

CLEVELAND PUBLIC LIBRARY  
 Minutes of the Regular Board Meeting  
 December 19, 2013  
 Trustees Room                      Louis Stokes Wing  
 12:00 Noon

Present: Mr. Corrigan, Ms. Rodriguez, Mr. Seifullah,  
 Mr. Parker, Mr. Hairston (arrived, 12:24  
 p.m.), Mr. Werner (arrived, 12:27 p.m.)

Absent: Ms. Butts

Mr. Corrigan called the meeting to order at 12:13 p.m.

**Approval of the Minutes**

Mr. Seifullah moved approval of the minutes for the 11/21/13 Regular Board Meeting; and the 11/19/13 Finance Committee Meeting. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

**Presentation:** Anne Marie Warren, Friends of the Cleveland Public Library

Before introducing Anne Marie Warren, Executive Director, Friends of the Cleveland Public Library, Mr. Corrigan stated that he recently attended the Friends Annual Meeting where he and Director Thomas became Ex-Officio board members.

Ms. Warren congratulated the Library on the success of the passage of the levy and stated that the Friends was proud to be a partner in that major initiative. Ms. Warren acknowledged that in their 50 year history, the Friends provided \$1,000,000 in financial support to the Library and look forward to continuing that support annually.

Ms. Warren introduced the following new members of the Friends of the Cleveland Public Library: Aaron O'Brien, Baker & Hostetler LLP and John Siemborski, Ernst & Young.

Mr. Corrigan thanked Ms. Warren for her presentation and expressed appreciation to the Friends for their partnership and support.

MINUTES OF  
 REGULAR BOARD  
 MEETING OF  
 11/21/13; FINANCE  
 COMMITTEE  
 MEETING OF  
 11/19/13  
 Approved

**Recognition:** Jonathon Sawyer, Cleveland Public Library's Artist In Residence

Mr. Seifullah acknowledged that Quincy Troupe was the Library's first Artist In Residence.

Director Thomas stated that the Library was pleased to welcome Mr. Sawyer as the Library's second Artist In Residence. Director Thomas reflected that he was contacted by Mr. Sawyer for space in the library where he could write his book on cooking. The Director asked that he share his process as Artist In Residence.

Mr. Sawyer expressed his gratitude for the opportunity to celebrate the community and write several books of culinary literature consisting of various recipes some that will target children.

#### **COMMUNICATIONS**

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

#### **FINANCE COMMITTEE REPORT**

Ms. Rodriguez presented the following report.

#### **Resolution to Accept Gifts for the Month of November**

(See page 1233)

Ms. Rodriguez moved approval of the following resolution. Mr. Seifullah 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 2013; now therefore be it

RESOLVED, That the gifts described in the Gift Report for November of 2013 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

RESOLUTION TO  
ACCEPT GIFTS  
FOR THE MONTH  
OF November 2013  
Approved

Ninth Amendment to the Year 2013 Appropriation

(See pages 1234-1239)

Ms. Rodriguez moved approval of the following resolution. Mr. Seifullah 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 2013 Appropriation Measure to comply with the attached December 12, 2013 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 2013 Appropriation Schedule be approved.

Year 2014 Annual Appropriation Measure

(See pages 1240-1243)

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

WHEREAS, On December 13, 2013, the Cuyahoga County Budget Commission issued a Certificate of Estimated Resources for the Year 2014 for the Cleveland Public Library; 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 on the December 13, 2013 Certificate; now therefore be it

NINTH  
AMENDMENT TO  
THE YEAR 2013  
APPROPRIATION  
Approved

YEAR 2014  
ANNUAL  
APPROPRIATION  
MEASURE  
Approved

RESOLVED, That the Year 2014 Appropriation Measure in the amount of \$54,186,055 for the General Fund and listed amounts for other funds be approved as detailed in the attached schedules.

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

Approved

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

(See page 1244)

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

WHEREAS, In 2011 and 2012, the Cleveland Public Library Board of Trustees authorized the Cleveland Public Library ("Library") to enter into agreements with Unique Management Services, Inc. ("Unique") for services related to the recovery of overdue fines and materials; and

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

WHEREAS, Unique has proposed to continue to provide collection services at the cost of \$8.95 per account referred between January 1, 2014 and December 31, 2014, for a total amount not-to-exceed \$140,000; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designee, to enter into a new agreement between the Cleveland Public Library and Unique Management Services, Inc. for services from January 1, 2014 through December 31, 2014, in an amount not-to-exceed \$140,000, which expenditure shall be charged to the General fund account 11100053-53710 (Professional Services), which agreement shall be subject to review and approval of the Chief Legal Officer.

Mr. Corrigan stated that although Unique is not collecting as many fines, the Library is seeing greater returns in materials.

Resolution to Renew Agreement With Corvus Recycling, LLC

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

WHEREAS, On December 20, 2012, the Board of Trustees of the Cleveland Public Library authorized the Cleveland Public Library ("Library") to enter into a one (1) year agreement ("Agreement") with Corvus Recycling, LLC ("Corvus") to recycle or reuse all discarded, unsellable library service materials, and to refurbish and resell these materials, all at no cost to the Library. The Agreement expires on December 31, 2013; and

WHEREAS, The Agreement also provided that, in accordance with the Library's Strategic Plan that emphasizes alignment with the City's Sustainable Cleveland 2019 Initiative and the Library's desire to pursue new business processes that promote the loop of recycling and re-use, the Library would commit to purchasing all of its stockroom supply items (e.g., janitorial tissue, paper towels, garbage can liners, with the exception of stockroom supplies for the Graphics Department) from Corvus ; and

WHEREAS, The Finance Department has determined that purchasing stockroom supplies through Corvus has been cost effective, and recommends that the Library continue its commitment to purchase stockroom supply items from Corvus during 2014; and

WHEREAS, The Library desires to renew the Agreement with Corvus for a period of one (1) year (subject to a 30-day termination provision), with the understanding that the Library shall continue to report to the Board of Trustees after a period of six (6) months on the overall cost effectiveness to the Library of its commitment to purchase stockroom supply items from Corvus; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into a renewal of the Agreement between the Cleveland Public Library and Corvus Recycling, LLC for a period of one

- (1) year (subject to a 30-day termination provision),

RESOLUTION  
TO RENEW  
AGREEMENT  
WITH CORVUS  
RECYCLING,  
LLC

Approved

(2) which agreement shall be subject to review and approval of the Chief Legal Officer.

Mr. Corrigan stated that this items was discussed at length at Finance Committee Meeting. The Library has saved approximately \$9,000 in 2013 by purchasing stockroom supplies trough Corvus. This agreement encourages sustainability and produces net savings for the Library.

RESOLUTION  
TO  
SUBSCRIBE  
TO SERIAL  
SOLUTIONS  
SUMMONS  
AND 360 LINK  
SERVICES  
Approved

Resolution to Subscribe to Serial Solutions Summons and 360 Link Services

(See pages 1245-1246)

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

WHEREAS, The effective date of termination of the current subscription agreement with ProQuest LLC, through Serials Solutions, for the Summon and 360 Link services is January 31, 2014; and

WHEREAS, The Cleveland Public Library has subscribed to a database federated search tool and has utilized the product for many years; and

WHEREAS, The Summon Web Scale Discovery Tool is considered the next generation of federated searching that is easier and more intuitive to use, has improved search functionality (including full text searching of resources), and provides more direct access to full text materials; and

WHEREAS, The product will better facilitate CPL patron searches across a group of subscription databases with one search tool; now therefore be it

RESOLVED, That the Board of Trustees approves the product subscriptions for a period of three (3)years; the first year commencing on February 1, 2014 and ending on January 31, 2015 for the amount of \$30,309; the second year commencing on February 1, 2015 and ending on January 31, 2016 for the amount of \$31,824; the third year commencing on February 1, 2016 and ending on January 31, 2017 for the amount of \$33,415 for a total

contract amount of \$95,548 charged to the General fund account 13010053-53710 (Professional Services); now be it further

RESOLVED, That the Library's Executive Director, CEO, or his designee, is authorized to enter into such agreements and execute other instruments or documents necessary or appropriate to effectuate the terms of this Resolution subject to the approval of the Chief Legal Officer.

Resolution to Rescind the Resolution to Enter Into a Purchase Agreement with Sims Buick GMC to Purchase a Delivery Truck and to Enter Into a New Purchase Agreement with Ganley Chevrolet to Purchase Two Delivery Trucks

(See pages 1247-1249)

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

WHEREAS, On November 21, 2013, the Board of Trustees authorized the purchase of a 2014 GMC Savana 177" 3500 Cutaway for a total cost of \$28,491.17, to replace a 2000 GMC Step Van with engine and transmission problems. The Resolution was based upon a quote dated November 8, 2013, and as of this date, that vehicle is no longer available; and

WHEREAS, Property Management also needs to replace a 2004 Chevrolet Step Van that was purchased for \$33,741.00, is fully depreciated and has over 143,000 miles on it. Since the GMC Savana is no longer available, Library Management felt it would be both fiscally responsible and operationally efficient to receive proposals for two (2) delivery trucks this calendar year; and

WHEREAS, Property Management received two (2) proposals from SIMS Buick GMC and Ganley Chevrolet to purchase and/or lease two (2) new delivery trucks and recommends that the Library purchase the two (2) delivery trucks from Ganley Chevrolet; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into

RESOLUTION TO  
RESCIND THE  
RESOLUTION TO  
ENTER INTO A  
PURCHASE  
AGREEMENT  
WITH SIMS  
BUICK GMC TO  
PURCHASE A  
DELIVERY  
TRUCK AND TO  
ENTER INTO A  
NEW PURCHASE  
AGREEMENT  
WITH GANLEY  
CHEVROLET TO  
PURCHASE TWO  
DELIVERY  
TRUCKS  
Approved

a Purchase Agreement, subject to approval of the Chief Legal Officer, to purchase two (2) 2014 Chevrolet Express Vans at an amount of \$29,419.00 each, for a total cost of \$58,838.00, with the expenditure being charged to the General fund account 12100055-55700 (Motor Vehicles).

Mr. Hairston commended staff for negotiating this new purchase agreement.

Resolution to Accept Grant from Cuyahoga Arts & Culture (CAC) Grant

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

WHEREAS, Cuyahoga Arts & Culture (CAC) was created in 2006 when Cuyahoga County residents demonstrated extraordinary support for our county's arts and cultural heritage by approving a dedicated source of public funds for creative activities in our community; and

WHEREAS, CAC has approved a grant request submitted by Cleveland Public Library in the amount of \$13,551 for the Library's 2<sup>nd</sup> Annual Mini- Maker Faire to be held on Saturday, March 29, 2014; and

WHEREAS, CAC made the grants through its 2014 Project Support grant program, which supports Cuyahoga County-based projects that promote public access and encourage the breadth of arts and cultural programming in our community; and

WHEREAS, Grant funds will be used to cover the costs of maker supplies, advertising, marketing, parking and honoraria for this one-day, family-friendly event that will celebrate arts, crafts, engineering, music, science projects and the Do-It-Yourself mindset; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from CAC, in the amount of \$13,551 to host the Maker Faire; and be it further

RESOLUTION  
TO ACCEPT  
GRANT FROM  
CUYAHOGA  
ARTS &  
CULTURE  
(CAC) GRANT  
Approved



RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute such agreements 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.

Resolution to Engage L.A.N.D. Studio, Inc. to Organize 2014 and 2015 Literature and Visual Arts Programs

(See pages 1250-1254)

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

WHEREAS, The Board of Trustees of the Cleveland Public Library receives a generous annual grant from the Cleveland Foundation for the Lockwood Thompson Memorial Fund; and

WHEREAS, One of the goals of the grant is to support, "The underwriting of expense in bringing to the Library for purpose of one or more lectures, one or more individuals in the field of literature or the visual arts"; and

WHEREAS, In 2012 and 2013 the Cleveland Public Library ("Library") engaged L.A.N.D. Studio, Inc., to organize the Lockwood Thompson Spectrum Dialogue Series and related publications, now referred to as "The Lockwood Thompson Dialogues", that brings speakers of national and/or international significance in the field of arts and popular culture to the Library; and

WHEREAS, The Library desires to again engage L.A.N.D. Studio, Inc., to organize the Lockwood Thompson Dialogues for 2014; and

WHEREAS, The Library also desires to engage L.A.N.D. Studio, Inc., to organize the spring 2015 annual program, "See Also", which began in 2010 and brings contemporary public artwork to the Eastman Reading Garden on a temporary basis to activate a beloved public space with artwork by emerging artists from the Great Lakes region; and

RESOLUTION TO  
ENGAGE L.A.N.D.  
STUDIO, INC. TO  
ORGANIZE 2014  
AND 2015  
LITERATURE AND  
VISUAL ARTS  
PROGRAMS  
Approved

WHEREAS, L.A.N.D. Studio, Inc. has presented the attached proposal for the 2014 Lockwood Thompson Dialogues and the spring 2015 See Also temporary public art program, at a cost not-to-exceed \$85,000. The budget allocations within the proposal are still being negotiated; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to enter into an agreement between the Cleveland Public Library and L.A.N.D. Studio Inc., in an amount not-to-exceed \$85,000, which shall be charged to the Lockwood Thompson Fund Account: 22892103-53710 (Professional Services), which agreement shall be subject to review and approval of the Chief Legal Officer.

Mr. Werner asked what types of budget allocations within the proposal are still being negotiated at a cost not-to-exceed \$85,000.

Aaron Mason, Assistant Director, Outreach and Programming Services, stated those budget allocations would include the management piece, Lockwood Thompson Dialogues as well as the "See Also" exhibit. However, prior to the Board Meeting, LAND Studio and the Library agreed on the budget details.

Mr. Corrigan stated that the budget for the 2014 See Also exhibit was in last year's proposal. He also thanked LAND Studio for their continued involvement with the Lockwood Thompson Dialogues. Finally, Mr. Corrigan recognized LAND Studio for their partnership with the the Irish American Archives Society for their work with the Johnny Kilbane sculpture in the Gordon Square's Battery Park. An announcement regarding the centennial celebration of Johnny Kilbane's boxing championship career is forthcoming.

Resolution Authorizing Fourth Amendment to a Contract With Strategy Design Partners, LLC

(See pages 1255-1256)

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

RESOLUTION  
AUTHORIZING  
FOURTH  
AMENDMENT  
TO A  
CONTRACT  
WITH  
STRATEGY  
DESIGN  
PARTNERS,  
LLC  
Approved

WHEREAS, One of the Cleveland Public Library's core  
 WHEREAS, In January of 2011, the Board of Trustees of  
 the Cleveland Public Library entered into an agreement  
 with Strategy Design Partners, LLC ("Agreement") for the  
 purpose of providing marketing and communications  
 services and to supplement the Library's Marketing and  
 Communications Office; and

WHEREAS, Two amendments to the Agreement were approved  
 by this Board in 2012. On June 20, 2013, this Board  
 approved a third amendment to the Agreement to extend  
 the term through December 31, 2013 at the cost of \$8,000  
 per month; and

WHEREAS, The Director has recommended that the Library  
 continue to engage Strategy Design Partners, LLC to  
 assist the Library with social media communications and  
 promotions for an additional six (6) month period  
 commencing January 1, 2014, through June 30, 2014, 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 a Fourth Amendment  
 to the Agreement with Strategy Design Partners, LLC to  
 extend the term of the Agreement from January 1, 2014  
 through June 30, 2014 in the amount not-to-exceed  
 \$24,000.00. The expenditures shall be charged to the  
 General fund account 11610053-53710 (Professional  
 Services), and such Fourth Amendment shall be subject to  
 review and approval of the Chief Legal Officer.

Mr. Corrigan stated that Strategy Design Partners has  
 been very helpful by providing social media outreach for  
 the Library.

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

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

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

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

WHEREAS, Timothy J. Cosgrove is an attorney with Squire Sanders 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 Sanders LLP for the period commencing January 1, 2014 through December 31, 2014 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.

Resolution to Accept Grants from the Ohio Public Library and Information Network and State Library of Ohio to Purchase Technology Equipment and Services for the Digitalization Hub Project

(See pages 1257-1269)

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

WHEREAS, The Cleveland Public Library, along with the Public Library of Cincinnati and Hamilton County, the Toledo-Lucas County Public Library, and the Columbus Metropolitan Library, submitted an application to the State Library of Ohio and the Ohio Public Library and Information Network ("OPLIN") for Federal LSTA grant funds and local match funds to update equipment and software in order to create a statewide network of coordinated "Digitization Hubs"; and

RESOLUTION  
TO ACCEPT  
GRANTS FROM  
THE OHIO  
PUBLIC  
LIBRARY  
NETWORK AND  
STATE LIBRARY  
OF OHIO TO  
PURCHASE  
TECHNOLOGY  
EQUIPMENT  
AND SERVICES  
FOR THE  
DIGITALIZATION  
HUB PROJECT  
Approved

WHEREAS, The Digitization Hubs will allow materials located in the institutions where the hubs are located to be digitized, and will also serve as regional digitization centers serving other libraries, museums, archives, and the local communities. The coordinated regional labs will insure consistent quality of digital materials and associated metadata, and the goal is to make the digital materials created in these labs accessible to the public through a variety of internet sites and through the Digital Public Library of America; and

WHEREAS, The State Library of Ohio is administering the LSTA funds and has approved the grant request submitted by the Cleveland Public Library in the amount of \$80,752.00 towards the Library's purchase a SupraScan Quartz A0 HD scanner with high image quality with a maximum scanning dimension of 1250 x 870 mm. This scanner will be made available to Library staff and the public for use in the Digital Hub;

WHEREAS, OPLIN is providing local match grant funds for the purchase of additional equipment and services for the Digital Hub in the amount of \$108,999.00; now therefore be it

RESOLVED That the Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts grants for the Technological Innovation Project Grant from OPLIN in the amount of \$108,999.00 and from The State Library of Ohio in the amount of \$80,752.00 and authorizes the Executive Director, CEO or his designee, to enter into Agreements with OPLIN and the State Library of Ohio for receipt of the grant funds into the Building and Repair fund accounts 401042-42200-10419 (State Aid) and 401042-42100-10419 (Federal Aid); and be it further

RESOLVED, That the Executive Director, CEO or his designee, is also authorized to enter into and execute an agreement for the purchase of the SupraScan Quartz A0 HD, which expenditure shall be charged to the Building and Repair fund account 40141905-55520-10419 (Equipment), and such other agreements and instruments as may be necessary or appropriate, including those in excess of \$25,000.00, to effectuate the terms and conditions of the Grant and this Resolution, which

agreements and instruments shall be subject to review and approval of the Library's Chief Legal Officer.

Director Thomas clarified that the grant from OPLIN was not initially considered at the Finance Committee Meeting. The combined grant funds received from the State Library of Ohio and the Ohio Public Library and Information Network totals \$189,751.00 for the purchase of the technology equipment and services for the Digitalization Hub Project.

Resolution to Amend Design Services Agreement with Bostwick Design Partnership for Main Library Consolidation Project Digital Hub Design Services

(See pages 1270-1275)

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

WHEREAS, On June 17, 2010, the Board of Trustees approved a proposal as a part of the overall agreement ("Agreement") with Bostwick Design Partners ("Bostwick") to provide design services for the various phases of the Cleveland Public Library Main Library Consolidation Projects Master Plan; and

WHEREAS, On June 16, 2011, this Board authorized an agreement with Bostwick to provide design services for the Cleveland Public Library main Library Consolidation Project, Phase 1: Tech Central; and

WHEREAS, On July 19, 2012, the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing the Executive Director and his designees to commit staff and resources necessary to create the Discovery Center for Families and Children as Phase 2 of the Main Library Consolidation Projects; and

WHEREAS, Since then, the Library has decided to place the plans for the Discovery Center for Families and Children on hold and to pursue grant funding from LSTA and the opportunity to construct a Digital Hub on the third floor of the Main Library.

WHEREAS, The Library has determined that it is necessary to redesign an area of approximately 4,300

RESOLUTION  
TO AMEND  
DESIGN  
SERVICES  
AGREEMENT  
WITH  
BOSTWICK  
DESIGN  
PARTNERSHIP  
FOR MAIN  
LIBRARY  
CONSOLIDA-  
TION PROJECT  
DIGITAL HUB  
DESIGN  
SERVICES  
Approved

square feet on the third floor of the Main Library near the west wing to accommodate the new Digital Hub and to relocate the Preservation Department. Bostwick has submitted a proposal dated December 5, 2013 for design services which include the preparation of planning options, infrastructure analysis, and an opinion of probable cost, in the amount not-to-exceed \$26,245, including reimbursables. A copy of that proposal is attached to this Resolution; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Board President to enter into an amendment to the Agreement for design services for the Digital Hub in an amount not-to-exceed \$26,245 which expenditure shall be charged to Building & Repair Fund Account 40190105-55300-10419, which amendment shall be subject to the review and approval of the Chief Legal Officer.

Resolution Authorizing Purchase of Library Bags

(See page 1276)

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

WHEREAS, The Cleveland Public Library maintains inventory and supplies Library's bags to patrons based on an estimated average usage of 20,500 per month. The Library's stockroom currently has approximately 19,500 bags on hand and the lead time to receive new inventory is four to six weeks; and

WHEREAS, The Library's Purchasing Department has received pricing proposals for biodegradable library bags from three (3) vendors; and

WHEREAS, The Library Management recommends the purchase of the Library's bags from S & S Incorporated as they were the lowest in price and the Library has purchased bags from them many times before; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO or his designee, to enter into a purchase agreement, subject to the Chief Legal Officer's approval, to purchase 175,000 Foldover Die Cut Double Wall Handle

RESOLUTION  
AUTHORIZING  
PURCHASE OF  
LIBRARY  
BAGS  
Approved

Bags, at a cost of \$159.52 per 1,000, for a total cost not to exceed \$27,916.00 with the expenditure being charged to General Fund Account 11130052-52900.

Ms. Rodriguez submitted the following reports.

FISCAL  
OFFICER'S  
REPORT  
Submitted

Fiscal Officer's Report

(See pages 1277-1286)

REPORT ON  
INVESTMENTS  
Submitted

Report on Investments

(See page 1287)

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES  
Submitted

Report on Conference and Travel Expenditures

(See pages 1288-1289)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Corrigan stated that a quorum of Community Services Committee members was not present at the joint meeting of the Finance & Human Resources Committee. Items to be considered by this committee were reviewed by Trustees who were present for informational purposes only.

MOTION TO  
TEMPORARILY  
SUSPEND  
THE  
REGULATIONS  
Approved

Mr. Hairston moved to temporarily suspend the Regulations of the Board of Trustees in Article IX and X requiring referral of resolutions to committees, to consider the following resolutions. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

Mr. Seifullah presented the following report.

REGULAR  
EMPLOYMENT  
REPORT  
Approved

Regular Employee Report

(See pages 1290-1296)

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



Retirement Recognition Citation

RETIREMENT  
RECOGNITION  
CITATION  
Approved

Mr. Seifullah moved approval of the following resolution. Ms. Rodriguez 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:

Diane Graves (32 years of service, Library Systems Applications Clerk, Grade D - Library Applications, retires 12/31/2013

Susan Martin (21 years of service, Branch Manager - Large, Grade K - South Brooklyn, retires 12/31/2013

Marilyn Nichols (18 years of service, Library Assistant Subject Department, Grade F - Science and Technology, retires 12/31/2013

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

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

Ms. Martin gave remarks reflecting on her years of service at Cleveland Public Library. Various Trustees, Administrators and staff expressed congratulations and well wishes to the retiree.

Resolution for Special Closings and Holidays in 2014

RESOLUTION FOR  
SPECIAL  
CLOSINGS AND  
HOLIDAYS IN 2014  
Approved

Mr. Seifullah 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 it's hours of operation, and

WHEREAS, The Cleveland Public Library will be closed in 2014 in observance of the following holidays and special closings as listed below.

New Year's Day	January 1,
Martin Luther King Day	January 20,
Presidents' Day	February 17,
Memorial Day	May 26,
Staff Development Day	June 6,
Independence Day	July 4,
Labor Day	September 1,
Columbus Day	October 13,
Veterans' Day	November 11,
Thanksgiving	November 27,
Christmas Eve	December 24,
Christmas Day	December 25,

WHEREAS, December 31, 2014 hours of operation will be 10 AM to 6 PM.

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

Resolution to Revise the Human Resources Manual

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

BE IT RESOLVED, That the proposed revisions to the *Human Resource Manual* be approved by the Library Board of Trustees, to become effective immediately.

