded into Company's truck. Title to and liability for any Excluded Waste shall remain with Customer and shall at no time pass to Company.

COMMENTS
 Value Customer Discount - Removal for 1 container 3.0 yard - \$102.00
 Value Customer Discount - Delivery for 1 container FR 3.00 yard - \$114.00
 Exempt From: Fuel Recovery Fee, Environmental Recovery Fee, Administrative Fee
 Rate Firm Until 01/2018
 Increase 0% 01/2018
 Increase 3% 01/2019



PROPOSAL

12/6/2016

Bryan Szalewski
 CLEVELAND PUBLIC LIBRARY
 5806 WOODLAND AVE
 CLEVELAND, OH 44104

CLEVELAND PUBLIC LIBRARY:

Below is our proposal of recommended services, customized for your business needs identified during our discussions. If you ever need additional services, or just need an extra pickup, please give us a call at 800-968-7789. It's that easy.

Service Details

SMALL CONTAINERS

Price Adjustment

Equipment Qty/Type/Size:	2 - 3.0 yard Containers	Base Rate:	\$390.00 per month
Frequency:	5/week		
Material Type:	Solid Waste		

Estimated Monthly Amount *

Small Container Base Rates	\$390.00
Total Estimated Amount	\$390.00

Douglas Roebuck
 Republic Services
 216-441-6300
 DRoebuck@republicservices.com
www.republicservices.com

* The Total Estimated Amount is merely an estimate of your typical monthly invoice amount without one-time start-up charges (e.g., delivery). It does not include any applicable taxes or local fees, which would be additional charges on your invoice.

** FRF, ERF & ADMIN: The Fuel Recovery Fee (FRF) is a variable charge that changes monthly. For more information on the FRF, Environmental Recovery Fee (ERF) and Administrative Fee, please visit the links available on the Bill Pay page of our website, www.republicservices.com. The proposed rates above are valid for 60 days. This proposal is not a contract or agreement or an offer to enter into a contract or agreement. The purpose of this proposal is to set forth the proposed framework of service offerings and rates and fees for those offerings. Any transaction based upon this proposal is subject to and conditioned upon the execution by both parties of Republic Services' Customer Service Agreement.



Customer Service Agreement

INVOICE TO
 CUSTOMER CLEVELAND PUBLIC LIBRARY
 NAME
 ATTN: Accounts Payable
 ADDRESS 325 SUPERIOR AVE E
 CITY CLEVELAND, OH
 STATE
 ZIP CODE 44114-1205
 TEL. NO. (216) 623-2840 FAX NO.

SITE LOCATION
 CLEVELAND PUBLIC LIBRARY
 ADDRESS 5806 WOODLAND AVE
 CITY CLEVELAND, OH
 STATE
 ZIP CODE 44104
 TEL. NO. (216) 623-2845 FAX NO.
 AUTHORIZED BY: Bryan Szalewski
 CONTACT: Tim Murdock
 TITLE Facilities Manager

AGREEMENT NUMBER A161680420
 ACCOUNT NUMBER 224-5052779
 EMAIL timothy.murdock@cpl.org

NO	CONT. GRP	TYPE	SIZE	C	QTY	ACCT. TYPE	C/O	SERV. FREQUENCY	EST. LIFTS	\$	P.O. REQ	RECP. REQ	LIF CODE	OPEN CLOSE DATE	LIFT CHARGE	MONTHLY SERVICE	EXTRA LIFT	DISP RATE	ADDITIONAL CHARGES	ONE TIME CHARGES	TC/RC CMP
N	3	FL	3.0 Yd(s)	N	2	P	N	10/1W				N	RW01	1/1/2017		\$390.00	\$80.00		Container Refresh \$18.00	Delivery \$85.00 Exchange \$200.00 Extra Yds \$30.00 Recalculation \$102.00 Removal \$102.00	
O	3	FL	3.0 Yd(s)	N	2	P	N	10/1W				N	GW01	12/31/2016		\$712.08	\$80.00				

The undersigned individual signing this Agreement on behalf of the Customer acknowledges that he or she has read and understands the terms and conditions of this Agreement and that he or she has the authority to sign the Agreement on behalf of the Customer.

BY: _____ TITLE: _____
 (AUTHORIZED SIGNATURE)

BY: _____ TITLE: _____
 (AUTHORIZED SIGNATURE)

CUSTOMER NAME (PLEASE PRINT) _____ DATE OF AGREEMENT _____

TERMS AND CONDITIONS

SERVICES. Customer grants to Company the exclusive right to collect, transport, and dispose of or recycle all of Customer's non-hazardous solid waste materials (including Recyclable Materials) (collectively, "Waste Materials"), and Company agrees to furnish such services as permitted by Applicable Laws.

TERM. THE INITIAL TERM OF THIS AGREEMENT SHALL START ON THE DATE ON WHICH SERVICE UNDER THIS AGREEMENT COMMENCES AND CONTINUE FOR 36 MONTHS. THEREAFTER, THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE 1 MONTH TERMS UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF TERMINATION TO THE OTHER AT LEAST 60 DAYS BEFORE THE END OF THE THEN CURRENT TERM. ANY NOTICE OF TERMINATION UNDER THIS AGREEMENT BY CUSTOMER SHALL BE VOID UNLESS SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AND ACTUALLY RECEIVED BY COMPANY.

WASTE MATERIALS. The Waste Materials shall not contain any hazardous materials, wastes or substances; toxic substances, wastes or pollutants; contaminants; pollutants; infectious wastes; medical wastes; or radioactive wastes (collectively, "Excluded Waste"), each as defined by applicable federal, state or local laws or regulations (collectively, "Applicable Laws"). CUSTOMER SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS COMPANY FROM AND AGAINST ANY AND ALL CLAIMS, DAMAGES, SUITS, PENALTIES, FINES, REMEDIATION COSTS, AND LIABILITIES (INCLUDING COURT COSTS AND REASONABLE ATTORNEYS' FEES) (COLLECTIVELY, "LOSSES") RESULTING FROM THE INCLUSION OF EXCLUDED WASTE IN THE WASTE MATERIALS.

TITLE. Company shall acquire title to Waste Materials when they are loaded into Company's truck. Title to and liability for any Excluded Waste shall remain with Customer and shall at no time pass to Company.

COMMENTS
 Exempt From: Fuel Recovery Fee, Environmental Recovery Fee, Administrative Fee
 Rate Firm Undl 01/2018
 Increase 0% 01/2018
 Increase 3% 01/2019



PROPOSAL

12/6/2016

Bryan Szalewski
 CLEVELAND PUBLIC LIBRARY
 17001 LAKE SHORE BLVD
 CLEVELAND, OH 44110

CLEVELAND PUBLIC LIBRARY:

Below is our proposal of recommended services, customized for your business needs identified during our discussions. If you ever need additional services, or just need an extra pickup, please give us a call at 800-968-7789. It's that easy.

Service Details**SMALL CONTAINERS**

Equipment Qty/Type/Size:	1 - 8 yard Container	Base Rate:	\$145.00 per month
Frequency:	2/Week		
Material Type:	All in One - Single stream		

Service Change

Equipment Qty/Type/Size:	1 - 8.0 yard Container	\$260.00 per month
Frequency:	3/Week	
Material Type:	Solid Waste	

Estimated Monthly Amount *

Small Container Base Rates	\$405.00
Total Estimated Amount	\$405.00

One Time Charges

Delivery Charge Subtotal	\$114.00
Valued Customer Discount - Delivery	-\$114.00
Total One-Time Amount	\$0.00

Douglas Roebuck
 Republic Services
 216-441-6300
 DRoebuck@republicservices.com
www.republicservices.com

* The Total Estimated Amount is merely an estimate of your typical monthly invoice amount without one-time start-up charges (e.g., delivery). It does not include any applicable taxes or local fees, which would be additional charges on your invoice.

** FRF, ERF & ADMIN: The Fuel Recovery Fee (FRF) is a variable charge that changes monthly. For more information on the FRF, Environmental Recovery Fee (ERF) and Administrative Fee, please visit the links available on the Bill Pay page of our website, www.republicservices.com. The proposed rates above are valid for 60 days. This proposal is not a contract or agreement or an offer to enter into a contract or agreement. The purpose of this proposal is to set forth the



PROPOSAL

proposed framework of service offerings and rates and fees for those offerings. Any transaction based upon this proposal is subject to and conditioned upon the execution by both parties of Republic Services' Customer Service Agreement.



Customer Service Agreement

INVOICE TO
 CUSTOMER NAME: CLEVELAND PUBLIC LIBRARY
 ATTN: Accounts Payable
 ADDRESS: 325 SUPERIOR AVE E
 CITY: CLEVELAND, OH
 STATE: OH
 ZIP CODE: 44114-1205
 TEL. NO.: (216) 623-2840
 FAX NO.: (216) 623-2840

SITE LOCATION
 SITE NAME: CLEVELAND PUBLIC LIBRARY
 ADDRESS: 17001 LAKE SHORE BLVD
 CITY: CLEVELAND, OH
 STATE: OH
 ZIP CODE: 44110
 TEL. NO.: (216) 623-2845
 FAX NO.: (216) 623-2845
 AUTHORIZED BY: Bryan Szalewski
 TITLE: Manager
 CONTACT: Tim Murdock
 TITLE: Facilities Manager

AGREEMENT NUMBER: A161681240
 ACCOUNT NUMBER: 224-5052779
 EMAIL: timothy.murdock@cpl.org

NO	COMT. GRP	TYPE	SIZE	C	QTY	ACGT. TYPE	C/O	SERV. FREQUENCY	EST. LIFTS	S	P.O. REQ	RECP. REQ	LIF. CODE	OPEN/ CLOSE DATE	LIFT CHARGE	MONTHLY SERVICE	EXTRA LIFT	DISP RATE	ADDITIONAL CHARGES	ONE TIME CHARGES	TC/RC CMP
N		FR	8.0 Yd(s)	N	1	P	N	2/1W				N	GWR2	1/1/2017		\$145.00	\$86.00		Delivery \$114.00 Exchange \$200.00 Extra Yds \$300.00 Relocate \$102.00 Removal \$102.00		
N	2	FL	8.0 Yd(s)	N	1	P	N	3/1W				N	GWC2	1/1/2017		\$260.00	\$80.00		Delivery \$114.00 Exchange \$200.00 Extra Yds \$300.00 Relocate \$102.00 Removal \$102.00		
O	2	FL	8.0 Yd(s)	N	1	P	N	5/1W				N	GWC1	12/31/2016		\$693.82	\$80.00				
S	1	FL	8.0 Yd(s)	N	1	P	N	O/C					GWC1			\$70.54	\$96.00				

The undersigned individual signing this Agreement on behalf of the Customer acknowledges that he or she has read and understands the terms and conditions of this Agreement and that he or she has the authority to sign the Agreement on behalf of the Customer.

BY: _____ TITLE: _____
 BY: _____ TITLE: _____
 BY: _____ TITLE: _____
 BY: _____ TITLE: _____
 BY: _____ TITLE: _____

COMMENTS: Valued Customer Discount - Delivery for 1 container FR 8.00 yard - \$114.00
 Exempt From: Fuel Recovery Fee, Environmental Recovery Fee, Administrative Fee
 Rate Firm Unit 01/2018
 Increase 0% 01/2018
 Increase 3% 01/2019

TERMS AND CONDITIONS
 SERVICES: Customer grants to Company the exclusive right to collect, transport, and dispose of or recycle all of Customer's non-hazardous solid waste materials (including Recyclable Materials) (collectively, "Waste Materials"), and Company agrees to furnish such services as permitted by Applicable Laws.
 TERM: THE INITIAL TERM OF THIS AGREEMENT SHALL START ON THE DATE ON WHICH SERVICE UNDER THIS AGREEMENT COMMENCES AND CONTINUE FOR 36 MONTHS. THEREAFTER, THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE 1 MONTH TERMS UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF TERMINATION TO THE OTHER AT LEAST 60 DAYS BEFORE THE END OF THE THEN CURRENT TERM. ANY NOTICE OF TERMINATION UNDER THIS AGREEMENT BY CUSTOMER SHALL BE VOID UNLESS SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AND ACTUALLY RECEIVED BY COMPANY.
 WASTE MATERIALS: The Waste Materials shall not contain any hazardous materials, wastes or substances; toxic substances; wastes or pollutants; contaminants; pollutants; infectious wastes; medical wastes; or radioactive wastes (collectively, "Excluded Waste"), each as defined by applicable federal, state or local laws or regulations (collectively, "Applicable Laws"). CUSTOMER SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS COMPANY FROM AND AGAINST ANY AND ALL CLAIMS, DAMAGES, SUITS, PENALTIES, FINES, REMEDIATION COSTS, AND LIABILITIES (INCLUDING COURT COSTS AND REASONABLE ATTORNEYS' FEES) (COLLECTIVELY, "LOSSES") RESULTING FROM THE INCLUSION OF EXCLUDED WASTE IN THE WASTE MATERIALS.
 TITLE: Company shall acquire title to Waste Materials when they are loaded into Company's truck. Title to and liability for any Excluded Waste shall remain with Customer and shall at no time pass to Company.



PROPOSAL

12/6/2016

Bryan Szalewski
 CLEVELAND PUBLIC LIBRARY
 325 SUPERIOR AVE E
 CLEVELAND, OH 44114

CLEVELAND PUBLIC LIBRARY:

Below is our proposal of recommended services, customized for your business needs identified during our discussions. If you ever need additional services, or just need an extra pickup, please give us a call at 800-968-7789. It's that easy.

Service Details**SMALL CONTAINERS**

Equipment Qty/Type/Size:	1 - 2 yard Container	Base Rate:	\$108.00 per month
Frequency:	5/Week		
Material Type:	All in One - Single stream		

Service Change

Equipment Qty/Type/Size:	2 - 2.0 yard Containers	Base Rate:	\$395.00 per month
Frequency:	5/week		
Material Type:	Solid Waste		

Estimated Monthly Amount *

Small Container Base Rates	\$503.00
Total Estimated Amount	\$503.00

One Time Charges

Delivery Charge Subtotal	\$114.00
Valued Customer Discount - Delivery	-\$114.00
Total One-Time Amount	\$0.00

Douglas Roebuck
 Republic Services
 216-441-6300
 DRoebuck@republicservices.com
www.republicservices.com

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** FRF, ERF & ADMIN: The Fuel Recovery Fee (FRF) is a variable charge that changes monthly. For more information on the FRF, Environmental Recovery Fee (ERF) and Administrative Fee, please visit the links available on the Bill Pay page of our website, www.republicservices.com. The proposed rates above are valid for 60 days. This proposal is not a contract or agreement or an offer to enter into a contract or agreement. The purpose of this proposal is to set forth the



PROPOSAL

proposed framework of service offerings and rates and fees for those offerings. Any transaction based upon this proposal is subject to and conditioned upon the execution by both parties of Republic Services' Customer Service Agreement.