(See pages 1297-1300 for full report)

Mr. Seifullah stated that this item was discussed at length at the Human Resources Committee Meeting. This revision brings the Library in compliance with the IRS regulations regarding the use of fleet vehicles and personal transportation reimbursement.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 1301)

Affirmative Action Plan

(See page 1302)

RESOLUTION  
TO REVISE  
THE HUMAN  
RESOURCES  
MANUAL  
Approved

REPORT ON  
PAID SICK  
TIME  
Submitted

AFFIRMATIVE  
ACTION PLAN  
REPORT  
Submitted

Insurance Summary Report

(See page 1303)

INSURANCE  
SUMMARY REPORT  
Submitted**COMMUNITY SERVICES REPORT**

Mr. Werner presented the following report.

Monthly Activity Report

(See pages 1304-1310)

MONTHLY  
ACTIVITY REPORT  
SubmittedBuilding Status Update

Myron Scruggs, Director of Property Management, was unavailable to give a Building Status Update.

BUILDING STATUS  
UPDATE  
Presented**NEW BUSINESS**

Mr. Corrigan presented the following item of New Business.

Election of Nominating Committee for 2014 Library Officers

Mr. Corrigan made a motion to select a Nominating Committee and designated Mr. Werner as chair with Mr. Seifullah and Mr. Parker to serve on the Committee. Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

ELECTION OF  
NOMINATING  
COMMITTEE FOR  
2014 LIBRARY  
OFFICERS  
Approved**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas acknowledged the WOW! Teamwork Award recipients: The Shipping Department at Main Library, consisting of Ron Hill, Jevon Hatton, Anthony Green, Anthony Bueno, James Clardy, Kiera McKissic, Carmine Fortson, Nicolas Lott and Dwayne Jones; WOW! Remarkable Employee Award recipient: Mark Moore, Social Science Department; WOW! Five Star Service Award recipient: Brandon Johnson, Carnegie West; Caroline Hahn, Foreign Literature Department, as one of the winners of the prestigious 2013 Carnegie Corporation/*New York Times* I Love My Librarian Award; and Robin Wood as Main Team Manager.

DIRECTOR'S  
REPORT  
Presented

Finally, Director Thomas introduced Chatham Ewing, as new Digital Initiatives & Services Strategist.

### **Monthly Statistics**

Circulation for the month of November was 557,685. This is a decrease of less than 1% from last year's November circulation of 560,037. The circulation activity for eMedia has increased tremendously from last year and provides us with an ongoing opportunity to reach our community users virtually. However, we have seen a trend of declining circulation numbers throughout 2013. The increase in eMedia numbers has not been able to counter the trend of declining print and media circulation.

The number of computer sessions for November was up from 2012 levels. There were 102,593 sessions this year in comparison to last year's total of 92,201. Not surprisingly, the number of hours in use for our computers increased from 63,382 in November of 2012 to 70,123 in 2013. This was an increase of 10%. With the addition of TechCentral, the numbers of computers throughout CPL has increased the number of sessions and the numbers of hours in use.

Attendance for the month of November was 272,418. This is less than a 1% decrease from last year's attendance number of 273,510. While not a huge jump, the 2% overall increase in attendance throughout 2013 has countered a multi-year trend of declining attendance in both the Main building and the branches.

### **Programming / Outreach**

#### **Winterfest**

On November 30th the Library hosted its annual Winterfest celebration in partnership with the Downtown Cleveland Alliance. Approximately 1,000 people visited the downtown Library to view model train displays and attend one of the many programs that were held throughout the day. During the day the Library hosted a presentation by author Laura Taxel, author of *Cleveland's West Side Market: 100 Years and Still Cooking*, musical performances by the River Valley Ringers bell choir, Re-Sounding Joy Tibetan bowls, a theatrical reading of *A Christmas Carol* by a Greater

Lakes Theater Company actress. Also as a part of our partnership with Greater Lakes Theater Company the Library held *A Christmas Carol* coloring contest in which children were asked to draw their favorite scene from the story. Johnny Washington & Destiny Hubbard of the Woodland Branch were each awarded at the Winterfest celebration a family 4-pack of tickets to see Great Lakes Theater's production of *A Christmas Carol* which runs Nov. 30 - Dec. 22 at the Ohio Theater in PlayhouseSquare.

### **Affordable Care Act**

The Library continued to expand its Affordable Care Act services for Library patrons by hosting enrollment assistance sessions at 6 locations for 25 days in November. In the coming months additional enrollment support will be offered due to new agreements with the Free Medical Clinic of Greater Cleveland and Enroll America. In the coming months patrons will receive hands-on help enrolling in both Medicaid and the Health Insurance Marketplace. On Nov. 9<sup>th</sup> the Library participated in the Affordable Care for a Healthy Cleveland Expo at Public Hall, an event organized by City Hall to raise awareness of ACA and to promote enrollment.

### **TechCentral MakerSpace Development**

TechCentral staff have been hard at work in preparation of the MakerSpace opening on January 11, 2014. TechCentral staff have been split up into three groups, each tasked with a different set of responsibilities relating to the MakerSpace:

- Marketing - tasked with developing literature and materials for the MakerSpace and promoting the grand opening on January 11 to the general public and key community contacts.
- Logistics and Procedures - tasked with discussing and developing staff procedures needed for smooth operation of the MakerSpace and readying all equipment and tools needed in the MakerSpace
- Training - development of the patron manuals to be used in the MakerSpace.

Staff members had the opportunity to choose which group they wished to participate in. Each group will be meeting 1-2 times every other week to check on the status of various projects. Reception by the staff to this division of labor has been very positive.

All equipment for the MakerSpace has arrived, save for the sewing and embroidery machine, which is not expected to be operational at the MakerSpace opening.

Staff member have begun training on the large pieces of equipment that will be located in the MakerSpace. Training on the Laser Engraver was held on November 22 for a core group of five staff members, who will in-turn, train the remainder of the staff. Training on software, audio-video equipment, and the Vinyl cutter will conclude in December.

CJ Lynce and Sam Tripodis met with Cathy Poilpre, Marketing & Communications Administrator, on November 7 regarding the branding and marketing of the TechCentral MakerSpace.

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

A visitor came from Oakland, California to Cleveland Public Library to view *Vision for the Blind*, 1956-1965 by Lloyd W. Sahley. CPL has the only copy listed in WorldCat. The visitor relayed the following: He never knew who his father was until he turned 18 years of age. He never pursued a face-to-face meeting, or any personal or professional knowledge of him. The father died recently, 18 years after the son first knew of his father's name. After the death of his mother, he came across some information about his father. The father wrote the above book on electro-neurotherapy. Unbeknownst to the visitor, he works in the same field today as his father did. Reading the book was a monumental event for him.

### **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

**Meetings and Activities**

- I presented to the Cleveland Bridge Builders Breakfast Series.
- I met with the Cuyahoga County Library Directors to discuss possible collaborations and funding issues.
- I spoke to the Park Synagogue Sisterhood on the history of the Cleveland Public Library.
- I attended a reception for Jose Antonio Vargas as a guest of Margaret Wong.

**CLEVNET**

November's total OverDrive CLEVNET eMedia collection circulation was 77,270, significantly up from last year's total of 59,674. CPL has 5,217 total followers on Twitter and the Facebook page currently has 4,987 fans.

**GRANTS & DEVELOPMENT**

*Awarded Grants*

Awarded \$13,551 from Cuyahoga Arts & Culture (CAC) for the 2014 Mini Maker Faire.

*Submitted Grants*

Applied for ALA's Office for Information Technology Policy (OITP) Cutting-Edge Technology in Library Services Award for Tech Central.

*Projects in Development*

- Dominion - preparing application for Mini Maker Faire 2014 - to be used as a match to the CAC grant funds.
- Alcoa Foundation grant for Big Belly Trash Compactors - continued work with Tim, Myron and Cathy to get graphics designed for trash compactors and to get order placed.
- NEOMG - Worked with Tech Central staff and NEOMG on grant terms - confirming the list of items to be purchased, how NEOMG will be acknowledged for the

gift, language for the press release issued by NEOMG, and the transfer of responsibility for the digital literacy workshops.

- Early Literacy Kits - Began conversations and preparation with Youth Services, Mobile Services and the Friends for CPL to create early literacy kits that can be distributed to new parents.
- Cleveland Foundation - continued work on development of full proposal for Learning Centers.

*Other*

- Letter of support for University Settlement to serve as the lead agency for the Broadway Collaborative in the Family to Family / Systems of Care Initiative.
- Letter of support for Waterloo Arts' State Capital Appropriation application.

**PUBLIC SERVICES**

PROGRAMS

During the month of November the Library hosted a total of 97 programs. Educational programming and services, not included in the above totals, accounted for approximately 105 adult education classes, and 582 hours of after-school tutoring; 162 hours of intensive reading instruction for grades K-3 and 420 hours of homework help for grades K-8. Sixteen Learn Chinese language classes were held throughout the month at 4 locations. After-school snacks were served at 14 branch locations.

On November 2 the Fleet Branch hosted its second Legal Aid @ Your Library workshop of the year where 34 patrons received legal consultations from a team of volunteer attorneys and Legal Aid staff. The Library also entered into an agreement to continue the Legal Aid partnership in 2014, monthly advice clinic will be offered at Branch locations.

The Library continued to expand its Affordable Care Act services for Library patrons by hosting enrollment assistance sessions at 6 locations for 25 days in November. In the coming months additional enrollment support will be offered due to new agreements with the Free Medical Clinic of Greater Cleveland and Enroll America. In the coming months patrons will receive



hands-on help enrolling in both Medicaid and the Health Insurance Marketplace. On Nov. 9<sup>th</sup> the Library participated in the Affordable Care for a Healthy Cleveland Expo at Public Hall, an event organized by City Hall to raise awareness of ACA and to promote enrollment.

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November 30<sup>th</sup> was the official beginning of the Library's Cleveland Chamber Music Society's (CCMS) borrow-a-ticket program. The program which runs through April 29 makes CCMS tickets available for check-out at two CPL location: Rice Branch and Main Library.

Total programming/educational services related expenditures for November totaled \$4862.05. An additional \$124,640 was encumbered for 2014 programming services, \$94,640 of which is funds generously provided to support the Library's after-school tutoring program.

#### MEETING ROOMS and SCHEDULING

In November a total of 273 meeting room requests were processed by the OPS department, with a total of 5358 estimated number of attendees. This number includes reservations placed for meeting room space in each of the 27 branches, Main Library and Technical Services.

Thirty-eight AV requested were filled for both Branches and Main Library.

#### EXHIBITS

As a part of the Library's partnership with the Great Lakes Theater Company an exhibit of props, costumes, photographs, and paybills was installed in the Literature Department, the exhibit will run from November 30 through December 31.

#### OUTREACH

Below is a chronological list of outreach events staffed by OPS during the month of November:

CMSD Parent University  
John Adams High School  
Saturday, November 2, 2013

Closing the Achievement Gap (CTAG) 3<sup>rd</sup> Annual Hispanic Symposium  
Thomas Jefferson 9<sup>th</sup> Grade Academy  
Monday, November 4, 2013 from 5:00 PM - 7:30 PM

Aspen Institute Focus Group on Internet Safety with Teens  
CPL Main, Teen Room  
Friday, November 8, 2013 from 3:00 PM - 6:00 PM

5<sup>th</sup> Annual Youth Summit at Cleveland State University  
CSU Main Classroom  
Saturday, November 9, 2013 from 9:00 AM - 4:00 PM

Northeast Reintegration Center's GED Ceremony  
Northeast Pre-Release Center  
Wednesday, November 13, 2013

St. Martin DePorres Foster Parent Meeting  
St. Martin DePorres School  
Wednesday, November 13, 2013

Higher Education Compact Learning Circle 1<sup>st</sup> Meeting  
Employment Connection  
Thursday, November 14, 2013 from 8:00 AM-9:30 AM

Historically Black Colleges & University's (HBCU)  
College Fair

Warrensville Heights High School, Warrensville, Ohio  
Saturday, November 16, 2013 from 8:00 AM - 4:00 PM

#### BOOKMOBILE/ON THE ROAD TO READING

In keeping with upcoming changes to the MOB service schedule Doris V Jones, Harbor Light, Holy Redeemer Apartments, Ivy Plaza Apartments, Phyllis Wheatley Association, St. Martin de Porres, Cornerstone Senior Apartment Homes, Eliza Jennings, and Rae Ann Center were notified by phone and by mail that the Bookmobile would no longer be coming to their sites starting in January 2014 however the residents are encourage to take advantage of CPL's Homebound Services.

#### Schweinfurth Committee

The Schweinfurth Committee sponsored a panel discussion about the work of Charles Schweinfurth - there were 20 participants (mostly architects) that attended. The panel also talked about the Schweinfurth library collection donated by the widow Anna in 1925, she also set up a trust to purchase rare architectural materials Ms. Eyerdam met with ArtNeo curator, Lauren Hansgen, Tony Hiti, Nina and Jim Gibans to discuss possible plans to have the Schweinfurth exhibit travel to institutions in 2014.

#### Improve Your Job Search Class

Business Librarian, Susan Mullee taught the *Improve Your Job Search* class at the Rockport branch on November 1st and at the Main Library on November 5th. Susan Mullee taught the *Entrepreneurship Primer* class on November 19th at the Main Library. Ms. Mullee taught the GED classes on November 4th and November 25th.

#### Social Sciences Book Club

Lakeisha Winstead and Helena Travka started the fall Social Sciences Book Club discussion group. The discussion was about *The Tipping Point* by Malcolm Gladwell.

#### Music at Main

Krystin O'Mara performed classical guitar for the CIM program on November 2<sup>nd</sup>. She played selections by Guiliani, Cuong, and Ian Krouse. On Nov. 16<sup>th</sup>, Emily Cornelius (violin) was accompanied by Shuai Wang on piano playing selections by Beethoven, Mark O'Connor, Stravinsky, and Aaron Copland.

## Dublin Award Brown Bag Book Club

Amy Dawson and Jean Collins attended the Dublin Award

Brown Bag Book Club book talks: *Buddha in the Attic*, *Tragedy of Arthur*, and *From the Mouth of the Whale*.

Jean Collins hosted *Swamplandia* book talk, November 20.

## Cleveland Play House Exhibits

Jean Collins maintained *Venus in Fur* exhibit through its end-of-November run at the Allen Theatre, CPH. On November 29 she replaced *Venus in Fur* exhibit with additional material on *A Christmas Story*, to be displayed throughout its production, Nov. 29 - Dec. 22, 2013.

## Great Lakes Theater Festival

Jean Collins and Steve Capuozzo worked on an exhibit of *A Christmas Carol* was mounted by OPS in conjunction with Great Lakes Theater, Special Collections, and the Literature Department. Ms. Collins mounted selected pieces from Literature's earlier Dickens display onto 3 blue boards obtained from OPS. This display will remain up through December 31.

## National Novel Writing Month Kickoff

Evone Jeffries offered a one hour program supporting participants of Novel Writing Month. Participants met to discuss their work and get information about the month-long event. Giveaways were assembled with writing tools and novel writing resources to inform and inspire their writing experience. Also included were resources to track their progress.

## Cleveland Public Poetry

Steve Capuozzo hosted the Cleveland Public Poetry open mic poetry reading on Saturday, November 2, 2013. Susan Grimm was our featured poet. Thirty-two people attended the event and 10 poets read during the open mic session. Mr. Capuozzo secured poet Kazim Ali for the April 5, 2014, open mic poetry reading. Ali is a professor at Oberlin College.

## Little Free Library

Evone Jeffries selected and delivered books to the eight little free libraries with Cleveland Central Promise Neighborhood staff member from the Friendly Inn Settlement in attendance November 15 and 22. Condition of each library was observed and reported.

#### Great Lakes Theater A Christmas Carol

Steve Capuozzo worked with Melanie McCarter in OPS and Chris Fornadel from Great Lakes Theater to approve the final version of the Christmas Carol bookmark that we created. The bookmark was distributed to Main agencies and to branches the week of November 18<sup>th</sup>.

#### River of Words

Mr. Capuozzo continued working to promote the River of Words poetry/art contest. Cynthia Larsen from local non-profit Lake Erie Ink informed me that she went to several fourth grade classrooms in Cleveland Heights to introduce the contest.

#### Popular Department Book Club

The Popular department hosted two book clubs in the month of November. The Literary book club discussed *Life After Life* by Kate Atkinson. *Who Asked You?* by Terry McMillan was the selection for the African American Book Club.

#### ESOL Classes

Caroline Han hosted regular ESOL and computer literacy program at Goodrich-Gannett Senior Center. For both programs a total of 11 patrons participated in program and requested 16 items. This outreach fits CPL's strategic efforts to serve elderly patrons and fight community deficits by improving computer skills and language proficiency.

Caroline Han hosted regular ESOL and computer literacy program at Asian Evergreen Senior Center. Total of five patrons participated in program and requested 19 items. This outreach fits CPL's strategic efforts to serve elderly patrons and fight community deficits by improving computer skills and language proficiency.

#### On-Demand Chinese Lessons

Caroline Han hosted On-Demand Chinese lessons for adults. Total of nine adults participated in lessons and charged-out four recommended titles following event.

#### Regional Chapter Meeting of Art Libraries

Fine Arts and Special Collections Manager, Pam Eyerdam attended the Regional Chapter meeting of the Art Libraries of the Ohio Valley at Denison University, Nov. 1<sup>st</sup>. The theme focused on Artists books, visual

resources (digital), and a presentation about the Kent State Fashion and Performing Arts libraries.

#### Exhibits

Kelly Ross- Brown set up an exhibit about the *Characters of Charles Dickens' Christmas Carol* in the Literature department for the *Winterfest* Celebration on November 30.

#### Collections

Director of Public Services, John Skrtic, Danielle Graham, Ann Marie Wieland, Pamela Eyerdam, Carmen Messina, Natasha Brandt, Shari Cloud, Kate Morgenstern, Chatham Ewing and Elaine Herroon met at PAL to discuss various topics involving exhibiting selected artwork inside PAL.

The Cleveland Artists Foundation gave permission to digitize the catalog "*Cleveland Goes Modern*" which was posted in the Digital Gallery in November 2013. Cleveland Public Library was a partner to publish this catalog.

During December the library purchased various works; Jesse Owens of the German 1936 Olympics; Harvey Pekar comic books, Rowfant books, Anisfield Wolf Award books, books designed by Jan Sabota and type books by Bruce Rogers, children books by Akron Saalfield. Baseball Digest signed by Bob Feller, first edition of Babe Ruth's Big Book on Baseball. A limited edition *Rubaiyat* published by Roycrofters was sent to Preservation (no.152 of 1000 copies). A book by *Aesop* was found at Lake Shore and transferred to Special Collections.

#### Research That's Possible Only at Main Library

The Literature Department utilized several prints (a 1905 title *The Boss of Little Arcady* by Harry Leon Wilson) and online resources, including *Celebrity Black Book*, *J.R.R. Tolkien*, *A Descriptive Bibliography*, as well as several authoritative books on quotations (via telephone and e-mail) to answer reference questions.

A visitor came from Oakland, CA to Cleveland Public Library to view *Vision for the Blind*, 1956-1965 by Lloyd W. Sahley. CPL has the only copy listed in WorldCat. The visitor relayed the following: He never knew who his father was until he turned 18 years

of age. He never pursued a face-to-face meeting, or any personal or professional knowledge of him. The father died recently, 18 years after the son first knew of his father's name. After the death of his mother, he came across some information about his father. The father wrote the above book on electro-neurotherapy. Unbeknownst to the visitor, he works in the same field today as his father did. Reading the book was a monumental event for him.

A library from Long Island, New York called looking for E. L. James *Fifty Shades of Grey* in Greek. We're the only library that she could find that owns it.

Karen Esper and Susan Cobblestick are book binders and they requested a digital scan of the most current list of incunabula in the Cleveland area, which was published in 2003 called *2003 North Coast Incunabula*.

A Chess Historian from Switzerland - needed scans from 1880 and 1891 of German Bilguer's "*Handbuch des Schachspiels*."

A researcher from Lorain County Community College came in to look at Box 1 of the Bien Edition of *Birds of America*. The researcher was looking for dissertations on the plates.

A researcher from South Carolina was interested in the *William Sommer library* looking for items related to circus prints done by the Otis Lithograph Company.

A researcher requested a digital scan of an article from the November 1952 issue of "Western Machinery and Steel World" p. 110-113. "High Production Sawing: Manufacturing High-Speed Precision Machines for Cutting Metal and Wood," by A.C. Johns

#### BRANCHES

Addison Branch manager Magnolia Peters attended the Ward 7 Community Meeting to distribute materials concerning Free Computer Classes. Youth Services Librarian, Heidi Landskroener conducted story-times at Case Elementary School.

Collinwood Branch provides an article each month for the Collinwood Observer. The article this month highlighted

the tutoring and snack programs. Youth Services Librarian Natasha Wells attended the I Can-Lake Erie Prep School Literacy Night. Branch Manager Caroline Peak attended Collinwood High School Community Partner's Meeting on November 15th and Cleveland Museum of Art Collinwood Conversation on Wednesday, November 20th.

East 131st street Youth Services Librarian Shanell Jones visited John Adams High School on November 7th and met with 9th grade history teacher Ms. Gulley to deliver books for student research project. On November 14 Jones visited Charles Dickens @ Corlett elementary school and conducted story time for Ms. Temsey's 1st grade class.

Garden Valley children enjoyed a "Healthy Story time" presented by Ronald McDonald. He read four books and gave each child an autographed book. Branch Manager Rena Hunter attended Councilwoman Phyllis Cleveland's first Ward meeting since the November election. Hunter thanked library supporters and reminded them of library resources.

Harvard-Lee Branch was selected by the London Bridge Foundation to identify ten families to receive a Thanksgiving basket. The Harvard Lee staff collaborated and selected ten families.

Hough Branch Manager Donna Willingham attended the Ward 7 Community meeting to distribute flyers regarding the Bridgeport Mobile Market. The market began visiting the branch this month on Tuesday, 2:30-3:30 p.m. Youth Services Librarian Manisha Spivey conducted story times at Daniel E. Morgan Elementary.

Martin Luther King Jr. continued its Music in the Stacks series with musicians from the Cleveland Institute of Music. A mix of classical strings, pianist, and trio and opera singer performed twice during the month of November. Youth Services Assistant Ron Roberts continued outreach to PNC, Erie Square and the Men's Book Club.

Memorial Nottingham Branch manager Paula Logan-Reid and Youth Services Librarian Amiya Hutson attended a program at the Collinwood Recreation Center about programming opportunities with the Cleveland Museum of Art on



November 20. Logan-Reid weeded the Audio-books, Blu-ray DVD's, the Television Series DVD's and the Children's DVD's this month.

Mt. Pleasant Branch Manager, Cal Zunt met with the Mt. Pleasant Community Zone and was briefed regarding the partnerships and area organizations. Youth Services staff conducted science experiments at the branch and story times at Andrew J. Rickoff Elementary School and at area Head Starts.

Rice Branch Manager Ali Boyd attended the Neighborhood Connections Year-End Gala, Buckeye Larchmere Luncheon, the Shaker Square Alliance Meeting, the Freshlink Workgroup Meetings, and met with RGI twice to complete plans for the touch-screen kiosk. The kiosk was featured in the Shaker Square Connection newspaper. New prominent displays of powerful words now adorn the walls at Rice

Union Branch hosted Email Basics I and II, Buying and Selling on the Internet and Your Digital Footprint offered by Tech Central. Computer aides Kendra Proctor and Ashley Reddick continue to assist patrons with the computers with a focus on job searches and resumes. The Bridgeport Mobile Market began visits to the branch this month.

Woodland Branch's after-school snack program has been a tremendous benefit to the Woodland community. Both teens and younger children are participating. The program combines with tutoring provided by CSU students and Braxton tutors gives the students every opportunity to complete homework and receive additional help.

Notable West Team programs in November included an anti-bullying play performed by Cleveland Playhouse staff for Urban Community and Arts and Sciences Preparatory Academy 3rd and 4th grade students on November 5th at the Carnegie West Branch.

A special Tween Time at the Lorain Branch had children create game pieces for a life-size board game. Once they created their game pieces, they then took turns following the directions on each game piece until they made it to the end of the game.

Fleet Branch Manager Rekiat Olayiwola, attended and participated in CMSD School Facilities Master Plan Workshop held at Mound STEM and also attended the meeting of Kiwanis Club of South East Cleveland.

Lorain Children's Librarian, Crystal Tancak, introduced the library and held a story time to four pre-kindergarten classes at Willard Headstart. West Park Children's Librarian, Vicki Beggiani, visited the Alishan School of Excellence and read stories to the kindergarten class. Walz Branch Manager Kathleen Lefkowitz attended a Kiwanis meeting and presented a program at St. Augustine. Walz Children's Librarian, Jeanmarie Gielty presented at a literacy night and Rockport Branch Manager Jessica Breslin organized a monthly book club with the City of Cleveland's Gunning Recreation-Golden Age Senior Center.

Urban Pioneers group (a group that was formed to continue the Innovation Grant obtained by Traci Hlafka and the Walz Branch) received a community grant to continue to provide programming at the library geared towards the twenty and thirty something's that have moved into the area and are committed to a greener lifestyle.

The Carnegie West Branch Used Book Sale raised \$1,561 for the Friends of Cleveland Public Library.

TechCentral

Digital Literacy Workshop Partnership with the Northeast Ohio Media Group

Digital Literacy Workshops presented by the Plain Dealer and the Northeast Ohio Media Group continued in November. Workshops were held at five branches, including Lorain, Eastman, Sterling, Carnegie West, and Union.

CJ Lynce and Sam Tripodis met with Tracy Martin, Grants & Development Coordinator, and Lori Marks, Northeast Ohio Media Group, on November 7 to discuss the transition of the Digital Literacy Workshops from being taught by NEOMG staff to being taught by TechCentral staff. TechCentral is scheduled to teach Digital Literacy and News sources as part of the Computer Basics series beginning in January 2014.

All equipment for the NEOMG Digital Literacy Grant has been ordered. Plans for laser marking all equipment are being developed using the TechCentral MakerSpace laser engraver.

#### MakerLab Programming

Two new MakerLabs were debuted in November:

- Make Your Space: Floor Planning - November 2 at South Brooklyn Branch
- Digital Gloves: Making Touchscreen Compatibles Gloves- November 30 at TechCentral

In addition to these new programs, TechCentral staff presented five additional MakerLabs in branches:

- 3D Cookie Cutter Lab - November 7 at South Brooklyn
- 3D Cookie Cutter Lab - November 19 at Eastman
- Making Video Slideshows - November 19 at Collinwood
- Making Tunes: Virtual Rock Band - November 25 at Lorain
- 3D Cookie Cutter Lab - November 26 at West Park

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CJ Lynce and Sam Tripodis met with Cathy Poilpre, Marketing & Communications Administrator, on November 7 regarding the branding and marketing of the TechCentral MakerSpace. TechCentral will be condensing the majority of its brands to fall within three areas: 'TechCentral' services (Main and Branches), 'MakerLab' programming, and the 'MakerSpace'.

#### Presentations and Outreach

CJ Lynce presented the "Creative Learning & Maker Spaces" webinar to the Nicolet Federated Library System, Wisconsin, on November 20. The webinar discussed the growing trend of creative and 'Maker' spaces in public libraries, as well as possible ways to incorporate these services into a public library atmosphere.

TechCentral staff Suzi Perez, Terry Metter, Deman Deng, and Karmar Clifton assisted at two Y.O.U. Resume workshops in November. Ms. Perez and Mr. Metter aided at the November 7 session at John Adams High School, and Mr. Deng and Ms. Clifton gave their expertise at the Martin Luther King Jr. Branch session on November 20.

CJ Lynce attended the Cuyahoga Arts and Culture Board Meeting and Grants Reception on November 18. Mr. Lynce demonstrated the library's 3D printer to attendees of the Board Meeting and Reception.

Sam Tripodis visited the Clifton Plaza Apartments on November 21 to provide training and assistance to seniors on e-mail basics.

## OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In November, OLBPD circulated 44,707 books and magazines directly to patrons. OLBPD registered 107 new readers to the service. Approximately 12,826 copies of our quarterly Dimensions newsletter were sent to patrons in large print, braille, and audio formats. In November,

BARD active users totaled 2,024 and 663 active users downloaded 10,952 items.

OLBPD Kids and Teens Reading Club web pages are now available with information about the club, recommended reading, and links to fun activities for readers. New and updated content will be added regularly to the web site. The OLBPD Kids and Teens Reading Club is an exclusive OLBPD reading program for patrons ages birth to eighteen years old. The mission of the reading club is to encourage and foster a lifelong interest in reading to new generations of OLBPD readers. OLBPD is working with parents, teachers, and school media specialist to encourage younger readers to join.

OLBPD has made plans with the Ohio State School for the Blind to host our annual online holiday book chats in December. On Friday, December 6<sup>th</sup> OLBPD will discuss "The Miracle on 34<sup>th</sup> Street" by Valerie Davies with the older students, and "How the Grinch Stole Christmas" by Dr. Seuss on December 13<sup>th</sup> with the younger students.

**TECHNICAL SERVICES**

Technical Services staff enthusiastically participated in two fundraisers for the United Way. Collection Manager Rollie Welch donated 6 dozen doughnuts which were sold to staff; the sale raised \$95.00. Technical Services Assistant Nancy Mocsiran organized a Souper Sale on November 25. Thirteen varieties of homemade soup and chili were generously donated by Technical Services staff and sales totaled \$304.00. Thank you to all the donors and the buyers!

The Technical Services Managers attended the NEO-RLS Webinar "Ohio Ethics: Can I Do That?" on November 13. Patricia Lowrey, Director of Technical Services, is participating in contract negotiations.

Collection Management: Bonnie Bolton continues to be out on extended medical leave since August. Ms. Mocsiran has performed an admirable job processing juvenile book orders in addition to her regular duties. Ms. Mommers continues to volunteer assisting the Acquisitions department in receiving orders. Her efforts were greatly appreciated in keeping a steady flow of new items through Technical Services.

Telescopes of print and non-print items continued to be relocated to Branches, the Cleveland Public Library's book sale, or college collections at Cleveland State University, Case Western Reserve University and Cuyahoga Community College-Metro Campus.

Rollie Welch attended and presented at Northeastern Ohio Regional Library Services' (NEO-RLS) session "Back to the Book" on the topic "Teen Books with Adult Appeal." Mr. Welch's online review column of African American books for Library Journal again appeared this month at [lj.libraryjournal.com](http://lj.libraryjournal.com).

Preservation: Alicia Naab, Acting Preservation Manager, met with Rockport Branch Manager Jessica Breslin materials for their 50<sup>th</sup> Anniversary celebration in 2014. Photographs portraying the construction of Rockport branch from the Archives were located and large prints have been ordered. A scrapbook documenting activities at the branch from the early - late 1960s is being treated and will be digitized.

Ms. Naab attended a NEO-RLS workshop for new supervisors on the topics of budgeting and public speaking. Ms. Naab worked with Accounting this month to complete all year end requisitions for encumbrances. Preservation will be able to complete several projects including the repair of significant chess sets, city directory digitization and digital photography of some unique Cleveland maps. Also, St. Ignatius yearbooks from Social Sciences will be digitized for the Digital Gallery.

Elizabeth Bardossy, Gloria Massey and Ms. Naab made culinary donations to the Tech Services Soup Fundraiser this month while all of the Preservation staff participated by purchasing and enjoying soups.

A total of 230 items were added to the digital gallery bringing the collection to 45,660 items. Nine phase boxes were made and 36 books were treated. Over 120 paper object were treated.

High Demand: Staff cataloged 570 new titles, and added 10,426 items. They ordered 595 titles and 7,468 items. Staff processed 1,253 items for the Acquisitions Department.

Carole Brachna, High Demand Manager, helped Sandy Jelar-Elwell, Acquisitions Manager, interview 12 candidates for a position in the Acquisitions Department and she participated in the United Way Soup and Chili Cook-off. Dale Dickerson, High Demand Librarian, created 32 original book records. He added descriptive metadata for 37 History of Cleveland photographs for the Preservation Department's digital photo collection project. Steven Best spent two hours in the Preservation Department, creating phase boxes to protect materials from further damage.

Lakeshore Shelf/Shipping: Stephen Wohl, Shelf/Shipping Supervisor, attended Problem Solving/Communication Improving workshop on November 6<sup>th</sup>. The workshop was structured for managers to discuss ways to improve internal communication. He attended the IT/Technical Services meeting on November 15<sup>th</sup>.

The staff of the Lake Shore Shelf/Shipping Department sent 156 items to the Main Library for requests and 108 items to fill holds. A total of 1,731 telescopes were shipped out to the Main Library, Branches, CLEVNET, and the college collections. The Technicians sent 14,654 new items to the Acquisitions and High Demand Departments.

Materials Processing: The Associates cataloged 1,059 new titles for the Cleveland Public Library and added 2,111 records for the CLEVNET libraries. The Associates and Sr. Clerks added 3,914 items. The Technicians worked on 24,910 items. Because of a backlog in processing books, Darryl Pless, Lake Shore Shelf/Shipping, assisted in processing. Paula Stout and Shirley Jones assisted by scanning completed materials to identify holds.

Elizabeth Hegstrom, Materials Processing Manager, Sandy Jelar-Elwell, Acquisitions Manager, and Dawntae Jackson

interviewed candidates for the Technical Services Associate position. Eric James joined the department as a Materials Processing Technician, Part-time.

Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, Carole Brachna, High Demand Manager, and Dawntae Jackson, Human Resources Assistant, participated on the interview panel for the Technical Services Senior Clerk position in the Acquisitions Department. Laura Mommers, Collection Management Librarian, continued to volunteer in the Acquisitions Department to assist with the receiving of library materials.

Leslie Pultorak, Acquisitions Librarian, attended the Fall meeting of the Northern Ohio Technical Services Librarians (NOTSL) on linked data and libraries. Nathaniel Infante, Technical Services Associate, returned from a leave of absence on November 14th and resumed his regular activities in the Department

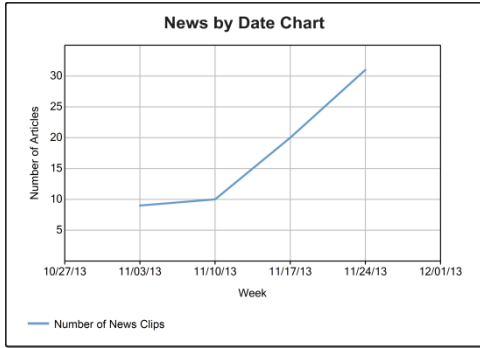
Ms. Jelar Elwell, and Technical Services Librarians, Tonya Jenkins and Lisa Kowalczyk contributed soups for the 2013 United Way Soup and Chili Cook-off at the Lakeshore Facility.

Catalog: Catalog Manager Andrea Johnson reviewed departmental practices for recording statistics and investigated a possible alternative to the WorldCat database. Librarians Diana Olivares and Amei Hu began alternating responsibility for finding books from the received orders with holds report. John Parsons, Senior Librarian, consulted with Lisa Kowalczyk in the Acquisitions Department, on issues connected with acquiring, cataloging and adding car manuals to the collection. Librarian Barbara Satow, under the direction of Librarian Regina Houseman, began answering CLEVNET staff email requests for overlays and corrections. A total of 3,072 items were added and 4,326 titles were cataloged for Cleveland Public Library.

Senior Librarian Michael Monaco attended the Ohio Library Council's 2013 Leadership conference on November 1<sup>st</sup>. Mr. Monaco and Ms. Johnson made soup for a United Way/Community Shares fundraiser.

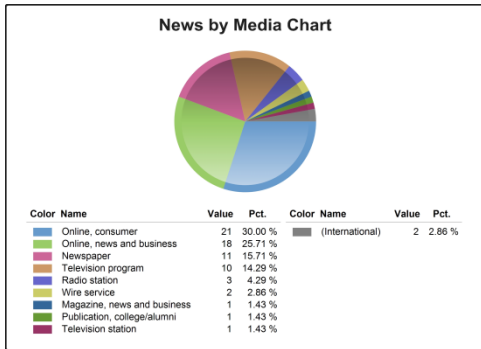


**MARKETING & COMMUNICATIONS**



Media coverage for the month of November included 70 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$62,365.11 with a news circulation audience of 4,023,725 people. In November,

the online print media outlets that featured CPL events and programs received 2,283,021 unique visitors. Media coverage was the heaviest regarding CPL hosting the meeting concerning the new convention center hotel. Full report in the Marketing Department.



Ads to promote the Library appeared in *Campus Observer* and *La Prensa*; Winterfest was promoted in *Cleveland Magazine*; Sports Research Center in the *Cavaliers Year Book*; Ed2go in the *Kaleidoscope Women's issue*; and TechCentral in *Freshwater Cleveland*. Profile of CPL and

full page add were published in *Crain's Cleveland Business 2013 Giving Guide*.

Online Consumer and Online News and Business were the media that most featured Cleveland Public Library in November.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 12,434 times on average per week, which resulted in an average of 701 clicks to website per week. *Public library* was the most clicked-through phrase.

**NOVEMBER-SOCIAL MEDIA**

Twitter goal for the year was exceeded this month by over 1,151 (goal was 6,000).

The top 5 most clicked on links from BOTH Facebook & Twitter:

1. November 20th: Hey crafty #makers of all kinds. Check out what we have in store (FreshWater article about MakerLab & Sewing classes)
2. November 7th: What do you want to do before you die? Leave your mark at Main Library (Link to Before I Die exhibit page)
3. November 8th: What a fantastic resource for #CLE families from our friend @chefswidow. Great family friendly events around town (Sharing of link of community calendar for families from Amelia Sawyer)
4. November 23rd: The @BeforeIdiewall is at Main Library. So, what do YOU want to do before you die? (Link to exhibit page & question for engagement)
5. November 14th: Remembering the legendary Lou Reed at Cleveland Public Library Link to collections highlights page)

Top 5 most engaging posts on Facebook (includes likes, comments, etc.):

1. November 7th: Look who got her first library card (Photo of child getting her library card)
2. November 6th: Thank you to Cleveland for voting for levy
3. November 20th: Link to FreshWater story about MakerLab & sewing classes
4. November 7th: Throwback photo from 1937 (Link to Digital Gallery)
5. November 14th: Photos of Before I Die Wall

#### GRAPHICS

Graphics staff designed, printed, and distributed 127 items in November, in addition to graphics for the library website, and 4 staff newsletters.

Promotional and printed pieces included: Homebound branding, Friends Annual Meeting & Fundraiser invitation; eMedia for Kids bus promotion; and collateral for "Check It Out", ticket promotions with Cleveland Chamber Music Society and Great Lakes Theater.

WEBWARE [www.cpl.org](http://www.cpl.org) and other CPL sites

Twitter followers are up from 4,639 in 2012 to 7,162 currently. Facebook fans are up from 4,712 in 2012 to 5,892 currently. Downloads of books in an electronic

format (eBooks) were up from 65,715 in 2012 to 90,375 currently.

Library News on the [www.cpl.org](http://www.cpl.org) homepage featured pages built for the following new items: Before I Die; CMSD Board Seeks Applicants to Fill Vacancy; Winterfest; Downtown Cleveland: Days Ago/Days Ahead (Friends Annual Meeting); and Author Visit: Dr. Gwendolyn Goldsby Grant.

During the month of November, the following events, programs, and information were promoted on [cpl.org](http://cpl.org): Brown Bag Book Club; Thank You, Cleveland (Levy Pass); Winterfest; National Geographic Kids (featured research database); Before I Die (exhibit); Kids Storytime; Music at Main; Friends of the Library Annual Meeting; Exhibits; Affordable Care Act; Plain Dealer e-edition Digital Workshops; Support Our Libraries; Sesame Street eBooks; Free Tutoring; Tutor.com; Learning Express Library; Testing and Education Reference Center; MyPlace MyCard - My Music is Free; CLEVNET Mobile App; 3D Printing; 2013 Annual Report; Sorenson Video Relay; Eastman Reading Garden is Open; MyPlace MyCard My eBooks are Free; and Ed2Go/Learn4Life.

3 Popular Topic pages were updated with new book lists in November.

The 27th "Off the Shelf" (the November issue) was sent out on November 7, 2013, to a distribution list of 3854. This issue featured: Thank You, Cleveland Voters!; Experience the Joy of the Holidays in Cleveland at Winterfest; 56th Annual Meeting of the Friends; Before I die...; A Christmas Carol Coloring Contest. The following new releases were featured: The Rosie Project: a Novel by Graeme Simsion; Sunny's Kitchen: Easy Good for Real Life by Sunny Anderson with photographs by John Lee; and Allegiant by Veronica Roth. The following programs were featured: Music at Main: Emily Cornelius, violin; Who Lived in Ohio?; Soapmaking; 3D Cookie Cutter Lab; Make a Panjolele: a Cake Pan Musical Instrument; and Digital Gloves: Make Your Gloves Touchscreen-Compatible.

On November 4, Before I Die exhibit information and an image was posted to the Exhibits page.

On November 5, Emily Cornelius was added to the Music at Main page.

On November 6, the Support Our Library page was changed to Thank You, Cleveland! A rotator was also posted to the front page of the website to thank our voters for passing Issue 79, which linked to the Thank You, Cleveland! page.

On November 8, a booklist for "Venus in Fur," Nov 1 - Nov 24, 2013 at Cleveland Play House was created and posted to the Theater Popular Topics page.

On November 8, Rollie Welch's Read in the CLE title was updated to his review of "Fangirl."

On November 9, A Christmas Carol Exhibit was added to the Exhibits page.

On November 11, all Newbank URLs were updated on cpl.org's Research Databases page per the request of our Newsbank representative, as the old URLs will eventually stop working.

On November 12, booklists were built for "ONCE" November 12-24, 2013 at Cleveland Playhouse Square and "Wicked" December 4, 2013 - January 5, 2014, at Cleveland Playhouse Square, were built and posted to the Theater Popular Topics page.

On November 13, Krystin O'Mara was removed from the Music at Main page.

On November 19, David Reynolds gave a presentation to the Leadership Team on our new federated database search tool, Summon from SerialsSolutions.

On November 20, the Free Tutoring schedule was updated.

On November 20, Reading Club Fun pages were completed and links were added to the Kids & Teens Reading Club pages of the Ohio Library for the Blind and Physically Disabled site.

On November 21, the Taking Photographs at the Library page, including a form that emails the details of each request to Outreach and Programming Services, was finalized and a link was added to the Using the Library page.

On November 21, the Digital Literacy Workshops (Plain Dealer e-edition) page was updated with current information.

On November 21, Thanksgiving the upcoming closure graphics were posted to the mobile site and the standard site.

On November 27, the Affordable Care Act page was updated with current information.

On November 29, the Learn4Life page was updated with current information.

### **PROPERTY MANAGEMENT**

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We continue to meet with and monitor the work of the contractors working on the gas conversation project for LSW and Main and work has been completed on the deactivation of South branch.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Power was run for the temporary A/C units that are going to be used to back up existing Liebert A/C units during repair work on Glycol piping. All clocks were set back due to the time change. Repairs were made to the perimeter hydronic heaters in the multipurpose room at Carnegie West. The hot water circulating pump was repaired at Fleet and West Park. Several pneumatic thermostats that control heating valves on vav boxes were calibrated at Glenville. Outside lights were repaired at Harvard-Lee, Lakeshore, Langston Hughes, and Hough. A bad combustion air fan motor and blades were replaced at Sterling. Panels were installed on the outdoor intake for the A/C condenser at Union.

The Carpenters and Painters completed work in the meeting room of West Park prior to the installation of new carpeting. Painting was completed at Garden Valley and the 10<sup>th</sup> floor of LSW. Glass block windows were removed from the basement of Lorain and panels were installed so that the maintenance mechanics can have access to the basement from outside.

The Garage installed a new battery on #16 and did a complete break job on #16 and #19. Salt was delivered to all branches. Lawn mowers were picked up at all branches. Snow removal and salting for the parking lots was completed as needed.

### SAFETY & PROTECTIVE SERVICES

#### Protective Services

##### Activity

Month	Total Dispatch Activities	Average per day	Total Alarms	Branch Emer-gencies	Branch Visits	Downtown Campus Incidents	Incident Reports Generated	CPL access activities
November 2013	6407	267	257	44	211	229	84	425
October 2013	5648	226	301	42	262	144	63	61
September 2013	6371	265	270	20	251	140	36	204
August 2013	7,134	264	263	23	265	216	37	242
July 2013	6,264	241	149	21	239	167	67	198
June 2013	5,671	236	38	49	224	180	52	340
May 2013	5,474	211	42	25	377	257	59	N/A
April 2013	4,525	185	36	30	466	297	71	N/A
March 2013	3,791	145	25	40	564	188	52	N/A
Feb 2013	3,090	134	35	35	472	140	59	N/A
January 2013	2,732	109	13	18	303	102	39	N/A

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

- Winterfest 2013 on November 24, 2014 was a success.
- Supported Sugarman planning meeting on 11/21/2013.
- LAND Studio public Meeting on new downtown hotel complex.

#### Protective and Fire Systems

- The Library Board of Trustees Approved replacement of the Fire System at the Lake Shore Facility. The plans have been submitted for review to the City

- and as soon as they are approved, the vendor will begin installation.
- The access control system is continuing to be installed. The staff elevators are complete. The Garden Valley access system is complete and the Rice branch will be completed in December.

#### Contract Security

- There has been some staffing issues at the branches and continues to be addressed by G4S.

#### Administration

- Interviews will be conducted for Safety & Protective Services Officer positions.

### **INFORMATION TECHNOLOGY & CLEVNET**

#### PLANNED AND ACCOMPLISHED THIS PERIOD:

##### KnowItNow24x7 (KIN24x7):

- Work on Disaster Recovery (DR) Plan
- Continue work on KIN24x7 Community Site redesign
- Write scripts to automate posting remainder of reports to Community Site
- Work on KIN24x7's portion of CPL Operational Plan

##### Converged Technologies:

- Planning for 7 member libraries to migrate to new VoIP infrastructure offered through AT&T. This migration is a part of our shared services model that will reduce overall cost to our member libraries. Further analysis and update of savings will be reported in future monthly reports.

##### Virtualization and Desktop Support:

- Finalization of the Office365 licensing needs
- Planning for email migration to Outlook offered through cloud based services
- Partnered with Public Services to secure early literacy workstations that contribute to our strategic plan, specifically Technology and Education portions of STEP (Safety Technology Education Preservation).

Webware

- We are approaching 1 Million downloads through our Overdrive interface. We anticipate the milestone will be achieved in December.

Other CPL Projects

Converged Technologies:

- Partnership with Public Services to obtain laptop and tablet dispensing solutions in 3 locations; TechCentral, TechCentral West and East. The solution will allow patrons to experience newer technologies while also expanding the investment of our MyCloud solution. We are expecting a higher usage rate of the MyCloud solution because the availability of the laptops in multiple locations.

Ms. Rodriguez moved to adjourn into Executive Session to provide a legal update on pending litigation involving the Library. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:12 pm

Mr. Corrigan stated that the record should clearly reflect that in all Executive Sessions no decisions are made, only discussions held.

The Regular Board Meeting resumed at 1:32 p.m.

Mr. Corrigan adjourned the regular board meeting at 1:33 p.m.

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Thomas D. Corrigan  
President

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Alan Seifullah  
Secretary



## GIFT REPORT FOR NOVEMBER 2013

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	994	6,808
Periodicals	146	1,066
Publishers Gifts	0	0
Non-Print Materials	<u>9</u>	<u>1,176</u>
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	1,149	9,050

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 560	\$ 16,437
Building & Repair Fund	Restricted	0	0
Library Fund	Unrestricted	0	0
Library Fund	Restricted	1,000	10,225
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	0	32,490
Friends Fund	Restricted	0	0
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	27,046
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	0	148,918
Lockwood Thompson Fund	Restricted	78,638	157,275
PNC - Grow up Great	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Beard Anna Young	Restricted	0	164
Learning Centers	Restricted	0	0
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>0</u>	<u>37,998</u>
<b>TOTAL MONEY GIFTS</b>		\$ 80,198	\$ 431,452

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	24	228	1,149	9,050
Money Gifts	<u>15</u>	<u>95</u>	<u>15</u>	<u>95</u>
<b>TOTAL GIFTS</b>	39	323	1,164	9,145



## CLEVELAND PUBLIC LIBRARY

325 Superior Avenue • Cleveland, Ohio 44114 • 216.623.2800 • www.cpl.org

Sent via email December 10, 2013

Mr. Bryan Dunn, Department Manager  
Cuyahoga County Budget Commission  
1219 Ontario Street/Room 121  
Cleveland, Ohio 44113

Dear Bryan:

Please issue an Amended Certificate of Estimated Resources with an increase in Property Tax – General fund by \$3,784,427.80; a decrease in Other Sources – Special Revenue by \$6,794.24 relating to the Starting Point agreement for MyCom out-of school time transitions program; and to reflect the Board approved resolution to advance cash from the General Fund to the Special Revenue funds - MyCom fund and OLBPD fund - in the amounts of \$94,640 and \$60,000 respectively, for which repayment is to be made in 2014; and the repayment of the advances from the Special Revenue funds – MyCom fund and Friends fund - to the General fund in the amounts of \$89,994.24 and \$17,500 respectively as summarized below:

Fund Category	Unencumbered Balance as of January 1, 2013	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$23,600,307.54	\$ 27,998,331.86 \$ 20,336,111.67	\$ 5,987,157.50	\$ 77,921,908.57
Special Revenue	\$11,449,605.87		\$ 2,990,237.85	\$ 14,439,843.72
Capital	\$15,525,279.75		\$ 50,000.00	\$ 15,575,279.75
Permanent	\$ 2,033,648.38		\$ 64,290.00	\$ 2,097,938.38
Agency	\$ 8,913.99			\$ 8,913.99
<b>TOTAL</b>	<b>\$52,617,755.53</b>	<b>\$ 48,334,443.53</b>	<b>\$ 9,091,685.35</b>	<b>\$ 110,043,884.41</b>

Thank you for your assistance.