Customer Service Agreement

INVOICE TO
CUSTOMER NAME CLEVELAND PUBLIC LIBRARY
ATTN: Accounts Payable
ADDRESS 325 SUPERIOR AVE E
 CLEVELAND, OH
CITY CLEVELAND, OH
STATE OH
ZIP CODE 44114
TEL. NO. (216) 623-2845
FAX NO. (216) 623-2845

SITE LOCATION
SITE NAME CLEVELAND PUBLIC LIBRARY
ADDRESS 325 SUPERIOR AVE E
 CLEVELAND, OH
CITY CLEVELAND, OH
STATE OH
ZIP CODE 44114
TEL. NO. (216) 623-2845
FAX NO. (216) 623-2845
AUTHORIZED BY: Bryan Szalewski
TITLE Manager
CONTACT Tim Murdock

AGREEMENT NUMBER A161681349
ACCOUNT NUMBER 224-5052779
EMAIL timothy.murdock@cpl.org

N/O	CONT. GRP	TYPE	SIZE	C	QTY	ACCT. TYPE	CO	SERV. FREQUENCY	EST. LIFTS	S	P.O. REQ	REPT. REQ	UF CODE	OPEN/ CLOSE DATE	LIFT CHARGE	MONTHLY SERVICE	EXTRA LIFT	DISP RATE	ADDITIONAL CHARGES	ONE TIME CHARGES	TC/RC CHG	
N		FR	2.00Yd(s)	N	1	P	N	5/1W			N	N	GWR2	1/1/2017		\$108.00	\$86.00		Delivery \$114.00 Exchange \$200.00 Extra Yds \$50.00 Relocate \$102.00 Removal \$102.00			
N	1	RL	2.0 Yd(s)	N	2	P	N	5/1W			N	N	GWC2	1/1/2017		\$395.00	\$80.00		Delivery \$114.00 Exchange \$200.00 Extra Yds \$50.00 Relocate \$102.00 Removal \$102.00			
O	1	RL	2.0 Yd(s)	N	3	P	N	13/1W			N	N	GWC1	12/31/2016		\$932.48	\$80.00					

The undersigned individual signing this Agreement on behalf of the Customer acknowledges that he or she has read and understands the terms and conditions of this Agreement and that he or she has no authority to sign the Agreement on behalf of the Customer.

BY: _____ TITLE: _____
 (AUTHORIZED SIGNATURE)

BY: _____ TITLE: _____
 (AUTHORIZED SIGNATURE)

CUSTOMER NAME (PLEASE PRINT) _____ DATE OF AGREEMENT _____

TERMS AND CONDITIONS

SERVICES. Customer grants to Company the exclusive right to collect, transport, and dispose of or recycle all of Customer's non-hazardous solid waste materials (including Recyclable Materials) (collectively, "Waste Materials"), and Company agrees to furnish such services as permitted by Applicable Laws.

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TITLE. Company shall acquire title to Waste Materials when they are loaded into Company's truck. Title to and liability for any Excluded Waste shall remain with Customer and shall at no time pass to Company.

COMMENTS
 Valued Customer Discount - Removal for 1 container 2.0 yard - \$102.00
 Valued Customer Discount - Delivery for 1 container FR 2.00 yard - \$114.00
 Example From: Fuel Recovery Fee, Environmental Recovery Fee, Administrative Fee
 Rate Firm Until 01/2018
 Increase 0% 01/2018
 Increase 3% 01/2019



PROPOSAL

12/6/2016

Bryan Szalewski
 CLEVELAND PUBLIC LIBRARY
 325 SUPERIOR AVE E
 CLEVELAND, OH 44114

CLEVELAND PUBLIC LIBRARY:

Below is our proposal of recommended services, customized for your business needs identified during our discussions. If you ever need additional services, or just need an extra pickup, please give us a call at 800-968-7789. It's that easy.

Service Details

SMALL CONTAINERS

Price Adjustment

Equipment Qty/Type/Size:	3 - 2.0 yard Containers	Base Rate:	\$594.00 per month
Frequency:	5/week		
Material Type:	Solid Waste		

Estimated Monthly Amount *

Small Container Base Rates	\$594.00
Total Estimated Amount	\$594.00

Douglas Roebuck
 Republic Services
 216-441-6300
 DRoebuck@republicservices.com
www.republicservices.com

* The Total Estimated Amount is merely an estimate of your typical monthly invoice amount without one-time start-up charges (e.g., delivery). It does not include any applicable taxes or local fees, which would be additional charges on your invoice.

** FRF, ERF & ADMIN: The Fuel Recovery Fee (FRF) is a variable charge that changes monthly. For more information on the FRF, Environmental Recovery Fee (ERF) and Administrative Fee, please visit the links available on the Bill Pay page of our website, www.republicservices.com. The proposed rates above are valid for 60 days. This proposal is not a contract or agreement or an offer to enter into a contract or agreement. The purpose of this proposal is to set forth the proposed framework of service offerings and rates and fees for those offerings. Any transaction based upon this proposal is subject to and conditioned upon the execution by both parties of Republic Services' Customer Service Agreement.



Customer Service Agreement

INVOICE TO
CUSTOMER CLEVELAND PUBLIC LIBRARY
NAME
ATTN: Accounts Payable
ADDRESS 325 SUPERIOR AVE E
 CLEVELAND, OH
CITY CLEVELAND, OH
STATE
ZIP CODE 44114
TEL. NO. (216) 623-2845
FAX NO. (216) 623-2840

SITE LOCATION
SITE NAME CLEVELAND PUBLIC LIBRARY
ADDRESS 325 SUPERIOR AVE E
 CLEVELAND, OH
CITY CLEVELAND, OH
STATE
ZIP CODE 44114
TEL. NO. (216) 623-2845
FAX NO. (216) 623-2840
AUTHORIZED BY: Bryan Szalewski
CONTACT: Tim Murock
TITLE Facilities Manager

AGREEMENT NUMBER A161680265
ACCOUNT NUMBER 224-5052779
EMAIL timothy.murock@cpl.org

NO	CONT. GRP	TYPE	SIZE	C	QTY	ACCT. TYPE	CO	SERV. FREQUENCY	EST. LIFTS	S	P.O. REQ	RECPT. REQ	LF CODE	OPEN/ CLOSE DATE	LIFT CHARGE	MONTHLY SERVICE	EXTRA LIFT	DISP RATE	ADDITIONAL CHARGES	ONE TIME CHARGES	TC/RC CMP
N	1	RL	2.0 Yd(s)	N	3	P	N	15/1W				N	GWC2	1/1/2017		\$594.00	\$80.00		Container Refresh \$27.00 Delivery Exchange \$114.00 Extra Yds Relocate \$200.00 Removal \$102.00		
O	1	RL	2.0 Yd(s)	N	3	P	N	15/1W				N	GWC1	12/1/2016		\$932.48	\$80.00				

Brockman-Ferris Industries of Ohio, Inc. DBA/Allied Waste Services of Cleveland - Republic Services of Cleveland
 HEREINAFTER REFERRED TO AS THE "COMPANY"
 The undersigned individual signing this Agreement on behalf of the Customer acknowledges that he or she has read and understands the terms and conditions of this Agreement and that he or she has the authority to sign this Agreement on behalf of the Customer.

BY: _____ TITLE: _____
 (AUTHORIZED SIGNATURE)

BY: _____ TITLE: _____
 (AUTHORIZED SIGNATURE)

CUSTOMER NAME (PLEASE PRINT) _____ DATE OF AGREEMENT _____

TERMS AND CONDITIONS

SERVICES. Customer grants to Company the exclusive right to collect, transport, and dispose of or recycle all of Customer's non-hazardous solid waste materials (including Recyclable Materials) (collectively, "Waste Materials"), and Company agrees to furnish such services as permitted by Applicable Laws.

TERM. THE INITIAL TERM OF THIS AGREEMENT SHALL START ON THE DATE ON WHICH SERVICE UNDER THIS AGREEMENT COMMENCES AND CONTINUE FOR 36 MONTHS. THEREAFTER, THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE 1 MONTH TERMS UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF TERMINATION TO THE OTHER AT LEAST 60 DAYS BEFORE THE END OF THE THEN CURRENT TERM. ANY NOTICE OF TERMINATION UNDER THIS AGREEMENT BY CUSTOMER SHALL BE VOID UNLESS SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AND ACTUALLY RECEIVED BY COMPANY.

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TITLE. Company shall acquire title to Waste Materials when they are loaded into Company's truck. Title to and liability for any Excluded Waste shall remain with Customer and shall at no time pass to Company.

COMMENTS
 Exempt From: Fuel Recovery Fee, Environmental Recovery Fee, Administrative Fee
 Rate From Until 01/2018
 Increase 0% 01/2018
 Increase 3% 01/2019

CONTINUED ON NEXT PAGE

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD NOVEMBER 1 – NOVEMBER 30, 2016

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending November 30, 2016

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	25,338,596.38	0.00	0.00	0.00	\$ 0.00	25,338,596.38
42 Intergovernmental	22,599,161.80	1,481,454.36	0.00	0.00	\$ 0.00	24,080,616.16
43 Fines & Fees	353,868.76	0.00	0.00	0.00	\$ 0.00	353,868.76
44 Investment Earnings	417,939.18	20,333.05	0.00	13,084.02	\$ 0.00	451,356.25
45 Charges for Services	0.00	4,691,379.33	0.00	0.00	\$ 0.00	4,691,379.33
46 Contributions & Donations	1,365.00	976,640.04	0.00	0.00	\$ 0.00	978,005.04
48 Miscellaneous Revenue	1,367,305.48	70,890.00	3,500.16	0.00	\$ 113,159.12	1,554,854.76
Total Revenues	\$ 50,078,236.60	\$ 7,240,696.78	\$ 3,500.16	\$ 13,084.02	\$ 113,159.12	\$ 57,448,676.68
51 Salaries/Benefits	31,372,570.71	2,582,931.59	0.00	0.00	\$ 0.00	33,955,502.30
52 Supplies	701,434.04	86,562.74	0.00	3,753.86	\$ 0.00	791,750.64
53 Purchased/Contracted Services	9,031,336.90	1,844,996.20	652.40	17,772.05	\$ 0.00	10,894,757.55
54 Library Materials	6,082,031.10	963,402.50	0.00	48,527.48	\$ 0.00	7,093,961.08
55 Capital Outlay	787,999.81	317,688.25	4,115,407.36	0.00	\$ 0.00	5,221,095.42
57 Miscellaneous Expenses	104,346.88	845,843.63	0.00	0.00	\$ 108,534.63	1,058,725.14
Total Expenditures	\$ 48,079,719.44	\$ 6,641,424.91	\$ 4,116,059.76	\$ 70,053.39	\$ 108,534.63	\$ 59,015,792.13
Revenue Over/(Under) Expenditures	\$ 1,998,517.16	\$ 599,271.87	\$(4,112,559.60)	\$(56,969.37)	\$ 4,624.49	\$(1,567,115.45)
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	\$ 499,017.16	\$ 598,771.87	\$(2,612,559.60)	\$(56,969.37)	\$ 4,624.49	\$(1,567,115.45)
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	\$ 30,792,878.15	\$ 15,910,036.90	\$ 10,636,064.65	\$ 3,420,306.98	\$ 22,865.82	\$ 60,782,152.50

**Cleveland Public Library
 Certified Revenue, Appropriations and Balances
 General Fund
 For the Period Ending November 30, 2016**

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	\$ 21,659,520	\$ 19,572,289	\$ 2,087,231	90%	95%
General Property Tax	25,322,947	25,338,596	(15,649.78)	100%	103%
Rollback, Homestead, CAT	3,022,616	3,026,873	(4,257.22)	100%	114%
Fines & Fees	399,000	353,869	45,131.24	89%	94%
Investment Earnings	422,870	417,939	4,930.93	99%	107%
Contributions	1,260	1,365	(105.00)	100%	100%
Miscellaneous	1,252,555	1,367,305	(114,750.65)	109%	87%
Return of Advances Out	0	55,000	(55,000.00)	0%	0%
Total	\$ 52,080,767	\$ 50,133,237	\$ 1,947,531	96%	100%

	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	\$ 35,079,356	\$ 31,395,172	\$ 3,684,183	89%	87%
Supplies	1,134,841	844,287	290,554	74%	83%
Purchased Services	12,087,367	10,759,861	1,327,506	89%	87%
Library Materials	10,671,638	8,777,320	1,894,318	82%	85%
Capital Outlay	1,696,721	1,260,465	436,256	74%	60%
Other	154,351	126,934	27,417	82%	62%
Sub Total	\$ 60,824,273	\$ 53,164,039	\$ 7,660,234	87%	86%
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	\$ 54,718,539	\$ 7,605,734	88%	86%

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

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending November 30, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,357,232.30	10,368,915.98	9,048,230.76	0.00	1,320,685.22
51120 Clerical Salaries	9,763,561.38	9,774,149.54	9,142,900.28	0.00	631,249.26
51130 Non-Clerical Salaries	1,352,494.21	1,352,494.21	1,066,014.93	0.00	286,479.28
51140 Buildings Salaries	4,231,071.52	4,231,071.52	3,440,622.47	0.00	790,449.05
51150 Other Salaries	504,715.64	504,715.64	413,894.96	0.00	90,820.68
51180 Severance Pay	0.00	160,032.62	299,326.54	0.00	(139,293.92)
51190 Non-Base Pay	268,614.73	268,614.73	388,759.31	0.00	(120,144.58)
51400 OPERS	3,747,870.46	3,749,352.84	3,305,625.46	0.00	443,727.38
51610 Health Insurance	3,666,090.97	3,666,090.97	3,480,763.82	0.00	185,327.15
51611 Dental Insurance	202,195.26	202,195.26	186,537.33	0.00	15,657.93
51612 Vision Insurance	14,758.07	14,758.07	13,671.75	0.00	1,086.32
51620 Life Insurance	12,528.25	12,528.25	11,230.20	0.00	1,298.05
51625 Short Term Disability Insurance	29,467.05	29,467.05	26,531.52	0.00	2,935.53
51630 Workers Compensation	216,511.75	347,043.22	196,056.32	0.00	150,986.90
51640 Unemployment Compensation	20,000.00	25,299.12	17,648.70	7,581.90	68.52
51650 Medicare - ER	348,684.34	351,148.29	312,629.63	293.54	38,225.12
51900 Other Benefits	21,478.28	21,478.28	22,126.73	14,726.30	(15,374.75)
Salaries/Benefits	\$34,757,274.21	\$ 35,079,355.59	\$ 31,372,570.71	\$ 22,601.74	\$ 3,684,183.14
52110 Office Supplies	45,600.00	51,611.53	36,427.06	2,221.05	12,963.42
52120 Stationery	54,200.00	51,960.34	32,105.39	1,854.18	18,000.77
52130 Duplication Supplies	39,850.00	39,311.23	25,891.22	522.23	12,897.78
52140 Hand Tools	600.00	600.00	447.69	0.00	152.31
52150 Book Repair Supplies	102,500.00	96,500.00	52,901.56	14,930.35	28,668.09
52210 Janitorial Supplies	118,900.00	128,231.45	97,082.05	9,482.20	21,667.20

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending November 30, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	63,600.00	66,941.01	46,985.78	6,550.04	13,405.19
52230	263,050.00	278,002.41	199,224.60	45,809.10	32,968.71
52240	23,000.00	23,000.00	4,362.26	3,483.24	15,154.50
52300	78,000.00	114,693.14	42,364.80	26,380.54	45,947.80
52900	263,238.00	283,989.94	163,641.63	31,620.39	88,727.92
Supplies	\$1,052,538.00	\$ 1,134,841.05	\$ 701,434.04	\$ 142,853.32	\$ 290,553.69
53100	200,000.00	209,764.37	74,885.52	19,053.89	115,824.96
53210	300,316.00	374,527.62	287,288.87	41,606.57	45,632.18
53230	91,500.00	100,893.23	76,752.96	8,792.00	15,348.27
53240	166,000.00	206,232.52	132,963.12	24,209.72	49,059.68
53310	407,000.00	448,677.34	264,603.06	25,748.09	158,326.19
53320	17,550.00	33,117.85	9,472.99	14,363.61	9,281.25
53340	171,279.00	236,600.23	151,246.17	78,577.08	6,776.98
53350	240,641.00	406,621.99	248,803.48	115,220.61	42,597.90
53360	347,189.95	352,342.97	223,910.96	56,235.91	72,196.10
53370	25,000.00	37,876.86	21,649.30	4,331.87	11,895.69
53380	800,000.00	974,091.35	809,879.41	118,391.20	45,820.74
53390	25,440.00	28,277.75	10,519.00	11,192.00	6,566.75
53400	429,039.00	493,528.61	434,888.69	58,639.92	0.00
53510	178,749.24	199,678.74	150,969.51	33,393.52	15,315.71
53520	57,403.00	77,591.86	28,942.67	12,632.80	36,016.39
53610	1,936,774.33	2,016,256.83	1,568,339.37	312,786.95	135,130.51
53620	195,527.22	208,229.54	100,147.50	27,953.62	80,128.42
53630	946,859.92	846,966.95	765,219.56	38,412.17	43,335.22