Very truly yours,

Carrie Krenicky  
Chief Financial Officer

**Board of Library Trustees**

Thomas D. Corrigan, President • Maritza Rodriguez, Vice President • Alan Seifullah, Secretary  
Alice G. Butts • John M. Hairston, Jr. • Anthony T. Parker • Rick Werner  
Felton Thomas, Jr., Director

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 76.55% 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 12, 2013

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, 2013, as revised by the Budget Commission of said County, which shall govern the total of approved appropriations made at any time during such fiscal year:

	Unencumbered	General	PLF	Other	
General Fund	23,600,307.54	27,998,331.86	20,336,111.67	5,987,157.50	77,921,908.57
Special Revenue	11,449,605.87			2,990,237.85	14,439,843.72
Capital	15,525,279.75			50,000.00	15,575,279.75
Permanent	2,033,648.38			64,290.00	2,097,938.38
Agency	8,913.99				8,913.99
<b>Totals/Subtotals</b>	<b>52,617,755.53</b>	<b>27,998,331.86</b>	<b>20,336,111.67</b>	<b>9,091,685.35</b>	<b>110,043,884.41</b>

<i>Mark Parks</i>	<b>Budget</b>	<i>Ed Frazee</i>
<i>Donna Johnson</i>	<b>Commission</b>	<i>[Signature]</i>

**CLEVELAND PUBLIC LIBRARY  
2013 APPROPRIATION: NINTH AMENDMENT  
DECEMBER 19, 2013**

**GENERAL FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	23,600,307.54	0.00	23,600,307.54 (3)
Taxes - General Property	22,213,904.06	3,215,211.45	25,429,115.51
Public Library Fund (PLF)	20,336,111.67	0.00	20,336,111.67
State Rollbacks/CAT	4,000,000.00	569,216.35	4,569,216.35
Federal Aid	0.00	0.00	0.00
State Aid	0.00	0.00	0.00
Fines and Fees	300,000.00	0.00	300,000.00
Earned Interest	225,000.00	0.00	225,000.00
Services	3,053,415.50	0.00	3,053,415.50
Unrestricted Gifts	1,500.00	0.00	1,500.00
Miscellaneous	561,882.00	0.00	561,882.00
Return of Advances/Advance Out	(107,494.24)	(47,145.76)	(154,640.00)
<b>TOTAL RESOURCES</b>	<b>74,184,626.53</b>	<b>3,737,282.04</b>	<b>77,921,908.57</b>

<b>APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	33,120,713.00	1,200,000.00	34,320,713.00
Supplies	990,080.00	0.00	990,080.00
Purchased/Contracted Services	9,977,427.00	0.00	9,977,427.00
Library Materials/ Information	8,750,996.00	0.00	8,750,996.00
Capital Outlay	523,309.00	0.00	523,309.00
Other Objects	113,260.00	0.00	113,260.00
<b>SUBTOTAL OPERATING</b>	<b>53,475,785.00</b>	<b>1,200,000.00</b>	<b>54,675,785.00</b>
Transfers/Advances	0.00	0.00	0.00
<b>TOTAL APPROPRIATION</b>	<b>53,475,785.00</b>	<b>1,200,000.00</b>	<b>54,675,785.00</b>

**CLEVELAND PUBLIC LIBRARY  
2013 APPROPRIATION: NINTH AMENDMENT  
DECEMBER 19, 2013**

**SPECIAL REVENUE FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	14,399,492.20	40,351.52	14,439,843.72
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	196,388.69	0.00	196,388.69
Endowment for the Blind	1,704,515.93	0.00	1,704,515.93
Founders	2,290,909.44	0.00	2,290,909.44
Kaiser	46,004.88	0.00	46,004.88
Kraley	156,818.84	0.00	156,818.84
Library	176,226.81	0.00	176,226.81
Pepke	99,625.18	0.00	99,625.18
Wickwire	1,103,791.15	0.00	1,103,791.15
Wittke	67,821.37	0.00	67,821.37
Young	3,200,357.38	0.00	3,200,357.38
Friends	17,500.00	0.00	17,500.00
Judd	198,111.00	0.00	198,111.00
Lockwood Thompson	187,979.17	0.00	187,979.17
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	69,409.08	0.00	69,409.08
LSTA-OLBPD	1,523,020.08	0.00	1,523,020.08
LSTA-Know It Now	481,094.56	0.00	481,094.56
MyCom	184,634.24	(6,794.24)	177,840.00
PNC Grow Up Great	55,225.11	0.00	55,225.11
Learning Centers	39,607.55	0.00	39,607.55
<b>TOTAL APPROPRIATION</b>	<b>11,799,940.46</b>	<b>(6,794.24)</b>	<b>11,793,146.22</b> (4)

**CAPITAL PROJECTS FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	15,575,279.75	0.00	15,575,279.75
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
<b>BUILDING &amp; REPAIR</b>	<b>15,575,279.75</b>	<b>0.00</b>	<b>15,575,279.75</b> (5)

**CLEVELAND PUBLIC LIBRARY  
2013 APPROPRIATION: NINTH AMENDMENT  
DECEMBER 19, 2013**

**PERMANENT FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,097,938.38	0.00	2,097,938.38
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	173,772.26	0.00	173,772.26
Ambler	1,557.73	0.00	1,557.73
Beard	101,702.41	0.00	101,702.41
Klein	3,661.48	0.00	3,661.48
Malon/Schroeder	122,244.60	0.00	122,244.60
McDonald	134,829.37	0.00	134,829.37
Ratner	65,454.86	0.00	65,454.86
Root	24,308.48	0.00	24,308.48
Sugarman	22,111.14	0.00	22,111.14
Thompson	85,191.70	0.00	85,191.70
Weidenthal	4,670.65	0.00	4,670.65
White	1,357,707.29	0.00	1,357,707.29
Beard Anna Young	726.41	0.00	726.41
<b>TOTAL APPROPRIATION</b>	<b>2,097,938.38</b>	<b>0.00</b>	<b>2,097,938.38</b> (6)

**AGENCY FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	8,913.99	0.00	8,913.99
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
<b>UNCLAIMED FUNDS</b>	<b>8,913.99</b>	<b>0.00</b>	<b>8,913.99</b>

**CLEVELAND PUBLIC LIBRARY  
2013 APPROPRIATION: NINTH AMENDMENT  
DECEMBER 19, 2013**

- 
- (1) Certificate dated October 11, 2013
- (2) Certificate dated December 12, 2013
- (3) \$23,600,307.54 unencumbered cash carried forward (plus \$6,869,256.73 encumbered cash.)
- (4) \$11,449,605.87 unencumbered cash carried forward (plus \$501,483.39 encumbered cash.)  
 \$2,835,597.85 additional revenue  
 (not including outstanding cash advances of \$60,000 & \$94,640).  
 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.  
 (\$11,449,605.87 + \$2,835,597.85 - \$2,492,057.50 = \$11,793,146.22)
- (5) \$15,525,279.75 unencumbered cash carried forward (plus \$874,337.84 encumbered cash.)  
 \$-0- transfer from General Fund. \$50,000 additional revenue.  
 (\$15,525,279.75 + \$50,000.00 = \$15,575,279.75)
- (6) \$2,817,964.74 unencumbered cash carried forward (plus \$8,945.07 encumbered cash.)  
 (\$2,817,964.74 = \$2,750,683.73 + \$67,281.01-received 6/2012; not in Beg Yr Bal)  
 \$64,290 additional revenue. Non-expendable principal amounts (\$784,316.36) are not included in either the certified fund balances or the appropriated amounts.  
 (\$2,817,964.74 + \$64,290.00 - \$784,316.36 = \$2,097,938.38)

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

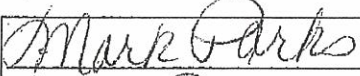
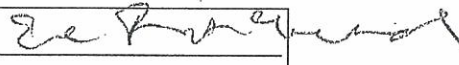
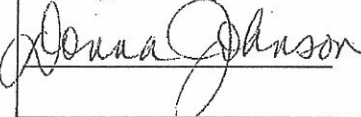
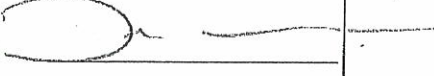
**AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES**  
Based on 82.09% current collection of current levy for previous tax year.  
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.  
Cleveland, Ohio December 13, 2013

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, 2014, as revised by the Budget Commission of said County, which shall govern the total of approved appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2014	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	23,246,123.57	26,140,418.63	20,460,566.22	5,697,356.00	75,544,464.42
Special Revenue	10,143,132.50			2,862,915.00	13,006,047.50
Capital	11,900,000.00			0.00	11,900,000.00
Permanent	2,011,390.00			136,590.00	2,147,980.00
Agency	10,000.00			0.00	10,000.00
<b>Totals/Subtotals</b>	<b>47,310,646.07</b>	<b>26,140,418.63</b>	<b>20,460,566.22</b>	<b>8,696,861.00</b>	<b>102,608,491.92</b>

 Budget   
 Commission 



## CLEVELAND PUBLIC LIBRARY

GENERAL FUND		APPROPRIATION 2014
<b>Salaries/Benefits</b>		
63.8%		
TOTAL		\$ 34,563,233
<b>Supplies</b>		
1.9%		
TOTAL		1,045,967
<b>Purchased/Contracted Services</b>		
18.5%		
TOTAL		10,005,808
<b>Library Materials/Information</b>		
14.9%		
TOTAL		8,053,202
<b>Capital Outlay</b>		
0.8%		
TOTAL		417,180
<b>Other</b>		
0.2%		
TOTAL		100,665
<b>SUBTOTAL GENERAL OPERATING EXPENDITURES</b>		
100.0%		
		\$ 54,186,055
<b>Transfers/Advances</b>		
TOTAL		-
<b>TOTAL GENERAL FUND</b>		
		\$ 54,186,055

CLEVELAND PUBLIC LIBRARY		
SPECIAL REVENUE FUNDS	FUND NO.	APPROPRIATION 2014
Anderson	201	\$ 201,248
Endowment for the Blind	202	1,749,748
Founders	203	2,239,606
Kaiser	204	46,198
Kraley	205	159,186
Library	206	153,288
Pepke	207	101,574
Wickwire	208	1,124,350
Wittke	209	69,214
Young	210	3,300,378
Friends	225	12,000
Judd	226	195,000
Lockwood Thompson	228	154,000
Ohio Center for the Book	229	975
Schweinfurth	230	106,000
LSTA-OLBPD	251	1,508,194
LSTA-Know It Now	252	298,391
MyCom	254	94,640
<b>TOTAL SPECIAL REVENUE FUNDS</b>		<b>\$ 11,513,990</b>

CLEVELAND PUBLIC LIBRARY			
CAPITAL FUNDS	FUND NO.		APPROPRIATION 2014
Building and Repair Fund	401	\$	11,900,000
<b>TOTAL CAPITAL FUNDS</b>		<b>\$</b>	<b>11,900,000</b>
PERMANENT FUNDS	FUND NO.		APPROPRIATION 2014
Abel	501	\$	177,708
Ambler	502		1,540
Beard	503		101,350
Klein	504		3,690
Malon/Schroeder	505		126,642
McDonald	506		137,688
Ratner	507		66,316
Root	508		24,404
Sugarman	509		26,340
Thompson	510		87,840
Weidenthal	511		4,734
White	512		1,388,838
Beard Anna Young	513		890
<b>TOTAL PERMANENT FUNDS</b>		<b>\$</b>	<b>2,147,980</b>
AGENCY FUNDS	FUND NO.		APPROPRIATION 2014
Unclaimed Funds	901	\$	10,000
<b>TOTAL AGENCY FUNDS</b>		<b>\$</b>	<b>10,000</b>
<b>Total Other Funds</b>		<b>\$</b>	<b>25,571,970</b>

**UNIQUE** Management  
Services, Inc.  
Library Division

**AGREEMENT  
MATERIAL RECOVERY SYSTEM**

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

**INITIAL PLACEMENT AND SECONDARY PLACEMENT**

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

With the exception of any minor's accounts, we give Unique Management Services permission to report all unpaid accounts to national credit reporting agencies after notification to the Library of accounts to be reported by Unique Management Services.

**PRICING**

As of January 1, 2014, we understand that we will be billed once per month for the previous month's total submissions at the rate of \$8.95 per each account, ("All Materials (New Accounts) inclusive of Tablet/Tech Central Accounts"), in a total amount not to exceed One Hundred Forty Thousand (\$140,000). The services UMS will provide for this fee includes the 120 day series of letters, calls, skip tracing, and credit reporting for all materials. UMS will provide an expedited process for this fee that includes a 35 day series of letters, calls, skip tracing and credit reporting for all Tablet/Tech Central Accounts. Prices will be protected from any additional increases with the sole exception of any U.S. postal price increase, which Library agrees to pay.

**TERM**

This Agreement shall commence on the Effective Date, January 1, 2014. This Agreement shall expire on December 31, 2014 unless canceled by either party upon 10 days written notice. Payment terms are net 30 days from receipt of invoice.

**LIABILITY**

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

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

Board of Trustees of the  
Cleveland Public Library

By: \_\_\_\_\_  
Library Representative

Title: \_\_\_\_\_

\_\_\_\_\_  
Date

Unique Management Services, Inc.

  
\_\_\_\_\_  
Unique Management Services Representative

Title: President/CEO

Address: 119 E Maple St. Jeffersonville, IN 47130

December 4, 2013  
Date



## Order Form

This Order Form, together with the attached license agreement terms and conditions (collectively, the "Agreement") is between ProQuest LLC, a Delaware limited liability company, through its Serials Solutions business unit ("Serials Solutions" or "Licensor") and the subscribing institution named below ("Customer" or "Licensee"), and is made as of the date of Customer's signature below (the "Effective Date").

By signing below, you certify that you have read this Agreement, you are authorized to sign this Agreement on behalf of the Customer, and you are authorized to commit the Customer to be bound by this Agreement. Please return a fully completed and signed copy of this Order Form to Serials Solutions via scanned email attachment to, fax at (206) 299-9707, or via mail to the address below.

rev. 01Mar2010

<b>ProQuest LLC, through Serials Solutions</b>	<b>Customer: Cleveland Public Library/David Reynolds/Rod Houpe</b>
Signature: _____ Duly Authorized Signature	Signature: _____ Duly Authorized Signature
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date Signed: _____	Date Signed: _____
Address: <u>501 N. 34<sup>th</sup> St.</u> <u>Suite 200</u> <u>Seattle, WA 98103-8645</u>	Address: _____ _____ _____

SERVICE ORDERED	START DATE (MM/YYYY)	END DATE (MM/YYYY)	PRICE (US\$)
Summon/360 Link	02/01/14	01/31/15	\$30,309.00
Summon/360 Link	02/01/15	01/31/16	\$31,824.00
Summon/360 Link	02/01/16	01/31/17	\$33,415.00
<b>Customer shall pay all invoices in full net 30 after customer's receipt of invoice.</b>		<b>TOTAL</b>	<b>\$95,548.00</b>

**ADDITIONAL COMMENTS OR IMPLEMENTATION INSTRUCTIONS:**

**Required Information:**  
 1. Date when ready to begin implementation \_\_MM/DD/\_\_\_\_.

# SerialsSolutions<sup>®</sup>

A ProQuest Company

2. Library Implementation Point of Contact:

[Name]

[Title]

Phone [000-000-0000]

Email:

# GANLEY CHEVROLET

15315 LORAIN AVENUE • CLEVELAND, OHIO 44111  
(216) 671-1620 • FAX: (216) 671-1250

# BUYERS AGREEMENT

DATE 12/3/2013

<b>Cleveland Public Library</b>		<b>(216)623-2903 (216)623-7111 carl.stone@cpl.org</b>		
COMPANY	BUYER	HOME PHONE	WORK PHONE	E-MAIL
<b>325 Superior Ave</b>	<b>Cleveland</b>	<b>OH</b>	<b>44114</b>	<b>Cuyahoga 0</b>
STREET ADDRESS	CITY	STATE	ZIP CODE	COUNTY TAX %
<b>ORDER</b>	<b>2014</b>	<b>Chevrolet</b>	<b>Express Van</b>	<b>White</b>
STOCK NO.	YEAR	MAKE	MODEL	BODY COLOR
				<input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> RENTAL <input type="checkbox"/> DEMO <input type="checkbox"/> GM EMPLOYEE <input type="checkbox"/> GM SUPPLIER <input type="checkbox"/> ACCURATE <input type="checkbox"/> NOT ACCURATE
SERIAL NUMBER		ODOMETER MILEAGE		

DRIVERS LICENSE NO.	SOCIAL SECURITY NO.	DATE OF BIRTH
---------------------	---------------------	---------------

TRADE IN	STK #	MARKET VALUE	MSRP
		\$	\$ <b>37,973.00</b>

NAME ON REG		
YEAR	MAKE	MODEL
VIN #	<i>2014 HIGH CUBE CUTAWAY</i>	
MILES	<input type="checkbox"/> ACCURATE <input type="checkbox"/> NOT ACCURATE	<i>177 IN WHEELBASE</i>
PAYOFF	PER DAY	<i>LOCKING REAR DIFFERENTIAL</i>
GOOD TIL	CONTACT PERSON	<i>AM-FM STEREO</i>
ACCOUNT #		
LIEN HOLDER	<i>16'5" BODY EXTERIOR LENGTH</i>	
PAYOFF ADDRESS	<i>ROLL UP REAR DOOR</i>	
CITY	STATE	ZIP
		<i>96" EXTERIOR WIDTH</i>

<b>INSURANCE COMPANY</b>		<i>2" CROSSMEMBERS ON 16" CENTERS</i>
NAME	AGENCY	<i>GRAB HANDLES, MUD FLAPS,</i>
ADDRESS		<i>WHITE GELCOAT FINISH</i>
CITY, STATE, ZIP		
PHONE		
POLICY #		

EFFECTIVE DATE FROM:	TO:	1. CASH PRICE	<b>35,585 50</b>
COVERAGE: <input type="checkbox"/> FIRE/THEFT <input type="checkbox"/> COMP <input type="checkbox"/> COLLISION		2. TRADE IN ALLOWANCE	<b>0 00</b>
DEDUCTIBLE \$		3. CASH DIFFERENCE	<b>35,585 50</b>
SPOKE WITH:		4. DOCUMENTARY FEES	<b>0 00</b>
		5. AMOUNT BEFORE TAX	<b>35,585.50</b>
		6. SALES TAX	<b>0 00</b>
		7. TRANSFER TITLE MEMO-30 DAY	<b>33 50</b>
		8. TRADE IN BALANCE	<b>0 00</b>
		9. TOTAL CASH PRICE DELIVERED	<b>35,619 00</b>
		10. CASH DOWN PAYMENT	<b>0 00</b>
		DEPOSIT ON ORDER (NON REFUNDABLE)	
		CASH ON DELIVERY	
		11. REBATE TO: AMT:	<b>6,200 00</b>
		12. UNPAID BALANCE	<b>29,419 00</b>

SALESMAN **Greg Fusco**

ACCEPTED BY \_\_\_\_\_ DATE **12/3/2013**

CUSTOMER'S SIGNATURE \_\_\_\_\_

THIS DEAL IS SUBJECT TO FINANCING CANCELABLE AT OPTION OF GANLEY CHEVROLET. DEPOSIT REFUNDABLE IF GANLEY CHEVROLET CANNOT OBTAIN FINANCING OR CANCELS DEAL. ALL REFUNDS GIVEN ONLY WITH YOUR CANCELLED CHECK OR RECEIPT.

Price good for (2)  
Total = \$58.838

# SIMS

BUICK GMC - 940 BABBIT ROAD - EUCLID, OH 44123  
 PHONE: (216) 289-5700 - (800) 688-SIMS

**PURCHASER'S NAME** CLEVELAND PUBLIC LIBRARY **DATE** 10/31/2013  
**ADDRESS** 325 SUPERIOR AVE E **DEAL #** 13555  
**CITY, STATE** CLEVELAND, OH **ZIP** 441141205 **COUNTY** CUYAHOGA **CUST #** 84680  
**EMAIL** **WORK #** **HOME #** **CELL #** (216) 570-6131

<input checked="" type="checkbox"/> NEW CAR	<input type="checkbox"/> USED TRUCK	<input type="checkbox"/> DEMO RENTAL	YEAR 2014	MAKE GMC	MODEL SAVANA 177"	BODY 3500 CUTAWAY	STOCK # LOCATE
COLOR		TRIM		MILEAGE		SERIAL NUMBER	
MILEAGE ON PURCHASED VEHICLE: Accurate Unless Marked Not Accurate <input type="checkbox"/> NOT ACCURATE							

TRADE IN RECORD - TRADE 1				VEHICLE PRICE	28,807.00
YEAR	MAKE	MODEL	TYPE		
VIN #					
MILEAGE: (Accurate Unless Marked Not Accurate) <input type="checkbox"/> NOT ACCURATE				Salvage Vehicle?	
Trade-in Allowance \$				Bal. Owed \$	NET ALLOWED \$

TRADE IN RECORD - TRADE 2				PAINT SEALANT	INTERIOR PROTECTION	TOTAL PROTECTION	7,050.00
YEAR	MAKE	MODEL	TYPE				
VIN #							
MILEAGE: (Accurate Unless Marked Not Accurate) <input type="checkbox"/> NOT ACCURATE							
Trade-in Allowance \$				Bal. Owed \$	NET ALLOWED \$		

<b>TOTAL NET TRADE-IN ALLOWANCE</b>				<b>\$0.00</b>	<b>FEES:</b>	<b>TITLE</b>	<b>TRADE</b>	<b>DUP</b>	<b>MEMO</b>	<b>LIEN</b>	<b>33.50</b>
REBATE	BID ASSISTAN...			\$6,200.00	LICENSE:	30 DAYS	NEW	TRANS	DUP,REG.		0.00
REBATE					TOTAL DUE						36,140.50
REBATE					TOTAL CREDIT (transferred from left column)						6,200.00
REBATE					CASH DUE ON DELIVERY						0.00
REBATE					BALANCE DUE / AMOUNT TO FINANCE						29,940.50

DEPOSIT	RECEIPT NO.			0.00	<b>DEPOSIT (PARTIAL PAYMENT) RECEIPT -</b> Purchaser hereby provides to the Dealer the sum of \$ <b>0.00</b> as a Non-Refundable Deposit/Partial Payment for the vehicle described above. If this Receipt is for a Deposit, Dealer will refrain from selling the described vehicle for _____ days from the date of Deposit.						
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**TOTAL CREDIT** 6,200.00

If the purchase of the motor vehicle described herein is to be financed all disclosures required by revised regulation 2, truth-in-lending simplification act, will be made by the lending institution (creditor) to the purchaser at the time purchaser is to be contractually obligated on the credit transaction. ALL USED VEHICLES ARE SOLD "AS IS" NOT IMPLIED OR EXPRESSLY WARRANTED OR GUARANTEED, BUT MAY BE SUBJECT TO A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT.

**NEGATIVE EQUITY DISCLOSURE + CONSENT -** I am aware that the balance owed on my trade-in vehicle or the amount owed on my lease turn-in vehicle exceeds the trade-in allowance from the Dealer. As a result, I have requested that the "Balance or Cash Due" be increased by the difference \$ **N/A** (known as negative equity).

ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES, UNLESS DEALER FURNISHES PURCHASER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IN CONNECTION WITH THE VEHICLE AND ANY RELATED PRODUCTS AND SERVICES SOLD BY DEALER. DEALER NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF THE VEHICLE AND THE RELATED PRODUCTS AND SERVICES. IN THE EVENT THAT A WRITTEN WARRANTY IS PROVIDED BY DEALER OR A SERVICE CONTRACT IS SOLD BY DEALER ON ITS OWN BEHALF, ANY IMPLIED WARRANTIES ARE LIMITED IN DURATION TO THE TERM OF THE WRITTEN WARRANTY/SERVICE CONTRACT. CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY) THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.

If the purchase of the motor vehicle described herein is to be financed this agreement is subject to credit approval and assignment of a retail installment sales contract to a financial institution, and the Annual Percentage Rate (APR) may be negotiated with Dealer and Dealer may receive compensation for arranging financing on customer's behalf. These documents are fully incorporated herein (where applicable): **Conditional/Spot Delivery Agreement, We Owe/Delivery Report and Used Vehicle Limited Warranty.** NO ORAL REPRESENTATIONS HAVE BEEN MADE TO THE PURCHASER and all terms of the agreement are contained on the front and back of this agreement and any documents incorporated herein. I have read the terms and conditions of this Agreement, both on the front and back, and agree to them. I certify that I am at least 18 years old, and acknowledge receipt of a copy of this Agreement. I UNDERSTAND THAT THIS RETAIL BUYERS ORDER IS NOT BINDING UNLESS ACCEPTED BY DEALER OR HIS AUTHORIZED AGENT.

PURCHASER(S) \_\_\_\_\_ DATE 10/31/2013 SALES PERSON ROBERT I. WILBRAHAM ACCEPTED BY AUTHORIZED AGENT \_\_\_\_\_



# SIMS

BUICK GMC - 940 BABBIT ROAD - EUCLID, OH 44123  
 PHONE: (216) 289-5700 - (800) 688-SIMS

PURCHASER'S NAME CLEVELAND PUBLIC LIBRARY

DATE 12/11/2013

ADDRESS 325 SUPERIOR AVE E

DEAL # 13555

CITY, STATE CLEVELAND, OH

ZIP 441141205

COUNTY CUYAHOGA

CUST # 84680

EMAIL \_\_\_\_\_

WORK # \_\_\_\_\_

HOME # \_\_\_\_\_

CELL # (216) 570-6131

<input checked="" type="checkbox"/> NEW	<input type="checkbox"/> USED	<input type="checkbox"/> DEMO	YEAR	MAKE	MODEL	BODY	STOCK #
<input type="checkbox"/> CAR	<input type="checkbox"/> TRUCK	<input type="checkbox"/> RENTAL	2014	GMC	SAVANA 3500	177 IN WB CU...	ORDER

COLOR	TRIM	MILEAGE	SERIAL NUMBER
		MILEAGE ON PURCHASED VEHICLE: Accurate Unless Marked Not Accurate	NOT ACCURATE

TRADE IN RECORD - TRADE 1				VEHICLE PRICE	29,062.00
YEAR	MAKE	MODEL	TYPE		
VIN #					
MILEAGE: (Accurate Unless Marked Not Accurate) <input type="checkbox"/> NOT ACCURATE <input type="checkbox"/> Salvage Vehicle? <input type="checkbox"/> Yes					
Trade-in Allowance \$	Bal. Owed \$	NET ALLOWED \$			

TRADE IN RECORD - TRADE 2				PAINT SEALANT	INTERIOR PROTECTION	TOTAL PROTECTION	6,169.00
YEAR	MAKE	MODEL	TYPE	MAINTENANCE CONTRACT <input checked="" type="checkbox"/> OTHER			
VIN #				EXTENDED SERVICE CONTRACT			0.00
MILEAGE: (Accurate Unless Marked Not Accurate) <input type="checkbox"/> NOT ACCURATE <input type="checkbox"/> Salvage Vehicle? <input type="checkbox"/> Yes				DOCUMENTARY SERVICE CHARGE			250.00
Trade-in Allowance \$	Bal. Owed \$	NET ALLOWED \$		TOTAL SALE PRICE			35,481.00

<b>TOTAL NET TRADE-IN ALLOWANCE</b>				<b>\$0.00</b>	SALES TAX 0 % TAXABLE BALANCE	35,481.00	0.00	
REBATE	BID ASSISTA...		\$6,200.00	FEES: TITLE	TRADE	DUP	MEMO LIEN	33.50
REBATE				LICENSE: 30 DAYS	NEW	TRANS	DUP.REG.	0.00
REBATE				TOTAL DUE				35,514.50
REBATE				TOTAL CREDIT (transferred from left column)				6,200.00
REBATE				CASH DUE ON DELIVERY				0.00
REBATE				BALANCE DUE / AMOUNT TO FINANCE				29,314.50

DEPOSIT	RECEIPT NO.	0.00	<b>TOTAL CREDIT</b>	6,200.00	<b>DEPOSIT (PARTIAL PAYMENT) RECEIPT -</b> Purchaser hereby provides to the Dealer the sum of \$ <u>0.00</u> as a Non-Refundable Deposit above. If this Receipt is for a Deposit, Dealer will refrain for _____ days from the date of Deposit.	Total for (2) \$59,225.00
---------	-------------	------	---------------------	----------	--	---------------------------

If the purchase of the motor vehicle described herein is to be financed all disclosures required by revised regulation 2, truth-in-lending simplification act, will be made by the lending institution (creditor) to the purchaser at the time purchaser is to be contractually obligated on the credit transaction. ALL USED VEHICLES ARE SOLD "AS IS" NOT IMPLIED OR EXPRESSLY WARRANTED OR GUARANTEED, BUT MAY BE SUBJECT TO A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT. **X**

**NEGATIVE EQUITY DISCLOSURE + CONSENT -** I am aware that the balance owed on my trade-in vehicle or the amount owed on my lease turn-in vehicle exceeds the trade-in allowance from the Dealer. As a result, I have requested that the "Balance or Cash Due" be increased by the difference \$ N/A (known as negative equity). **X**

ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES PURCHASER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IN CONNECTION WITH THE VEHICLE AND ANY RELATED PRODUCTS AND SERVICES SOLD BY DEALER. DEALER NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF THE VEHICLE AND THE RELATED PRODUCTS AND SERVICES. IN THE EVENT THAT A WRITTEN WARRANTY IS PROVIDED BY DEALER OR A SERVICE CONTRACT IS SOLD BY DEALER ON ITS OWN BEHALF, ANY IMPLIED WARRANTIES ARE LIMITED IN DURATION TO THE TERM OF THE WRITTEN WARRANTY/SERVICE CONTRACT. CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY) THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.

If the purchase of the motor vehicle described herein is to be financed this agreement is subject to credit approval and assignment of a retail installment sales contract to a financial institution, and the Annual Percentage Rate (APR) may be negotiated with Dealer and Dealer may receive compensation for arranging financing on customer's behalf. These documents are fully incorporated herein (where applicable): **Conditional/Spot Delivery Agreement, We Owe/Delivery Report and Used Vehicle Limited Warranty.** NO ORAL REPRESENTATIONS HAVE BEEN MADE TO THE PURCHASER and all terms of the agreement are contained on the front and back of this agreement and any documents incorporated herein. I have read the terms and conditions of this Agreement, both on the front and back, and agree to them. I certify that I am at least 18 years old, and acknowledge receipt of a copy of this Agreement. I UNDERSTAND THAT THIS RETAIL BUYERS ORDER IS NOT BINDING UNLESS ACCEPTED BY DEALER OR HIS AUTHORIZED AGENT.

12/11/2013  
DATE

ROBERT L WILBRAHAM  
SALESPERSON

ACCEPTED BY AUTHORIZED AGENT

PURCHASER(S)

## The Lockwood Thompson Dialogues at Cleveland Public Library Proposal for 2014 Programs

### INTENT & MISSION

The **Mission** of **The Lockwood Thompson Dialogues** and *See Also* is to reinforce Cleveland Public Library's reputation as a national leader in providing the highest quality educational opportunities and arts exposure to citizens of the City of Cleveland and its surrounding communities. Through these programs, the library will continue to be known locally, nationally and internationally as a civic institution committed to its role as a forum for the sharing of ideas and knowledge among the largest audience possible.

The intent of the Lockwood Thompson Dialogues is to bring speakers of national and/or international significance in the field of arts and popular culture to the Library to discuss trending topics.

The intent of *See Also* is to bring temporary public artwork to the Eastman Reading Garden, activating this beloved public space with artwork from emerging artists.

Both programs are wholly free and open to the public.

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### PROGRAM COMPONENTS

1. Definition of area of interest & specific topic within the selected area of Interest [LTD]
2. Selection of moderator and/or speaker(s) [LTD]
3. Lockwood Thompson Dialogue Event [LTD]
4. Artist selection [*See Also*]
5. Artwork installation – annually, each Spring with an optional opening reception [*See Also*]
6. Public Outreach + Program Documentation [LTD + *See Also*]

---

### PAST & CURRENT PARTNERS

Agnes Studio  
 CAN Journal  
 Cleveland Film Commission  
 Cleveland Film Society  
 Cleveland Public Theatre  
 Cleveland State University  
 Edible Cleveland  
 Fresh Water Cleveland  
 ideastream  
 Spaces Gallery  
 The Cleveland Institute of Art  
 The Cleveland Jewish News  
 The Plain Dealer

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## Lockwood Thompson Dialogue AREAS OF INTEREST & TOPICS

1. Each year, with guidance from Cleveland Public Library, an area of interest will be selected based upon current issues taking place in the Cleveland community and/or throughout the country.
2. Topics within the selected area of interest will be further developed in collaboration with community partners and potential guests, giving focus to the dialogue.
3. LAND studio will submit a proposal for the next topic in Spring 2014.

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## Overview of Past Lockwood Thompson Dialogue Programs

***Who We Are: Comedy, Tragedy & Cleveland;*** April 25, 2013

**Moderator:** Mike McIntyre, Radio Host and Columnist

**Panelists:** Dan O'Shannon, Executive Producer, *Modern Family*; Yvette Nicole Brown, Actress, *Community*; and Dave Hill, Comedian and Writer

**Attendance:** 350

***Food;*** March 8, 2012

**Moderator:** Michael Ruhlman, Author

**Panelists:** Dan Barber, Chef & Penny De Los Santos, Photographer

**Attendance:** 350

***Film;*** May 26, 2011

**Moderator:** Ted Hope, Independent Film Producer

**Panelists:** Spike Jonze and Lisa Cholodenko, Filmmakers

**Attendance:** 445 guests

***Civic Design & Inspired Infrastructure;*** October 29, 2009

**Moderator:** Steve Litt, *Plain Dealer* Art & Architecture Critic

**Panelists:** Alexandros Washburn, NYC Chief Urban Designer & Fred Salvucci, MIT Professor and Civil Engineer

**Attendance:** 230 guests

***Politics & Propaganda: The Design of the Presidential Brand;*** October 6, 2008

**Moderator:** Dan Moulthrop, ideastream *Sound of Ideas* host

**Panelists:** Frank Rich, *New York Times* Op Ed writer & Donna Brazile, Democratic Strategist and CNN Commentator

**Attendance:** 450+ guests

***Pen & Ink;***

**Moderator:** Michael Kimmelman, *New York Times* Chief Art Critic

**Event I;** May 18, 2007

Featuring Art Spiegelman, Cartoonist

**Event II;** December 13, 2007

Featuring Dave Eggers, Writer and McSweeney's Creator

**Attendance:** 320 guests

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## **SEE ALSO PROGRAMMING**

For the past four years, temporary artworks from emerging artists have activated the Eastman Reading Garden. These artworks have been selected by a committee comprised of local arts, design, and public space professionals. A fifth installation is planned for spring 2014, as part of multi-day festival of lights called AHA, celebrating the recent development boom and "illuminating" changes to Cleveland's urban landscape. Past installations include "The Reading Nest" by Mark Reigelman (Cleveland and Brooklyn), award winning "FIGURE/GROUND" by Scott Stibich (Cleveland), "The Power of the Pieces" by Donald Black, Jr. (Cleveland), and "Watership Down" by Jon Reed and Maier Yagod (Toronto).

These projects are installed in the late spring or early summer and are typically removed in late October, or when the first snow is imminent. Each project is able to be fully removed without leaving any permanent marks in the garden. Installation methods are fully vetted by the Facilities Administrator to ensure safety and durability.

This annual program furthers the goals of the Lockwood Thompson Endowment by ensuring that Cleveland Public Library provides visitors with access to the arts, showcasing the Main Branch as a place that cultivates and encourages creativity.

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## **YEARLY BUDGET ITEMS: Dialogue + *See Also***

### **Speaker Costs**

Honorariums, Travel, Lodging and Expenses

### **Event Costs**

Video and/or audio taping and Sign Language Interpreter (if requested)

### **Publicity + Public Outreach**

Design, Production, and Postage for Postcard Mailer

### **Publication**

Transcription, Design, Editing, Printing, Downloadable PDF, Postage, Image Usage Fees, Photography and Illustration as necessary

### **Garden Art**

Selection Process, Artist Fees, Travel, Insurance, Fabrication, Engineering, Installation and Removal

**LAND studio Management Fee**

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**LAND studio's ROLE:**

**Dialogue**

**Organize and Manage:**

- Topic Selection
- Guest Selection
- Guest Coordination
- Series Media Outreach
- Event Coordination
- Publication Production

***See Also***

**Organize and Manage:**

- Call for Artists
- Selection Process
- Design Development
- Design Approvals
- Installation and Teardown
- Artwork Publicity post-production

## Proposed Budget: 2015 Lockwood Thompson Programming

Dialogue Costs	
Speaker Fees	
Travel, accomodations, and meals	
Production Costs	
Program Documentation	
Publication Design & Printing	
Dialogue Total	33,000.00

See Also / Garden Art Costs	
Artist Selection	
Artwork design, fabrication, and installation	
Artist fees	
Travel and shipping	
Engineering services	
Permitting	
Event Costs	
Project Documentation	
See Also Total	30,000.00

LAND studio Management Fees	
Organize & coordinate programs	
Topic selection	
Participant selection & negotiation	
PR and media outreach	
Event planning & coordination	
Garden Art project management	
Management Total	22,000.00
<b>Lockwood Thompson Programming Not-to-Exceed Amount</b>	<b>63,000.00</b>
Dialogue Fees + Garden Art Fee + CPA Management Fee	<b>85,000.00</b>

\* All promotional/publicity expenses (design, printing, mailing, progams, etc.) are the responsibility of CPL

# STRATEGY

DESIGNPARTNERS

December 10, 2013

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

Dear Mr. Thomas:

SDP has enjoyed working with Cleveland Public Library (CPL), and together we have made great progress over the last several years. As city of Cleveland residents and business owners, we believe strongly in CPL's mission, and look forward to continuing our work into the next year to achieve your goals.

## I. SCOPE

SDP would provide the following services to CPL:

- Social media planning and execution
- Media relations: press release writing & positioning stories
- Read in the CLE (monthly): assist with identifying and contacting individuals
- Off the Shelf: framing and writing
- Ad buy consultation
- Strategy development as needed.

## II. TIMETABLE/TERM

SDP will provide the services described above from January 1, 2014 through June 30, 2014. SDP will review the terms of this contract with the Director 60 days before its expiration to determine the terms for future engagement. SDP will submit a written report on or about the first day of each month to the Director, describing all work performed pursuant to the Agreement during the previous 30 days.

## III. COSTS

CPL will pay SDP \$4,000.00 each month for services provided during the term of this Agreement, for a total not-to-exceed \$24,000, which sum shall include all expenses. Invoices will be provided by the 15<sup>th</sup> of each month, with payment due within 15 days of invoicing.

3500 Lorain Road, Cleveland, OH 44102

**IV. TERMINATION**

Either party may terminate this contract after providing thirty (30) days written notice.

**V. INDEPENDENT CONTRACTOR**

Strategy Design Partners and its employees shall perform services under this Agreement as independent contractors, not as CPL agents or employees, and Strategy Design Partners shall be responsible for and have control over all details, manner, and methods of providing those services. Strategy Design Partners agrees that its employees are not "public employees" for the purpose of membership in the Ohio Public Employees Retirement System.

**VI. CONCLUSION**

Thank you again for your time and consideration. Please sign below if you accept the terms of this proposal.

Sincerely,

David Fitz

---

David Fitz, Founding Partner  
Strategy Design Partners, LLC

---

Felton Thomas, Director  
Cleveland Public Library



This AGREEMENT  
between the **CLEVELAND PUBLIC LIBRARY**  
and the OHIO PUBLIC LIBRARY INFORMATION NETWORK, hereinafter known as **OPLIN**,

Witnesseth That:

The CLEVELAND PUBLIC LIBRARY proposes to act as an administrative agent for the "Digitization Hubs" project, designated by the State Library of Ohio as TECHNOLOGICAL INNOVATION PROJECT CFDA 45.310, PROJECT #VI-1-14 and described in the project application which shall become part of an agreement between the CLEVELAND PUBLIC LIBRARY and the State Library of Ohio.

This project will BEGIN January 1, 2014 and TERMINATE September 30, 2014.

OPLIN agrees to grant to the CLEVELAND PUBLIC LIBRARY the sum of \$108,999.00 to be used as "local match" funds for the purchase of equipment to be used for this project and described in the project application, said sum to be paid in monthly installments to the CLEVELAND PUBLIC LIBRARY upon issuance of purchase orders for said equipment.

These funds cannot be obligated or disbursed until after the project officially begins January 1, 2014.

All funds must be obligated/encumbered on or before September 30, 2014 and must be disbursed on or before October 31, 2014.

The CLEVELAND PUBLIC LIBRARY agrees to expend the OPLIN funds and the federal funds granted by the State Library of Ohio in accordance with the following budget:

	"Local" (OPLIN)	Federal	Total
Equipment	\$108,999.00	\$ 80,752.00	\$189,751.00
<b>TOTAL</b>	<b>\$108,999.00</b>	<b>\$ 80,752.00</b>	<b>\$189,751.00</b>

Budget amendments may be made only with written approval by OPLIN.

The CLEVELAND PUBLIC LIBRARY will be required to use the granted OPLIN funds as the local matching funds for the FFY 2013 federal funds granted by the State Library of Ohio in this project with \$108,999 in OPLIN local matching funds.

The CLEVELAND PUBLIC LIBRARY shall return all unexpended OPLIN grant funds to OPLIN at the CLOSE-OUT of this project.

The CLEVELAND PUBLIC LIBRARY is responsible for maintaining adequate records of these local-matching expenditures as well as adequate records of federal funds received and expended for reporting to the State Library of Ohio.

OPLIN funds must be expended at the level stated in the project application. The CLEVELAND PUBLIC LIBRARY agrees that all OPLIN funds received under this agreement will be expended solely for the purpose stated in the grant application. Any such funds not so expended, including funds lost or diverted to other purposes, shall be repaid to OPLIN. In the event that such funds are lost or diverted, the terms of this contract shall cease.


appropriation, nor any resolution or order for the expenditure of money chargeable to an appropriation, shall be valid and enforceable unless the director of budget and management first certifies that there is a balance in the appropriation not already obligated to pay existing obligations, in an amount at least equal to the portion of the contract, agreement, obligation, resolution, or order to be performed in the current fiscal year. Any written contract or agreement entered into by the state shall contain a clause stating that the obligations of the state are subject to this section."

This agreement becomes effective at the time of signing by both parties.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Felton Thomas Jr., Cleveland Public Library

2013-12-05  
Date

  
\_\_\_\_\_  
Stephen Hedges, OPLIN

The OPLIN Board approved this use of OPLIN funds by resolution on October 11, 2013.

The CLEVELAND PUBLIC LIBRARY agrees that if it fails to meet any term of this contract, OPLIN may, upon reasonable notice to the CLEVELAND PUBLIC LIBRARY, suspend the payment of funds and/or the project in whole or in part. The notice of suspension shall state the reasons for the suspension and any corrective action required of the CLEVELAND PUBLIC LIBRARY and the Effective date. The suspension shall remain in effect until the CLEVELAND PUBLIC LIBRARY has taken corrective action satisfactory to OPLIN or given evidence satisfactory to OPLIN that such corrective action will be taken. Failure of the CLEVELAND PUBLIC LIBRARY to comply with the terms of the suspension may result in termination of the contract.

Standard Clauses

The CLEVELAND PUBLIC LIBRARY is hereinafter known as **ADMINISTERING AGENCY**.

The ADMINISTERING AGENCY assures that it does not discriminate on The basis of race, religion, age, gender, national origin, or handicapping condition in providing space for public meetings.

The ADMINISTERING AGENCY agrees that it is an Equal Employment Opportunity employer which will comply with all applicable State and Federal EEO Affirmative Action Laws and regulations when filling advertised positions.

The ADMINISTERING AGENCY also agrees to hire personnel for this project in accordance with Section 907 of Public Law 90-132:

"No part of the funds appropriated in this project shall be used to provide payments, assistance, or services, in any form, with respect to any individual convicted in any Federal, State, or Local court of competent jurisdiction, of inciting, promoting, or carrying on a riot, or any group activity resulting in material damage to property or injury to persons, found to be in violation of Federal, State or Local Laws designated to project persons or property in the community concerned."

The ADMINISTERING AGENCY agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable regulation and all guidelines and interpretations issued pursuant thereto.

The ADMINISTERING AGENCY agrees that it will comply with Section 319 of Public Law 101-121:

"No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement."

The ADMINISTERING AGENCY also agrees that it will comply with the Drug-Free Workplace Act of 1988. 34 CFR part 85, subpart F, all requirements imposed by the applicable regulation and all guidelines and interpretations issued pursuant thereto.

The ADMINISTERING AGENCY agrees that it will comply with Section 126.07 of the Ohio Revised Code.

"No contract, agreement, or obligation involving the expenditure of money chargeable to an

THE STATE LIBRARY OF OHIO  
COLUMBUS, OHIO  
43201

OHIO FFY 2014  
LSTA  
CLEVELAND PUBLIC  
LIBRARY  
TECHNOLOGICAL  
INNOVATION PROJECT  
CFDA 45.310  
PROJECT #VI-1-14  
IMLS

This agreement between the Board of Trustees of the  
CLEVELAND PUBLIC LIBRARY  
hereinafter known as the ADMINISTERING AGENCY,  
and the State Library Board, hereinafter known as the STATE LIBRARY,

WITNESSETH THAT:

The ADMINISTERING AGENCY proposes to act as administrative agent for the  
TECHNOLOGICAL INNOVATION PROJECT as described in the project application which shall become  
part of this AGREEMENT.

This project will BEGIN January 1, 2014 and TERMINATE September 30, 2014.

The STATE LIBRARY agrees to grant to the ADMINISTERING AGENCY the sum of  
\$80,752 from FY 2013 funds to fund this project, said sums to be paid in monthly installments to the  
ADMINISTERING AGENCY.

\$0 from FFY 2013 funds shall be paid as soon as  
possible upon the signing of this agreement by  
both parties;

the balance of \$80,752 from FFY 2013 funds to be paid in monthly installments to the  
ADMINISTERING AGENCY based on estimated disbursements supplied to the STATE LIBRARY by  
the ADMINISTERING AGENCY.

## AGREEMENT-2

Federal funds received prior to January 1, 2014 cannot be obligated or disbursed until after the project officially begins January 1, 2014.

All funds must be obligated/encumbered on or before September 30, 2014 and must be disbursed on or before October 31, 2014.

The ADMINISTERING AGENCY agrees to expend the local and federal funds granted by the STATE LIBRARY and local matching funds in accordance with the following budget:

	Local	Federal	Total
<b>Equipment</b>	<b>\$108,999.00</b>	<b>\$ 80,752.00</b>	<b>\$189,751.00</b>
<b>Total</b>	<b>\$108,999.00</b>	<b>\$ 80,752.00</b>	<b>\$189,751.00</b>

Budget amendments may be made only with written approval by the STATE LIBRARY.

The ADMINISTERING AGENCY will be required to match the FFY 2013 federal funds granted by the STATE LIBRARY in this project with \$108,999 in local matching funds and will be billed for any unearned federal funds. Unearned federal funds shall be considered federal funds granted by the STATE LIBRARY and not matched with local funds specified in the proposal and considered a part of this agreement.

The ADMINISTERING AGENCY shall return all unexpended federal grant funds to the STATE LIBRARY at the CLOSE-OUT of this project.

The STATE LIBRARY will report expenditures from local funds to the Institute of Museum and Library Services and the State of Ohio as matching funds, and the ADMINISTERING AGENCY is responsible for maintaining adequate records of these local-matching expenditures

## AGREEMENT -3

as well as adequate records of federal funds received and expended for reporting to the STATE LIBRARY.

Local funds must be expended at the level stated in the project application. Failure to do so will result in a decrease in the final payment of federal funds.

The ADMINISTERING AGENCY agrees to make, on a form supplied by the STATE LIBRARY, separate cumulative financial reports of local and federal expenditures for the project quarters ending March 31, 2014, June 30, 2014, and September 30, 2014 and to make a final report of expenditures upon CLOSE-OUT of the project on or before October 31, 2014 following the project period. The ADMINISTERING AGENCY also agrees to submit full back-up documentation for local and federal expenditures for each project quarter.