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending November 30, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	87,230.72	130,946.07	92,412.00	26,752.72	11,781.35
53710	963,562.58	1,789,502.11	988,326.57	454,364.16	346,811.38
53720	780,030.07	728,094.52	575,842.60	86,700.00	65,551.92
53730	20,060.00	20,060.00	8,924.94	0.00	11,135.06
53800	250,000.00	366,688.32	205,092.13	159,146.03	2,450.16
53900	1,800,648.52	1,800,799.52	1,800,256.52	19.50	523.50
	\$10,437,800.55	\$ 12,087,367.15	\$ 9,031,336.90	\$ 1,728,523.94	\$ 1,327,506.31
Purchased/Contracted Services					
54110	2,360,000.00	2,871,015.38	1,942,908.68	544,298.65	383,808.05
54120	372,000.00	819,280.36	420,927.37	184,303.65	214,049.34
54210	825,000.00	1,191,144.17	208,175.73	885,475.56	97,492.88
54220	77,000.00	261,216.13	61,040.95	70,315.33	129,859.85
54310	1,928,180.00	2,241,568.68	1,640,943.66	285,659.65	314,965.37
54320	151,000.00	171,561.13	114,689.80	36,719.09	20,152.24
54325	363,000.00	555,698.03	330,273.39	33,106.91	192,317.73
54500	570,000.00	1,010,333.08	457,484.35	71,309.94	481,538.79
54530	602,000.00	1,366,171.51	831,370.70	532,719.79	2,081.02
54600	3,000.00	3,978.00	2,146.50	1,544.00	287.50
54710	25,000.00	53,641.14	21,284.45	32,356.69	0.00
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	328.89	350.54
54790	22,000.00	24,273.33	5,015.30	11,213.33	8,044.70
	\$7,348,180.00	\$ 10,671,637.68	\$ 6,082,031.10	\$ 2,695,288.82	\$ 1,894,317.76
Library Materials					
55300	0.00	689.85	689.85	0.00	0.00
55510	152,200.00	232,303.48	97,462.40	64,714.41	70,126.67

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending November 30, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	188,500.00	285,678.09	124,091.12	47,287.95	114,299.02
55530 Computer Hardware	536,000.00	694,222.17	283,909.62	314,546.96	95,765.59
55540 Software	314,500.00	483,827.38	281,846.82	45,915.41	156,065.15
Capital Outlay	\$1,191,200.00	\$ 1,696,720.97	\$ 787,999.81	\$ 472,464.73	\$ 436,256.43
57100 Memberships	70,555.78	75,160.16	69,066.11	4,312.83	1,781.22
57200 Taxes	12,000.00	13,352.97	11,593.71	1,284.57	474.69
57500 Refunds/Reimbursements	49,204.22	65,837.47	23,687.06	16,989.22	25,161.19
Miscellaneous Expenses	\$131,760.00	\$ 154,350.60	\$ 104,346.88	\$ 22,586.62	\$ 27,417.10
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	\$ 49,634,219.44	\$ 5,084,319.17	\$ 7,605,734.43

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending November 30, 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	50,133,236.60	49,634,219.44	5,084,319.17	25,708,585.51
Total General Fund	\$ 30,293,887.52	\$ 50,133,236.60	\$ 49,634,219.44	\$ 5,084,319.17	\$ 25,708,585.51
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	543,395.89	312,240.30	151,699.45	6,174,001.79
204 Kaiser	58,614.88	0.00	0.00	0.00	58,614.88
205 Kralej	179,670.47	599.53	5,364.63	1,058.17	173,847.20
206 Library	178,122.12	7,495.53	25,476.82	2,372.07	157,768.76
207 Pepke	127,745.59	(1,485.96)	0.00	0.00	126,259.63
208 Wickwire	1,350,020.58	6,090.87	19,381.17	1,902.94	1,334,827.34
209 Wittke	86,265.93	0.00	0.00	0.00	86,265.93
210 Young	4,000,361.89	16,027.23	48,616.73	0.00	3,967,772.39
225 Friends	0.00	29,500.00	11,991.34	1,159.64	16,349.02
226 Judd	5,972.23	173,033.50	138,152.66	4,639.13	36,213.94
228 Lockwood Thompson Memorial	136,626.00	90,199.50	150,973.34	15,016.26	60,835.90
229 Ohio Center for the Book	0.00	900.00	900.00	0.00	0.00
230 Schweinfurth	89,172.29	74,717.00	38,718.54	0.00	125,170.75
231 CLEVNET	490,999.25	4,762,269.33	4,410,499.38	661,323.13	181,446.07
251 OLBPD-Library for the Blind	0.00	1,382,511.00	1,306,480.54	4,171.93	71,858.53
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	108,925.48	224.05	54,321.08
256 Learning Centers	0.00	86,000.00	68,589.11	78,532.64	(61,121.75)
Total Special Revenue Funds	\$ 15,311,265.03	\$ 7,295,196.78	\$ 6,696,424.91	\$ 922,099.41	\$ 14,987,937.49
401 Building & Repair	13,248,624.25	1,503,500.16	4,116,059.76	1,385,100.79	9,250,963.86
Total Capital Project Funds	\$ 13,248,624.25	\$ 1,503,500.16	\$ 4,116,059.76	\$ 1,385,100.79	\$ 9,250,963.86

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending November 30, 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)	2,459.64	2,353.36	127,080.63
504 Klein	5,251.17	0.00	0.00	0.00	5,251.17
505 Malon/Schroeder	280,913.05	622.26	6,603.84	854.87	274,076.60
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	11,318.07	300.00	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	3,869.22	2,043,816.15
513 Beard Anna Young	84,435.88	(55.03)	1,144.36	3,051.64	80,184.85
Total Permanent Funds	\$ 3,477,276.35	\$ 13,084.02	\$ 70,053.39	\$ 10,429.09	\$ 3,409,877.89
901 Unclaimed Funds	10,735.01	2,998.07	100.00	0.00	13,633.08
905 CLEVNET Fines & Fees	7,506.32	110,161.05	108,434.63	0.00	9,232.74
Others	\$ 18,241.33	\$ 113,159.12	\$ 108,534.63	\$ 0.00	\$ 22,865.82
Total All Funds	\$ 62,349,294.48	\$ 59,058,176.68	\$ 60,625,292.13	\$ 7,401,948.46	\$ 53,380,230.57

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending November 30, 2016

Balance of All Funds	<u><u>\$ 60,782,152.50</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	461,874.32
KeyBank - Merchant Acct	0.00
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>\$ 472,307.03</u></u>
PNC - Money Market	10,046.89
PNC - Investments	37,122,288.07
PNC - Investments Money Market	73,880.38
STAR Ohio Investment	6,391,109.02
STAR Plus Program	0.00
Investments	<u><u>\$ 43,597,324.36</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>\$ 60,782,152.50</u></u>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – November 2016

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period November 1, 2016 through November 30, 2016.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment		Investment Form
					Income		
11/01/16 - 11/30/16	30	Various	STAR Ohio	Various	3,850.35		Investment Pool
11/01/16 - 11/30/16	30	Various	STAR Plus	Various	0.00		Bank Deposit Program
11/01/16 - 11/30/16	30	Various	PNC	Various	6.74		Sweep Money Market
11/01/16 - 11/30/16	30	Various	PNC	Various	0.41		Money Market
05/18/16 - 11/18/16	185	1,500,000	Federal Home Loan Bank	0.750%	5,625.00		Federal Agency
05/06/16 - 11/06/16	185	750,000	Federal Farm Credit Bank	1.000%	3,750.00		Federal Agency
05/07/16 - 11/07/16	185	1,000,000	Federal Farm Credit Bank	1.300%	6,500.00		Federal Agency
05/14/16 - 11/14/16	185	520,000	Federal Home Loan Mortgage Corp.	1.000%	2,600.00		Federal Agency
05/21/16 - 11/21/16	185	500,000	Federal Home Loan Bank	1.000%	2,500.00		Federal Agency
05/25/16 - 11/25/16	185	540,000	Federal Home Loan Mortgage Corp.	1.500%	4,050.00		Federal Agency
05/27/16 - 11/30/16	188	500,000	Federal National Mortgage Assn.	1.270%	3,227.92		Federal Agency
06/06/16 - 11/29/16	177	2,000,000	Federal National Mortgage Assn.	1.500%	14,416.67		Federal Agency
06/28/16 - 11/06/16	132	500,000	Federal National Mortgage Assn.	1.250%	2,222.22		Federal Agency