The ADMINISTERING AGENCY also agrees to make narrative reports for the quarters ending March 31, 2014, June 30, 2014, and a cumulative narrative report upon CLOSE-OUT of the project (on or before October 31, 2014).

The narrative report shall describe the activities carried on toward reaching the objectives of the project as set forth in the application, including problems encountered as well as successful activities. The cumulative report shall, as objectively as possible, review and evaluate the project as a whole against the objectives and include a statement of whether or not the agency plans to continue project activities as part of its regular program.

The ADMINISTERING AGENCY agrees to complete a post-project evaluation, on a form supplied by the STATE LIBRARY, one year following the termination of the project.

All financial and narrative reports are due within 15 working days of the report period stated above.

## AGREEMENT -4

The Single Audit Act of 1984 requires that the STATE LIBRARY ensure that sub-recipients meet the provisions of the Single Audit Act, and that, in instances of non-compliance with Federal laws and regulations, the STATE LIBRARY take appropriate corrective action.

The State Library may request back-up documentation to verify purchases for audit purposes.

The ADMINISTERING AGENCY agrees to submit to the STATE LIBRARY within 30 days from the date the report is issued, one copy of its audit report for each fiscal year which includes any part of this project period.

Two copies of the promotional materials, book lists prepared for this project and newspaper publicity and articles shall be submitted with the narrative reports.

The ADMINISTERING AGENCY agrees that all Federal funds received under this agreement will be expended solely for the purpose stated in the grant application. Any such funds not so expended, including funds lost or diverted to other purposes, shall be repaid to the STATE LIBRARY. In the event that such funds are lost or diverted, the terms of this contract shall cease.

The ADMINISTERING AGENCY shall maintain inventory records of equipment purchased for the project using forms and procedures established by the STATE LIBRARY per Section 1183.130 and 1184.140 Code of Federal Regulations.

At such time that equipment purchased for this project, in whole or in part with Federal funds, is no longer needed or being utilized for the purposes identified in the project application, it shall revert back to the federal government through the STATE LIBRARY, per Section 1183.139 Code of Federal Regulations.

The ADMINISTERING AGENCY agrees that if it fails to meet any term of this contract, the STATE LIBRARY may, upon reasonable notice to the ADMINISTERING AGENCY, suspend the payment of funds and/or the project in whole or in part. The notice of suspension shall state the reasons for the suspension and any corrective action required of the ADMINISTERING AGENCY and the

## AGREEMENT -5

Effective date. The suspension shall remain in effect until the ADMINISTERING AGENCY has taken corrective action satisfactory to the STATE LIBRARY or given evidence satisfactory to the STATE LIBRARY that such corrective action will be taken.

Failure of the ADMINISTERING AGENCY to comply with the terms of the suspension may result in termination of the contract.

The ADMINISTERING AGENCY assures that it does not discriminate on The basis of race, religion, age, gender, national origin, or handicapping condition in providing space for public meetings.

The ADMINISTERING AGENCY agrees that it is an Equal Employment Opportunity employer which will comply with all applicable State and Federal EEO Affirmative Action Laws and regulations when filling advertised positions.

The ADMINISTERING AGENCY also agrees to hire personnel for this project in accordance with Section 907 of Public Law 90-132:

"No part of the funds appropriated in this project shall be used to provide payments, assistance, or services, in any form, with respect to any individual convicted in any Federal, State, or Local court of competent jurisdiction, of inciting, promoting, or carrying on a riot, or any group activity resulting in material damage to property or injury to persons, found to be in violation of Federal, State or Local Laws designated to protect persons or property in the community concerned."

The ADMINISTERING AGENCY agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable regulation and all guidelines and interpretations issued pursuant thereto.



## AGREEMENT -6

The ADMINISTERING AGENCY agrees that it will comply with Section 319 of Public Law 101-121:

"No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement."

The ADMINISTERING AGENCY also agrees that it will comply with the Drug-Free Workplace Act of 1988. 34 CFR part 85, subpart F, all requirements imposed by the applicable regulation and all guidelines and interpretations issued pursuant thereto.

The ADMINISTERING AGENCY agrees that it will comply with Section 126.07 of the Ohio Revised Code.

"No contract, agreement, or obligation involving the expenditure of money chargeable to an appropriation, nor any resolution or order for the expenditure of money chargeable to an appropriation, shall be valid and enforceable unless the director of budget and management first certifies that there is a balance in the appropriation not already obligated to pay existing obligations, in an amount at least equal to the portion of the contract, agreement, obligation, resolution, or order to be performed in the current fiscal year. Any written contract or agreement entered into by the state shall contain a clause stating that the obligations of the state are subject to this section."

AGREEMENT -7-

This agreement becomes effective at the time of signing by both parties.

\_\_\_\_\_

Date

\_\_\_\_\_

President of the Board

\_\_\_\_\_

Date

\_\_\_\_\_

Fiscal Officer

\_\_\_\_\_

Date

\_\_\_\_\_

Librarian

\_\_\_\_\_

Library



State Librarian

Date: 12/10/13

The State Library Board approved this grant on December 10, 2013.



State: Ohio

**CERTIFICATIONS REGARDING DEBARMENT AND SUSPENSION;  
DRUG-FREE WORKPLACE REQUIREMENTS; LOBBYING;  
FEDERAL DEBT STATUS; AND NONDISCRIMINATION**

Signature of this form provides for compliance with the statutes and regulations cited below. The certifications shall be treated as material representations of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award Federal funds to State Library Administrative Agencies.

**1. DEBARMENT AND SUSPENSION**

The applicant shall comply with 2 CFR Part 3185. The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The applicant, as a primary tier participant, is required to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

**2. DRUG-FREE WORKPLACE REQUIREMENTS**

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's policy of maintaining a drug-free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance programs; and

- (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace:
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a):
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
  - (1) abide by the terms of the statement; and
  - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
- (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
- (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
  - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
  - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health law or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The applicant either shall identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for Federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

### 3. LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies to the best of his or her knowledge and belief that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**4. FEDERAL DEBT STATUS**

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

**5. NONDISCRIMINATION**

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685- 86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

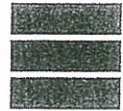
The undersigned further provides assurance that it will include the language of these certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

\_\_\_\_\_  
Signature of Authorized Certifying Official

\_\_\_\_\_  
Print Name and Title of Authorized Certifying Official

\_\_\_\_\_  
Date



5 December 2013

Mr. Thomas D. Corrigan  
President, Board of Trustees  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, OH 44114-1271

**RE: Proposal for Pre-Design Services, Cleveland Public Library  
Main Library Consolidation Project Phase 2: Digital Hub**

Dear Mr. Corrigan:

This proposal outlines the process and fees proposed for Bostwick Design Partnership (BDP) to provide design services for the Cleveland Public Library (CPL) Main Library Consolidation Project, Phase 2: Digital Hub. This proposal is to provide services to define the scope of work to be completed in this next important stage of making the Main Library a destination.

#### **PROJECT UNDERSTANDING**

Our project understanding is based on the following information:

- The final BDP Main Library Consolidation recommendations presentation and report, completed 14 December 2010.
- Meeting with John Skrtic, Tim Diamond and Anastasia Diamond-Ortiz on 19 November 2013 to discuss proposed scope of work on the 3<sup>rd</sup> Floor of Main.
- Meeting with Felton Thomas and Cindy Lombardo immediately after 19 November 2013 above to confirm and amend proposed scope of work on the 3<sup>rd</sup> Floor of Main.
- The "Digitization Hubs" LSTA Grant proposal, emailed to BDP on 19 November 2013

The Second Phase of work to be completed as part of the reimagining of Main Library will be located on the third floor of the Main Building. This will establish the Digital Hub as a new destination, while enhancing the existing Special Collections areas as well as the John G White exhibition corridor.

A short summary of what may be included in the next phase is as follows:

- In cooperation with the public Library of Cincinnati and Hamilton County, the Columbus Metropolitan Library, and the Toledo-Lucas County Public Library, CPL was part of a team awarded a grant that will provide for one of four Digital Hubs in the state of Ohio.
- This is for equipment and space to scan large format and small format items, those that are internal to the library but more importantly to encourage a collective community

Mr. Thomas D. Corrigan  
Cleveland Public Library Phase 2 – Digital Hub  
5 December 2013  
Page 2 of 5



digitization of documents, for any person or organization to add to the collective memory of a place, all of which will contribute to the Digital Public Library of America.

- The Digital Hub will be located on the recently vacated 3rd floor west wing of Main, where it will share space with CPL's Preservation department, relocated from their Lakeshore location, and if possible the Archives, relocated from the 10<sup>th</sup> floor of the Louis Stokes Wing. The intent is for both departments to benefit from a more publicly accessible location in coordination with the new Digital Hub.
- It is understood that CPL aspires for this to become another primary destination, and in addition to the 3<sup>rd</sup> floor west wing the project should explore how to enhance other areas of the 3rd floor, including improvements and upgrades to Special Collections and specifically how to showcase the Chess Collection.

As the specific extents and budget of this Phase are currently not fully defined, a scope definition phase will be required to establish the final scope of design to be implemented in this phase. This will be an opportunity to engage your organization through a series of targeted work sessions.

This proposal outlines the design services and fees required to establish the scope, schedule and budget of the next phase. The scope of services and associated fees for Schematic Design, Design Development, Construction Documents, Bidding and Construction phases will be forwarded separately, once defined as part of this PreDesign phase. Those future services and fees will also include a detailed scope for Technology, Signage and Wayfinding, as well as Furniture Fixtures and Equipment.

## **SERVICES to ESTABLISH THE SCOPE OF WORK for PHASE 2**

### **1. Kick-off and Program:**

The project will begin with a project initiation meeting to confirm the scope and establish the parameters of the project with CPL key stakeholders, including communication protocols, and proposed schedule. This meeting will document the proposed service model for the space, establish programmatic targets, and confirm staff occupancies for support spaces.

We will discuss physical and perceptual goals for the Digital Hub, and collect information about Preservation, Archives, and Special Collections to discuss opportunities and limitations of potential modifications.

Additionally, we will create a 3D digital model of the existing conditions in Revit to aid in the production of our work but also in order to inform and test the design solutions as they are developed. This will require existing document coordination, and confirmation of any changes through field measurements and verification.

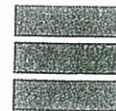
The Digital Hub, Preservation and Archives will require a specific tabulation of square footages to document specific space needs in anticipation of future relocations and reconfigurations. The

**Mr. Thomas D. Corrigan**

Cleveland Public Library Phase 2 – Digital Hub

5 December 2013

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Program of Requirements (POR) will also identify in narrative form the proposed enhancements to Special Collections, and identify the proposed scope and extents of wayfinding, including any interim steps similar to the construction wall at TechCentral.

### **3. Planning Options**

BDP in cooperation with Karen Skunta & Company will prepare conceptual planning options that accommodate the approved POR. This will be a combination of graphic and narrative documentation to allow CPL to clearly confirm a preferred scope of work. We will prepare up to three options for review and approval to establish a preferred direction and scope.

### **4. Infrastructure Analysis**

Once a preferred plan and scope has been identified, the design team will analyze how the proposed improvements can be accommodated with the existing building infrastructure. The analysis will include HVAC, Plumbing, Electrical, Technology, Lighting and Wayfinding. We understand that there was some concern regarding structural load capacity of this floor during the renovations in the 1990s and will determine the scope of structural review required as we understand the potential impact of the planning on this floor.

### **5. Opinion of Probable Cost and Final Presentation**

The December 2010 Main Library Consolidation Plan acknowledged that the 3<sup>rd</sup> Floor was available for a new use, but did not anticipate a specific program nor establish a budget. BDP in cooperation with Karen Skunta & Company and Tec, Inc. will prepare a conceptual Opinion of Probable Cost, to allow CPL to confirm required funding and prioritize potential options within the scope of work if required. The estimate will be prepared in tabular form, and will be as detailed as the level of definition is capable of allowing at this stage. We will assist in establishing appropriate contingencies to the proposed budget.

BDP will collate the information created above into a final document, as well as a formal presentation for Board of trustee approval. This presentation will also establish a timeline around which the library can plan for implementation of this important addition to CPL. This presentation and approval will then establish the approved scope of work moving forward into future phases of design and implementation.

## **DESIGN TEAM**

### **Bostwick Design Partnership: Architecture**

Robert Bostwick AIA, President and Director of Design

Rick Ortmeier AIA, LEED AP, Principal

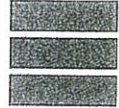
Bryan Wahl AIA, Senior Associate and Project Manager

Bob Weygandt AIA, Senior Associate and Cost Estimating

**Karen Skunta & Company: Multimedia, Wayfinding and Signage**



**Mr. Thomas D. Corrigan**  
 Cleveland Public Library Phase 2 – Digital Hub  
 5 December 2013  
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Karen Skunta, President & Creative Director  
 Tec, Inc.: MEPT Engineering and Lighting Design  
 Tim Pool, Principal

### COMPENSATION

We propose compensation based on the project understanding, scope of services, and deliverables described above. We will invoice according to the following components of project scope:

<b>1. Kick-off and Program</b>	<b>\$ 2,795</b>
<b>2. Planning Options</b>	<b>\$ 7,050</b>
<b>3. Infrastructure Analysis (Not to Exceed)</b>	<b>\$ 7,820</b>
<b><u>4. Opinion of Probable Cost and Final Presentation</u></b>	<b><u>\$ 7,380</u></b>
<b>Total Design Fees</b>	<b>\$25,045</b>
<u>NTE Reimbursable Expenses (defined below)</u>	<u>\$ 1,200</u>
<b>Total</b>	<b>\$ 26,245</b>

### ADDITIONAL SERVICES

We propose to provide additional services on an hourly basis or for a stipulated sum, should any of these be requested by the CPL:

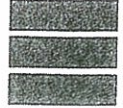
- Any space program and/or study options that are other than those identified in this proposal
- Additional design work not included under the scope described herein, or redesign work required as a result of changes or subsequent information provided out of sequence by the Owner during the course of the study or after completion of the study
- Any outside consultant not specifically listed on the Design Team

### REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to our Basic Service fees and include out-of-pocket costs incurred on your behalf while performing this work. Expenses will be invoiced to you at a rate of 1.1 times our direct cost. Items that are considered as reimbursable expenses are as follows:

- Plotting, printing and other reproduction of sketches and drawings and other material required for the development of the design and exchange of information
- Required mail delivery and courier services associated with the design and documentation.
- Materials required for the production and development of working models proposed and required for the description and presentation of developing design options.

**Mr. Thomas D. Corrigan**  
 Cleveland Public Library Phase 2 – Digital Hub  
 5 December 2013  
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- Large output copies for signage prototyping, CDs, delivery and stock photos
- Parking expenses

Any items not outlined above will require prior approval of the Owner to be considered and invoiced as a reimbursable expense.

**SCHEDULE**

We understand that the LSTA grant requires CPL to have the equipment associated with the Digital Hub available for use by 1 July 2013. We do not believe that this allows enough time to define the scope, design the solution and build the design, but will prepare a timeline as part of our deliverables outlined above for the library’s use in planning for this new service.

For the Pre-Design Services outlined herein, we propose a 4 to 6 week timeline to complete steps 1 through 4 above, with a targeted approval of final scope and budget at the January 16 board of trustees meeting. We will work with you to our mutual satisfaction towards an agreeable schedule for Pre-Design in the short term, and ultimately for Design, bidding and completion.

**CONCLUSION**

Again, thank you for this opportunity to submit our proposal for professional services. If you have any questions or concerns regarding our services or quotation, please do not hesitate to call.

Sincerely,

**BOSTWICK DESIGN PARTNERSHIP**

**AGREED and ACCEPTED**




---

**Richard Ortmeyer AIA, LEED A.P.**  
 Principal

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Date

**Thomas D. Corrigan**  
 President, Board of Trustees  
 Cleveland Public Library

- cc:
- Felton Thomas, CPL
  - Cindy Lombardo, CPL
  - Joyce Dodrill, CPL
  - John Skrtic, CPL
  - Robert Bostwick, BDP
  - Pam Neckar, BDP
  - Bryan Wahl, BDP

Attachments: Hourly Rate Schedule

## MEETING AGENDA

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<b>DATE:</b>	5 Dec 2013	<b>CLIENT NAME:</b>	Cleveland Public Library
<b>MEETING DATE/TIME:</b>	6 Dec 2013; 9:00 AM	<b>PROJECT NAME:</b>	Digital Hub
<b>LOCATION:</b>	CPL 10 <sup>th</sup> Floor	<b>BDP PROJECT NUMBER:</b>	13099
<b>ISSUED BY:</b>	Rick Ortmeier BDP	<b>CLIENT NUMBER:</b>	
<b>COPY TO:</b>	Req. + Optional Attendees		
<b>REQUIRED ATTENDEES:</b>	Tim Diamond, CPL Anastasia Diamond-Ortiz, CPL Chatham Ewing, CPL Pam Eyerdam, CPL Larry Finnegan, CPL Alicia Naab, CPL Myron Scruggs, CPL John Skrtic, CPL Karen Skunta, KSCO Bryan Wahl, BDP	<b>OPTIONAL ATTENDEES:</b>	Cindy Lombardo, CPL Felton Thomas, CPL Robert Bostwick, BDP Tim Pool, TEC

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**Background:** This meeting kicks off the Digital Hub project at Cleveland Public Library

<b>1.00</b>	<b>Introductions</b>	<b>5 min</b>	
<b>2.00</b>	<b>Needs and Services</b>	<b>45 min</b>	<b>9:05 – 9:50</b>
	A. Project Need and Purpose		
	B. Library Services		
	1. Digital Hub - new		
	2. Preservation - relocated		
	3. Archives - relocated		
	4. Special Collections - enhanced		
<b>3.00</b>	<b>Scope, Schedule, Budget</b>	<b>30 min</b>	<b>9:50 – 10:20</b>
	A. Targeted Space / Existing Layouts		
	B. Grant Deadlines + CPL Deadlines		
	C. Budget		
<b>4.00</b>	<b>Opportunities</b>	<b>30 min</b>	<b>10:20 – 10:50</b>
	A. Organizational		
	B. Public Perception		
	C. Wayfinding / Multimedia / Branding		
	D. Define Success		
<b>5.00</b>	<b>Next Steps</b>	<b>10 min</b>	<b>10:50 – 11:00</b>

**END OF MEETING AGENDA**



**S & S Incorporated**  
 21300 St. Clair Avenue  
 Cleveland, OH 44117  
 www.sspackaging.com

**PRICE QUOTE**

Phone 216-383-1880  
 Fax 216-383-9597

Page 1

Printed 12/16/13 MP

Quoted

Cleveland Public Library  
 325 Superior Avenue  
 Cleveland OH 44114  
 Tel:216-623-2840 Fax:216-623-2852

Ship To

SAME

Quote # <b>0009494</b>	Quote Date <b>12/20/2013</b>	Exp Date <b>12/31/2013</b>	Customer # <b>0018121</b>	Customer P/O #	Ship Via	Writer <b>MP</b>
Job ID			Customer Terms <b>NET 15 DAYS</b>	Salesman <b>Mark Palevsky</b>		

Product	Description	UM	Quant	Unit Price	Disc%	Extension
PRTDBAG	15"X18"X3".0025 B.G.Foldover die cut handle bags-DBL wall .0025 white, LDPE Freight Prepaid 4 weeks delivery Printed with Biodegradable message 4 color process print	M	175	159.52	NET	27916.00

X: _____ (Accepted by)	Sub Total	\$27,916.00	<b>T o t a l</b>
	Freight	\$0.00	
	Misc Charges	\$0.00	
	Tax Amount	\$0.00	
		<b>\$27,916.00</b>	

<p style="text-align: center;">MESSAGE</p> <p>Thank you for the opportunity to quote. Please advise how we may assist further.</p>	<p style="text-align: center;">TERMS</p>
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REPORT A

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD NOVEMBER 1 – NOVEMBER 30, 2013

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending November 30, 2013**

	<b>General Fund</b>	<b>Special Revenue</b>	<b>Capital Projects</b>	<b>Permanent</b>	<b>Agency</b>	<b>Total</b>
41 Taxes	25,429,115.45	0.00	0.00	0.00	\$ 0.00	25,429,115.45
42 Intergovernmental	20,341,923.62	1,812,256.65	0.00	0.00	\$ 0.00	22,154,180.27
43 Fines & Fees	363,458.91	0.00	0.00	0.00	\$ 0.00	363,458.91
44 Investment Earnings	182,665.68	10,423.34	0.00	8,267.79	\$ 0.00	201,356.81
45 Charges for Services	2,760,235.99	0.00	0.00	0.00	\$ 0.00	2,760,235.99
46 Contributions & Donations	16,436.50	414,851.39	0.00	164.49	\$ 0.00	431,452.38
48 Miscellaneous Revenue	831,507.64	0.00	0.00	0.00	\$ 1,603.69	833,111.33
<b>Total Revenues</b>	<b>\$ 49,925,343.79</b>	<b>\$ 2,237,531.38</b>	<b>\$ 0.00</b>	<b>\$ 8,432.28</b>	<b>\$ 1,603.69</b>	<b>\$ 52,172,911.14</b>
51 Salaries/Benefits	31,685,427.27	1,214,581.41	0.00	0.00	\$ 0.00	32,900,008.68
52 Supplies	809,142.96	165,997.71	0.00	200.00	\$ 0.00	975,340.67
53 Purchased/Contracted Services	8,661,222.18	1,046,211.83	0.00	2,305.00	\$ 0.00	9,709,739.01
54 Library Materials	7,736,128.50	88,114.27	0.00	26,576.81	\$ 0.00	7,850,819.58
55 Capital Outlay	198,832.19	48,941.27	2,289,232.83	0.00	\$ 0.00	2,537,006.29
57 Miscellaneous Expenses	99,527.96	34,836.78	0.00	0.00	\$ 68.27	134,433.01
<b>Total Expenditures</b>	<b>\$ 49,190,281.06</b>	<b>\$ 2,598,683.27</b>	<b>\$ 2,289,232.83</b>	<b>\$ 29,081.81</b>	<b>\$ 68.27</b>	<b>\$ 54,107,347.24</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 735,062.73</b>	<b>\$(361,151.89)</b>	<b>\$(2,289,232.83)</b>	<b>\$(20,649.53)</b>	<b>\$ 1,535.42</b>	<b>\$(1,934,436.10)</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(262,134.24)	262,134.24	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$(262,134.24)</b>	<b>\$ 262,134.24</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$ 472,928.49</b>	<b>\$(99,017.65)</b>	<b>\$(2,289,232.83)</b>	<b>\$(20,649.53)</b>	<b>\$ 1,535.42</b>	<b>\$(1,934,436.10)</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 30,469,564.27</b>	<b>\$ 11,951,089.26</b>	<b>\$ 16,399,617.59</b>	<b>\$ 2,826,909.81</b>	<b>\$ 8,913.99</b>	<b>\$ 61,656,094.92</b>
<b>Current Cash Balance</b>	<b>\$ 30,942,477.32</b>	<b>\$ 11,852,071.61</b>	<b>\$ 14,110,384.76</b>	<b>\$ 2,806,260.28</b>	<b>\$ 10,449.41</b>	<b>\$ 59,721,643.38</b>

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the period Ending November 30, 2013**

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	20,336,112	18,743,977	1,592,135	92%	93%
General Property Tax	22,213,904	25,429,115	(3,215,211)	114%	109%
Rollback, Homestead, CAT	4,000,000	1,597,947	2,402,053	40%	69%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	0%
Fines & Fees	300,000	363,459	(63,459)	121%	119%
Investment Earnings	225,000	182,666	42,334	81%	49%
Services to Others-Clevnet	3,053,415	2,760,236	293,179	90%	99%
Contributions	1,500	16,437	(14,937)	100%	100%
Miscellaneous	561,882	831,508	(269,626)	148%	89%
Return of Advances Out	0	0	0	0%	100%
<b>Total</b>	<b>\$ 50,691,813</b>	<b>\$ 49,925,344</b>	<b>\$ 766,469</b>	<b>98%</b>	<b>99%</b>

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	34,842,578	31,776,319	3,066,258	91%	88%
Supplies	1,109,175	965,911	143,264	87%	90%
Purchased Services	11,813,469	10,325,649	1,487,820	87%	92%
Library Materials	11,850,401	10,203,971	1,646,429	86%	88%
Capital Outlay	606,435	442,607	163,828	73%	97%
Other	122,985	104,013	18,972	85%	92%
<b>Sub Total</b>	<b>\$ 60,345,042</b>	<b>\$ 53,818,470</b>	<b>\$ 6,526,572</b>	<b>89%</b>	<b>89%</b>
Advances Out	0	262,134	(262,134)	100%	100%
Transfers Out	0	0	0	0%	100%
<b>Total</b>	<b>\$ 60,345,042</b>	<b>\$ 54,080,604</b>	<b>\$ 6,264,438</b>	<b>90%</b>	<b>91%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated October 11, 2013.

Note (2): Amended Appropriation of \$53,475,785 plus carried forward encumbrance of \$6,869,257.

Note (3): Subtotal includes 82% expended and 8% encumbered.

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending November 30, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,833,576.56	11,241,858.38	9,496,951.78	0.00	1,744,906.60
51120 Clerical Salaries	9,268,097.49	9,640,273.93	8,959,061.44	0.00	681,212.49
51130 Non-Clerical Salaries	538,563.20	583,221.43	1,124,324.19	0.00	(541,102.76)
51140 Buildings Salaries	3,584,856.34	3,724,271.94	3,214,366.53	0.00	509,905.41
51150 Other Salaries	1,015,586.00	1,055,009.58	912,377.86	0.00	142,631.72
51180 Severance Pay	0.00	53,648.22	187,920.73	0.00	(134,272.51)
51190 Non-Base Pay	0.00	13,616.97	458,156.51	0.00	(444,539.54)
51400 OPERS	3,542,707.00	3,685,801.80	3,377,759.98	0.00	308,031.82
51610 Health Insurance	3,487,626.76	3,630,361.31	3,184,454.34	0.00	445,906.97
51611 Dental Insurance	210,999.74	228,486.82	190,534.46	0.00	37,952.36
51612 Vision Insurance	15,643.49	15,643.49	14,246.22	0.00	1,397.27
51620 Life Insurance	11,007.36	11,927.04	12,033.72	0.00	(106.68)
51630 Workers Compensation	244,528.00	548,274.00	233,305.97	70,440.03	244,528.00
51640 Unemployment Compensation	45,000.00	75,208.54	10,525.87	19,682.67	45,000.00
51650 Medicare - ER	302,521.06	314,932.44	300,971.73	0.00	13,960.71
51900 Other Benefits	20,000.00	20,041.65	8,425.94	769.35	10,846.36
	<b>\$33,120,713.00</b>	<b>\$ 34,842,577.54</b>	<b>\$ 31,685,427.27</b>	<b>\$ 90,892.05</b>	<b>\$ 3,066,258.22</b>
<b>Salaries/Benefits</b>					
52110 Office Supplies	43,400.00	48,014.05	37,795.20	4,050.08	6,168.77
52120 Stationery	58,700.00	58,305.20	43,461.95	3,602.98	11,240.27
52130 Duplication Supplies	40,527.18	37,876.29	31,270.75	1,309.89	5,295.65
52140 Hand Tools	100.00	857.44	488.58	24.10	344.76
52150 Book Repair Supplies	73,500.00	50,186.81	70,773.40	12,550.39	(33,136.98)
52210 Janitorial Supplies	87,000.00	113,521.30	98,532.76	8,637.61	6,350.93
52220 Electrical Supplies	59,500.00	100,611.84	68,659.78	20,649.18	11,302.88



Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending November 30, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230	150,350.00	193,925.52	159,686.33	24,036.98	10,202.21
52240	10,850.00	12,449.43	6,792.51	2,477.02	3,179.90
52300	89,350.00	107,592.07	74,381.56	23,002.89	10,207.62
52900	376,802.82	385,834.82	217,300.14	56,426.65	112,108.03
<b>Supplies</b>	<b>\$990,080.00</b>	<b>\$ 1,109,174.77</b>	<b>\$ 809,142.96</b>	<b>\$ 156,767.77</b>	<b>\$ 143,264.04</b>
53100	152,000.00	165,192.23	49,453.86	10,035.09	105,703.28
53210	490,521.56	622,628.04	424,802.24	130,493.47	67,332.33
53230	110,300.00	111,142.90	92,452.83	11,690.07	7,000.00
53240	156,700.00	195,856.63	148,494.13	40,388.16	6,974.34
53310	175,000.00	488,035.62	400,176.55	76,280.50	11,578.57
53320	35,000.00	37,290.18	10,055.29	8,336.16	18,898.73
53340	190,000.00	186,012.79	117,598.13	42,235.16	26,379.50
53350	223,073.65	351,335.05	208,599.85	61,027.02	81,708.18
53360	989,433.43	970,765.42	869,476.11	59,456.14	41,833.17
53370	30,000.00	43,687.63	29,163.89	10,648.57	3,875.17
53380	1,100,000.00	1,051,318.16	868,117.51	135,111.40	48,089.25
53390	30,000.00	30,000.00	27,473.25	1,076.75	1,450.00
53400	398,000.00	510,700.67	395,284.00	57,250.00	58,166.67
53510	111,487.96	117,074.77	109,922.39	5,203.24	1,949.14
53520	59,168.88	100,073.51	61,567.62	12,190.89	26,315.00
53610	1,743,650.00	1,829,526.64	1,593,685.89	212,704.25	23,136.50
53620	183,500.00	222,912.21	130,399.12	67,816.01	24,697.08
53630	916,000.00	966,567.66	851,836.05	101,678.76	13,052.85
53640	132,407.20	145,289.24	69,318.07	58,833.41	17,137.76

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending November 30, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710 Professional Services	1,464,243.90	2,266,921.72	1,261,235.99	384,445.33	621,240.40
53720 Auditors Fees	973,340.42	913,508.29	712,618.04	0.00	200,890.25
53730 Bank Service Charges	33,600.00	33,600.00	23,616.93	0.00	9,983.07
53800 Library Material Control	270,000.00	440,364.10	198,930.19	176,679.79	64,754.12
53900 Other Purchased Services	10,000.00	13,665.25	7,144.25	846.75	5,674.25
<b>Purchased/Contracted Services</b>	<b>\$9,977,427.00</b>	<b>\$ 11,813,468.71</b>	<b>\$ 8,661,222.18</b>	<b>\$ 1,664,426.92</b>	<b>\$ 1,487,819.61</b>
54110 Books	2,728,000.41	3,408,642.14	2,426,298.56	587,090.67	395,252.91
54120 Continuations	481,496.00	1,056,837.60	474,890.04	282,459.57	299,487.99
54210 Periodicals	905,000.00	1,442,853.46	764,471.14	446,922.02	231,460.30
54220 Microforms	180,000.00	221,412.78	34,909.91	162,913.27	23,589.60
54310 Video Media	1,419,999.55	1,480,604.88	1,258,577.52	73,949.21	148,078.15
54320 Audio Media - Spoken	169,000.01	199,266.36	166,503.20	20,187.33	12,575.83
54325 Audio Media - Music	458,500.03	542,848.28	406,861.15	67,511.24	68,475.89
54350 Computer Media	26,000.00	65,668.00	10,446.92	29,245.00	25,976.08
54500 Database Services	1,141,000.00	1,430,601.92	1,014,079.45	189,202.78	227,319.69
54530 eMedia	1,047,000.00	1,687,340.48	1,015,525.58	486,829.58	184,985.32
54600 Interlibrary Loan	6,000.00	8,257.75	2,633.00	2,064.00	3,560.75
54710 Bookbinding	29,000.00	54,140.86	21,714.06	32,426.80	0.00
54720 Preservation Services	60,000.00	92,566.70	44,357.28	33,292.97	14,916.45
54730 Preservation Boxing	10,000.00	11,046.77	10,045.17	1,001.32	0.28
54790 Preservation Reformatting	90,000.00	148,312.52	84,815.52	52,746.77	10,750.23
<b>Library Materials</b>	<b>\$8,750,996.00</b>	<b>\$ 11,850,400.50</b>	<b>\$ 7,736,128.50</b>	<b>\$ 2,467,842.53</b>	<b>\$ 1,646,429.47</b>
55510 Furniture	166,116.34	194,044.10	39,358.71	69,866.31	84,779.08
55520 Equipment	243,472.66	254,509.22	82,855.02	128,113.44	43,510.76

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending November 30, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	78,720.00	79,946.21	32,062.17	42,587.90	5,296.14
55540 Software	35,000.00	20,600.00	15,641.79	3,207.23	1,750.98
55700 Motor Vehicles	0.00	57,335.67	28,844.50	0.00	28,491.17
<b>Capital Outlay</b>	<b>\$523,309.00</b>	<b>\$ 606,435.20</b>	<b>\$ 198,832.19</b>	<b>\$ 243,774.88</b>	<b>\$ 163,828.13</b>
57100 Memberships	71,739.00	72,796.61	69,123.56	1,435.35	2,237.70
57200 Taxes	6,000.00	13,233.92	12,397.69	836.23	0.00
57500 Refunds/Reimbursements	35,521.00	36,954.48	18,006.71	2,213.08	16,734.69
<b>Miscellaneous Expenses</b>	<b>\$113,260.00</b>	<b>\$ 122,985.01</b>	<b>\$ 99,527.96</b>	<b>\$ 4,484.66</b>	<b>\$ 18,972.39</b>
59810 Advances Out	0.00	0.00	262,134.24	0.00	(262,134.24)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 262,134.24</b>	<b>\$ 0.00</b>	<b>\$(262,134.24)</b>
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$53,475,785.00</b>	<b>\$ 60,345,041.73</b>	<b>\$ 49,452,415.30</b>	<b>\$ 4,628,188.81</b>	<b>\$ 6,264,437.62</b>

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending November 30, 2013

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	30,469,564.27	49,925,343.79	49,452,415.30	4,628,188.81	26,314,303.95
<b>Total General Fund</b>	<b>\$ 30,469,564.27</b>	<b>\$ 49,925,343.79</b>	<b>\$ 49,452,415.30</b>	<b>\$ 4,628,188.81</b>	<b>\$ 26,314,303.95</b>
201 Anderson	211,537.20	0.00	0.00	0.00	211,537.20
202 Endowment for the Blind	1,665,651.93	4,812.50	0.00	0.00	1,670,464.43
203 Founders	4,712,432.66	40,924.53	170,981.37	49,171.90	4,533,203.92
204 Kaiser	44,934.88	0.00	0.00	0.00	44,934.88
205 Kralley	153,804.84	0.00	0.00	0.00	153,804.84
206 Library	165,074.25	10,224.75	1,455.53	2,801.00	171,042.47
207 Pepke	97,395.18	0.00	0.00	0.00	97,395.18
208 Wickwire	1,086,072.03	2,684.31	12,277.28	682.04	1,075,797.02
209 Wittke	66,255.37	0.00	0.00	0.00	66,255.37
210 Young	3,094,870.38	32,489.64	1,296.30	0.00	3,126,063.72
225 Friends	5,086.47	17,500.00	16,332.32	1,812.88	4,441.27
226 Judd	6,743.25	148,918.00	106,782.16	11,349.70	37,529.39
228 Lockwood Thompson Memorial	263,528.36	157,275.00	165,288.19	159,634.33	95,880.84
229 Ohio Center for the Book	0.00	900.00	825.00	0.00	75.00
230 Schweinfurth	25,159.08	27,046.00	40,299.00	0.00	11,906.08
251 OLBPD-Library for the Blind	62,210.67	1,442,511.00	1,416,420.67	3,478.12	84,822.88
252 LSTA-Know It Now	120,849.73	364,945.65	399,482.47	48,622.49	37,690.42
254 MyCom	0.00	249,434.24	97,760.00	80,080.00	71,594.24
255 PNC-Grow Up Great	58,640.05	0.00	58,640.05	0.00	0.00
256 Learning Centers	110,842.93	0.00	110,842.93	0.00	0.00
<b>Total Special Revenue Funds</b>	<b>\$ 11,951,089.26</b>	<b>\$ 2,499,665.62</b>	<b>\$ 2,598,683.27</b>	<b>\$ 357,632.46</b>	<b>\$ 11,494,439.15</b>
401 Building & Repair	16,399,617.59	0.00	2,289,232.83	1,726,300.13	12,384,084.63
<b>Total Capital Project Funds</b>	<b>\$ 16,399,617.59</b>	<b>\$ 0.00</b>	<b>\$ 2,289,232.83</b>	<b>\$ 1,726,300.13</b>	<b>\$ 12,384,084.63</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending November 30, 2013**

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
501 Abel	179,528.26	0.00	0.00	0.00	179,528.26
502 Ambler	1,717.73	0.00	0.00	0.00	1,717.73
503 Beard	107,816.34	2,283.64	2,470.00	3,108.00	104,521.98
504 Klein	4,069.48	0.00	0.00	0.00	4,069.48
505 Malon/Schroeder	227,545.60	31.58	0.00	0.00	227,577.18
506 McDonald	140,502.97	215.07	0.00	0.00	140,718.04
507 Ratner	68,838.86	0.00	0.00	0.00	68,838.86
508 Root	29,624.48	0.00	0.00	0.00	29,624.48
509 Sugarman	166,899.58	807.74	0.00	0.00	167,707.32
510 Thompson	126,099.45	0.00	0.00	0.00	126,099.45
511 Weidenthal	5,056.65	0.00	0.00	0.00	5,056.65
512 White	1,701,202.99	4,929.76	26,611.81	1,660.36	1,677,860.58
513 Beard Anna Young	68,007.42	164.49	0.00	0.00	68,171.91
<b>Total Permanent Funds</b>	<b>\$ 2,826,909.81</b>	<b>\$ 8,432.28</b>	<b>\$ 29,081.81</b>	<b>\$ 4,768.36</b>	<b>\$ 2,801,491.92</b>
901 Unclaimed Funds	8,913.99	1,603.69	68.27	0.00	10,449.41
<b>Others</b>	<b>\$ 8,913.99</b>	<b>\$ 1,603.69</b>	<b>\$ 68.27</b>	<b>\$ 0.00</b>	<b>\$ 10,449.41</b>
<b>Total All Funds</b>	<b>\$ 61,656,094.92</b>	<b>\$ 52,435,045.38</b>	<b>\$ 54,369,481.48</b>	<b>\$ 6,716,889.76</b>	<b>\$ 53,004,769.06</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending November 30, 2013

<b>Balance of All Funds</b>	<b><u><u>\$ 59,721,643.38</u></u></b>
Chase-Checking	7,237.09
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	(604,117.27)
KeyBank-MC/VISA	179,795.83
Fifth Third - Checking	532,285.59
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	176.84
KeyBank-Savings Bond Acct	0.00
<b>Cash in Library Treasury</b>	<b><u><u>\$ 120,348.08</u></u></b>
PNC - Money Market	10,034.00
PNC - Investments	32,530,720.56
PNC/Allegiant Money Market	2,163,686.87
KeyBank - Victory Fund	0.00
STAR OHIO Investment	1,279,861.83
STAR Plus Investment	10,022,693.49
<b>Investments</b>	<b><u><u>\$ 46,006,996.75</u></u></b>
PNC Endowment Acct	13,594,298.55
<b>Endowment Account</b>	<b><u><u>\$ 13,594,298.55</u></u></b>
<b>Cash in Banks and On Hand</b>	<b><u><u>\$ 59,721,643.38</u></u></b>

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – November 2013

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 and Agency issues 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, 2013 through November 30, 2013.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
11/01/13 - 11/30/13	30	Various	STAR Ohio	Various	7.30	Investment Pool
11/01/13 - 11/30/13	30	Various	STAR Plus	Various	1,870.32	Investment Pool
11/01/13 - 11/30/13	30	Various	PNC	Various	1.27	Sweep Money Market
11/01/13 - 11/30/13	30	Various	PNC	Various	0.80	Money Market
05/26/13 - 11/26/13	185	750,000	Federal National Mortgage Assn.	0.550%	2,062.50	Federal Agency
06/28/13 - 11/28/13	154	2,000,000	Federal Home Loan Bank	0.500%	4,166.67	Federal Agency
05/14/13 - 11/14/13	185	250,000	Federal Farm Credit Bank	0.250%	312.50	Federal Agency
08/16/13 - 11/27/13	104	1,000,000	Federal National Mortgage Assn.	0.500%	1,652.78	Federal Agency

Earned Interest November 2013 \$ 10,074.14  
 Earned Interest Year To Date \$ 182,665.68

## CLEVELAND PUBLIC LIBRARY

REPORT C

## Finance Committee

December 17, 2013

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR NOVEMBER 2013

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
Greater Cleveland Partnership 50th Public Officials Reception Cleveland, Ohio	11/22/13	Thomas Corrigan	200.00
Ohio Library Council Leadership Conference Worthington, Ohio	11/01/13	Amy Dawson	226.42
Ohio Library Council Leadership Conference Worthington, Ohio	11/01/13	Jaime Declet	75.00
ARLIS Ohio Valley Chapter Regional Meeting Granville, Ohio	11/01/13	Pamela Eyerdam	25.00
Ohio Library Council Leadership Conference Worthington, Ohio	11/01/13	Michael Monaco	213.43
Scott Warwick Consulting and Law Service Bullying and Healing the Human Brain Columbus, Ohio	11/08/13	Rekiat Olayiwola	75.00
Customers of Sirsi/Dynix Users Group Inc Consortia SIG Conference Cleveland, Ohio	11/7/13 - 11/8/13	Ann Palomo	70.00
Customers of Sirsi/Dynix Users Group Inc Consortia SIG Conference Cleveland, Ohio	11/7/13 - 11/8/13	Marlene Pelyhes	70.00
Customers of Sirsi/Dynix Users Group Inc Consortia SIG Conference Cleveland, Ohio	11/7/13 - 11/8/13	Hilary Prisbylla	70.00
Northern Ohio Technical Service Librarians Linked Data and the Library Seminar Kent, Ohio	11/22/13	Leslie Pultorak	100.37
State Library of Ohio Consumer Advisory Meeting Columbus, Ohio	10/31/13	Will Reed	137.86



ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
UXPA Cleveland World Visibility Day Cleveland, Ohio	11/14/13	David Reynolds	55.00
Ohio Department of Education Annual Education Conference Columbus, Ohio	10/27/13 - 10/29/13	Nicole Shabazz	341.26
<b>TOTAL</b>			<b>\$1,659.34</b>

**SUMMARY**

FUND	NOVEMBER	YEAR TO DATE
General	\$1,521.48	\$49,453.86
Lockwood Thompson	0.00	8,269.42
OLBPD - Library for the Blind	137.86	3,675.25
LSTA - Know it Know	0.00	5,459.85
PNC - Grow up Great	0.00	62.63
<b>TOTAL</b>	<b>\$1,659.34</b>	<b>\$66,921.01</b>

1290  
CLEVELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
TERMINATION REPORT  
11/01/2013 THROUGH 11/30/2013

EXHIBIT 14

**Human Resources Committee Report**

December 19, 2013

<b>NAME</b>	<b>DEPARTMENT</b>	<b>JOB TITLE</b>	<b>DATE</b>	<b>REASON</b>
SANDIGA,EVELYN *	ROCKPORT	PAGE	8/23/2013	PERSONAL REASONS
ROBERSON, BARBARA	UNION	PAGE	11/1/2013	PERSONAL REASONS
LEONARD, TRAVIS R	LITERATURE	LIB ASSIST SUB DEPT	11/16/2013	MOVING
EDWARDS-GRADY, NANCY	BRANCH SUBSTITUTES	LIB ASST SUB	11/22/2013	MOVING

**RETIREMENT**

N/A

**OTHER TERMINATIONS**

STOCKWELL, LAURA	PUBLIC SVCS	BRANCH CLK SUB	10/13/2013	TERMINATION INVOLUNTAR
HART, GREGORY J	PROPERTY MGMT	CUSTODIAN II	11/13/2013	TERMINATION INVOLUNTAR
TRIPP, JOSEPH M	MT PLEASANT	PAGE	11/21/2013	TERMINATION INVOLUNTAR

\* Delayed notice of resignation



1292  
**CLEVELAND PUBLIC LIBRARY  
 SALARY CHANGES REPORT  
 FROM 11/01/2013 TO 11/30/2013**

**EMPLOYEE:** JONES, MARY **CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**JOB TITLE:** PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** ARCE, MANTILLA, WILLIAM **CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**JOB TITLE:** PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** CAMPBELL, TAWANA **CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**JOB TITLE:** PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** REVELT, AMBER **CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**JOB TITLE:** PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** BROOKS, L'LANICIA **CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**JOB TITLE:** PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** SAUNDERS, GERARD **CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**JOB TITLE:** PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** WILLOW, REBEKKA **CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**JOB TITLE:** PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

1293  
**CLEVELAND PUBLIC LIBRARY**  
**SALARY CHANGES REPORT**  
**FROM 11/01/2013 TO 11/30/2013**

**EMPLOYEE:** ROBINSON,FRANCES  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** COTTINGHAM, DAVID  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** JOHNSON, JOSEPH  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** LANGFORD, MILTON  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** LIU, DANLEI  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** STEPHENS, SIERRA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** GHRABAT, SUMYIAH  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

1294  
**CLEVELAND PUBLIC LIBRARY  
 SALARY CHANGES REPORT  
 FROM 11/01/2013 TO 11/30/2013**

**EMPLOYEE:** GRAY, TREVILLE  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** CORCHADO, LAYLA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** SIMS, PARIS  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** COHADZIC, NEIRA  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** OWENS-PALMER, MARY  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** RODRIGUEZ, BRITTANY  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

1295  
**CLEVELAND PUBLIC LIBRARY  
 SALARY CHANGES REPORT  
 FROM 11/01/2013 TO 11/30/2013**

**EMPLOYEE:** KORTE, LILY  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** NDUKWE, UDEH  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** NDUKWE, OBASI  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** HAIRE, EMILY  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** CHARLES, ALFRED  
**JOB TITLE:** PAGE

**CURRENT GRADE:** Z **EFFEC DATE** 11/10/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	9.15	NEW HIRE

**EMPLOYEE:** JAMES, ERIC M  
**JOB TITLE:** MATERIALS PROCESSING TECH

**CURRENT GRADE:** A **EFFEC DATE** 11/17/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	9.15	15,497.56	PROMOTION

1296  
**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 11/01/2013 TO 11/30/2013**

**EMPLOYEE:** PREVO, DEBORAH J  
**JOB TITLE:** BRANCH CLERK

**CURRENT GRADE:** B **EFFEC DATE** 11/17/2013  
**CURRENT STEP:** 3 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	17,836.26	33,443.02	TRANSFER

**EMPLOYEE:** EWING, CHATMAN  
**JOB TITLE:** DIGITAL INIT & SVCS STRATEGIST

**CURRENT GRADE:** L **EFFEC DATE** 11/24/2013  
**CURRENT STEP:** 1 **FOR GRADE/STEP**

<b>TYPE OF CHANGE</b>	<b>PREVIOUS VALUE</b>	<b>CURRENT VALUE</b>	<b>REASON FOR CHANGE</b>
SALARY AFFECTS BASE WAGE	0.00	74,284.34	NEW HIRE



**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**  
December 17, 2013

**RESOLUTION TO REVISE THE HUMAN RESOURCES MANUAL**

WHEREAS, The Cleveland Public Library ("Library") acknowledges that employees may need transportation for business or other purposes related to Library activities, and

WHEREAS, In accordance with Section 121.2 of the Human Resources Manual which reads, "No changes may be made to the policies included in this Manual without the approval of the Board of Trustees"; and

WHEREAS The Library's management recommends revision of the Library's Human Resources Manual to include the Fleet Vehicle and Transportation policy by updating and replacing the "Transportation Provided by the Library" section as follows:

**STAFF WELFARE AND ECONOMIC BENEFITS - 400**  
**Fleet Vehicle and Transportation - 430**

**431 - Fleet Vehicles**

Employees needing transportation for business or other purposes related to Cleveland Public Library activities may use one of the Library's vehicles.

431.1 Requests for the use of a Library car for out of town travel are to be made on Form 070 and must include the expected times of pick-up and return; local travel requests are made via phone or email to the Property Management Department. All requests must be approved by a department or agency head and forwarded to the Property Management Department well in advance of the need for the car.

431.2 Except in unusual or emergency circumstances and with prior approval of a department or agency head, a Library employee must be the driver of the car. Any person driving a Library car must have a valid driver's license. Article 23 of the Local 244 Union Agreement and Article XXIIa of the SEIU District 1199 Union Agreement governs the Library's driver's record check procedures for union employees.

**EXHIBIT 17**

431.3 Library fleet vehicles must not be utilized by Library employees for any personal use without permission of a department or agency head. All usage of Library fleet vehicles must be substantiated on the "IRS Mileage Log Sheet," maintained in each fleet vehicle. Each time a Library employee utilizes a fleet vehicle, he/she must document the travel date(s), his/her name, destination, business purpose for use of the vehicle, and beginning and ending odometer readings on the mileage log sheet.