Earned Interest November 2016 \$ 48,749.31
 Earned Interest Year To Date \$ 417,939.18

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee

December 13, 2016

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR NOVEMBER 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
Center for Public Investment Management Cleveland CPIM Academy Independence, Ohio	10/26/2016	Laura Armstrong	100.00
Northeast Ohio Regional Library System Back to the Book Jr.: It's Story Time! Twinsburg, Ohio	10/21/2016	Charles Bailey	28.82
Northeast Ohio Regional Library System Back to the Book XVII: Who Done It? Twinsburg, Ohio	11/3/2016	William Bradford	15.00
Northeast Ohio Regional Library System Back to the Book Jr.: It's Story Time! Twinsburg, Ohio	10/21/2016	Renita Carter	32.69
Northeast Ohio Regional Library System Back to the Book XVII: Who Done It? Twinsburg, Ohio	11/3/2016	Michael Dalby	15.00
Northeast Ohio Regional Library System Back to the Book XVII: Who Done It? Twinsburg, Ohio	11/3/2016	Judy Daniels	15.00
Ohio Library Council Leadership Conference Columbus, Ohio	11/1/2016	Amy Dawson	219.72
Northeast Ohio Regional Library System Back to the Book XVII: Who Done It? Twinsburg, Ohio	11/3/2016	Jaime Declet	46.16
Ohio Library Council Leadership Conference Columbus, Ohio	11/1/2016	Jaime Declet	212.16
Art Libraries Society of North America Annual Chapter Meeting Kent, Ohio	11/4/2016	Pamela Eyerdam	35.00
Northeast Ohio Regional Library System Back to the Book Jr.: It's Story Time! Twinsburg, Ohio	10/21/2016	Adela Garcia	45.67

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Back to the Book Jr.: It's Story Time! Twinsburg, Ohio	10/21/2016	Tammy Houghton	45.89
Cleveland Society for Human Resource Management Best Hiring Practices: Hire Smart Now, Reduce Liability Later Warrensville Heights, Ohio	10/19/2016	Dawntae Jackson	25.00
Cleveland Society for Human Resource Management Women's Leadership Conference Cleveland, Ohio	10/27/2016	Dawntae Jackson	149.99
Ohio Library Council Leadership Conference Columbus, Ohio	11/1/2016	Pamela Matthews	215.40
Northeast Ohio Regional Library System Back to the Book Jr.: It's Story Time! Twinsburg, Ohio	10/21/2016	Kelli Minter	31.79
Northeast Ohio Regional Library System Back to the Book Jr.: It's Story Time! Twinsburg, Ohio	10/21/2016	Rebecca Price-Donahue	15.00
State Library of Ohio Consumer Advisory Committee Meeting Columbus, Ohio	10/27/2016	William Reed	136.08
State Library of Ohio Sub-Lending Machine Agency Conference Columbus, Ohio	10/12/2016	William Reed	136.08
Ohio Library Council Leadership Conference Columbus, Ohio	11/1/2016	Barbara Satow	213.24
National Summer Learning Association Annual Summer and Out-of-School Time Conference Seattle, Washington	10/23/2016 - 10/26/2016	Kristen Schmidt	702.09
Northeast Ohio Regional Library System Back to the Book XVII: Who Done It? Twinsburg, Ohio	11/3/2016	Lori Scurka	27.23
National Summer Learning Association Annual Summer and Out-of-School Time Conference Seattle, Washington	10/23/2016 - 10/26/2016	Nichole Shabazz	637.70
Northeast Ohio Regional Library System Back to the Book Jr.: It's Story Time! Twinsburg, Ohio	10/21/2016	Nancy Smith	15.00
Northeast Ohio Regional Library System Back to the Book XVII: Who Done It? Twinsburg, Ohio	11/3/2016	Lakitha Tolbert	15.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Back to the Book XVII: Who Done It? Twinsburg, Ohio	11/3/2016	Helena Travka	15.00
Northeast Ohio Regional Library System Back to the Book XVII: Who Done It? Twinsburg, Ohio	11/3/2016	Marcie Williams	39.84
Northeast Ohio Regional Library System Back to the Book XVII: Who Done It? Twinsburg, Ohio	11/3/2016	Lakeisha Winstead	15.00
TOTAL			\$3,200.55

SUMMARY

FUND	NOVEMBER	YEAR TO DATE
General	\$2,928.39	\$74,885.52
Lockwood Thompson	0.00	15,483.61
Endowment for the Blind Fund (OLBPD)	0.00	2,735.43
Library for the Blind and Physically Disabled	272.16	408.24
CLEVNET	0.00	8,280.21
TOTAL	\$3,200.55	\$101,793.01

CLEVELAND PUBLIC LIBRARY

Finance Committee

December 13, 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 November 30, 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	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	
				36,574.77	195,045.65	
				Available Balance		\$18,379.58

<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	
4/13/2016	17	151476	Electrical work for th Thread system	5,154.66	
4/22/2016	18	151476	Paint tickets	1,108.81	
4/22/2016	19	151476	Extra wall protection	7,415.25	
4/22/2016	20	151476	Water pump move Extra time for Owner adds	5,233.09	
4/22/2016	21	151476	Extend contract 30 days Power and lighting for	-	
5/3/2016	22	151476	Welcome Room	7,528.96	
6/6/2016	23	151476	Added wayfinding signs	3,990.53	
6/19/2019	24	151476	Added sink on LSW 2	7,199.80	
				Available Balance	\$75,953.60
Executed Guaranteed Maximum Price (GMP) - Approved by the Board 11/19/15:				\$	3,356,247.00
Change Orders paid from Contingency Fund				\$	174,046.40 5.19%
Updated GMP as of June 30, 2016:				\$	<u>3,530,293.40</u>

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

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
4/7/2016	Environments 4 Business, LLC	160670	For LSW2, Front Lending, LSW Entry Lobby	-	34,098.67	\$535,000.00
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:

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

CLEVELAND PUBLIC LIBRARY
Regular Employment Report
11/01/2016 TO 11/30/2016

EXHIBIT 13

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RETIREMENTS TYUS, STEPHANIE D	Branch/Outreach Servi	ASST DIR PS BRANCHES	11/25/2016

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 11/01/2016 TO 11/30/2016**

EMPLOYEE:	DRAKE EL, AYESHA	CURRENT GRADE:	H	HIRE DATE:	11/27/2016
JOB TITLE:	CHILDRENS LIBRARIAN	CURRENT STEP:	1	HOURLY RATE:	27.35
LOCATION:	WOODLAND	SALARY:	53,328.34		
EMPLOYEE:	HILL, MARTINA	CURRENT GRADE:	B	HIRE DATE:	11/13/2016
JOB TITLE:	CUSTODIAN II (DAYS/BRANCHES)	CURRENT STEP:	1	HOURLY RATE:	16.58
LOCATION:	RICE	SALARY:	32,332.04		
EMPLOYEE:	LEE, JONATHAN	CURRENT GRADE:	F	HIRE DATE:	11/27/2016
JOB TITLE:	LIBRARY ASST-COMP EMPH	CURRENT STEP:	1	HOURLY RATE:	22.65
LOCATION:	WOODLAND	SALARY:	32,981.00		

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 11/01/2016 TO 11/30/2016**

EMPLOYEE: BUENO, ANGELINA C **CURRENT GRADE:** H **EFFECTIVE DATE**
JOB TITLE: ACCOUNTING SUPERVISOR **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	39,764.92	52,801.54	PROMOTION

EMPLOYEE: FELDER, KARIE J **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	15,303.60	32,332.04	PROMOTION

FIRST AMENDMENT TO CLEVELAND PUBLIC LIBRARY'S COMMUTER BENEFITS PLAN

This First Amendment to the Cleveland Public Library's Commuter Benefits Plan (the "Plan") is hereby adopted by the Cleveland Public Library (the "Employer") to be effective January 1, 2017.

WITNESSETH THAT:

The Board of Trustees of the Employer adopted the Plan effective October 1, 2008 for the benefit of the employees; and

WHEREAS, the Plan provides that it may be amended by the Employer at any time, subject to any collective bargaining agreement in effect, and that the Employer may amend or modify the Plan retroactively to enable the Plan to provide non-taxable commuters expense reimbursement under Section 132(f) of the Internal Revenue Code; and

WHEREAS, the Employer desires to amend the Plan in order to clarify certain provisions and to make non-taxable commuter benefits more accessible for Library employees.

NOW, THEREFORE, this Amendment is adopted as follows:

1. Section 1.8, the definition of "Eligible Employee" shall be amended to substitute "Laborer's Union Local 860, or its successor" for "Teamsters 244";
2. Section 2.3 "Cessation of Participation" shall be amended to read as follows:

2.3 *Cessation of Participation.* A Participant will cease to be a Participant as of the earliest of: (a) the date on which the Plan terminates; (b) the date on which they cease to be an Eligible Employee; or (c) the date on which they voluntarily cease to be a Participant pursuant to the terms of the Plan. Nothing in this Section 2.3 shall prohibit the payment of Benefits with respect to claims arising prior to the Participant's termination of participation, provided that Benefits are applied for within 90 days of the Participant's date of termination of participation. Claims for expenses incurred after termination of participation are not eligible for reimbursement.
3. Section 3.9 "Forfeiture of Unused Benefits" shall be amended to read as follows:

3.9 *Forfeiture of Unused Benefits.* Subject to Section 2.3, a Participant who ceases to be a Participant in the Plan shall forfeit any Benefits and Benefit Credits which are elected but unused.
4. Section 5.5 "Time Limit" shall be amended to substitute 90 days for 45 days in each instance.
5. Section 5.7 "Unpaid Benefits" shall be deleted from the Plan, retroactively to October 1,

2008.

IN WITNESS WHEREOF, this Amendment is hereby adopted to be effective as of the date set forth above.

CLEVELAND PUBLIC LIBRARY

By: _____

Title: _____

Date: _____

CLEVELAND PUBLIC LIBRARY

REPORT E

Human Resources Committee Report
Meeting Date: December 15, 2016
Report Period: November 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	3,861.75	90,869.86
December *	5,348.30		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
November 1, 2016- November 30, 2016
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT F**Human Resources Committee Report**

December 15, 2016

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	75	22	9	1			27	15	1		
Professionals	79	16	1		1		39	15	4	3	
Technicians	18	9	2	1			4	1	1		
Protective Service	20	9	10	1				0			
Para-Professionals	131	23	31	2	2		36	28	7	2	
Administrative Support	322	41	59	4	4	1	52	141	18	1	1
Skilled Craft	13	7	3	1	1			1			
Service Maintenance	48	7	32	1			2	5	1		
Grand Total	706	134	147	11	8	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 November 2016

Human Resources Committee Report

December 15, 2016

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	5	1	6
Essential	26	7	33
Standard	246	147	393
Standard with OAD		2	2
Total MMO			434
Dental Insurance	280	186	466
Vision Employee			243
Vision Children			39
Vision Spouse			49
Vision Family			78
Total Vision			409
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 NOVEMBER 2016**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	2016	2015	
Main Library	106,300	116,922	554	635	1,279,908	1,366,090	-6.3%
Branches	246,141	269,012	1,209	1,366	2,840,096	2,989,795	-5.0%
Mobile Units*	2,621	853			20,464	48,731	-58.0%
Library for the Blind	43,149	41,721			518,710	531,681	-2.4%
OLBPD BARD	10,391	10,205			127,178	121,590	4.6%
eMedia	29,769	24,917			326,622	259,090	26.1%
TOTAL CIRCULATION	438,371	463,630			5,112,978	5,316,977	-3.8%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
eBook	17,008	15,737	186,786	164,081	13.8%
eAudiobook	8,532	6,586	99,603	71,557	39.2%
eMusic	1,246	144	4,850	846	473.3%
eVideo	735	508	3,868	3,557	8.7%
eMagazines	2,248	1,942	31,515	19,049	65.4%
TOTAL eCIRCULATION	29,769	24,917	326,622	259,090	26.1%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2016	2015	2016	2015	
Main Library	100	45 minutes	116,253	137,494	90,045	99,264	-9.3%
Branches	525	40 minutes	856,831	986,377	579,683	649,640	-10.8%
TOTAL USAGE	625		973,084	1,123,871	669,728	748,904	-10.6%

WIRELESS SESSIONS	Monthly Total		YTD	
	2016	2015	2016	2015
TOTAL SESSIONS	111,532	N/A	969,065	N/A

Sessions less than 5 minutes excluded. Hours in use does not include grace periods computers are held for patrons.
Each session represents a unique user of public wireless internet.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	2016	2015	
Main Library	36,711	38,991	191	212	415,933	446,123	-6.8%
Branches	169,413	201,888	832	1,025	2,317,567	2,547,711	-9.0%
Mobile Unit*	0	0			0	4,917	-100.0%
TOTAL VISITS	206,124	240,879			2,733,500	2,998,751	-8.8%

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

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR NOVEMBER 2016

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	6,260	580	517	1,030	8,387	467	8,854
Brooklyn	4,293	320	280	484	5,377	372	5,749
Carnegie West	7,488	789	1,159	1,331	10,817	879	11,696
Collinwood	4,503	275	335	557	5,670	569	6,239
East 131st	2,985	229	215	334	3,763	277	4,040
Eastman	10,586	950	1,309	1,943	14,788	1,822	16,610
Fleet*	8,472	669	863	1,142	11,146	671	11,817
Fulton	8,419	563	657	987	10,626	673	11,299
Garden Valley	2,828	244	196	330	3,598	196	3,794
Glenville	3,870	203	223	555	4,851	277	5,128
Harvard-Lee	5,690	486	737	910	7,823	613	8,436
Hough	2,900	407	235	374	3,916	174	4,090
Jefferson	3,857	567	936	954	6,314	493	6,807
Langston Hughes	4,758	413	448	772	6,391	450	6,841
Lorain	5,550	492	645	908	7,595	587	8,182
Martin Luther King, Jr.	4,970	399	654	1,039	7,062	579	7,641
Memorial-Nottingham	7,179	600	986	1,431	10,246	1,019	11,265
Mt. Pleasant	2,447	249	206	298	3,200	244	3,444
Rice	7,960	484	577	1,037	10,108	636	10,744
Rockport	11,021	873	1,139	1,623	14,656	1,304	15,960
South	5,712	605	551	838	7,706	525	8,231
South Brooklyn	11,181	963	1,615	2,318	16,077	1,420	17,497
Sterling	3,566	309	390	558	4,823	261	5,084
Union	3,627	301	275	350	4,553	301	4,854
Walz	8,942	723	1,080	1,378	12,123	883	13,006
West Park	11,066	1,139	2,376	3,365	17,946	1,630	19,576
Woodland	7,062	511	462	765	8,800	457	9,257
TOTAL	167,192	14,343	19,066	27,761	228,362	17,779	246,141