Additionally, no Library employee is permitted to take a fleet vehicle home for overnight use (e.g., borrow a fleet vehicle at the end of the day to take home and utilize for travel the following day). This usage would be considered personal, and, therefore, taxable to the employee.

431.4 Personal use of a Library fleet vehicle is taxable to the employee as a fringe benefit under the IRS's "cents-per-mile" rule. Under this rule, the Library must determine the value of a vehicle that the Library provides to an employee for personal use by multiplying the standard mileage rate by the total miles the employee drives the vehicle for personal purposes. Personal use is any use of the Library vehicle other than use for Library business. This amount must be included in the employee's wages or reimbursed by the employee.

**432 - Employee-Provided Transportation (Personal Vehicle and Public Transportation)**

Employees authorized by their department heads to use their personal vehicles for Library purposes are entitled to a mileage allowance equal to the Internal Revenue Service's standard mileage rate.

432.1 If an employee utilizes his/her own vehicle for Library business, he/she must possess a valid driver's license and must carry insurance coverage on said vehicle. The employee's vehicle must be in safe working order and good repair. The Library will not be held responsible for or pay for any damages, necessary repairs, or malfunctions that occur to an employee's vehicle while in use on Library business. Whenever possible, employees are encouraged to carpool or arrange for the use of a Library vehicle. Employees always have the option of calculating the actual fuel costs of using their vehicle rather than using the standard mileage rates.

432.2 Employees needing transportation from one assignment to another within the Library system will be entitled to receive bus fare to and from the second assignment unless it completes a day's schedule, in which case transportation will be paid only one way.

**EXHIBIT 17**

- 432.3 Employees will not be reimbursed for vehicle mileage or bus fare from their home to their first place of work within the Library system. Travel from that first place of work to other destinations for Library business will be reimbursed in accordance with the guidelines stated in this policy.
- 432.4 Employees will not be reimbursed for both vehicle mileage costs and bus fare on the same day. If an employee claims both vehicle mileage and bus fare on the same day, the employee will be reimbursed for the lesser of vehicle mileage costs or bus fare for that entire day's travel (up to the maximum all-day bus pass amount currently in effect at the time of travel).
- 432.5 Reimbursement Procedures
- 432.51 Claims for reimbursement for vehicle mileage and bus fare must be made on Form 024, "Claim for Reimbursement." For vehicle mileage, employees must include a route map printout or similar support as a receipt to substantiate the reimbursement request. Employees are to utilize Form 023, Mileage Matrix, to substantiate mileage between Library facilities. For all-day bus fare requests, employees must include the all-day pass. Other expenses, such as parking or tolls, must be accompanied by a receipt.
- 432.52 Employees must submit claims for reimbursement to their agency head within 30 days of the last date of travel claimed on the Form 024. Reimbursements will not be made if requests are submitted past this date.
- 432.53 Any personal tax implications related to fleet vehicles and/or employee-provided transportation are the sole responsibility of the employee, not the Cleveland Public Library.

Now therefore be it,

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revision to the Human Resources Manual to update and replace the Transportation policy, 430, as set forth in this Resolution, to become effective January 1, 2014.

2014 Salaries/Benefits Projection		\$ 32,212,807.00						
<b>142-PROJ 111213 - Base of 11/12/13</b>								
<b>Copy of Live Payroll on 11/12/13</b>								
<b>Does not include:</b>								
All Vacant positions, OT, Payouts								
<b>Includes:</b>								
Vacant positions posted on ESS as of 11/12/13:								
Tech Serv Lib, Dig Init Serv Strat, ML Team Mgr, (2) Child Lib, (2) Bldg								
Main Mech, (2) Cust Sub PT								
With Medicare & OPERS benefits only								
12/31/13 Retirees (Marilyn Nichols)								
Gross Salary		25,843,984.74						
Medicare		322,407.54						
MMO Gold		3,287,746.32						
MMO Silver		183,868.32						
MMO Fees		1,491.84						
Vision		16,370.04						
Dental		215,678.16						
OPERS		3,634,657.65						
Life Ins		12,199.20						
AD&D		1,876.80						
<b>Estimated Total Salaries/Benefits</b>		<b>\$ 33,520,280.61</b>						
Estimated ACA Mandated Taxes in 2014						\$ 726,345.36		
	255							
	226	69,955.79						
	251	1,063,286.81						
	252	161,479.26						
	General Fund	\$ 32,225,558.75						
Subs Estimated based on Actual not in Projection		\$ 211,188.89						
Est Page Salaries (101, 51130 <> 14130051)		1,061,814.35						
Est Bonus Payment?		675,000.00				(675,000.00)	Don't include in beginning appropriation per Felton	
Est Workers Compensation		273,326.00						
Est Other Benefits (EASE/FSA)		20,000.00						
Est Unemployment		45,000.00						
<b>Estimated Total Salaries/Benefits</b>		<b>\$ 34,511,887.99</b>				<b>\$ 34,563,233.35</b>		
Over-budgeted/(Under-budgeted)		<b>\$ 2,299,080.99</b>						

## CLEVELAND PUBLIC LIBRARY

REPORT D**Human Resources Committee Report**

Meeting Date: December 19, 2013

Report Period: November 2013

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

<b>MONTH</b>	<b>2012 SICK LEAVE HOURS USED</b>	<b>2013 SICK LEAVE HOURS USED</b>	<b>2013 TOTAL HOURS</b>
January	2,536.49	3,301.62	89,193.74
February	3,527.82	3,939.49	87,312.00
March	*4,923.36	*4,379.14	*133,048.04
April	3,161.77	3,481.44	88,641.21
May	3,623.45	3,671.72	87,911.85
June	2,593.94	2,770.51	87,799.91
July	2,344.66	3,167.87	87,296.20
August	*4,221.65	*4,330.98	*134,002.21
September	3,037.74	3,233.83	88,195.51
October	2,760.23	3,963.30	88,109.94
November	2,833.57	*4,543.29	*124,264.49
December	3,277.75		

\*Covers three pay dates

**CLEVELAND PUBLIC LIBRARY**  
**Nov. 1, 2013- Nov. 30, 2013 EE0-4 REPORT**  
**FULL/PART-TIME EMPLOYEES**

**REPORT E****Human Resources Committee Report**

December 19, 2013

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	80	20	11	1			29	18	1		
Professionals	71	12	2		1		35	14	4	3	
Technicians	21	11	2	1			6	1			
Protective Service	20	9	9					2			
Para-Professionals	145	30	34	2	2		38	29	8	2	
Administrative Support	322	31	66	7	3		54	137	21	3	
Skilled Craft	10	6	2		1			1			
Service Maintenance	49	6	33	2			3	4	1		
<b>Grand Total</b>	<b>718</b>	<b>125</b>	<b>159</b>	<b>13</b>	<b>7</b>	<b>0</b>	<b>165</b>	<b>206</b>	<b>35</b>	<b>8</b>	<b>0</b>

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

**INSURANCE REPORT  
FOR THE MONTH OF  
NOVEMBER  
2013**

REPORT F

Human Resources Committee Report  
DECEMBER 19 , 2013

**Staff Enrollments-Health Care/Dental**

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	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>Med Mutual Silver</b>	22	10	32
<b>Med Mutual Gold</b>	262	148	410
<b>Delta Dental</b>	281	181	462
<b>Vision</b>	243	169	412
<b>Workers' Compensation Lost Time Report</b>			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
LIBRARIAN	FULTON	12/18/2012	30

CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR NOVEMBER 2013

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	2013	2012	
Main Library Branches	139,251	144,617	691	753	1,590,563	1,599,755	-0.6%
Mobile Units	339,718	341,371	1,685	1,740	3,758,690	3,715,694	1.2%
Library for the Blind	6,143	6,106			58,502	59,223	-1.2%
OLBPD BARD	44,707	55,526			587,771	678,201	-13.3%
eMedia	10,952	*			124,510	95,701	30.1%
	16,914	12,417			177,698	129,575	37.1%
<b>TOTAL CIRCULATION</b>	<b>557,685</b>	<b>560,037</b>			<b>6,297,734</b>	<b>6,278,149</b>	<b>0.3%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
eBook	12,932	9,338	135,819	96,342	41.0%
eAudioBook	3,854	2,981	40,255	31,909	26.2%
eMusic	76	42	666	657	1.4%
eVideo	52	56	958	667	43.6%
<b>TOTAL eCIRCULATION</b>	<b>16,914</b>	<b>12,417</b>	<b>177,698</b>	<b>129,575</b>	<b>37.1%</b>

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Downloads	10,952	*	124,510	95,701	30.1%
Users	663	*	6,778	5,385	25.9%

\*Due to system upgrades to BARD website, NLS did not provide usage statistics for Nov. & Dec. 2012

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2013	2012	2013	2012	
Main Library Branches	102	45 minutes	12,567	14,117	9,499	10,625	-10.6%
	542	40 minutes	90,026	78,084	60,624	52,757	14.9%
<b>TOTAL USAGE</b>	<b>644</b>		<b>102,593</b>	<b>92,201</b>	<b>70,123</b>	<b>63,382</b>	<b>10.6%</b>

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

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	2013	2012	
Main Library Branches	43,463	44,751	226	233	509,463	519,875	-2.0%
Mobile Unit	228,168	227,972	1,132	1,162	2,784,297	2,726,201	2.1%
	787	787			6,737	8,809	-23.5%
<b>TOTAL VISITS</b>	<b>272,418</b>	<b>273,510</b>			<b>3,300,497</b>	<b>3,254,885</b>	<b>1.4%</b>



CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR NOVEMBER 2013

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	9,462	901	746	1,345	12,454	1,013	13,467
Broadway*	0	26	6	16	48	1	49
Brooklyn	5,917	432	348	622	7,319	666	7,985
Carnegie West	10,228	972	1,062	1,466	13,728	1,310	15,038
Collinwood	6,521	757	562	994	8,834	816	9,650
East 131st	4,378	448	394	577	5,797	420	6,217
Eastman	14,639	1,288	1,470	2,294	19,691	2,555	22,246
Fleet	11,758	1,077	1,092	1,848	15,775	1,351	17,126
Fulton	8,674	872	680	1,101	11,327	1,037	12,364
Garden Valley	3,575	344	208	387	4,514	338	4,852
Glenville	6,203	625	463	1,058	8,349	630	8,979
Harvard-Lee	7,076	645	791	1,146	9,658	807	10,465
Hough	4,156	492	395	418	5,461	395	5,856
Jefferson	5,731	607	926	1,197	8,461	955	9,416
Langston Hughes	5,505	558	543	980	7,586	508	8,094
Lorain	8,620	836	679	1,261	11,396	1,024	12,420
Martin Luther King, Jr.	8,474	609	876	1,156	11,115	949	12,064
Memorial-Nottingham	10,303	919	1,189	2,039	14,450	1,659	16,109
Mt. Pleasant	4,990	482	385	588	6,445	486	6,931
Rice	10,658	624	683	874	12,839	1,085	13,924
Rockport	15,206	1,149	1,332	1,996	19,683	2,310	21,993
South	7,195	693	501	986	9,375	751	10,126
South Brooklyn	14,217	1,281	1,693	3,187	20,378	2,440	22,818
Sterling	5,094	430	431	569	5,524	374	6,898
Union	5,914	832	550	1,094	8,390	511	8,901
Walz	14,102	1,089	1,142	1,816	18,149	1,561	19,710
West Park	12,436	1,400	2,780	3,893	20,509	2,907	23,416
Woodland	9,661	596	536	859	11,652	952	12,604
<b>TOTAL</b>	<b>230,593</b>	<b>20,984</b>	<b>22,463</b>	<b>35,767</b>	<b>309,907</b>	<b>29,811</b>	<b>339,718</b>

\*Broadway branch library permanently closed its doors to the public on November 16, 2012

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR NOVEMBER 2013**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012			
Addison	13,467	12,005	135,791	141,878	-6,087	-4.3%	
Broadway*	49	2,055	828	35,622	-34,794	-97.7%	
Brooklyn	7,985	9,055	85,700	102,127	-16,427	-16.1%	
Carnegie West	15,038	13,442	163,142	160,318	2,824	1.8%	
Collinwood	9,650	10,952	112,677	116,510	-3,833	-3.3%	
East 131st	6,217	5,909	61,250	63,749	-2,499	-3.9%	
Eastman	22,246	21,449	252,460	217,216	35,244	16.2%	
Fleet	17,126	16,757	186,726	172,774	13,952	8.1%	
Fulton	12,364	13,117	156,231	133,503	22,728	17.0%	
Garden Valley	4,852	5,700	55,699	59,736	-4,037	-6.8%	
Glenville	8,979	9,757	102,639	104,784	-2,145	-2.0%	
Harvard-Lee	10,465	10,938	116,613	111,390	5,223	4.7%	
Hough	5,856	5,986	58,833	69,264	-10,431	-15.1%	
Jefferson	9,416	9,604	100,049	109,703	-9,654	-8.8%	
Langston Hughes	8,094	8,179	92,969	85,829	7,140	8.3%	
Lorain	12,420	12,601	144,293	138,386	5,907	4.3%	
Martin Luther King, Jr.	12,064	8,652	109,378	93,809	15,569	16.6%	
Memorial-Nottingham	16,109	15,603	176,865	186,827	-9,962	-5.3%	
Mt. Pleasant	6,931	6,994	78,902	81,514	-2,612	-3.2%	
Rice	13,924	15,380	158,805	153,386	5,419	3.5%	
Rockport	21,993	24,277	250,123	263,266	-13,143	-5.0%	
South	10,126	9,653	106,333	102,130	4,153	4.1%	
South Brooklyn	22,818	22,392	259,675	246,889	12,786	5.2%	
Sterling	6,898	7,889	80,916	80,391	525	0.7%	
Union	8,901	9,522	97,892	91,476	6,416	7.0%	
Walz	19,710	19,185	211,988	196,441	15,547	7.9%	
West Park	23,416	22,975	262,905	274,051	-11,146	-4.1%	
Woodland	12,604	11,343	139,008	122,675	16,333	13.3%	
<b>TOTAL</b>	<b>339,718</b>	<b>341,371</b>	<b>3,758,690</b>	<b>3,715,694</b>	<b>42,996</b>	<b>1.2%</b>	

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE NOVEMBER 2013**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012			
Addison**	5,290	5,290	81,759	78,175	3,584	4.6%	
Broadway*	0	1,444	0	18,421	-18,421	-100.0%	
Brooklyn	4,007	3,566	54,126	52,411	1,715	3.3%	
Carnegie West	15,954	14,391	181,167	189,835	-8,668	-4.6%	
Collinwood	7,377	7,242	83,862	76,808	7,054	9.2%	
East 131st	7,528	7,618	86,772	82,053	4,719	5.8%	
Eastman	12,054	12,448	143,279	135,266	8,013	5.9%	
Fleet	10,643	10,436	138,838	122,544	16,294	13.3%	
Fulton	7,858	7,832	101,881	88,123	13,758	15.6%	
Garden Valley	4,529	4,723	53,217	54,021	-804	-1.5%	
Glenville	6,703	8,169	84,264	91,051	-6,767	-7.4%	
Harvard-Lee	9,729	8,427	105,357	93,956	11,401	12.1%	
Hough	9,984	9,600	120,120	132,640	-12,520	-9.4%	
Jefferson	7,844	8,383	88,548	95,277	-6,729	-7.1%	
Langston Hughes	7,175	6,399	81,155	73,287	7,868	10.7%	
Lorain	7,609	7,166	101,382	88,609	12,773	14.4%	
Martin Luther King, Jr.	5,842	5,303	70,374	61,729	8,645	14.0%	
Memorial-Nottingham**	7,704	7,168	96,933	91,603	5,330	5.8%	
Mt. Pleasant	5,958	5,932	70,631	69,277	1,354	2.0%	
Rice	11,547	11,914	160,342	141,636	18,706	13.2%	
Rockport**	11,350	11,350	119,390	124,001	-4,611	-3.7%	
South	7,429	7,435	87,020	94,363	-7,343	-7.8%	
South Brooklyn	10,881	13,554	150,438	147,500	2,938	2.0%	
Sterling	9,939	9,550	139,708	135,423	4,285	3.2%	
Union	5,085	7,086	68,024	81,437	-13,413	-16.5%	
Walz	10,394	8,086	116,688	103,528	13,160	12.7%	
West Park	9,925	10,372	111,317	118,758	-7,441	-6.3%	
Woodland	7,307	7,088	87,705	84,489	3,216	3.8%	
<b>TOTAL</b>	<b>227,645</b>	<b>227,972</b>	<b>2,784,297</b>	<b>2,726,201</b>	<b>58,096</b>	<b>2.1%</b>	

\*Broadway branch library permanently closed its doors to the public on November 16, 2012

\*\*Equipment malfunction; substitute value used

CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS NOVEMBER 2013

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 West Park	23,416	1 Carnegie West	15,954	1 South Brooklyn	32,043
2 South Brooklyn	22,818	2 Eastman	12,054	2 West Park	27,814
3 Eastman	22,246	3 Rice	11,547	3 Fleet**	26,727
4 Rockport	21,993	4 Rockport**	11,350	4 Eastman	23,674
5 Walz	19,710	5 South Brooklyn	10,881	5 Rockport	19,896
6 Fleet	17,126	6 Fleet	10,643	6 Fulton	19,647
7 Memorial-Nottingham	16,109	7 Walz	10,394	7 Rice	19,462
8 Carnegie West	15,038	8 Hough	9,984	8 Memorial-Nottingham	19,271
9 Rice	13,924	9 Sterling	9,939	9 Harvard-Lee	17,655
10 Addison	13,467	10 West Park	9,925	10 Walz	16,063
11 Woodland	12,604	11 Harvard-Lee	9,729	11 Collinwood	14,769
12 Lorain	12,420	12 Fulton	7,858	12 Langston Hughes	14,439
13 Fulton	12,364	13 Jefferson	7,844	13 Glenville	14,006
14 Martin Luther King, Jr.	12,064	14 Memorial-Nottingham**	7,704	14 Addison	13,603
15 Harvard-Lee	10,465	15 Lorain	7,609	15 East 131st	13,025
16 South	10,126	16 East 131st	7,528	16 Mt. Pleasant	12,792
17 Collinwood	9,650	17 South	7,429	17 Lorain	12,588
18 Jefferson	9,416	18 Collinwood	7,377	18 Martin Luther King, Jr.	12,392
19 Glenville	8,979	19 Woodland	7,307	19 Carnegie West	10,487
20 Union	8,901	20 Langston Hughes	7,175	20 Union	8,416
21 Langston Hughes	8,094	21 Glenville	6,703	21 Sterling	8,267
22 Brooklyn	7,985	22 Mt. Pleasant	5,958	22 Woodland	7,946
23 Mt. Pleasant	6,931	23 Martin Luther King, Jr.	5,842	23 South	6,325
24 Sterling	6,898	24 Addison**	5,290	24 Hough	5,667
25 East 131st	6,217	25 Union	5,085	25 Brooklyn	5,524
26 Hough	5,856	26 Garden Valley	4,529	26 Jefferson	3,515
27 Garden Valley	4,852	27 Brooklyn	4,007	27 Garden Valley	2,310
28 Broadway*	49	28 Broadway*	0	28 Broadway**	1,966
	339,718		227,645		388,323
					473,177

\*\*Broadway and Fleet services areas merged

\*Broadway branch library closed its doors on November 16, 2012

\*\*Equipment malfunction; substitute value used

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University

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR NOVEMBER 2013**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
CLEVNET	81,106	75,076	913,592	909,357	0.5%
MORE	536	703	7,931	9,339	-15.1%
Other Libraries	488	662	7,572	6,074	24.7%
<b>TOTAL</b>	<b>82,130</b>	<b>76,441</b>	<b>929,095</b>	<b>924,770</b>	<b>0.5%</b>

\*Totals included in Main Library and Branch circulation counts.

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Projected	33,083	22,288	265,254	267,299	-0.8%
KnowItNow Web Reference*	490	992	5,649	8,017	-29.5%
Interlibrary Loan Requests	2,170	4,270	41,420	46,637	-11.2%
<b>TOTAL</b>	<b>35,743</b>	<b>27,550</b>	<b>312,323</b>	<b>321,953</b>	<b>-3.0%</b>

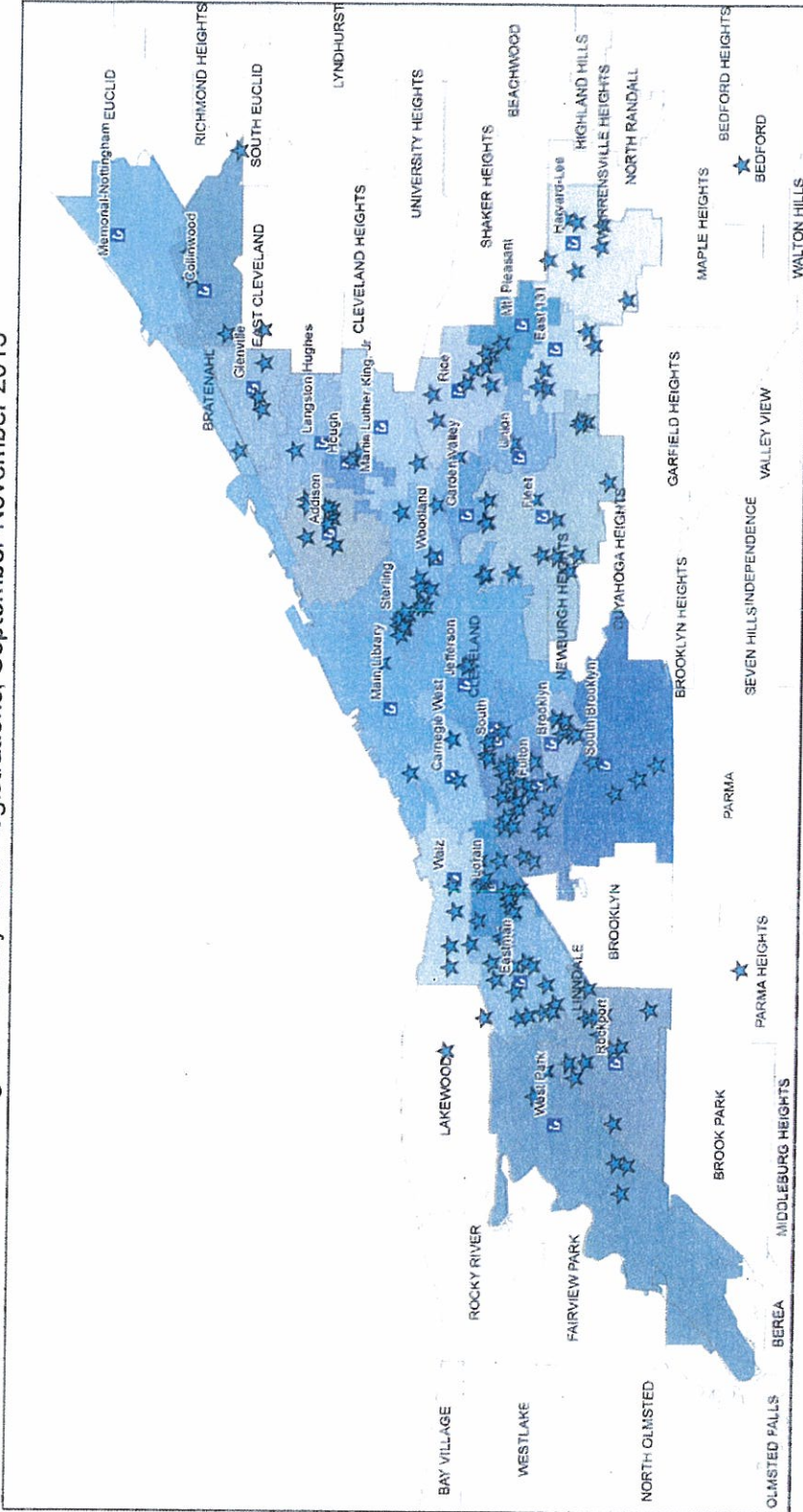
\*Questions taken by CPL staff only. As more partner libraries throughout Ohio sign on to provide the service, what had been CPL's disproportionate share as a provider will continue to diminish.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
New Titles Added	5,790	5,367	65,577	83,117	-21.1%
Total Items Added	17,564	26,260	265,886	300,476	-11.5%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Main Library	192	192	2,216	2,214	0.1%
Branches	5,454	5,497	63,374	65,113	-2.7%

MYTUNES	Nov 2013	Oct 2013	Sep 2013	Aug 2013	July 2013
	Songs Downloaded	3,941	3,966	4,059	4,201
Users	596	614	620	662	699
New Registrations	6	4	10	9	15

Kindergarten Library Card Registrations, September-November 2013



*Click map to show progress over time*