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

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR NOVEMBER 2016

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2016	2015	2016	2015		
Addison	8,854	7,931	92,942	102,742	-9800	-9.5%
Brooklyn	5,749	6,447	60,811	64,885	-4074	-6.3%
Carnegie West	11,696	11,711	134,676	140,111	-5435	-3.9%
Collinwood	6,239	7,403	76,873	86,573	-9700	-11.2%
East 131st	4,040	5,010	44,939	50,424	-5485	-10.9%
Eastman	16,610	19,611	209,782	217,522	-7740	-3.6%
Fleet*	11,817	11,772	129,541	132,815	-3274	-2.5%
Fulton	11,299	12,397	150,487	121,250	29237	24.1%
Garden Valley	3,794	3,545	37,974	36,557	1417	3.9%
Glenville	5,128	6,371	66,169	72,625	-6456	-8.9%
Harvard-Lee	8,436	9,900	98,884	99,764	-880	-0.9%
Hough	4,090	4,840	54,117	49,969	4148	8.3%
Jefferson	6,807	7,579	76,041	83,310	-7269	-8.7%
Langston Hughes	6,841	6,204	73,540	74,834	-1294	-1.7%
Lorain	8,182	9,682	99,350	111,480	-12130	-10.9%
Martin Luther King, Jr.	7,641	10,054	90,574	103,391	-12817	-12.4%
Memorial-Nottingham	11,265	12,143	136,688	137,799	-1111	-0.8%
Mt. Pleasant	3,444	4,742	42,310	50,614	-8304	-16.4%
Rice	10,744	12,826	116,341	133,745	-17404	-13.0%
Rockport	15,960	17,279	186,033	204,077	-18044	-8.8%
South	8,231	7,914	92,897	92,025	872	0.9%
South Brooklyn	17,497	18,291	193,056	205,476	-12420	-6.0%
Sterling	5,084	4,765	50,504	55,335	-4831	-8.7%
Union	4,854	7,514	63,869	73,896	-10027	-13.6%
Walz	13,006	14,217	149,712	156,983	-7271	-4.6%
West Park	19,576	19,660	217,505	228,397	-10892	-4.8%
Woodland	9,257	9,204	94,481	103,196	-8715	-8.4%
TOTAL	246,141	269,012	2,840,096	2,989,795	-149,699	-5.0%

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

CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE NOVEMBER 2016

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2016	2015	2016	2015	2016		
Addison	4,440	4,713	58,187	62,146	-3,959	-6.4%	
Brooklyn	3,192	3,529	43,814	42,045	1,769	4.2%	
Carnegie West	7,542	14,102	111,804	171,493	-59,689	-34.8%	
Collinwood	6,481	6,978	81,223	80,249	974	1.2%	
East 131st	5,295	7,499	79,455	89,041	-9,586	-10.8%	
Eastman	8,630	9,447	116,358	122,151	-5,793	-4.7%	
Fleet*	8,079	9,591	108,757	119,480	-10,723	-9.0%	
Fulton	7,318	6,453	92,878	87,485	5,393	6.2%	
Garden Valley	3,063	3,980	46,217	51,861	-5,644	-10.9%	
Glenville	4,375	9,066	68,250	96,826	-28,576	-29.5%	
Harvard-Lee	5,895	7,071	83,540	91,217	-7,677	-8.4%	
Hough	5,379	7,958	78,324	122,906	-44,582	-36.3%	
Jefferson	3,916	7,339	58,608	81,428	-22,820	-28.0%	
Langston Hughes	7,444	6,562	85,529	80,755	4,774	5.9%	
Lorain	6,223	6,905	76,789	85,244	-8,455	-9.9%	
Martin Luther King, Jr.	6,658	7,515	85,306	87,340	-2,034	-2.3%	
Memorial-Nottingham	4,725	4,785	64,072	62,578	1,494	2.4%	
Mt. Pleasant	4,030	4,898	59,009	68,259	-9,250	-13.6%	
Rice	9,661	9,833	126,105	141,275	-15,170	-10.7%	
Rockport	7,749	9,250	110,492	110,867	-375	-0.3%	
South	5,169	5,517	68,723	79,649	-10,926	-13.7%	
South Brooklyn	11,622	11,633	158,429	149,791	8,638	5.8%	
Sterling	7,220	9,659	111,657	105,686	5,971	5.6%	
Union	4,799	5,296	64,496	74,425	-9,929	-13.3%	
Walz	6,961	7,810	95,003	94,375	628	0.7%	
West Park	6,263	8,262	100,483	104,242	-3,759	-3.6%	
Woodland	7,284	6,237	84,059	84,897	-838	-1.0%	
TOTAL	169,413	201,888	2,317,567	2,547,711	-230,144	-9.0%	

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS NOVEMBER 2016**

Branch	Total Circulation	Branch	Attendance	Branch	Population
					2010
1 West Park	19,576	1 South Brooklyn	11,622	1 South Brooklyn	32,043
2 South Brooklyn	17,497	2 Rice	9,661	2 West Park	27,814
3 Eastman	16,610	3 Eastman	8,630	3 Fleet**	26,727
4 Rockport	15,960	4 Fleet*	8,079	4 Eastman	23,674
5 Walz	13,006	5 Rockport	7,749	5 Rockport	19,896
6 Fleet*	11,817	6 Carnegie West	7,542	6 Fulton	19,647
7 Carnegie West	11,696	7 Langston Hughes	7,444	7 Rice	19,462
8 Fulton	11,299	8 Fulton	7,313	8 Memorial-Nottingham	19,271
9 Memorial-Nottingham	11,265	9 Woodland	7,284	9 Harvard-Lee	17,655
10 Rice	10,744	10 Sterling	7,220	10 Walz	16,063
11 Addison	8,854	11 Walz	6,961	11 Collinwood	14,769
12 Harvard-Lee	8,436	12 Martin Luther King, Jr.	6,658	12 Langston Hughes	14,439
13 South	8,231	13 Collinwood	6,481	13 Glenville	14,006
14 Lorain	8,182	14 West Park	6,263	14 Addison	13,603
15 Martin Luther King, Jr.	7,641	15 Lorain	6,223	15 East 131st	13,025
16 Langston Hughes	6,841	16 Harvard-Lee	5,895	16 Mt. Pleasant	12,792
17 Jefferson	6,807	17 Hough	5,379	17 Lorain	12,588
18 Collinwood	6,239	18 East 131st	5,295	18 Martin Luther King, Jr.	14,589
19 Brooklyn	5,749	19 South	5,169	19 Carnegie West	12,392
20 Glenville	5,128	20 Union	4,799	20 Union	10,487
21 Sterling	5,084	21 Memorial-Nottingham	4,725	21 Sterling	8,416
22 Union	4,854	22 Addison	4,440	22 Woodland	8,267
23 Hough	4,090	23 Glenville	4,375	23 South	7,946
24 East 131st	4,040	24 Mt. Pleasant	4,030	24 Hough	6,325
25 Garden Valley	3,794	25 Jefferson	3,915	25 Brooklyn	5,667
26 Mt. Pleasant	3,444	26 Brooklyn	3,192	26 Jefferson	5,524
27 Woodland	9,257	27 Garden Valley	3,063	27 Garden Valley	3,515
	246,141	28 Broadway**	169,413	28 Broadway**	2,310
					388,323
					473,177

**Broadway and Fleet service areas merged

Prepared By: Northern Ohio Data and Information Service -
NODIS, Maxine Goodman Levine College of Urban Affairs,
Cleveland State University

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR NOVEMBER 2016

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
CLEVNET	62,808	70,407	791,652	823,155	-3.8%
MORE	416	379	4,279	4,410	-3.0%
Other Libraries	447	419	5,095	4,188	21.7%
TOTAL	63,671	71,205	801,026	831,753	-3.7%

*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	17,262	17,350	210,123	217,079	-3.2%
KnowitNow Web Reference*	0	46	0	1,120	-100.0%
Mail and Email Reference	325	146	2,547	1,463	74.1%
Interlibrary Loan Requests	863	798	9,374	8,598	9.0%
TOTAL	18,450	18,340	222,044	228,260	-2.7%

*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	5,470	5,427	59,783	61,399	-2.6%
Total Items Added	24,193	20,971	251,184	234,635	7.1%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Main Library	192	184	2,216	2,206	0.5%
Branches	5,499	5,318	63,468	63,263	0.3%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Downloads	10,391	10,205	127,178	121,590	4.6%
Users	618	602	7,064	6,730	5.0%

Included in circulation activity